

Fall 9-1-2001

# BADM 445.01: Small Business Management and Strategic Planning

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**FALL 2001  
SMALL BUSINESS MANAGEMENT & STRATEGIC PLANNING  
BADM 445**

First Two Weeks Tu & Th 9:40 - 11:00 AM GBB 222  
Thereafter as Assigned

**SYLLABUS**

<b>Week</b>	<b>Week Of</b>	<b>Description</b>
1	9/2/01	Introduction, Learning Theory
2	9/9	Computer Lab & Team Assignments
3	9/16	Begin Team Meetings
4	9/23	
5	9/30	
6	10/7	
7	10/14	Hand In 7 <sup>th</sup> Week Report
8	10/21	
9	10/28	
10	11/4	
11	11/11	Drafts and Reviews as Appropriate
12	11/18	
13	11/25	
14	12/2	
15	12/9	
16	12/16	All Meet. Place & Time TBA

## NOTES:

1] After the first two weeks of formal class meetings the individual teams will meet with the Instructor on Tuesdays or Thursdays in room 329 for a half hour each. Schedule to be set in the second week.

2] The 7<sup>th</sup> week report is a 1 - 1 ½ page double spaced (12 font) report by each student covering the project, how you expect to proceed and how the text relates to the project. It is graded in four categories: Grammar, Spelling and Syntax; Organization and Completeness; Textual Reference and Integration; and Professionalism (overall tone and approach)

3] The text (*The Montana Entrepreneur's Guide* -any edition) is to be read/reviewed by each student independently to understand content and organization for future reference in the course. Initial reading should be not less than two hours.

4] each student should email the instructor with their email address, mailing address and phone contact, early in the semester.

5] Heavy emphasis is placed on the concept and practice of *professionalism* in this course. One facet, the following of instructions contained in the Syllabus, without requiring a test, is an example of what will affect the course grade. Other poor examples include, treating the final report as a term paper, delay in getting involved in the project, poor writing and lack of dedication to the interests of the client.

## GRADING:

Grades are comprised of 15% for the 7<sup>th</sup> week report, 50% Final Report and 35% determined for Professionalism. The 7<sup>th</sup> week report is the only individual effort, the remainder being a team effort. *Optional*, confidential peer evaluations may be submitted at any time.

## TOPICS:

The first two weeks are important to understanding course objectives. Topics include:

Course Overview and Conduct  
Professionalism  
Computer lab  
Project List and Selection

Relationships  
Writing Standards  
Ethics

## ADDRESS:

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