ENTR200

Course Summary

Course : ENTR200 **Title :** Leadership in Small Business Ventures
Length of Course : 8
Prerequisites : N/A **Credit Hours :** 3

Description

Course Description: This course outlines appropriate processes to evaluate potential employees. This course was designed and developed to guide students through recruiting, advertisement planning, and hiring the most qualified applicants. Students research comparable pay rates and the cost of compensation for employees, learn of the most effective methods for motivating employees, and learn about employment law.

Course Scope:

Emphasis in this course will be placed on the leadership in small business ventures. It will also provide the learner an opportunity to critically analyze several components which will challenge them to apply the key decisions that must be made by leaders of small businesses with regard to their staff in relation to real world experiences. The ultimate objective of the course is to enable the learner to evaluate and to solve problems involving leadership in small business ventures from starting a new business to selecting, motivating, and effectively supervising employees.

Objectives

1. Identify appropriate processes to evaluate potential employees.
2. Summarize employment laws.
3. Discuss the most effective methods to motivate employees.
4. Compute the costs associated with hiring and retaining an employee.
5. Apply leadership principles to design a benefits plan for employees.
6. Construct a recruitment and advertisement plan that supports hiring the most qualified applicants.
7. Construct a training program for various levels of positions within the business to meet strategic planning and goals.
8. Determine an effective employment offer that is attractive to the potential employee and protects the employer.

Outline

Week 1: The Time is Right to Hire

Course Objectives

CO1. Identify appropriate processes to evaluate potential employees.

Week 2: Scoping Out Specific Needs

Course Objectives

CO1. Identify appropriate processes to evaluate potential employees.

Week 3: Employee Status and Employment Laws

Course Objectives

CO2. Summarize employment laws.

Week 4: Managing Payroll and Comparable Pay Rates

Course Objectives

CO3. Discuss the most effective methods to motivate employees.

CO5. Apply leadership principles to design a benefits plan for employees.

Week 5: Design Benefits Plan & Company Culture

Course Objectives

CO4. Compute the costs associated with hiring and retaining an employee.

CO5. Apply leadership principles to design a benefits plan for employees.

Week 6: Finding and Hiring the Right People

Course Objectives

CO1. Identify appropriate processes to evaluate potential employees.

CO6. Construct a recruitment and advertisement plan that supports hiring the most qualified applicants

Week 7: Making the Offer

Course Objectives

CO8. Determine an effective employment offer that is attractive to the potential employee and protects the employer.

Week 8: The First Day and Beyond

Course Objectives

CO3. Discuss the most effective methods to motivate employees.

CO7. Construct a training program for various levels of positions within the business to meet strategic planning and goals.

Evaluation

Grading:

Name	Grade %
Forums	50.00 %
Forum Intro	7.14 %
Forum Job Analysis	7.14 %
Forum Employee Type	7.14 %
Forum Pay Rates	7.14 %
Forum Benefits	7.14 %
Forum Hiring	7.14 %
Forum The Offer	7.14 %
Assignments	50.00 %
Week 1 Assignment - Specific Position	7.14 %
Week 2 Assignment - Job Description	7.14 %
Week 3 Assignment - Specific Laws	7.14 %
Week 4 Assignment - Pay Rate and Benefits	7.14 %
Week 6 Assignment - Interview Questions	7.14 %
Week 7 Assignment - Offer Letter	7.14 %
Week 8 Assignment - Training Process	7.14 %

Materials

Book Title: HR for Small Business: From Hiring to Firing and Everything In Between - e-book available in the APUS Online Library. Link also provided inside the classroom in the Lessons section. Hard copy not available from the bookstore, please try other sources.

Author: Fleischer, Charles

Publication Info: Sourcebooks

ISBN: 9781572485044

Book Title: The Manager's Legal Handbook - e-book available in the APUS Online Library. Link also provided inside the classroom in the Lessons section. Hard copy not available from the bookstore, please try other sources.

Author: Guerin, Lisa

Publication Info: NOLO

ISBN: 9781413322378

Course Guidelines

Citation and Reference Style

- Students will follow APA format as the sole citation and reference style used in written assignments submitted as part of coursework to the School of Business.
- Please note that no formal citation style is required on forum assignments in the School of Business—only attribution of sources (please see details regarding forum communication below).

Tutoring

- Tutor.com offers online homework help and learning resources by connecting students to certified tutors for one-on-one help. AMU and APU students are eligible for 10 free hours of tutoring provided by APUS. Tutors are available 24/7 unless otherwise noted. Tutor.com also has a SkillCenter Resource Library offering educational resources, worksheets, videos, websites and career help. Accessing these resources does not count against tutoring hours and is also available 24/7. Please visit the APUS Library and search for 'Tutor' to create an account.

Late Assignments

- Students are expected to submit classroom assignments by the posted due date and to complete the course according to the published class schedule. The due date for each assignment is listed under each assignment.
- Generally speaking, if arrangements are not made in advance, a late penalty of 10% will be assessed for any assignment submitted 1-7 days past the due date. Assignments will not be accepted after the 7th day. No work will be accepted past the final day of class, unless prior arraignments have been made with the instructor.
- As a working adult, your time is limited and often out of your control. Faculty may be more flexible if they know ahead of time of any potential late assignments.

Turn It In

- Faculty may require assignments be submitted to Turnitin.com. Turnitin.com will analyze an assignment submission and report a similarity score. Your assignment submission is automatically processed through the assignments area of the course when you submit your work.

Academic Dishonesty

- Academic Dishonesty incorporates more than plagiarism, which is using the work of others without citation. Academic dishonesty includes any use of content purchased or retrieved from web services such as CourseHero.com or Scribd. Additionally, allowing your work to be placed on such web services is academic dishonesty, as it is enabling the dishonesty of others. The copy and pasting of content from any web page, without citation as a direct quote, is academic dishonesty. When in doubt, do not copy/paste, and always cite.

Submission Guidelines

- Some assignments may have very specific requirements for formatting (such as font, margins, etc) and submission file type (such as .docx, .pdf, etc). See the assignment instructions for details. In general, standard file types such as those associated with Microsoft Office are preferred, unless otherwise specified.
- It is the student's responsibility to ensure the all submitted work can be accessed and opened by the instructor.

Disclaimer Statement

- Course content may vary from the outline to meet the needs of a particular group or class.

Communicating on the Forum

- Forums are the heart of the interaction in this course. The more engaged and lively the exchanges, the more interesting and fun the course will be. Only substantive comments will receive credit. Although there is a final posting day/time after which the instructor will grade and provide feedback, it is not sufficient to wait until the last day to contribute your comments/questions on the forum. The purpose of the forums is to actively participate in an on-going discussion about the assigned content.

- "Substantive" means comments that contribute something new and important to the discussion. Thus a message that simply says "I agree" is not substantive. A substantive comment contributes a new idea or perspective, a good follow-up question to a point made, offers a response to a question, provides an example or illustration of a key point, points out an inconsistency in an argument, etc.
- As a class, if we run into conflicting view points, we must respect each individual's own opinion. Hateful and hurtful comments towards other individuals, students, groups, peoples, and/or societies will not be tolerated.
- Students must post a response to the weekly forums prompt and post the required number of replies to other students – refer to the grading rubric and/or forum instructions for specific expectations on number of replies and word count requirements.
- The main response to the forum need to be provided mid-week – refer to the grading rubric and/or forum instructions for specific expectations. Late main response posts to a forum will not be accepted without prior instructor approval.
- Replies must be posted in the week due and replies after the end of the each week will not be graded.

Quizzes and Exams

- Quizzes and exams may consist of true/false, multiple choice, and short essay questions. Each quiz/exam is accessible only once. Once a quiz/exam is accessed, you will not be able to access it again if you disconnect. Therefore, allocate time to complete your quiz. Weekly quizzes must be submitted by midnight Eastern Time, Day 7 of the assigned week. Late quizzes or exams will not be accepted without prior instructor approval.

University Policies

Student Handbook

- Drop/Withdrawal policy

- Extension Requests

- Academic Probation

- Appeals

- Disability Accommodations

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