



ACCREDITATION EVIDENCE

Title: Course Change Proposal Form

Evidence Type: Corroborating

Date: 16 March 2021

WAN: 22-0225

Classification: Resource

PII: No

Redacted: No



WESTERN WYOMING COMMUNITY COLLEGE

Course Change Proposal

I. Course Information:

Course Title Small Business Management Course Number BADM 2105

Number of credits: 3 Prerequisite: Yes, if so list No

II. Method of Instruction: (check all that apply)

<input checked="" type="checkbox"/> 2.5 Lecture Hours	<input type="checkbox"/> Lab Hours	Options: Other:
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III. Proposed Action: (select all that apply)

Add a new course

Choose 2nd action from dropdown: _____

Choose 3rd action from dropdown: _____

other information that may be needed: _____

Details of Proposed Action(s):

Adopt a new course, BADM 2105--Small Business Management.

IV. Justification of Proposed Action:

The class would be added to the business curriculum as an elective. The class would appeal to both A.S. and A.A.S. business students. Recently, a number of business students have indicated that they are interested in starting their own small business after they graduate. The class would also appeal to community members, who are considering starting their own business.

V. Supporting Data: (applies to new course proposals only)

- A) Enrollment: Projected (if adding new course) 15 students
 Actual (if previously offered as Topics Course) _____
- B) Similar offerings among Wyoming colleges Central Wyoming College offers BADM 2105

VI. Proposed Implementation:

Fall 20 _____ Summer 20 _____ Spring 20 22

VII. Syllabus:

Syllabus attached & in appropriate format (Syllabus Template is available on the Intranet)

VIII. Signatures: (to be obtained by Originator) The following have reviewed the purpose and content of the proposal and recommend approval by the WWCC Curriculum Committee

A) Originator: [Signature] Date: 3/12/21

B) Division Members/Peers: (minimum of 3 signatures required)
[Signature] [Signature] [Signature]

C) Curriculum Division Representative: [Signature]

D) Division Chair: [Signature]

IX. Curriculum Signatures

This proposal has been reviewed by: [Signature] Mar 16, 2021

- Curriculum reader: _____
- Registrar: _____
- VP Of Student Learning: _____
- Registrar: CRSE Catalog UW Degree Audit

Western Wyoming Community College
BADM 2105 NT Small Business Management
Course Syllabus
Spring 2022

Instructor:
Steven Iriki

Contact Information
Email: siriki@westernwyoming.edu
Phone: 307-382-1745

Office Hours:
Room 1452
MW 10:00-11:00 a.m.
TuTh 1:00-2:30 p.m.

Note: Because of COVID-19, I may not be able to meet with you face to face during office hours. The best thing to do is to email me with any questions or issues. I can also set up a Zoom meeting with you.

Response Time:
Students can generally expect a response from the instructor within one business day with the exception of holidays, weekends or personal leave. Communication received outside of regular business hours (8-5) will be considered as received the following business day.

Course Number:
BADM 2105 NT

Credits:
3

Method of Instruction:
This class is an online class. All assignments, exams, and other documents are available through Canvas.

Transferability: Keep this course outline for future transferability issues with other schools. Students planning to attend another school should check with that

institution concerning transferability, since transferability is up to the discretion of each institution.

Prerequisite:

None.

Course Description:

This course will cover the essentials of management for a business with one to fifty employees and will give the student a comprehensive understanding of critical small business issues. Topics include the impact of small business on our economy, essential small business management strategies, entrepreneurship, the business plan, financial statement literacy and capital requirements, marketing strategies, human resources, and legal issues.

Required Textbooks and/or Materials:

The materials required for this class—and any other classes using Cengage products—are included in ONE Cengage Unlimited subscription. For \$119.99 per semester, you get access to ALL your Cengage online textbooks and access codes in ONE place. Four FREE hardcopy textbook rentals are also available for select titles for just \$7.99 S&H each.

Download the free **Cengage Mobile App** to get your Cengage online textbooks and study tools on your phone. Ask for Cengage Unlimited in the bookstore or visit **cengage.com/unlimited** to try it for free.

Cengage Unlimited ISBN(s):

1-semester access (4 months) / 9780357700006 / \$119.99

1-year access (12 months) / 9780357700013 / \$179.99

2-year access (24 months) / 9780357700020 / \$239.99

With Cengage Unlimited, you only need to purchase one subscription. Add the item(s) below (and any other Cengage e-book or access code for other classes) to your dashboard at no additional cost.

Title: Small Business Management, 19th edition
Author: Justin Longenecker, J. William Petty, Leslie Palich, and Frank Hoy
ISBN: 978-0357039410

Note: You will want to rent the printed version of the textbook as the exams are open book

Other Resources:

Please consult with one of the librarians in the WWCC library.

Course Objectives and College-wide Goals for Student Success

Listed below are this course's primary goals and the measure of successful completion of these goals. Some of the course goals also reinforce WWCC's Goals for Student Success.

WWCC has identified the following as goals for student success:

- Communicate Competently
- Retrieve Information
- See Issues from Multiple Perspectives
- Think Critically, Analyze, and Solve Problems
- Develop Life Skills

Course Primary Learning Goals and Integration of the Goals for Student Success

What students will learn in this class- (Course Objectives)	Program Learning Outcomes	Goals for Student Success	How the skills will be measured- (Assessment)
Students will use specific vocabulary used to communicate and apply concepts of small business management.	Students will demonstrate core literacy and communication skills required to succeed in a business environment.	Communicate Competently	May include: <ul style="list-style-type: none"> • Objective testing • Individual and/or group assignments • Small group and class discussions
Students will find and evaluate information relevant to financial statements and analysis.	Students will demonstrate competent use of computer internet, and/or database information sources.	Retrieve information.	May include: <ul style="list-style-type: none"> • Objective testing • Individual and/or group assignments • Small group and class discussions
Students will learn and understand a business plan, marketing plan, and a cash budget.	Students will demonstrate core literacy and communication skills required to succeed in a business environment.	Communicate Competently	May include: <ul style="list-style-type: none"> • Objective testing • Individual and/or group assignments • Small group and class discussions
Students will learn how to build customer relationships, promotional planning, managing human resources, and managing the firm's	Students will demonstrate core literacy and communication skills required to succeed in a business	Communicate Competently	May include: <ul style="list-style-type: none"> • Objective testing • Individual and/or group

What students will learn in this class- (Course Objectives)	Program Learning Outcomes	Goals for Student Success	How the skills will be measured- (Assessment)
assets.	environment.		assignments <ul style="list-style-type: none"> • Small group and class discussions

Course Requirements

Late Work:

It is expected that you will submit your homework on or before the due date. Late work will not be accepted except for unusual circumstances.

Attendance Policy:

Not applicable.

Extra Credit:

No extra credit assignments will be given.

Changes to the Syllabus: The procedures in this syllabus are subject to change in the event of extenuating circumstances. Students will be notified of any changes.

Methods of Evaluation:

Homework/Chapter Reviews: There will be fifteen (15) homework assignments that will review various chapters of the textbook. You will access the homework via the publisher's website (aka MindTap). You can access the publisher's website via Canvas. Taken together the homework assignments will comprise 20% of your grade.

Projects: There are two (2) projects that must be done in the class. More details on both projects are available in Canvas. Taken together the projects will comprise 30% of your grade.

Examinations: There will be three (3) examinations in this course. The exams are open book. Each of these examinations may consist of a mixture of question types, including multiple-choice, matching, true-false, short-answer, fill-in-the-blank, and short essay questions. These three examinations, together, will comprise 50% of the final course grade. Any material in texts, lecture, vocabulary, PowerPoint presentations, homework or other assignments, and from discussions is subject to examination. **Do not plan to make-up examinations.** Reasons for missing an examination will be closely scrutinized. Failure to notify the instructor in advance of an absence for an examination will result in a "0" for the examination.

IMPORTANT: You will take the examinations online via Canvas. Your exams will be taken using the Honorlock lockdown browser. Honorlock is an online proctoring service that allows you to take your exam from the comfort of your home. You DO NOT need to create an account, download software or schedule an appointment in advance. Honorlock is available 24/7 and all that is needed is

a computer, a working webcam, and a stable Internet connection.

To get started, you will need Google Chrome and to download the Honorlock Chrome Extension. You can download the extension at [//www.honorlock.com/extension/install](https://www.honorlock.com/extension/install)

When you are ready to test, log into Canvas, go to your course, and click on your exam. Clicking "Launch Proctoring" will begin the Honorlock authentication process, where you will take a picture of yourself, and show your ID. Honorlock will be recording your exam session by webcam as well as recording your screen. Honorlock also has an integrity algorithm that can detect search-engine use, so please do not attempt to search for answers, even if it's on a secondary device.

Honorlock support is available 24/7/365. If you encounter any issues, you may contact them by live chat, phone (844-243-2500), and/or email (support@honorlock.com).

When you take an exam via Honorlock, you must follow these rules and procedures:

- You should take the exam in a room which is isolated and you will not be disturbed.
- During the check-in process, you must show a photo id. It is recommended that you use your school id. rather than a Wyoming driver's license (which the Honorlock program has difficulty in reading).
- During the check-in process, you must make a full scan of the room and the area where you are taking the exam.
- During the exam you cannot have another computer, laptop, or tablet in close proximity of the computer/laptop that you are using to take the test. You also cannot use a phone or smartwatch during the exam.
- During the exam, you cannot speak or communicate with anyone else, whether it be in person or via electronically.
- Any violation of the above rules, may result in a score of "0" on the exam and being reported to the VP of Student Learning.

Grades will be based upon the following TENTATIVE point distribution:

Assessment	Percent of Grade
Homework Assignments	20%
Two Projects	30%
Three Exams	50%
Total	100%

This breakdown is tentative and may be revised during the semester. You will be notified of any changes via Canvas or in class.

Grading Policy- College Policy and Procedure 5240A:

Grading Scale:

- A = 90-100%
- B = 80-89%
- C = 70-79%
- D = 60-69%
- F = <60%

Rounding Policy: Grades will not be rounded. An 89.9% is a B.

Major Units of Study and Schedule:

1. The Entrepreneurial Life
2. Starting a Small Business
3. Franchises and Buyouts
4. The Business Plan
5. The Marketing Plan
6. The Organizational Plan: Teams, Legal Structures, Alliances, and Directors
7. The Location Plan
8. Understanding a Firm's Financial Statements
9. Forecasting Financial Requirements
10. A Firm's Sources of Financing
11. Building Customer Relationships
12. Pricing and Credit Decisions
13. Promotional Planning
14. Managing Human Resources
15. Managing the Firm's Assets

There is a separate course schedule for the class. Please review it carefully.






BADM 2105 Small Business Management - 03 22 2021

Final Audit Report

2021-03-16

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