

APPENDIX D

COMMUNITY COLLEGE OF MICRONESIA

COURSE MODIFICATION REQUEST

BU 099 Small Business Management

Course Number and Title
Business

BU 097 Management
New Course Number and Title

Department
New Course Objectives:

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- New Course Description -----

Justification for Revising the Course: -w

12/19/1996

College of Micronesia-FSM COURSE

OUTLINE COVER PAGE

Course Title SMALL BUSINESS MANAGEMENT Department & Number BU 097
Course Description:

Challenges and success in managing small business in today's market.

The definition of entrepreneur, types of business organizations, legal aspects, personnel management and the criteria establishing a small business is discusse. A simple business plan is developed.

Course Prepared by:

Hesam Sardari State Pohnpei main campus
s per Week No. of Week Total Hours Semester Credits

3 x	T6., x 48/16 -=	3
x	x =	
x	x =	
Total Semester Credits		3

HourLecture Laboratory Workshop

Purpose of Course: Degree Requirement Degree Elective Certificate
Remedial Other

Prerequisite Courses:

4,/, ~ ~ - 2 /9 96

Date Appr ed by Committee

Signature, Presidrent, COM- FSM

2/26/1996

Date Approved by President

Form: Course Outline- 10/94

Entrepreneurship Course Outline

A. General Objectives

The main ideas of small business management in today~ 's market. The challenges of entrepreneur and know how for successful business. Ideas such as who is an entrepreneur, type of business, location and legal aspects and development of a simple business plan and management of a small business will be covered.

B. Specific Objectives:

The student will be able to:

- 1- Define entrepreneur, list the key traits of successful entrepreneur. Explain the social conditions conducive to development of entrepreneurs.
- 2- Describe in detail the opportunities and trends in business world. Explain the technology available to aid the entrepreneur, major industries and economy of tomorrow.
- 3- Explain the choice of business the entrepreneur should go into and list advantage and disadvantages of different types of business.

- 4 Develop a simple small business plan in several phases. Phase one to define different stages and draw the blue print of the of business plan, and getting the facts, choosing a site and defining the marketing strategy.**
- 5- Continue in developing the business plan, the phase two; research the market, choosing a product or service, and forecasting a sales revenue.**
- 6- Continue in developing the business plan, the phase three, plan for accounting system and insurance coverage.**
- 7- In the next phase of the development of business plan, explain the legal aspects of business. Define different legal forms of organization. List advantage and disadvantages of different forms of business.**
- 8- Explain the importance of location of the business in development of business plan. Market research, type of product or service and infrastructure consideration in choosing the location of the business.**
- 9- Forecast the financing needed in starting the business and preparing the budget for the business plan.**
- 10- Define the needs of the organization/business in terms of personnel, the skills needed to fill the positions and how to go about to find the right employee(s) as the last step in development of business plan.**

C: Text:

D. Methods of Instruction:

Lecture, guest speakers, Projects, Practice sets, and various individual and group assignments.

E. Course Content:

- I. The entrepreneur, key traits, challenges and success.**
- II. Opportunities and trends for entrepreneurs.**
- III. Decision on what types of business to go to.**
- IV. Set stage for development of a small business plan.**
- V. Market research, choosing a new product and revenue forecast.**
- VI. Establishment of an accounting system for the business plan.**
- VII. Legal aspects of the business and choice of organization.**

VIII. Location and type of product or service.

XI. Financing needs of the business and budgeting.

X. Management, and personnel needs of the business.

Evaluation:

Grades will be assigned based on the following percentage of total points received from exams, projects, quizzes, practice sets, and the mid term and final:

A.....	90%	to	100%
B.....	80%	to	89%
C.....	70%	to	79%
D.....	60	% to	69%
F.....	59% and below		

G. Attendance Policy:

The COM-FSM Attendance Policy will be observed.'