



Figure 1: Owens Logo.

Course Syllabus
SEMESTER
School of Business Hospitality Management and Public Safety

Course Name:	Introduction to Small business
Course & Section Number:	BUS130 - XXX
Meeting Day(s) & Time(s):	
Credits:	3 3 Lecture
Instructor's Name:	
Office Hours & Location:	
OCC Phone:	
OCC Email: *	
Additional Contact Information:	Emails will be answered within 24 – 48 hours (up to 72 hours weekends/holidays)

Catalog description:

Introduces the students to small business entrepreneurship. Provides an understanding of the different types of small businesses and the individuals (entrepreneurs) that run them. Offers students the opportunity to develop a startup business plan, from choosing a business, name, logo, business form, location, etc. to presenting the plan for startup funding. Preparation and presentation of a business plan is required.

Prerequisite/Corequisites:

None

Course Materials:

Current Textbooks, Materials, Equipment (software/hardware requirements): Connect online access Entrepreneurial Small Business (ESB) 7th Edition, by Katz and Green, McGraw-Hill Complimentary Entrepreneurship Module by Interpretive.

Inclusive Access (I.A.) Materials are included in the cost of the course to save students money through lower negotiated rates with publishers. Courses containing I.A. materials will have it noted on the online class schedule. If your course includes I.A. digital materials, you will

receive an email with subject line, “Your inclusive Access Materials,” and it will include any codes or digital links.

The email will come to your Owens Community College email from the Owens e-Campus Bookstore on the first day of class, if not before. Be sure to check your spam (junk email) if you do not find it in your inbox. If the email is not in your inbox or spam folder, contact your instructor immediately. You may also see a folder at the top of your course labelled “Course Materials by eCampus.” This folder will contain any needed codes or links to needed materials.

If the I.A. materials also include a printed book or are in print form, the item will be shipped to your address of record automatically based on your enrollment in the course. Please note that some courses do not include printed materials in I.A and those materials would need to be purchased separately using the link on the course schedule. When you access the Find Books link you will see which items in a course are included in I.A.

What You Will Learn in the Course

Course Outcomes:

- Provide the student with an introduction to starting a business.
- Explain what entrepreneurs do in a free-enterprise economy.
- Know what a business plan is and the various purposes.
- Define your business core beliefs, mission, vision and competitive advantage.
- Explain the differences between marketing, selling and market research.

Student Learning Outcomes:

Outcome	Where Assessed
Learn methods of valuing a business	Chapter quiz-Chapters 12-16
Ensure ethics in your business	Shadowing assignment
Appreciate the significance of operations	Entrepreneurial module quiz
Understand the importance of contracts	Chapter quiz Chapters 17-18
Identify the types of business financing	Chapter quiz Chapters 13-14
Read income statement and balance sheet	Entrepreneurial module quiz

Program Outcomes:

The following program outcomes are assessed in this course

Outcome	Where Assessed
Identify the resources needed for the creation implementation of a new small business venture	Shadowing Project-80% achieve 70% or higher

Institutional General Education Competencies:

As a student at Owens Community College, you will take General Education courses as part of your degree program. While specific to the General Education courses, will be reinforced in many of your degree program major courses and may be measured in your capstone course(s) and others as identified.

Competency	Where Assessed
Communicate effectively.	Entrepreneurial module quiz
Act with professional responsibility.	Shadowing experience assignment
Demonstrate sensitivity to others' beliefs and values.	Entrepreneurial module quiz
Think analytically, critically, and creatively.	Chapter quiz

Academic Support

Disability Services Resource Center: If you have a disability or acquire one, you may be entitled to receive reasonable accommodations intended to assure you an equal opportunity to participate in and benefit from the program. To receive more information or to register for accommodations, please contact the Disability Resource Center at 567-661-7007, email disability@owens.edu, visit <https://www.owens.edu/disability/>, or stop by College Hall 124.

Tutoring Services: Owens Community College offers academic tutoring and assistance in a variety of subjects including: accounting, computing, economics, mathematics, science, and writing. For more information go to: <https://www.owens.edu/successcenters/>.

Counseling Services: Counseling Services provides assistance to students experiencing personal, educational, interpersonal/relationship, family, social, or psychological difficulties. If you feel you may benefit from this service, please contact them at counselingservices@owens.edu. More information is at <https://www.owens.edu/counseling/>.

Campus and Community Connections: The Center for Campus and Community Connections (College Hall 123) is a walk-in office created to provide retention support through resource stability initiatives and community connections. Go here for more information: <https://www.owens.edu/connection/> or contact connections@owens.edu

Owens Library: The Owens Library offers two locations (Toledo and Findlay) as well as online resources. For more information visit <https://www.owens.edu/library/>.

****Students can find more information on campus resources and student support at this [link](#).*****

General Information

Student Code of Conduct: All students are expected to follow Owens Community College's [Student Code of Conduct](#), which includes academic honesty, encompassing plagiarism. See the [Board Policy](#) for more information.

Anti-Discrimination and Harassment & Title IX/Sexual Misconduct: All students, faculty, and staff are expected to follow Owens Community College's [Anti-Discrimination and Harassment Policy](#) and the College's [Title IX Policy](#)/Sexual Misconduct Procedures and

Guidelines. The College strictly prohibits and will not tolerate harassment, discrimination, intimidation, or hostile/offensive working or learning environments.

Religious Accommodations: A student seeking an accommodation for an absence permitted under Ohio's Testing Your Faith Act must provide the instructor with a written email notice with the specific dates for an absence, and must do so not later than fourteen (14) days after the first day of instruction. Alternative accommodations are not retroactive, and no academic penalty will be imposed for an absence under the policy*. The request for an alternative accommodation will be kept confidential. Students with questions about a religious accommodation under Ohio's Testing your Faith Act may contact the College's Office of Academic Affairs: provost@owens.edu. The policy may be found on the Owens website: [3358:11-2-63 Accommodation](#) for a Student Absence for the Observance of Religious Beliefs and Practices Policy

Document Collection: Throughout the semester, your instructors may ask for a variety of assignments including tests and/or quizzes for student learning of institutional general education competencies or program assessment. Please save all your class materials until the end of the semester.

Classroom Admittance: OCC classes shall only be attended by the officially registered OCC students or perspective students, instructor of record, guest lecturer, or substitute. Visitors are not permitted to be in the classroom and should not be invited to attend or participate in the class. See [FERPA](#) regulations for more information.

Use of AI Tools: This course permits you to use artificial intelligence (AI) tools, such as chatbots, text generators, paraphraser, summarizers, or solvers, to get guidance on assignments, as long as you do so in an ethical and responsible manner. Essentially, you can think of these tools as ways to help you learn but not to entirely create work for assignments like discussion board posts, essays, presentation slides, and so on. AI is more like your tutor or TA, not a replacement for your independent thinking.

This means that you must:

- Not use AI tools to replace your own thinking or analysis or to avoid engaging with the course content.
- Cite or explain any AI tools you use. Provide the name of the AI tool, the date of access, the URL of the interface, and the specific prompt or query you used to generate the output.

APA Example:

OpenAI. (2024). *ChatGPT* (Mar 14 version) [Large language model]. <https://chat.openai.com/chat>

- Be transparent and honest about how you used the AI tool and how it contributed to your assignment. Explain what you learned from the AI tool, how you verified its accuracy and reliability, how you integrated its output with your own work, and how you acknowledged its limitations and biases.

You are accountable for any mistakes or errors made by the AI tool. Always check and edit the output before submitting your work. If you discover any inaccuracies or inconsistencies in the output after submission, notify the instructor immediately and correct them as soon as possible. Using AI tools in an unethical or irresponsible manner, such as copying or paraphrasing the output without citation or transparency, using the output as your own work without verification or integration, or using the output to misrepresent your knowledge or skills, is considered a form

of academic dishonesty and will result in a zero grade for the assignment and possible disciplinary action. If you have any questions about what constitutes ethical and responsible use of AI tools, please consult with the instructor **before** submitting your work.

NOTE: Some instructors will also list specific acceptable and unacceptable uses or include a statement like “All written assignments, projects, and exams must be completed independently.”

Student Responsibilities & Instructor Expectations

- Assignments are due by the date posted elsewhere in this syllabus. Late Assignments or Tests will be accepted only with prior approval from instructor. Instructors will use their discretion about accepting or not accepting late work based on the student’s circumstances
- You may email me a rough draft of any written assignment for this class for my feedback up to one week before the due date listed in the Course Calendar.
- All course assignments must be submitted through Blackboard. Do not submit assignments by e-mail.
- All assignments must be completed in Microsoft Word document file types (.rtf, .doc, or .docx) or as a PDF. Submitted assignments completed in any other formats (e.g. pages, gdoc, etc.) will receive a grade of “F/0” for that assignment.
 - Microsoft Word is available in all Owens Community College computer labs and as a download for your computer. To access your downloadable copy of Microsoft Office, or use the online Office suite, [visit the Office 365 homepage](#) and sign in with your Owens email and Ozone password.
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- Visit the [Office of e-Learning's webpage for Blackboard Information and Tutorials](#) to view hardware/software requirements or view tutorials for assignment submissions.

Instructor Expectations:

Attendance and timeliness are expected for each class.

- Students are to communicate anticipated absences in advance in keeping with professional behavior by calling or emailing the lecture and/or lab instructor(s).
- Absence is defined as not attending any of the scheduled class time for the day or leaving early from lecture. Tardiness is defined as arriving more than 10 minutes late for scheduled time. Arriving late or leaving early from lecture will be considered an absence per incident.
- When a student is tardy on a quiz or exam day, there will be no additional time to complete the test.
- Students are responsible for missed course content. Please refer to the assignment policy within the syllabus.
- For inclement weather, refer to the Owens Community College catalog.

How Grades are Determined and Major Assignments

Evaluation Measure	Student Learning Outcomes Assessed	Value
Entrepreneur Case Quiz	1-6	100 points
Small Business Chapter Quizzes (18 @ 30 pts)	1-3; 5-6	540 points
Entrepreneur Concepts Quiz	1-6	100 points
Shadowing Experience Assignment	2	260 points
Total		1000 points

Grade	Percentage	Points
A	90 – 100 %	900-1000
B	80 – 89 %	800-899
C	70 – 79%	700-799
D	60 – 69%	600-699
F	0 – 59 %	0-599

All students enrolled in the Culinary Arts Program or Hospitality Management Program and certificates must earn a “C” grade or better in each Food, Nutrition and Hospitality (FNH) course and maintain a 2.0 grade point average (GPA). Students that earn a grade of “D or F” must repeat the course and meet with their Academic Advisor for academic remediation. Students with a GPA below 2.0 will be placed on Academic Probation (<https://www.owens.edu/trustees/wp-content/uploads/sites/45/2022/02/2-42-academic-recovery-procedures.pdf>).

Tentative Class Assignment Calendar:

Week	SLO	Topic
1	1	Review Syllabus and Entrepreneur Module
2	2	Topic: Chapter 1 Small Business Varieties McGraw Hill Chapter 1 Quiz DATE Entrepreneur Case Quiz DATE
3	1 & 2	Topic: Chapter 2 Small Business Entrepreneurs McGraw Hill Chapter 2 Quiz DATE
4	1 & 2	Topic: Chapter 3 Small Business Environment McGraw Hill Chapter 3 Quiz DATE
5	1 & 2	Topic: Chapter 4 Small Business Ideas and Chapter 5 Small Business Entry: Paths to Part Time McGraw Hill Chapter 4 Quiz DATE

Week	SLO	Topic
		McGraw Hill Chapter 5 Quiz DATE
6	3	Topic: Chapter 6 Full Time Entrepreneurship McGraw Hill Chapter 6 Quiz DATE
7	2 & 3	Topic: Chapter 7 Small Business Strategies McGraw Hill Chapter 7 Quiz DATE
8	3	Topic: Chapter 8 Business Plans McGraw Hill Chapter 8 Quiz DATE
9	2 & 3	Topic: Chapter 9 Small Business Marketing McGraw Hill Chapter 9 Quiz DATE
10	3	Topic: Small Business Promotion McGraw Hill Chapter 10 Quiz DATE
11	4	Topic: Chapter 11 Small Business Pricing, Distribution, Location Topic: Chapter 12 Small Business Accounting McGraw Hill Chapter 11 Quiz DATE McGraw Hill Chapter 12 Quiz DATE
12	4	Topic: Chapter 13 Cash: Lifeblood of the Business McGraw Hill Chapter 13 Quiz DATE
13	5	Topic: Chapter 14 Small Business Finance Topic: Chapter 15 Assets McGraw Hill Chapter 14 Quiz DATE McGraw Hill Chapter 15 Quiz DATE Entrepreneur Concepts Quiz DATE
14	5	TBD
15	5	Topic: Chapter 16 Small Business Protection Topic: Chapter 17 Legal Issues McGraw Hill Chapter 16 Quiz DATE McGraw Hill Chapter 17 Quiz DATE
16		Topic: Chapter 18 Human Resource Management McGraw Hill Chapter 18 Quiz DATE Shadowing Experience Assignment DATE

Disclaimer: The instructor reserves the right to amend this syllabus as deemed necessary and will communicate such amendment to the students in the course. Please note that while unlikely, there is a possibility courses might need to change the delivery method due to external issues like public health concerns, weather issues, etc. If this happens, the college will communicate any changes via email and/or other communication methods.