

Syllabus

PLATO Course Entrepreneurship, Semester B

Course Overview

This one-semester course is intended to help you explain the concept of accounting, identify different firm ownership structures, explain the importance of business ethics, and describe the scope of quality management. The course has 17 lessons organized into 4 units. Each unit has a Unit Activity and each lesson contains one or more Lesson Activities. This course will cover the different types of capital that a business needs at different stages, the nature of legally binding contracts, the different functions of the human resources division of a company, and the types of risks that entrepreneurs face.

You will submit the Unit Activity documents to your teacher, and you will grade your work in the Lesson Activities by comparing them with given sample responses. The Unit Activities (submitted to the teacher) and Lesson Activities (self-checked) are the major components of this course. There are other assessment components, namely the mastery test questions that feature along with the lesson; the pre- and post-test questions that come at the beginning and end of the unit, respectively; and an end-of-semester test. All of these tests are a combination of simple multiple-choice questions and technology enhanced (TE) questions.

Course Goals

This course will help you meet the following goals:

- Describe various sources and types of capital and types of assets and liabilities.
- Describe the importance of the accounting function to a firm.
- Describe how various accounting statements, ratios, and controls can help monitor a firm's health.
- Describe why personal finance is relevant to the entrepreneur.
- Explain how liabilities and taxation vary across business structures.
- Describe how legislation affects contracts, intellectual property, and marketing promotion.
- Describe the laws that apply to marketing activities and environmental protection.

- Describe legislation and norms that shape workplace policy and ethical behavior.
- Describe how the human resources function can help a small enterprise grow.
- Explain the importance of ethics in business and describe ways to ensure confidentiality of important business information.
- Describe soft skills that can help an entrepreneur run a successful business.
- Describe technical skills that can help an entrepreneur run a successful business.
- Describe the key elements in creating a roadmap and structure for a business firm and explain the process of registering the firm.
- Explain the nature of global trade and identify strategies for entering global markets.
- Explain the importance of quality management and describe quality control concepts and processes.
- Explain various metrics and procedures that are used to reduce risks and track enterprise performance.
- List and explain requirements for a comprehensive business plan.

Prerequisite Skills

Entrepreneurship Semester B has the following prerequisites:

- basic math knowledge
- ability to visualize and apply creativity and innovation
- familiarity with the writing process and following guidelines
- basic computer skills
- ability to structure and process information

General Skills

To participate in this course, you should be able to do the following:

- Perform basic operations on a computer.
- Perform online research using various search engines and library databases.
- Communicate through email and participate in discussion boards.

For a complete list of general skills that are required for participation in online courses, refer to the Prerequisites section of the Plato Student Orientation document, found at the beginning of this course.

Credit Value

Entrepreneurship Semester B is a 0.5-credit course.

Course Materials

- notebook
- computer with an internet connection and speakers or headphones
- Microsoft Word or equivalent
- Microsoft Excel or equivalent
- Microsoft PowerPoint or equivalent

Course Pacing Guide

This course description and pacing guide is intended to help you stay on schedule with your work. Note that your course instructor may modify the schedule to meet the specific needs of your class.

Unit 1: Money

Summary

In this unit, you will identify the different types of capital that a business needs at different stages. In addition, you will explain the concept of accounting and describe its role in business. You will also describe the different key statements used in personal finance and how to use them.

Day	Activity/Objective	Type
1 day: 1	Syllabus and Plato Student Orientation <i>Review the Plato Student Orientation and Course Syllabus at the beginning of this course.</i>	Course Orientation
4 days: 2–5	Sources of Capital <i>Describe various sources and types of capital and types of assets and liabilities.</i>	Lesson
4 days: 6–9	Financial Accounting Fundamentals <i>Describe the importance of the accounting function to a firm.</i>	Lesson
4 days: 10–13	Cash, Budgeting, and Controls <i>Describe how various accounting statements, ratios, and controls can help monitor a firm's health.</i>	Lesson
3 days: 14–16	Personal Finance <i>Describe why personal finance is relevant to the entrepreneur.</i>	Lesson
1 day: 17	Space Jumble	Game
3 days: 18–20	Unit Activity/Threaded Discussion—Unit 1	Activity
1 day: 21	Post-test—Unit 1	Assessment

Unit 2: Business Law and Taxation

Summary

In this unit, you identify different firm ownership structures and describe various types of taxes levied on businesses. You will also explain the nature of legally binding contracts. In addition, you will describe regulations related to the sales and promotion of products and services. You will describe laws related to environmental protection and explain the economic benefits of being environmentally friendly. You will also describe employee safety regulations and laws.

Day	Activity/Objective	Type
4 days 22–25	Firm Ownership and Taxation <i>Explain how liabilities and taxation vary across business structures.</i>	Lesson
4 days 26–29	Contract and Intellectual Property Law <i>Describe how legislation affects contracts, intellectual property, and marketing promotion.</i>	Lesson
4 days 30–33	Marketing and Environmental Law <i>Describe the laws that apply to marketing activities and environmental protection.</i>	Lesson
4 days 34–37	Workplace Legislation and Workplace Policy <i>Describe legislation and norms that shape workplace policy and ethical behavior.</i>	Lesson
1 day 38	Para Jumble	Game
3 days 39–41	Unit Activity/Threaded Discussion—Unit 2	Activity
1 day 42	Post-test—Unit 2	Assessment

Unit 3: Equipping the Team

Summary

In this unit, you will identify different functions of the human resources division of a company. In addition, you will explain the importance of business ethics. You will explain how to make a good impression on others and describe negotiation skills. You will also identify technology skills that an entrepreneur must possess to succeed in business.

Day	Activity/Objective	Type
4 days 43–46	HR Functions <i>Describe how the human resources function can help a small enterprise grow.</i>	Lesson
4 days 47–50	Ethics and Confidentiality <i>Explain the importance of ethics in business and describe ways to ensure confidentiality of important business information.</i>	Lesson
4 days 51–54	What Soft Skills Do I Need? <i>Describe soft skills that can help an entrepreneur run a successful business.</i>	Lesson
4 days 55–58	Technical Skills <i>Describe technical skills that can help an entrepreneur run a successful business.</i>	Lesson
1 day 59	Thwack-A-Mole	Game
3 days 60–62	Unit Activity/Threaded Discussion—Unit 3	Activity
1 day 63	Post-test—Unit 3	Assessment

Unit 4: Putting It All Together

Summary

In this unit, you will identify the basic requirements to start a business. You will also describe the factors that affect global trade. You will explain the scope and importance of quality management. In addition, you will identify the types of risks that entrepreneurs face. You will also identify the main components of a business plan and describe the short-term and medium-term financial needs of a firm.

Day	Activity/Objective	Type
4 days 64–67	Setting Up the Firm <i>Describe the key elements in creating a roadmap and structure for a business firm and explain the process of registering the firm.</i>	Lesson
4 days 68–71	The Global Firm <i>Explain the nature of global trade and identify strategies for entering global markets.</i>	Lesson

Day	Activity/Objective	Type
4 days 72–75	Managing Quality <i>Explain the importance of quality management and describe quality control concepts and processes.</i>	Lesson
4 days 76–79	Evaluating Risk and Performance <i>Explain various metrics and procedures that are used to reduce risks and track enterprise performance.</i>	Lesson
4 days 80–83	Finalizing the Business Plan <i>List and explain requirements for a comprehensive business plan.</i>	Lesson
1 day 84	Space Jumble	Game
3 days 85–87	Unit Activity/Threaded Discussion—Unit 4	Activity
1 day 88	Post-test—Unit 4	Assessment
1 day 89	Semester Review	
1 day 90	End-of-Semester Test	Assessment