

Dakota College at Bottineau Course Syllabus

Course Prefix/Number/Title: BUSN 170 Entrepreneurship

Number of Credits: 3 Semester Hours

Pre-Co-requisites: None

Lecture/Lab Schedule: MWF: 9:00-9:50am

Administration Building, Room 359 – MSU Campus

Nelson Science, Room 105 – Dakota College at Bottineau Campus

Instructor: Penny Belgarde

Instructor Office: Minot State University Campus – DCB Office

Administration Building, Room 160, 500 University Ave. West, Minot, ND 58707

Office Hours: MWF 1:00 – 4:00pm

T-TH 9:30 – 11:00am and 1:00 – 4:00pm

**Appointments in advance is appreciated.*

Phone: 701-858-4339 or 800-777-0750 Ext: 4339

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Textbook: Entrepreneurial Small Business, 5th Edition, Jerome Katz & Richard Green

ISBN: 9781259573798

Course Description: This course introduces students to the concept of entrepreneurship and the entrepreneurial decision process. Topics covered include business plan development, Entrepreneurship characteristics and competencies, small business ideas (creativity and feasibility), marketing strategies, promotion, small business accounting, and financing a small business.

General Education Goals/Objectives: N/A

Course Objectives: Upon successful completion of this course, the student should be able to:

1. Introduce the concept of entrepreneurship.
2. Explain the entrepreneurial decision process.
3. Define what the business plan is, who prepares it, who reads it, and how it is evaluated.
4. Understand franchising from the perspective of both the entrepreneur looking to reduce the risk of new entry and from the entrepreneur looking for way to grow his or her small business.
5. Identify the basic types of start-up businesses.
6. Effectively price and market products/service.
7. Explain the role of entrepreneurship in economic development.
8. Understand risk associated with entrepreneurship.
9. Discuss ethical responsibilities of entrepreneurs.
10. Write a business plan.

Course Requirements:

1. Completion of assignments, tests, and presenting the final business plan are required, along with participation and attendance.
2. Everyone will develop and create a small business plan throughout the semester. The plan is required to consist of a high-quality report, covering all aspects of a business plan covered within this course, length as determined by the comprehensiveness of the plan, and a cover page and reference page. Grading factors will include applicability, effectiveness, and quality. The final small business plan will be presented at the end of the semester
3. Grading is the accumulation of assignments, a business plan, and tests for total points.

Grading Scale: Grading is based on what the student earns based upon the percent of total possible points. Final letter grades are assigned based on the grading scale below.

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

Final Exam Schedule: Final Business Plan will be submitted and presented on Wednesday, May 6, and Friday, May 8.

IVN Assignment Submissions: This course is taught over interactive video network (IVN) with your instructor located at a distant site (Minot), therefore students will need to take a few extra steps in submitting assignments in Blackboard. We will use Blackboard to manage class content, resources, and assignment submissions. There will be assignments that you will need to attach to assignments in Blackboard through uploading documents or scanning, saving, and attaching to the assignment. Students need to know how to scan documents. The library has resources needed to scan documents. You can also utilize free scanning apps (*example: FasterScan App*) for your phone (if you choose to use) that do a good job scanning and saving documents. Not knowing how to scan is no excuse for not submitting assignments. It is a requirement.

Attendance and Participation: Participation and attendance is expected. Attendance is taken. Content covered, activity/projects, and discussion during class time is essential to meeting course objectives. If a student misses more than 3 days of unexcused class, each day missed after will result in 2% deduction points from your overall grade. If a missed class occurs, it is the student's responsibility to obtain the missed information and/or assignment(s).

Due Dates: All assignments are due when they are due. If an emergency arises, it is the student's responsibility to take care of arrangements in advance with your instructor for assignments that are due or you will receive a "0." If assignments need to be submitted after the due date, students will be allowed 3 days, if approved by your instructor, to submit the assignment or you will receive a "0" on the assignment.

Tests: *Students are expected to take a test when it is given.* If a student knows they will need to miss an exam, they need to notify their instructor at least one week in advance of the test date. The exam must be taken before the scheduled test date. If a test is missed for unforeseen circumstance, the instructor must be notified immediately and proper documentation provided (example: doctor's note, police accident report). The test must be made up within one week or you will receive a "0." It is the student's responsibility to arrange the day and time for the make-up test with the library to proctor the test and then notify your instructor with the details, as a proctor form needs to be completed and submitted by your instructor and sent to the library proctor. *You will not be allowed to miss more than one test.*

Classroom Policies: Students are expected to sit in front rows due to course delivery through IVN. Students will also be asked to remove any hats or caps to help be more visible through IVN. Students may use their laptops/tablets or the computers in the classroom to take notes only. If students abuse this privilege, the instructor has the right to prohibit the use of them during class. Students are expected to turn off or mute cell phones or any electronic devices during class. I will not tolerate texting, playing games, watching videos or anything else that is disruptive to the class and others around you. You will be asked once to put the phone away, if asked again you will be asked to leave.

Academic Integrity: To plagiarize is to “steal and pass off the ideas or words of another as one’s own”. Plagiarism will not be tolerated in this course. If a student is suspected of cheating, plagiarizing, not doing their own work, it will be investigated. Any student found to engage in academic dishonesty (including letting others cheat off you) will receive an automatic “F” in the course. Additionally, the incident will be reported to the appropriate University office and additional action may be taken.

Cheating: Cheating will not be tolerated. Any student found to be cheating will receive a 0 on the assignment; an additional incidence of cheating will result in the student being dismissed from the course.

Disabilities and Special Needs: If you have any condition, such as a physical or learning disability, for which you need extra assistance, please inform me immediately. If you have already met with Student Development personnel, please provide me with information regarding your special needs as soon as possible so that appropriate accommodations can be made regarding your special needs as soon as possible so that appropriate accommodations can be made.

Title IX: Dakota College at Bottineau (DCB) faculty are committed to helping create a safe learning environment for all students and for the college as a whole. If you have experienced any form of gender or sex-based discrimination or harassment, including non-consensual sexual intercourse, sexual harassment, relationship violence, or stalking, know that help and support are available.

DCB has staff members trained to support survivors in navigating campus life, accessing health and counseling services, providing academic and housing accommodations, and more. The College strongly encourages all students to report any such incidents to the College Title IX Coordinator.

Please be aware that all DCB employees (other than those designated as confidential resources such as advocates, counselors, clergy and healthcare providers) are required to report information about such discrimination and harassment to the College Title IX Coordinator. This means that if you tell a faculty member about a situation of sexual harassment or sexual violence, or other related misconduct, the faculty member must share that information with the College’s Title IX Coordinator. If you wish to speak to a confidential employee who does not have this reporting responsibility, you can find a list of resources on the Title IX website. www.dakotacollege.edu/student-life/safety/title-ix

Relationship to Campus Theme: Dakota College at Bottineau emphasizes nature, technology, and beyond as a focus for the unique blend of courses and programs offered here. This course will emphasize the use of technology, communications, and the diverse makeup of the business community, which enhances the “Human” nature.