

**NEOSHO COUNTY COMMUNITY COLLEGE
MASTER COURSE SYLLABUS**

COURSE IDENTIFICATION

Course Code/Number: ENTR 162

Course Title: Business Plan

Division: Applied Science (AS) Liberal Arts (LA) Workforce Development (WD)
 Health Care (HC) Lifetime Learning (LL) Nursing Developmental

Credit Hour(s): Two (2)

Effective Date: Fall 2013

Assessment Goal Per Outcome: 70%

COURSE DESCRIPTION

Upon successful completion of this course, the student will be able to evaluate a business concept and write a sound business plan. In the process of doing so, students will be able to assess the strengths and weaknesses of a business concept; collect and organize market research data into a marketing plan; and prepare the financial projects for their business concept. In addition, students will be able to identify and evaluate various resources available for funding small businesses.

MINIMUM REQUIREMENTS/PREREQUISITES AND/OR COREQUISITES

None

TEXTS

The official list of textbooks and materials for this course is found on [myNeosho](http://www.neosho.edu/ProspectiveStudents/Registration/CourseSyllabi.aspx).

<http://www.neosho.edu/ProspectiveStudents/Registration/CourseSyllabi.aspx>

GENERAL EDUCATION OUTCOMES

1. Practice Responsible Citizenship through:
 - identifying rights and responsibilities of citizenship,
 - identifying how human values and perceptions affect and are affected by social diversity,
 - identifying and interpreting artistic expression.
2. Live a healthy lifestyle (physical, intellectual, social) through:
 - listing factors associated with a healthy lifestyle and lifetime fitness,
 - identifying the importance of lifetime learning,
 - demonstrating self-discipline, respect for others, and the ability to work collaboratively as a team.
3. Communicate effectively through:
 - developing effective written communication skills,
 - developing effective oral communication and listening skills.
4. Think analytically through:
 - utilizing quantitative information in problem solving,
 - utilizing the principles of systematic inquiry,
 - utilizing various information resources including technology for research and data collection.

COURSE OUTCOMES/COMPETENCIES (as Required)

1. Prepare a well defined concept statement that clearly explains the business and product(s) and/or service(s).
2. Develop a management plan for a business.
3. Develop a marketing plan for a business.
4. Prepare the product or service section of the business plan.
5. Develop a financial plan for a business.
6. Prepare an effective business plan presentation.

AT THE END OF THE COURSE, A STUDENT SHOULD BE ABLE TO DO THE FOLLOWING:

1. Explain clearly and succinctly the proposed business and its products and/or services.
2. Evaluate the concept statement for clarity and completeness
3. List common entrepreneurial characteristics and behaviors.
4. Identify skills and expertise necessary for business success.
5. Assess personal strengths and weaknesses.
6. Identify specific areas in which additional business or technical skills are needed.
7. Identify personal preferences, interests and talents.
8. Identify at least three personal and career goals for the next 10 years.
9. Evaluate the compatibility of personal goals and talents with business concept.
10. Review criteria for the "ideal" or model business.
11. Evaluate business concepts against ideal business.
12. Develop strategy to address weaknesses in business concept.
13. Identify positions needed and define responsibilities.
14. Prepare the organizational chart.
15. Identify outside resources for business assistance and expertise.

16. Evaluate the advantages and disadvantages of the various forms of business ownership and determine which form is best for student types of business.
17. Investigate local restrictions (licensing, zoning, permits) relevant to business.
18. Identify the types of legal agreements that are necessary to securing proprietary rights for a business.
19. Prepare an industry study.
20. Prepare a competitive analysis and customer analysis.
21. Develop a plan for market penetration.
22. Outline how the product will be made and delivered.
23. Identify sources of materials or suppliers for product or service.
24. Evaluate traditional and non-traditional sources of capital.
25. Identify, discuss and prepare proforma income statements, balance sheets and cash flow statements for three years.
26. Explain the importance of cash management to a business.
27. Summarize critical business plan information into an effective executive summary.
28. Integrate sections of the plan into an effective whole, adding an appendix and table of contents.
29. Explain the benefits of a business plan from the perspective of the entrepreneur, a lender or an investor.

MINIMUM COURSE CONTENT

The following topics must be included in this course. Additional topics may also be included.

- I. Concept Statement
- II. Entrepreneurial Characteristics and Behaviors
- III. Evaluation of Business Concept Against Personal Criteria
- IV. Evaluate the Business Concept against the "Ideal" or Model Business Criteria
- V. Management Plan for Business
- VI. Legal Requirements for a Business
- VII. Develop a Marketing Plan
- VIII. Develop a Product or Service Plan
- IX. Develop a Financial Plan
- X. Prepare a Business Plan

STUDENT REQUIREMENTS AND METHOD OF EVALUATION

INSTRUCTIONAL METHODS

1. Lecture and class discussion
2. Use of visual aids
3. Guest speakers
4. Student assignments

STUDENT REQUIREMENTS

An effort will be made to grade students on all types of his/her performance: oral, written, daily, periodic, special contribution, homework, and projects. The instructor will endeavor to arrive at the course grade in the following manner:

30%	Sections of the Business Plan
50%	Business Plan (oral presentation and written document)
<u>20%</u>	<u>Assignments</u>
100%	

GRADING SCALE

A = 90%-100% B = 80-89% C = 70-79% D = 60-69% F = below 59%

ASSESSMENT OF STUDENT GAIN

The purpose of assessing student learning at Neosho County Community College is to ensure the educational purposes of the institution are met and appropriate changes are made in program development and classroom instruction to allow for student success.

All incoming first-time full-time students are required to pre-test by using either the COMPASS or ACT test as a testing tool. All graduating sophomore students are given a post-test by using the NCCC Exit Exam testing tool. The purpose of the pre/post test is to measure the average student gain in general academic knowledge while attending Neosho County Community College.

PROGRAM ASSESSMENT OF GAIN. The Marketing/Management Education Department performs follow-up contacts on program completers one year after awarding program certificates. Placement in a vocation, successfully attending a higher level of institutional learning, or military service is considered a positive placement. The minimum acceptable level of placement is 70 percent. A program assessment tool may also be used by the Marketing/Management Department to assess mastery of program

Attendance Policy

1. NCCC values interactive learning which promotes student engagement in the learning process. To be actively engaged, the student must be present in the learning environment.
2. Unless students are participating in a school activity or are excused by the instructor, they are expected to attend class. If a student's absences exceed one-eighth of the total course duration, (which equates to one hundred (100) minutes per credit hour in a face-to-face class) the instructor has the right, but is not required, to withdraw a student from the course. Once the student has been dropped for excessive absences, the registrar's office will send a letter to the student, stating that he or she has been dropped. A student may petition the chief academic officer for reinstatement by submitting a letter stating valid reasons for the absences within one week of the registrar's

notification. If the student is reinstated into the class, the instructor and the registrar will be notified. Please refer to the Student Handbook/Academic Policies for more information

3. Absences that occur due to students participating in official college activities are excused except in those cases where outside bodies, such as the State Board of Nursing, have requirements for minimum class minutes for each student. Students who are excused will be given reasonable opportunity to make up any missed work or receive substitute assignments from the instructor and should not be penalized for the absence. Proper procedure should be followed in notifying faculty in advance of the student's planned participation in the event. Ultimately it is the student's responsibility to notify the instructor in advance of the planned absence.

ACADEMIC INTEGRITY

NCCC expects every student to demonstrate ethical behavior with regard to academic pursuits. Academic integrity in coursework is a specific requirement. Definitions, examples, and possible consequences for violations of Academic Integrity, as well as the appeals process, can be found in the College Catalog, Student Handbook, and/or Code of Student Conduct and Discipline.

ELECTRONIC DEVICE POLICY

Student cell phones and other personal electronic devices not being used for class activities must not be accessed during class times unless the instructor chooses to waive this policy.

NOTE

Information and statements in this document are subject to change at the discretion of NCCC. Students will be notified of changes and where to find the most current approved documents.

ACCOMMODATIONS

If you are a student with a disability who may need accommodation(s), in compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990, please notify the Dean of Student Services in the Student Services Office, Sanders Hall, 620-432-0304, on the Chanute Campus, or the Dean for the Ottawa and Online Campuses, 785-248-2798, on the Ottawa Campus as soon as possible. You will need to bring your documentation for review in order to determine reasonable accommodations, and then we can assist you in arranging any necessary accommodations.

NON-DISCRIMINATION POLICY

The following link provides information related to the non-discrimination policy of NCCC, including persons with disabilities. Students are urged to review this policy.

<http://www.neosho.edu/Departments/NonDiscrimination.aspx>

SEXUAL MISCONDUCT POLICY (TITLE IX)

At NCCC, it is the responsibility of an instructor to help create a safe learning environment in the classroom, including both physical and virtual classrooms. All instructors are considered mandatory reporters at NCCC, therefore any information regarding sexual misconduct that is shared by a student in one-on-one meetings with the instructor must be reported to appropriate personnel at the College. Instructors will keep the information private to the greatest extent possible, but it is not confidential. Generally, climate surveys, classroom writing assignments or discussions, human subjects research, or events such as Take Back the Night events do not provide notice that must be reported to the Coordinator by employees, unless the reporting party clearly indicates that they wish a report to be made.

The following link provides information related to the sexual misconduct policy of NCCC, including resources, reporting options, and student rights. Students are urged to review this policy.

<http://www.neosho.edu/TitleIX.aspx>

COURSE NOTES