

# Morgan Community College SYLLABUS

Course Number:	ABM 142	Course Title:	Advanced Business Management II		
Credits:	9	Lecture Hours:	15	Private Hours:	22.5
				Co-op Hrs:	Competency Based

**Course Description:**

Focus is on revision of the business plan on a periodic basis and strengthening of management skills by focusing on the five main sources of risk. The student will be exposed to various methods of finding resource materials needed to keep the business plan current and to manage for the future. The maintenance of accurate accrual records and historical data provides the foundation needed for analysis.

**Text(s)/Study Guides(s), Manuals:**

Class materials are available on CD-ROM or hard copy and are provided with enrollment. The instructor may suggest supplemental resource material for individual students.

**Expected Student Outcomes or Competencies:**

Instructional Goal: (33%)

The student shall focus on a review of the business plan and management skills.

Expected Outcome:

- Revise and update components of the business plan.
- Implement the monitoring and control of the business plan

Instructional Goal: (33%)

The student will identify alternatives to minimize risk.

Expected Outcome:

- Identify current resources available to minimize risk.
- Implement a management plan that reduces or avoids risk.

Instructional Goal: (33%)

The student will identify critical areas of the business.

Expected Outcome:

- List key variables that are critical to the business.
- Identify the time frame in which critical areas need to be reviewed.

**Requisites for the course:** Completed business plan

<b>Office Use Only</b>		Semesters Offered	Summer		Lead Instructor	
Received:			Fall		Telephone	
			Spring		First Semester Offered	

**Integration of Critical Skills:**

The skills learned in this class are attached as competencies. Critical skills of reading, writing, speaking/listening are integrated through the materials and skill development.

**Requirements for course outline:**

Attendance and Assessment: Classroom attendance, participation in private instruction, and coop are components for this course. It is the student’s responsibility to notify the instructor if a scheduling conflict for the on-site instruction arises. The assessment tool will be a performance-based checklist addressing the concepts of reviewing and revising the business plan plus a final product agreed on between student and instructor. Ability of student skills will be observed. The important attribute is that the student works to his/her fullest potential. Grading Scale: Satisfactory “S” or Unsatisfactory “U”. A grade of S is based on the completion of the product.

**Topical Outline:**

- I. Business Planning
  - A. Revision of existing plan
  - B. Update components
    - 1. Risk Management
  - C. Monitor & Control
- II. Minimize Business Risk
  - A. Identify critical issues
  - B. Identify resources
- III. Critical Business Issues
  - A. Identify key variables
  - B. Establish time frame of variables

**Drop Policy:** Students dropping a course during the first 15% of the course will be allowed a refund and no grade will be entered on their permanent record. Students dropping a course after the first 15% of the course will not be eligible for a refund. Students may withdraw anytime within the first 80% of a term and a grade of “W” will be placed on their transcript.

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