

SAN DIEGO COMMUNITY COLLEGE DISTRICT
CONTINUING EDUCATION
COURSE OUTLINE

SECTION I

SUBJECT AREA AND COURSE NUMBER

BUSN 542

COURSE TITLE

LEGAL/TAX/INS. FOR SMALL BUS.

TYPE COURSE

NON-FEE

VOCATIONAL

CATALOG COURSE DESCRIPTION

This course examines legal and regulatory start-up steps; choosing the proper business entity; legal considerations such as contracts, trademarks, leases; tax considerations such as income, payroll, sales, property taxes; identifying professional advisors and/or resources and records required; insurance considerations for the small business owner; evaluating the risks and selecting the risks to be insured. (FT)

LECTURE HOURS

LABORATORY HOURS

3 hours per week
(for 5 weeks or a minimum of 15 hours)

ADVISORY

NONE

RECOMMENDED SKILL LEVEL

NONE

INSTITUTIONAL STUDENT LEARNING OUTCOMES

1. Social Responsibility
SDCE students demonstrate interpersonal skills by learning and working cooperatively in a diverse environment.
2. Effective Communication
SDCE students demonstrate effective communication skills.

INSTITUTIONAL STUDENT LEARNING OUTCOMES (CONTINUED)

3. Critical Thinking
SDCE students critically process information, make decisions, and solve problems independently or cooperatively.
4. Personal and Professional Development
SDCE students pursue short term and life-long learning goals, mastering necessary skills and using resource management and self advocacy skills to cope with changing situations in their lives.

COURSE GOALS

The goal of this course is to identify the process for establishing a small business and to direct the student through the process.

COURSE OBJECTIVES

Upon successful completion of this course, the students will be able to:

1. Analyze and select the best legal form for their business.
2. Identify the legal considerations of federal, state, county, and city requirements as these pertain to title registration, license/permits, trademarks, and copyrights.
3. Analyze required contracts and/or leases.
4. Identify professional advisors and/or resources to assist the small business operator.
5. Identify obligations and responsibilities concerning taxes, including income, payroll, sales, and property tax.
6. Identify the basic accounting and financial records required for a small business.
7. Evaluate the risks inherent in a business and analyze which can best be covered by insurance.

SECTION II

COURSE CONTENT AND SCOPE

1. Selecting the Legal Form of Organization/Ownership
 - 1.1. Sole proprietorship
 - 1.2. Partnership
 - 1.3. S-Corporation
 - 1.4. Corporation
 - 1.5. Limited liability company
2. Legal Considerations
 - 2.1. Federal, state, county, and city requirements
 - 2.1.1. Title registration and license/permit requirements
 - 2.1.2. Trademarks and copyrights
 - 2.2. Contracts
 - 2.3. Leases

COURSE CONTENT AND SCOPE (CONTINUED)

3. Professional Advisor/Resources
 - 3.1. Attorney
 - 3.2. Accountant/bookkeeper/CPA
 - 3.3. Small Business Administration/Service Corps of Retired Executives/ (SBA/SCORE/ACE)
 - 3.4. Consultants - insurance broker
 - 3.5. Small Business Development Centers (SCDC's)
 - 3.6. Chamber of Commerce

4. Tax Considerations
 - 4.1. Income tax responsibility according to the form of ownership
 - 4.2. Payroll tax reporting process
 - 4.2.1. Gross salaries
 - 4.2.2. Mandated employer contributions
 - 4.2.2.1. Unemployment insurance
 - 4.2.2.2. Social Security/Medicare
 - 4.2.2.3. Workers' compensation
 - 4.2.3. Sales and property tax reporting
 - 4.2.4. Records required - accounting and financial

5. Insurance Considerations
 - 5.1. Evaluating the risks
 - 5.1.1. Property
 - 5.1.2. Casualty
 - 5.1.3. Liability - bodily injury, libel, product, errors and omissions
 - 5.1.4. Business interruption
 - 5.1.5. Workers compensation
 - 5.1.6. Vehicle
 - 5.1.7. Key person life insurance
 - 5.1.8. Owner's personal insurance - life, health, disability income, and retirement
 - 5.2. Selecting the risks to be insured

APPROPRIATE READINGS

NONE

WRITING ASSIGNMENTS

NONE

OUTSIDE ASSIGNMENTS

NONE

APPROPRIATE ASSIGNMENTS THAT DEMONSTRATE CRITICAL THINKING

NONE

EVALUATION

Students will be evaluated on their ability to effectively analyze problems and present conclusions in written assignments covering the areas of the legal form of organization/ownership, legal considerations, tax reporting, and risk evaluation. Additional written assignments may be developed around such areas as contracts, leases, and tapping into resources.

METHOD OF INSTRUCTION

The primary methods of instruction will be lectures, guest speakers, student presentations, small group analysis, films, class discussions, and field trips.

TEXTS AND SUPPLIES

There is no text. However, the instructor will provide a class syllabus, handouts, Small Business Administration materials, and federal and state materials relative to licensing, DBA's, and guides to employees.

PREPARED BY Linda Scott DATE 10/92

REVISED BY Instructional Services/SLO's Added DATE March 6, 2014

REVISED BY _____ DATE _____

Instructors must meet all requirements stated in Policy 3100 (Student Rights, Responsibilities and Administrative Due Process), and the Attendance Policy set forth in the Continuing Education Catalog.

REFERENCES:

San Diego Community College District Policy 3100
California Community Colleges, Title 5, Section 55002
Continuing Education Catalog