

SPECIAL TOPICS: CURRENT ISSUES IN SMALL BUSINESS, SBM175 - SECTION 601

Spring 2019 Syllabus

CONTACT INFORMATION

Instructor: Laura Sakry

Office: 2610

Office Hours: M/W 9:45-11:15am, T/Th 10:15 - 11:15am

Phone: 303-914-6576

Email: laura.sakry@rrcc.edu

Other: I will make every attempt to respond to email within 24 business hours.

When corresponding with me, please include as much information about your question or concern so that I can provide an effective response. If you are experiencing a schedule variation or are having difficulty understanding a discussion or assignment, please email or call me promptly so that we can work together. Working together proactively gives us an opportunity to support you in the successful completion of the course.

Instructor Absence: In the event of an instructor absence, class cancellation, or school closing, information will be posted on the NEWS section of the course on D2L.

ACCOUNTING TUTOR AVAILABILITY

There is tutoring available for your accounting classes in the Learning Commons, during the following hours:

Tuesday / Thursday @ 3:15 – 5:45

Wednesday / Friday @ 10:00 - Noon

COURSE INFORMATION:

Weekend Course Meetings:

Friday, May 10, 2019 5-10 pm &

Saturday, May 11, 2019 8 am-5 pm

The syllabus, lecture notes, assignments and supplemental materials will be distributed in class. Students hand in written assignments in class, and attendance data and grades will be posted in D2L.

REQUIRED TEXTBOOK/COURSE MATERIALS:

None.

COURSE DESCRIPTION:

This course focuses on an introduction to and discussion of the key issues of starting a small business. This class will be broken into 10 blocks, each block covering a different current issue. Within each block there will be a lecture, we will review material relevant to that issue (including but not limited to videos, handouts, internet research, etc.) and individual and/or group activities.

The class will be participative and flexible to meet the needs of the participants.

Credit hours: 1 hour

COURSE PREREQUISITES/CO-REQUISITES

None.

COURSE LEARNING OUTCOMES

Goal:

Provide students with an introduction to current issues small business owners face.

Upon successfully completing this course the student will have:

- Discussed various current issues
- Identified the current issues that impact their business
- Developed a basic understanding of the decision making process to address issues they face
- Described how they will address these issues in their own business

COURSE REQUIREMENTS/EXPECTATIONS

To meet the standard competencies of the course, students will be presented with fundamental concepts relating to current issues impacting small business owners. Through discussions, class exercises, and assignments students will have the opportunity to experience meaningful, real-world examples, situations, and information that can play a key role in their understanding of current issues facing small business owners.

GRADING POLICY

METHODS OF EVALUATION/GRADING/ASSESSMENT

Class Attendance & Participation (minimum of 10.5 hours for full credit) - 20 points

Completion of in-class exercises and group discussions- 15 points

Completion of in-class exercises - 15 points

Total Achievable Points = 50 points

GRADING SCALE

50 total achievable points

50-41 points = A

40-31 points = B

30-21 points = C

20-11 points = D

Less than 11 points = F

CLASS ATTENDANCE, PARTICIPATION & ENVIRONMENT

During the course I will guide and coach you in your participation to help you build an understanding of the course content. The course includes many in-class activities that contribute to learning about the content, such as group discussions, worksheet development, and informal presentations.

CLASS ATTENDANCE: Because of the condensed format and in-class exercises, full student attendance is key and a significant portion of your final grade. If for some reason you cannot make a portion of the class, please call the instructor.

CLASS ENVIRONMENT:

- My goal as the instructor is to provide a learning environment that encourages and engages student to actively experience the information. I use different approaches to reach the various learning styles of students.
- As an introductory class, students have different reasons for choosing the course. Therefore, I make my best effort to learn about student needs at the beginning of the course and work to meet those course needs throughout the semester.
- I encourage open-mindedness, appreciation of different opinions, and an active role in learning. With these components in place, we can also have fun in the process.
- It is also a strong expectation that students behave in a courteous and ethical manner toward other students and the instructor. Please be considerate of fellow students and respect the various perspectives, opinions, and experiences that will be presented in our discussions.
- As college students you will take from this class what you put into it.
 - **Cheating** is unacceptable and will result in a failing grade.
 - Likewise, **plagiarism** (stealing another person's work, ideas directly or indirectly and presenting them as your own) is unethical and will result in disciplinary measures according to the college standards. This could result in an automatic "F" grade, expulsion, academic probation, and any other action deemed appropriate by the instructor and Red Rocks Community College administration.
- Students are requested to inform the instructor ahead of time of any situations that may cause you to be away from the course for any period of time. Regular, consistent presence exhibited by participation in discussions according to established due dates and prompt response to student and instructor comments is a course standard. **It is best to email or phone the instructor on the cell phone # noted when you need information in a short timeframe or in an emergency.**
- Should students have a need to discuss a situation, schedule a different test time, or inform the instructor of alternate plans, they are encouraged to do so via the course email or by phone.

EFFECTIVE CLASS PARTICIPATION SHOULD INCLUDE THE FOLLOWING:

- Providing constructive feedback and encouraging others to become involved in discussions.
- Posing relevant questions and issues, and demonstrating knowledge of material being discussed. **This requires students to take responsibility for reading assigned materials and actively engaging in the class activities.**
- Respecting the rights of others to express their opinions and beliefs even when they are in opposition to one's personal views.
- Demonstrated self-responsibility for all assignments and obligations.
- Being on time; maintaining classroom etiquette; respecting the privacy of other students' business ideas.

IMPORTANT DATES

CENSUS DATE (LAST DAY TO DROP WITH A REFUND)

May 10, 2019

This is the last day you can remove yourself from this class without having to pay for the class and without the class showing on your permanent student record. If you are considering dropping the class, please talk to your instructor first. If you are on financial aid, you should also consult a financial aid advisor before dropping a class. All students are encouraged to see an academic advisor about how dropping may affect their goals.

WITHDRAW DATE (LAST DAY TO WITHDRAW WITH A "W")

May 11, 2019

This is the last day you can remove yourself from this class and receive a “W” for the class instead of a grade. You are responsible for payment. If you are considering withdrawing from the class, please talk to your instructor first. If you are on financial aid, you should consult a financial aid advisor before withdrawing from a class. All students are encouraged to see an academic advisor about how withdrawing may affect their goals.

MAKE-UP/LATE WORK POLICIES/EXTRA CREDIT

Late assignments will not be accepted unless advance arrangements have been made with the instructor.

ACADEMIC MISCONDUCT

Academic misconduct consists of plagiarizing, cheating, or committing any other form of academic misconduct including, but not limited to, unauthorized collaboration, falsification of information, and/or helping someone else violate reasonable standards for academic behavior. Students who engage in any type of academic dishonesty are subject to both academic consequences (as determined by the instructor) and to disciplinary action, according to the current Student Handbook (<http://www.rccc.edu/student-life/handbook>). All academic integrity incidents shall be sent to the Vice President of Student Success, Dr. Lisa Fowler.

CLASSROOM CONDUCT

Respect your classmates. If you have a cell phone, please turn it on vibrate. If you need to take a call, quietly excuse yourself from the classroom.

RRCC SYLLABUS INSERT - REQUIRED AND ADDITIONAL INFORMATION

All students are required to be familiar with the information contained in the RRCC Syllabus Insert document. In addition to your instructor reviewing the required content in class, the RRCC SYLLABUS INSERT can be found as an announcement on all D2L landing pages (where you have access to all of your courses) and in the “Student Resources” pull-down menu.

TENTATIVE COURSE SCHEDULE

Friday – May 10, 2019: Foundational Concepts, Classroom Activities/Practical Application

Saturday – May 11, 2019: Guest Speakers; Classroom Activities/Practical Application