

**BMG 85.1 Course Outline as of Fall 2012****CATALOG INFORMATION**

Dept and Nbr: BMG 85.1 Title: PRE-BUS FUNDAMENTAL

Full Title: Pre-Business Fundamentals

Last Reviewed: 4/2/2012

Units		Course Hours per Week		Nbr of Weeks	Course Hours Total	
Maximum	1.00	Lecture Scheduled	1.00	17.5	Lecture Scheduled	17.50
Minimum	1.00	Lab Scheduled	0	6	Lab Scheduled	0
		Contact DHR	0		Contact DHR	0
		Contact Total	1.00		Contact Total	17.50
		Non-contact DHR	0		Non-contact DHR	0

Total Out of Class Hours: 35.00

Total Student Learning Hours: 52.50

Title 5 Category: AA Degree Applicable

Grading: Grade or P/NP

Repeatability: 00 - Two Repeats if Grade was D, F, NC, or NP

Also Listed As:

Formerly: BMG 85A

**Catalog Description:**

This course assists students in making the decision to enter the field of small business. Covers strategic planning, how to start a small business from conception, buy a franchise or small business, or inherit a business. Introduction to the need for planning and initial financial considerations.

**Prerequisites/Corequisites:****Recommended Preparation:**

Eligibility for ENGL 100 or ESL 100

**Limits on Enrollment:****Schedule of Classes Information:**

Description: This course assists students in making the decision to enter the field of small business. Covers strategic planning, how to start a small business from conception, buy a franchise or small business, or inherit a business. Introduction to the need for planning and initial financial considerations. (Grade or P/NP)

Prerequisites/Corequisites:

Recommended: Eligibility for ENGL 100 or ESL 100

Limits on Enrollment:

Transfer Credit: CSU;

Repeatability: Two Repeats if Grade was D, F, NC, or NP

## **ARTICULATION, MAJOR, and CERTIFICATION INFORMATION:**

<b>AS Degree:</b>	<b>Area</b>	Effective:	Inactive:
<b>CSU GE:</b>	<b>Transfer Area</b>	Effective:	Inactive:
<b>IGETC:</b>	<b>Transfer Area</b>	Effective:	Inactive:
<b>CSU Transfer:</b>	Transferable	Effective: Fall 1983	Inactive: Fall 2018
<b>UC Transfer:</b>		Effective:	Inactive:

**CID:**

**Certificate/Major Applicable:**

Certificate Applicable Course

## **COURSE CONTENT**

**Outcomes and Objectives:**

Upon completion of this course, students will be able to:

1. Analyze the requirements needed for success in a small business.
2. Design a strategic plan based on a business type.
3. Describe the impact of financial considerations in a small business.

**Topics and Scope:**

1. Small business types
  - a. From conception (start ups)
  - b. Buying an existing business
  - c. Buying a franchise
  - d. Inheriting a family business
2. Evaluating financial needs
  - a. Start-up costs
  - b. Break-even analysis
  - c. Profit and loss
3. Business entities
  - a. To manage risk
  - b. Tax management
4. Legal entities
  - a. Partnerships
    - 1) General
    - 2) Limited
  - b. Corporations
    - 1) S-Corporation (sub Chapter S of IRS Code)
    - 2) C-Corporation (sub Chapter C of IRS Code)
  - c. Limited Liability Companies

## Assignment:

1. Reading of 5 to 15 pages per week
2. Weekly financial risk, tax, and legal assessment exercises
3. Written strategic plan (5-10 pages)
4. Topical discussions in class
3. Essay-based final exam

## 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.

Strategic plan

Writing  
10 - 15%

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

Assessment exercises

Problem solving  
50 - 60%

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

None

Skill Demonstrations  
0 - 0%

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

Final exam of essay questions

Exams  
30 - 40%

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

Attendance and participation

Other Category  
0 - 10%

## Representative Textbooks and Materials:

Instructor prepared materials