

ADLTED 756 Course Outline as of Fall 2024**CATALOG INFORMATION**

Dept and Nbr: ADLTED 756 Title: MANAGING SMALL BUSN

Full Title: Managing a Small Business

Last Reviewed: 2/13/2023

Units		Course Hours per Week		Nbr of Weeks	Course Hours Total	
Maximum	0	Lecture Scheduled	0	9	Lecture Scheduled	0
Minimum	0	Lab Scheduled	2.00	3	Lab Scheduled	18.00
		Contact DHR	0		Contact DHR	0
		Contact Total	2.00		Contact Total	18.00
		Non-contact DHR	0		Non-contact DHR	0

Total Out of Class Hours: 0.00

Total Student Learning Hours: 18.00

Title 5 Category: Non-Credit

Grading: Non-Credit Course

Repeatability: 27 - Exempt From Repeat Provisions

Also Listed As:

Formerly:

Catalog Description:

This course is designed for students who are interested in improving and growing their small business. Students will learn small business management principles including leadership development, business dynamics, sales and services, finances, and human resources.

Prerequisites/Corequisites:**Recommended Preparation:****Limits on Enrollment:****Schedule of Classes Information:**

Description: This course is designed for students who are interested in improving and growing their small business. Students will learn small business management principles including leadership development, business dynamics, sales and services, finances, and human resources.
(Non-Credit Course)

Prerequisites/Corequisites:

Recommended:

- B. Creating a robust and loyal customer base
- C. Customer service and client retention
- V. Sales
 - A. Tracking progress towards goals, planning for future business, and projecting future sales
 - B. Speaking with prospects and investors to grow the business
- VI. Financial Systems
 - A. Accounts payable
 - B. Accounts receivable
 - C. Cash flow, credit, and working capital
- VII. Financial Capacity
 - A. Fiscal performance and growth
 - B. Overhead costs
 - C. Business taxes
- VIII. Human Resources
 - A. Labor laws
 - B. Compensation and benefits
 - C. The hiring process
 - D. Staff training to build capacity with employees
 - E. Disciplinary actions
 - F. Legal issues facing small businesses

Assignment:

1. Exercises:
 - A. Your Business Vision Today and in Three Years
 - B. How to Develop a Strategic Plan
 - C. Evaluation of Current Management Practices
 - D. My Business Competition Assessment Hand-out
 - E. Develop 30-second Elevator Speech on Selling Your Business
 - F. Develop a Tracking System (Internal Planning Tool)
2. Group Project--Develop a Human Resources Guide for Policies and Procedures
3. Quizzes:
 - A. Small Business Liabilities (1)
 - B. Operational business dynamics and types of businesses (1-2)

Methods of Evaluation/Basis of Grade:

Writing: Assessment tools that demonstrate writing skills and/or require students to select, organize and explain ideas in writing.

None

Writing 0 - 0%

Problem Solving: Assessment tools, other than exams, that demonstrate competence in computational or non-computational problem solving skills.

Exercises as outlined in the Assignments List

Problem solving 40 - 45%

Skill Demonstrations: All skill-based and physical demonstrations used for assessment purposes including skill performance exams.

Group Project--Human Resources Guide

Skill Demonstrations
15 - 20%

Exams: All forms of formal testing, other than skill performance exams.

Quizzes

Exams
15 - 20%

Other: Includes any assessment tools that do not logically fit into the above categories.

Participation and Attendance

Other Category
15 - 20%

Representative Textbooks and Materials:

Instructor prepared materials