

Small Business Financial Management 200

Five credits/50 hours/10 weeks/1 hour in class sessions Tuesdays and Thursdays/ online MWF

Prerequisite: One entry level accounting class or business management experience

Curriculum schedule:

Week Introduction to Profit Mastery

Monday No assignment

Tuesday In class:

Review Introduction chapter, pages 1:1 to 1:6

Review Module/Section 1, pages 1:1 to 1:2

Complete Warm-up Activity #1 page 1:3

Watch Chapter 1 Introduction to Profit Mastery (22 min) page 1:4

Review pages 1:5 to 1:7

Wednesday Complete Activity #1 page 1:8

Complete Activity: The Quiz page 1:9

Watch Chapter 2 Parts A and B The Quiz Review (33 min) pages 1:10 to 1:11

Read pages 1:12 and 1:13

Thursday In Class:

Review pages 1:10 to 1:13

Complete Activity #1 page 1:14

Complete Test Module/Section 1: Introduction to Profit Mastery and review

Preview the Errors of Omission and the Biz FIT test pages 1R:1 to 1R:25

Friday Complete the Errors of Omission and the Biz FIT tests

Read Mark-up vs Margin pages 1R:26 and 1R:27

Complete your Action Steps

Week 2 Module/Section 2 Financial Position: Getting Your Arms Around the Numbers

Monday Review pages 2:1 to 2:2

Complete the Warm-up activity on 2:3

Read the introduction to case study: Cascade Office Systems page 2:4

Watch Chapter 1, Introduction to the Case Study (22 min) pages 2:5 to 2:7

Tuesday In class:

Review pages 2:5 to 2:7

Complete end of video activity 2:10 using pages 2:8 Bal. Sheet and 2:9 Inc. Stmt.

Wednesday Watch Chapter 2 Part A, (27 min) page 2:11

Thursday In class:

Review page 2:11 Discuss Retained Earnings for comprehension

Review the Bal. sheet and Income Statement and preview The Ratio Scorecard page 2:12

Friday Watch Chapter 2b: Your Ratio Score Card (17 min) page 2:13

Complete End of Video Activity page 2:14 and the Ratio Scorecard ratios

Week 3 **Module/Section 2: Financial Position: Getting Your Arms (cont.)**

- Monday Watch Chapter 2c: Comparing to Your Industry (11 min)
Complete End of Video Activity page 18, completing the Ratio Scorecard using info. on page 2:16 (2:17 is the same info., just enlarged)
- Tuesday In class:
Review the completed Ratio Scorecard, discuss trends
- Wednesday Watch Chapter 3: The Completed Scorecard, complete page 2:19
- Thursday In class:
Review Conclusions pages 2:20 and 21
Complete Test Module/Section 2: Monitor Financial Position-Part 1
Preview the Road Map page 2:22
- Friday Watch Chapter 4: The Road Map, (34 min) pages 2:23 to 2:25

Week 4 **Module/Section 2: Financial Position: Getting Your Arms (cont.)**

- Monday Complete End of Video Activity #1 2:26
- Tuesday In class:
Review the Road Map pages 2:23 to 2:25
Discuss and apply Activity #1 page 2:26
- Wednesday Watch Chapter 5: The Road Map and Low Cash, (20 min) pages 2:27 to 2:29
Complete End of Video Activity #2 page 2:30
- Thursday In class:
Review pages 2:27 to 2:30
- Friday Watch Chapter 6: The Road Map and Low Cash, cont. (15 min) pages 2:31 to 2:33

Week 5 **Module/Section 2: Financial Position: Getting Your Arms (cont.)**

- Monday Complete End of Video Activity page 2:34 including your action plan worksheet
- Tuesday In class:
Complete Test Module/Section 3: Monitor Financial Position-Part 2
Review resource materials beginning with 2R:1 to 2R:6
Begin Module/Section 3 Price-Volume-Costs: Using Breakeven to Grow Profits
Review pages 3:1 to 3:2
Complete the Warm-up activity on page 3:3
- Wednesday Watch Chapter 1: Starting Breakeven, (36 min) pages 3:4 to 3:8
- Thursday In class:
Review pages 3:4 to 3:8
- Friday Complete End of Video Case Study Assignment #1 page 3:9

Week 6 **Module/Section 3 Price-Volume-Costs: Using Breakeven to Grow Profits (cont)**

- Monday Watch Chapter 2: Working through Olympic Case Study, (27 min) pages 3:10 to 3:14
- Tuesday In class:
Review pages 3:9 to 3:14,
Complete End of Video Assignment #2 page 3:15
- Wednesday Watch Chapter 3: Breakeven in Units and Wrap-up, (21 min) pages 3:16 to 3:18
Complete Activities 1, 2 and 3 pages 3:19 and 3:20
- Thursday In class:
Review pages 3:16 to 3:20 and Resource pages 3R:2 to 3R:17
Complete Test Module/Section 4: Price-Volume-Costs-and review
- Friday Study pages 3R:18 to 3R:21 and complete the Action Steps

Week 7 **Module/Section 4: Cash Flow**

- Monday Review pages 4:1 and 4:2
Complete the Warm-up activity page 4:3
Take out the 11 x 17 Profit Plan/Cash Budget for Olympic Flooring (after page 4:9)
Review pages 4:5 to 4:9 from which data will be taken to fill in the Cash Budget
Read Case Study: Olympic Flooring page 4:5
Watch Chapter 1: Starting the Cash Budget-Profit Plan (23 Min) pages 4:4 to 4:10
Complete End of Video Activity page 4:10 and complete the Profit Plan through June
- Tuesday In Class:
Review pages 4:4 to 4:9 and the Profit Plan for accuracy
- Wednesday Watch Chapter 2a: Building the Cash Flow (19 min) page 4:11 and 4:12
Complete Case Study Assignment #2, page 4:13 and complete the Cash Budget to June. Line 25
- Thursday In class
Review the Cash Budget through June, Line 25
Review Bank of LeFever Rules, page 4:14
- Friday Watch Chapter 2b: Continuing the Cash Flow, (2 min) page 4:14
Complete Case Study Assignment #3 page 4:15
Finish the Cash Flow worksheet July–December Lines 25-30

Week 8 **Module/Section 4: Cash Flow (cont)**

- Monday Watch Chapter 2c: Finish Cash Flow-Lending Section (4 min) page 4:17
Complete End of Video Activity page 4:18 and chart the Cash Flow Graph page 4:16
- Tuesday In Class
Watch Chapter 2d: Reviewing the Graph (8 min)
Complete End of Video Activity page 4:19 and discuss the Four questions on 4:20
- Wednesday Watch Chapter 3: Cash Flow Wrap-up, (53 min) pages 4:21 to 4:23
Complete End of Video Activities #1 and 2 page 4:24
- Thursday In Class:
Review Chapter 3: Summary pages 4:25 to 4:28 and Resource pages 4R:1 to 4R:9
Complete Test Module/Section 5: Manage Cash Flow and review
Complete Action Steps
Begin Module/Section 5: Manage Growth
Review pages 5:1 and 5:2
Complete the Warm-up Activity on page 5:3
Read the Evergreen Case Study text on 5:6 and review the add down, subtract up illustration
- Friday Watch Chapter 1: Intro to Growth's Impact on the Balance Sheet, (19 min) pages 5:4 to 5:6
Complete End of Video Case Study Assignment #1 Evergreen at \$900,000 page 5:7

Week 9 **Module/Section 5: Manage Growth (cont)**

- Monday Watch Chapter 2: Evergreen at \$900,000, (16 min) page 5:8
Complete Case Study Assignment #1a Evergreen Ratio Analysis page 5:9
- Tuesday In class:
Review pages 5:4 to 5:9
- Wednesday Watch Chapter 2a: Evergreen at \$600,000 vs \$900,000, (6 min) page 5:10
Complete End of Video Activity Case Study Assignment #2: Evergreen at \$1.6 M page 5:11
- Thursday In class:
Review pages 5:4 to 5:11
- Friday Watch Chapter 3: Financial Gap Wrap-up (44 min) pages 5:12 to 5:16
Read Section Summary page 5:17

Week 10 **Module/Section 5: Manage Growth (cont)**

Monday Review pages 5R: 1 to 5R: 4 and complete Action Steps

Tuesday In class:

Review Financial Gap content for comprehension

Complete Test Module/Section 6: Manage Growth and review

Introduce Module/Section 6 Borrow Properly and Plan for Transition

Review pages 6:1 to 6:2

Complete Warm-up Activity #1 page 6: 3

Wednesday Watch Chapter 1, Steve's Thoughts (28 min) pages 6:4 to 6:6

Complete End of Video Activity #1 page 6: 7

Thursday In class:

Review Module/Section 6 Borrow Properly and Plan for Transition

Complete Test Module/Section: Borrow Properly and Plan for Transition and review

Introduce Resource materials pages 6R: 1 to 6R: 31

Friday Complete Online Course Evaluation