



WACO, TEXAS

**COURSE SYLLABUS
AND
INSTRUCTOR PLAN**

**Special Topics in Business Administration & Management
BMGT 1391 Section 99
Tommy Lowrance, PhD & Scott M. Bryant, CPA**

NOTE: This is a 16-week course.

COVID 19 Notice:

McLennan Community College is committed to providing you with every resource you need to reach your academic goals including your safety. We will continue to monitor the evolving situation with COVID 19 and adjust our safety guidelines to make sure we offer a safe environment for you and our faculty. Please make sure to consult your faculty and the MCC website on any changes to these guidelines.

Special Topics in Business Administration & Management

BMGT 1391 SECTION 99

Course Description:

This special topics course will focus on the life-cycle of a new business venture from start-up to growth and finally exit planning. Additionally, this class will cover how to prepare a business plan and it will help the student develop a comprehensive understanding of funding sources.

Prerequisites and/or Corequisites: BUSG 2309

Course Notes and Instructor Recommendations:

This class is formatted as an independent study. Please be flexible with meeting days and times and I will do the same.

Instructor Information:

Instructor Name:	Tommy Lowrance or “TLow”
MCC E-mail:	tlowrance@mclennan.edu
Office Phone Number:	254-299-8059 Office; 254-744-1873 Cell
Office Location:	BT 210
Office/Teacher Conference Hours:	
Face-to-Face Hours	M/W 8:30 am – 9:30 am
Online Hours	M/W 11:00 am – 12:00 pm T/TH 9:00 am – 11:00 am

Instructor Name:	Scott M. Bryant
MCC E-mail:	sbryant@mclennan.edu
Office Phone Number:	254.299.8510
Office Location:	BTB (Business Technology Building); Office #212
Office Hours:	Mon - Th 1:30-3:30

I will do my best to schedule an appointment with you if you can't make it by during normal office hours. Don't be afraid to ask!

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Required Text & Materials:

Title: Entrepreneurial Financial Management
Author: Jeffrey R. Cornwall/David O. Vang/Jean M. Hartman
Edition: Third, Fourth, or Fifth
Publisher: M.E. Sharpe
ISBN: 978-0-7656-2726-1 (3rd)
978-0-7656-4685-9 (4th)
978-0-3673-3542-7 (5th)

You might find it most cost-effective to rent the textbook.

MCC Bookstore Website: <http://www.mclennan.edu/bookstore>

Methods of Teaching and Learning:

This is a project based course that will be conducted somewhat as an independent study. Your individual project will be based on an agreement that is established between you and your professor based on your individual business plan.

Course Objectives and/or Competencies:

1. Define entrepreneurial financial management and distinguish it from traditional finance
2. Understand how to set financial goals
3. Understand financial statements
4. Learn revenue forecasting
5. Learn Expense forecasting
6. Develop a financial model
7. Learn to monitor financial performance
8. Learn to forecast and manage cash flow
9. Understand the various sources of financing including debt vs. equity
10. Develop a general concept of business valuation
11. Understand the general concept of exit planning

Course Outline or Schedule:

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Details to be worked out between the professor and the student.

Grading Policies:

Chapter Outlines (12)	50%
<u>Project</u>	<u>50%</u>
Total:	100%

Overall class grades will be based on the following grading scheme:

90 – 100%	A
80 – 89%	B
70 – 79%	C
60 – 69%	D
< 60%	F

Chapter Outlines

You are expected to read the assigned text and develop 10 multiple choice questions with answers for each chapter. I will provide feedback on your questions and may ask you to revise and resubmit questions if the quality is not satisfactory.

Business Plan

You are required to pick a business idea, subject to professor approval, and develop a business plan to determine if your idea would create a viable business. If you determine that your idea would not create a viable business, your business plan can still be considered a successful learning experience. Your business plan grade will be based on the quality of your work, not the projected outcome of your business. Details about the required components of your business plan will be provided in a separate document.

Late Work, Attendance, and Make Up Work Policies:

Generally late work is not accepted unless you have made arrangements with me ahead of time.

Student Behavioral Expectations or Conduct Policy:

Students are expected to maintain classroom decorum that includes respect for other students and the instructor, prompt and regular attendance, and an attitude that seeks to take full advantage of the education opportunity.

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* [Click Here for the MCC Academic Integrity Statement](http://www.mclennan.edu/academic-integrity)

(www.mclennan.edu/academic-integrity)

The link above will provide you with information about academic integrity, dishonesty, and cheating.

* [Click Here for the MCC Attendance/Absences Policy](https://www.mclennan.edu/highlander-guide/policies.html)

(<https://www.mclennan.edu/highlander-guide/policies.html>)

Click on the link above for the college policies on attendance and absences. Your instructor may have guidelines specific to this course.

* *You will need to access each link separately through your Web browser (for example: Internet Explorer, Mozilla, Chrome, or Safari) to print each link's information.*

McLennan

C O M M U N I T Y

COLLEGE

ACADEMIC RESOURCES/POLICIES

Student Support/Resources:

MCC provides a variety of services to support student success in the classroom and in your academic pursuits to include counseling, tutors, technology help desk, advising, financial aid, etc. A listing of these and the many other services available to our students is available at <http://www.mclennan.edu/campus-resource-guide/>

College personnel recognize that food, housing, and transportation are essential for student success. If you are having trouble securing these resources or want to explore strategies for balancing life and school, we encourage you to contact a Success Coach by calling (254) 299-8226 or emailing SuccessCoach@mclennan.edu. Students may visit the Completion Center Monday-Friday from 8 a.m.-5 p.m. to schedule a meeting with a Success Coach and receive additional resources and support to help reach academic and personal goals. Paulanne's Pantry (MCC's food pantry) provides free food by appointment to students, faculty and staff based on household size. Text (254) 870-7573 to schedule a pantry appointment. The Completion Center and pantry are located on the Second Floor of the Student Services Center (SSC).

MCC Foundation Emergency Grant Fund:

Unanticipated expenses, such as car repairs, medical bills, housing, or job loss can affect us all. Should an unexpected expense arise, the MCC Foundation has an emergency grant fund that may be able to assist you. Please go to <https://www.mclennan.edu/foundation/scholarships-and-resources/emergencygrant.html> to find out more about the emergency grant. The application can be found at https://www.mclennan.edu/foundation/docs/Emergency_Grant_Application.pdf.

Minimum Technical Skills:

Students should have basic computer skills, knowledge of word processing software, and a basic understanding of how to use search engines and common web browsers.

Backup Plan for Technology:

In the event MCC's technology systems are down, you will be notified via your MCC student email address. Please note that all assignments and activities will be due on the date specified in the Instructor Plan, unless otherwise noted by the instructor.

Minimum System Requirements to Utilize MCC's D2L|Brightspace:

Go to <https://www.mclennan.edu/center-for-teaching-and-learning/Faculty%20and%20Staff%20Commons/requirements.html> for information on the minimum system requirements needed to reliably access your courses in MCC's D2L|Brightspace learning management system.

Email Policy:

McLennan Community College would like to remind you of the policy (<http://www.mclennan.edu/employees/policy-manual/docs/E-XXXI-B.pdf>) regarding college email. All students, faculty, and staff are encouraged to use their McLennan email addresses when conducting college business.

A student's McLennan email address is the preferred email address that college employees should use for official college information or business. Students are expected to read and, if needed, respond in a timely manner to college emails.

Instructional Uses of Email:

Faculty members can determine classroom use of email or electronic communications. Faculty should expect and encourage students to check the college email on a regular basis. Faculty should inform students in the course syllabus if another communication method is to be used and of any special or unusual expectations for electronic communications.

If a faculty member prefers not to communicate by email with their students, it should be reflected in the course syllabus and information should be provided for the preferred form of communication.

Email on Mobile Devices:

The College recommends that you set up your mobile device to receive McLennan emails. If you need assistance with set-up, you may email Helpdesk@mclennan.edu for help.

Forwarding Emails:

You may forward emails that come to your McLennan address to alternate email addresses; however, the College will not be held responsible for emails forwarded to an alternate address that may be lost or placed in junk or spam filters.

MCC Academic Integrity Statement:

Go to www.mclennan.edu/academic-integrity for information about academic integrity, dishonesty, and cheating.

Accommodations/ADA Statement:

Any student who is a qualified individual with a disability may request reasonable accommodations to assist with providing equal access to educational opportunities. Students should contact the Accommodations Coordinator as soon as possible to provide documentation and make necessary arrangements. Once that process is completed, appropriate verification will be provided to the student and instructor. Please note that instructors are not required to provide classroom accommodations to students until appropriate verification has been provided by the Accommodations Coordinator. For additional information, please visit www.mclennan.edu/disability.

Students with questions or who require assistance with disabilities involving physical, classroom, or testing accommodations should contact:

disabilities@mclennan.edu

254-299-8122

Room 319, Student Services Center

Title IX:

We care about your safety, and value an environment where students and instructors can successfully teach and learn together. If you or someone you know experiences unwelcomed behavior, we are here to help. Individuals who would like to report an incident of sexual misconduct are encouraged to immediately contact the Title IX Coordinator at titleix@mclennan.edu or by calling Dr. Drew Canham (Chief of Staff for Diversity, Equity & Inclusion/Title IX) at (254) 299-8645. Individuals also may contact the MCC Police Department at 299-8911 or the MCC Student Counseling Center at MCC at (254) 299-8210. The MCC Student Counseling Center is a confidential resource for students. Any student or employee may report sexual harassment anonymously by visiting <http://www.lighthouse-services.com/mclennan/>.

Go to McLennan's Title IX webpage at www.mclennan.edu/titleix/. It contains more information about definitions, reporting, confidentiality, resources, and what to do if you or someone you know is a victim of sexual misconduct, gender-based violence or the crimes of rape, acquaintance rape, sexual assault, sexual harassment, stalking, dating violence, or domestic violence.

Disclaimer:

The resources and policies listed above are merely for informational purposes and are subject to change without notice or obligation. The College reserves the right to change policies and other requirements in compliance with State and Federal laws. The provisions of this document do not constitute a contract.