SYLLABUS

DATE OF LAST REVIEW: 02/2013
CIP CODE: 47.0201
SEMESTER: Departmental Syllabus
COURSE TITLE: How To Start Your Own Home-Based Business
COURSE NUMBER: HVAC0260
CREDIT HOURS: 1
INSTRUCTOR: Departmental Syllabus
OFFICE LOCATION: Departmental Syllabus
OFFICE HOURS: Departmental Syllabus
TELEPHONE: Departmental Syllabus
EMAIL: KCKCC issued email accounts are the official means for electronically communicating with our students.

PREREQUISITES: None

REQUIRED TEXT AND MATERIALS: Please check with the KCKCC bookstore, http://www.kckccbookstore.com/, for the required texts for your particular class.

COURSE DESCRIPTION:
This course covers the skills to operate a personal business, including qualifications, ethics, budgeting, fee structuring, cash flow and fee collection, staff and administrative issues, insurance and liability, recordkeeping, marketing and developing new leads.

METHOD OF INSTRUCTION:
A variety of instructional methods may be used depending on content area. They may include but are not limited to lecture, multimedia, cooperative/collaborative learning, demonstrations, labs, on-the-job, internships, and other learning experiences outside the classroom. Methodology will be selected to best meet student needs.

COURSE OUTLINE:
Name selection; Forms of Advertising Licensing, Advantages and Disadvantages of a Home Business.
I. Type of Business  
   A. DBA  
   B. Limited Partnership  
   C. LLC  
   D. Corporation  

II. Two Guest Speakers  
   A. Financing  
   B. Office Management  

III. Income Expectations, Goal Setting  

EXPECTED LEARNER OUTCOMES:  
A. The student will be able to share with the class their choice of a business name.  
B. The student will be able to demonstrate their advertising technique.  
C. The student will be able to choose the type of business they will become.  
D. The student will be able to define their income goals  
E. The student will be able to demonstrate their goal projections.  

COURSE COMPETENCIES:  
Upon successful completion of this course:  

The student will be able to share with the class their choice of a business name.  
1. The student will be able to explain their reasons for their business name.  

The student will be able to demonstrate their advertising technique.  
2. The student will be able to describe if they will advertise by: Yellow Pages, Window Flyers, Word of Mouth, Newspapers, Radio, or TV, and their reasons.  
3. The student will demonstrate understanding of the legal definitions of DBA, Limited Partnerships, Limited Liability Corporations, or a Corporation.  
4. The student will be able to describe the type of business they will become, by selecting Doing Business as (DBA), Limited Partnership, Limited Liability Corporation (LLC), or a Corporation. Reasons for the choice must be stated as well.  
5. The student will be able to define their income goals  
6. The student will be able to list their expected expenses and their expected income for the first and second years.  

The student will be able to demonstrate their goal projections.  
7. The student will be able to show pictures of their goals and how they keep these goals in their vision. Model business plans will be submitted.  

ASSESSMENT OF LEARNER OUTCOMES:  
Student progress is evaluated by means that include, but are not limited to, exams, written assignments, and class participation.
SPECIAL NOTES:
This syllabus is subject to change at the discretion of the instructor. Material included is intended to provide an outline of the course and rules that the instructor will adhere to in evaluating the student’s progress. However, this syllabus is not intended to be a legal contract. Questions regarding the syllabus are welcome any time.

Kansas City Kansas Community College is committed to an appreciation of diversity with respect for the differences among the diverse groups comprising our students, faculty, and staff that is free of bigotry and discrimination. Kansas City Kansas Community College is committed to providing a multicultural education and environment that reflects and respects diversity and that seeks to increase understanding.

Kansas City Kansas Community College offers equal educational opportunity to all students as well as serving as an equal opportunity employer for all personnel. Various laws, including Title IX of the Educational Amendments of 1972, require the college’s policy on non-discrimination be administered without regard to race, color, age, sex, religion, national origin, physical handicap, or veteran status and that such policy be made known.

Kansas City Kansas Community College complies with the Americans with Disabilities Act. If you need accommodations due to a documented disability, please contact the Director of the Academic Resource Center at (913) 288-7670 V/TDD.