

ENTR425

STUDENT WARNING: This course syllabus is from a previous semester archive and serves only as a preparatory reference. Please use this syllabus as a reference only until the professor opens the classroom and you have access to the updated course syllabus. Please do NOT purchase any books or start any work based on this syllabus; this syllabus may NOT be the one that your individual instructor uses for a course that has not yet started. If you need to verify course textbooks, please refer to the online course description through your student portal. This syllabus is proprietary material of APUS.

Course Summary

Course : ENTR425 **Title :** Operating a Small Business

Length of Course : 8

Prerequisites : ENTR311 **Credit Hours :** 3

Description

Course Description: This is a critical operations course integrating Excel (or equivalent spreadsheet software) to formulate crucial numbers. Students learn about strategy, budgeting, cash conversion, cash considerations, analyze costs, analyze financial and operating ratios, and plan for internal controls. A working knowledge of spreadsheet software is expected. NOTE: This course uses spreadsheet software. (Prerequisite: ENTR311)

Course Scope:

ENTR425 is a course designed to help students achieve a greater understanding of building and managing a small business. The course explains various functional areas of a small business and measures to efficiently control them. The course helps the small business owner understand the difference between a sale and a profitable sale. Understanding the real cost structures will enable increase of profitable sales and in turn the growth of the business.

Objectives

1. Calculate cost savings for operational efficiency in areas of improvement.
 2. Differentiate various internal controls to help save money, improve operations, and convert sales to cash.
 3. Analyze cash control measures that improve cash inflow and outflow in the business.
 4. Evaluate the difference between a large publicly held business and a small business.
 5. Assess methods to implement outstanding customer service.
 6. Evaluate the process to properly organize the small business for maximum efficiency and effectiveness.
 7. Integrate planning and budgeting for organizational effectiveness.
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Outline

Week 1: Small Business Environment

Course Objective(s)

Evaluate the difference between a large publicly held business and a small business. (CO4)

Week 2: Planning & Budgeting

Course Objective(s)

Calculate cost savings for operational efficiency in areas of improvement. (CO1)

Integrate planning and budgeting for organizational effectiveness. (CO7)

Week 5: Analyzing Cost

Course Objective(s)

Calculate cost savings for operational efficiency in areas of improvement. (CO1)

Differentiate various internal controls to help save money, improve operations, and convert sales to cash. (CO2)

Week 6: Financial & Operating Ratio

Course Objective(s)

Calculate cost savings for operational efficiency in areas of improvement. (CO1)

Week 7: Internal Controls & IT Controls

Course Objective(s)

Differentiate various internal controls to help save money, improve operations, and convert sales to cash. (CO2)

Week 8: Organizational Structure

Course Objective(s)

Evaluate the process to properly organize the small business for maximum efficiency and effectiveness. (CO6)

Week 3: Customer Service

Course Objective(s)

Assess methods to implement outstanding customer service. (CO5)

Week 4: Cash Conversion & Sales Function

Course Objective(s)

Calculate cost savings for operational efficiency in areas of improvement. (CO1)

Differentiate various internal controls to help save money, improve operations, and convert sales to cash. (CO2)

Analyze cash control measures that improve cash inflow and outflow in the business. (CO3)

Evaluation

Grading:

Name	Grade %
Forums	30.00 %
Introduction	3.33 %
Week 1 Forum	3.33 %
Week 2 Forum	3.33 %
Week 3 Forum	3.33 %
Week 4 Forum	3.33 %
Week 5 Forum	3.33 %
Week 6 Forum	3.33 %
Week 7 Forum	3.33 %
Week 8 Forum	3.33 %
Assignments	20.00 %
Week 1 Strategy	10.00 %
Week 7 IT Controls	10.00 %
Case Study	20.00 %
Week 8 Organization Structure	20.00 %
Excel Assignments	30.00 %
Week 2 Planning & Budgeting	7.50 %
Week 4 Cash Conversion	7.50 %
Week 5 Analyzing Costs	7.50 %
Week 6 Financial and Operating Ratios	7.50 %

Materials

Book Title: Effective Operations and Controls for the Small Privately Held Business - e-book available in the APUS Online Library

Author: Reider

Publication Info: Wiley Lib

ISBN: 9780470222768

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](https://www.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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