

SAULT COLLEGE OF APPLIED ARTS & TECHNOLOGY  
SAULT STE. MARIE, ONTARIO

COURSE OUTLINE

Course Outline: SMALL BUSINESS & ENTREPRENEURSHIP

Code No.: BUS 121

Program: SMALL BUSINESS MANAGEMENT PROGRAM

Semester: THREE

Date: JUNE 1986 - SEPTEMBER 1986

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New: X Revision: \_\_\_\_\_

APPROVED:

  
Chairperson

86-06-08  
Date

SMALL BUSINESS & ENTREPRENEURSHIP

BUS 121

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Course Name

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**COURSE OBJECTIVES:**

- To develop plans for the creation of a small business.
- To develop management skills to ensure the progression and survival of this business.

**COURSE OUTLINE:**

**What Type of Business:**

- Analyze personal life goals both short term and long term.
- Relate these goals to the type of business you want to operate.
- How do abilities and experience from past endeavours contribute to the success of this type of business?
- Decide whether to purchase an existing business, start up a new business or purchase a franchise.
- Decide on type of business organization: (a) proprietorship; (b) partnership; or (c) limited company.

**Planning Physical Structure:**

- Decide on suitable location and building requirements for business. Draw plans for layout of store or office.
- List all renovations required.
- Prepare a list of capital expenditures required for first three years of operations.

**Financial Planning:**

- Prepare a list of personal assets to be used as collateral for a loan.
- Prepare the following financial reports, projecting operations for three years:
  - a) Balance Sheet
  - b) Income Statement
  - c) Cash Flow
- Include with these reports the list of capital expenditures and building renovations.
- Decide on how much funding is required.
- Armed with your plans, approach several financial institutions for your required funding.

**Developing Your Style of Management:**

- What reporting system will be necessary for you to stay on top of what is occurring.
- How are new employees to be trained.
- The manager of a small business must be looking years into the future to set operating goals.
- The manager must be constantly reviewing results with previous plans, making changes to operations when required.

**METHOD OF ASSESSMENT:**

- Developing Plans For Your Future Business	-	50%
- Test	-	25%
- Class Participation	-	25%
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		100%

**Reference and Resource Material:**

No text will be utilized in the course. The course will be supplemented with handouts and other materials.