



One College Drive, Blythe CA 92225
(760) 921-5500

Course Control Number: CCC000424409		
Course Outline Approval Dates		
Modality	Curriculum Committee	Board of Trustees
Face-to-face	3/14/2019	4/16/2019
Correspondence Ed.	3/14/2019	4/16/2019
Distance Ed.	3/14/2019	4/16/2019

COURSE OUTLINE OF RECORD

Course Information

Course Initiator: Sarah Frid			
CB01 - Subject and Course #: BUS 115			
CB02 - Course Title: Small Business Finance			
New Course: <input type="checkbox"/>		Non-Substantial: <input checked="" type="checkbox"/>	
		Substantial: <input type="checkbox"/>	
Articulation Request: <input type="checkbox"/> UC		<input checked="" type="checkbox"/> CSU	
		<input type="checkbox"/> CSU-GE	
		<input type="checkbox"/> IGETC	
Lecture Hours: 54		Laboratory Hours:	
		Clinical/Field Hours:	
CB06/CB07: Course Units: 3.0			
Prerequisites:			
Co-requisites:			
Advisories: Completion of MAT 095 or appropriate placement based on AB 705 mandates			
CB03 - TOP Code:		0506.00 - Business Management	
CB04 - Credit Status:		D - Credit - Degree Applicable	
CB05 - Transfer Status:		B - Transferable to CSU only	
CB08 - Basic Skills Status:		N - Course is not a basic skills course	
CB09 - SAM Priority Code:		C - Clearly Occupational	
CB10 - Cooperative Work:		N - Is not part of Cooperative Work Experience Education Program	
CB11 - Course Classification:		Y - Credit Course	
CB13 - Approved Special:		N - Course is not a special class	
CB21 - Prior Transfer Level:		Y - Not Applicable	
CB22 - Noncredit Category:		Y - Credit Course	
CB23 - Funding Agency:		Y - Not Applicable	
CB24- Program Status:		1 - Program Applicable	
Transfer Request:		B= CSU only	

Please select the appropriate box(s) of the modalities in which this course will be offered, and fill out the appropriate sections for that mode.

- Face-to-Face – Section B
- Correspondence Education – Section C
- Distance Education – Section D

JUSTIFICATION OF NEED:

This course is currently applicable to the AS, Business Management, Certificate of Achievement for Business Management, Certificate of Career Preparation for Small Business Management, and the AA, Liberal Arts, emphasis in Business and Technology.

CATALOG DESCRIPTION:

An intensive examination of the essentials of finance specifically for the small-business owner, or prospective owner. Topics include economic concepts of finance, forms of business ownership, financial statement analysis, break-even analysis, working capital management, time value of money, capital budgeting and personal finance for the business owner.

COURSE OBJECTIVES:

1. Describe the relationship between business finance and economics.
2. Define and explain the advantages and disadvantages of sole proprietorship, corporation, partnership, and a limited liability company.
3. Explain the chief characteristics of the three major financial statements and explain the significance of key financial ratios.
4. Calculate and explain the significance of a business breakeven point in sales.
5. Forecast financial performance using forecasting models.
6. Prepare a cash flow statement and analyze options.
7. Apply working capital management techniques, including inventory analysis and accounts receivable management.
8. Demonstrate an understanding of the time value of money and calculate present value and future value using appropriate tables.

STUDENT LEARNING OUTCOMES:

1. Predict financial performance using forecasting models.
2. Evaluate a proposal using financial cost-benefit analysis techniques, including payback, net present value, and internal rate of return.
3. Explain the advantages and disadvantages of a sole proprietorship, a partnership, and a limited liability company.

A. COURSE OUTLINE AND SCOPE

1. Outline of topics or content:

1. Economics and finance for the small business owner
2. Financial management and planning
3. Financial statement analysis
4. Profit, profitability and breakeven analysis
5. Forecasting and pro forma financial statements
6. Working capital management
7. Time value of money
8. Capital budgeting
9. Personal finance and risk analysis

2. If a course contains laboratory or clinical/field hours, list examples of activities or topics:

3. Examples of reading assignments:

Chapter readings from the textbook

Articles provided by the instructor

4. Examples of writing assignments:

WCalculation of problems from the textbook
Writing short reports analyzing the results of calculations

Example: Compute the net present value of the cash flow streams resulting from two alternative projects. Explain calculations and provide a written analysis of which project is superior and by what criteria.

5. Appropriate assignments to be completed outside of class:

Homework problems and written assignments.

6. Appropriate assignments that demonstrate critical thinking:

Analyze and assess the advisability of pursuing a course of action from the standpoint of financial feasibility, and provide a justification in writing for that choice.

7. Other assignments (if applicable):

Check if Section B is not applicable

B. FACE-TO-FACE COURSE SECTIONS:

Face-to-face education

Is a mode of delivery in which instruction is delivered in a traditional classroom setting, with instructor and students located simultaneously in the same classroom facility.

1. Describe the methods of instruction:

Lecture and discussion

2. Describe the methods of evaluating of student performance.

Performance on tests, quizzes, homework and other assignments

3. Describe how the confidentiality of the student's work and grades will be maintained.

Instructors shall make reasonable efforts to protect the confidentiality of students' grades and graded work consistent with practices described in the Family Education Rights and Privacy Act (FERPA).

4. If the course has a lab component, describe how lab work is to be conducted and how student work is to be evaluated.

NOTE: Students will be encouraged by instructors of this course to direct themselves to the College's Disabled Students' Programs and Services (DSP&S) department if they believe they have a learning disability.

Check if Section C is not applicable

C. CORRESPONDENCE EDUCATION COURSE SECTIONS (Correspondence, hybrid correspondence)

Correspondence education

is a mode of delivery in which instructional materials are delivered by mail, courier or electronic transmission to students who are separated from the instructor by distance. Contact between instructor and students is asynchronous.

Hybrid correspondence education

is the combination of correspondence and face-to-face interaction between instructor and student.

1. Describe the methods of instruction.

Assignments will be provided to students with full explanation in the form of textbook readings, background readings, or instructor directions or all three.

2. Describe the methods of evaluating student performance.

Correspondence Education methods of evaluation of student performance may include quizzes, exams, writing assignments, and portfolio projects.

3. Describe how regular, effective contact between the instructor and a student is maintained.

Regular, effective contact includes, but is not limited to, exams; quizzes; essays; research papers; graded homework assignments; syllabus receipt; office hours; instant messaging; and synchronous online discussions, e-mails, letters, notes, phone calls, or postings on the Bridge between instructor and student.

4. Describe procedures that help verify the individual submitting class work is the same individual enrolled in the course section.

Consistent with policy elements listed in the ACCJC's "Policy on Distance Education and on Correspondence Education," the College verifies the identity of a student who participates in class or coursework by using, at the College's discretion, such methods as a secure log-in and password, proctored examinations, or other technologies or practices that are developed and effective in verifying each student's identification.

5. Describe procedures that evaluate the readiness of a student to succeed in a correspondence or hybrid correspondence course section.

The procedure might consist of a short assessment questionnaire prepared by the instructor and self-administered by the student. The questionnaire would evaluate areas such as working independently, adhering to timelines, and familiarity with working online and with computer technology. The student would use the resulting score to evaluate his or her readiness to take the course in a correspondence or hybrid correspondence instructional mode.

6. Describe how the confidentiality of the student's work and grades will be maintained.

Instructors shall make reasonable efforts to protect the confidentiality of students' grades and graded work consistent with practices described in the Family Education Rights and Privacy Act (FERPA).

7. If the course has a lab component, describe how lab work is to be conducted and how student work is to be evaluated.

8. If the course requires specialized equipment, including computer and computer software or other equipment, identify the equipment, and describe how it is to be accessed by students.

hand calculator

Note: Students will be encouraged by instructors of this course to direct themselves to the College's Disabled Students' Programs and Services (DSP&S) department if they believe they have a learning disability.

Check if Section D is not applicable

D. DISTANCE EDUCATION COURSE SECTIONS (online, ITV, hybrid)

Online education

is a mode of delivery in which all instruction occurs online via the Internet. Student and instructor access to email and the Internet is required. Students are required to complete class work using email, chat rooms, discussion boards and other instructional online venues.

Interactive television (ITV)

is a mode of synchronous delivery in which instruction occurs via interactive television (closed circuit).

Hybrid instruction

is a combination of face-to-face instruction and online instruction.

1. Describe the methods of instruction.

Online education: Instructional materials, including readings, assignments, background materials, tests and quizzes are posted to Palo Verde College's Bridge website for review by students. Instructors may also conduct discussion sessions with students via the Internet.

Hybrid: Combines online instruction with face-to-face instruction and may consist of a combination of Internet-based instruction and face-to-face instruction in traditional classroom.

ITV: Instruction is conducted synchronously on closed-circuit television.

2. Describe the methods of evaluating of student performance.

A student's grade will be based on multiple measures of performance. These methods may include, but are not limited to, the following:

Evaluation procedures shall be developed by each instructor. However, such procedures will include exams and a final, which may consist of completion, true/false, multiple-choice, essay, and problem-solving items. Measurement of student performance may also include periodic quizzes, homework assignments, practice sets, attendance and evidence of regular participation, and other evidence of critical thinking required by the instructor.

3. Describe how regular, effective contact between the instructor and a student is maintained.

Regular, effective contact includes, but is not limited to, exams; quizzes; essays; research papers; graded homework assignments; syllabus receipt; office hours; instant messaging; and synchronous online discussions, e-mails, letters, notes, phone calls, or postings on the Bridge between instructor and student.

4. Describe procedures that help verify the individual submitting class work is the same individual enrolled in the course section.

Consistent with policy elements listed in the ACCJC's "Policy on Distance Education and on Correspondence Education," the College verifies the identity of a student who participates in class or coursework by using and the College's discretion, such methods as a secure log-in and password, proctored examinations, or other technologies or practices that are developed and effective in verifying each student's identification.

5. Describe procedures that evaluate the readiness of a student to succeed in an online, ITV or hybrid course section.

The procedure might consist of a short assessment questionnaire prepared by the instructor and self-administered by the student. The questionnaire would evaluate areas such as working independently, adhering to timelines, and familiarity with working online and with computer technology. The student would use the resulting score to evaluate his or her readiness to take the course in an online, ITV or hybrid instructional mode.

6. Describe how the confidentiality of the student's work and grades will be maintained.

Instructors shall make reasonable efforts to protect the confidentiality of students' grades and graded work consistent with practices described in the Family Education Rights and Privacy Act (FERPA).

7. If the course has a lab component, describe how lab work is to be conducted and how student work is to be evaluated.

8. If the course requires specialized equipment, including computer and computer software or other equipment, identify the equipment, and describe how it is to be accessed by students.

hand calculator

Note: Students will be encouraged by instructors of this course to direct themselves to the College's Disabled Students' Programs and Services (DSP&S) department if they believe they have a learning disability.

**E. REPRESENTATIVE TEXTBOOKS AND OTHER READING AND STUDY MATERIALS:
List author, title, and current publication date of all representative materials.**

Adelman. ENTREPRENEURIAL FINANCE. 6th ed. 2014 or most recent edition.

SIGNATURES

COURSE INITIATOR: _____

DATE: _____

DIVISION CHAIR: _____

DATE: _____

LIBRARY: _____

DATE: _____

CHAIR OF CURRICULUM COMMITTEE: _____

DATE: _____

SUPERINTENDENT/PRESIDENT: _____

DATE: _____