

## MGMT 4314 SMALL BUSINESS MANAGEMENT

WEB COURSE Fall 2014  
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Availability hours:

Uvalde Mondays 10am-3pm  
Eagle Pass Mondays 4-6pm  
via chat or email Wednesdays 8-11am

Please don't hesitate to contact me. I welcome the opportunity to discuss the course and if you are having trouble, please ask me for help as soon as possible. Since many of us (including your professors) work during the day, email works best in terms of contacting me. As we progress in the course I may make changes to this syllabus (e.g., if I determine we need more or less time on any particular subject area). In that sense, this syllabus is a guideline, not a contract. Check your announcements for any syllabus updates.

**REQUIRED TEXT:** SMALL BUSINESS MANAGEMENT, 7<sup>th</sup> Edition, Megginson, Byrd et. al., McGraw Hill, isbn# 978-007-802-9097

**ONLINE COURSE PROCEDURES:** It will be your responsibility to check the Blackboard website frequently. You are also required to check your Sul Ross email account since all individual communication will be sent to that address.

I RECOMMEND THAT YOU HAVE AVAILABLE AT LEAST TWO DIFFERENT BROWSERS FOR USE IN THIS COURSE IN CASE YOU EXPERIENCE DIFFICULTIES WITH ANY ONLINE EXAMS. I LIKE THE MOZILLA INTERNET BROWSER from Firefox. You might also want to use Microsoft Internet Explorer or Chrome. All are available as a free downloads. Check the OIT website out if you need help.

**GRADE DETERMINATION:** Grades will be determined as follows:

Exam I	100 points
Exam II	100 points
Short Quizzes/other	50 points
Total	250 points

**EXAMS:** Your exams will primarily be multiple choice online exams covering the assigned chapters. The last exam will not be comprehensive.

SEE MY SEPARATE SPREADSHEET FOR A LISTING OF THE DATES, CHAPTERS AND ASSIGNMENTS COVERED IN THE TEXT

**SHORT QUIZZES/OTHER ASSIGNMENTS:** This category may consist of a few short written assignments covering the text readings or short online chapter quizzes. I may also post one or two discussion questions covering other readings.

**ACADEMIC HONESTY:** **YOU ARE NOT TO WORK WITH ANYONE ON THE EXAMS OR ANY GRADED ASSIGNMENT.** See my separate posting regarding academic honesty

**GRADING SCALE:**

A=	90-100%	D=	60-69%
B=	80-89%	F=	59% or lower
C=	70-79%		

**OFFICIAL COMMUNICATION:** Communication by the University or me will be sent to your Sul Ross email account. As a result, you are required to activate your email account and check it frequently for personal communication. I encourage you to email me if you have questions or comments, **BUT PLEASE include your full name and the course** for which you have questions. Even if you submit your email through the Blackboard site, I cannot tell which course you are in nor what your real name is ( i.e., egar123) unless you put it in the body of your email.

**TECHNOLOGY HELP:** Obtain your RGC email account name and password directly from the **Central Help Desk at 1-888-837-2882**. The Central help desk is **ALSO** available 24/7 to answer ANY OTHER TECHNOLOGY question, however, I have found that they are not very good at answering questions about the Blackboard website. For specific help with any aspect of Blackboard, including problems with online exams, contact our Blackboard administrators.

**BLACKBOARD HELP: 432-837-8489**

In addition you may visit with one of our on-campus technology resource personnel as follows:

Uvalde: Mr. George Hernandez phone: 830-279-3045  
Email: ghernandez@sulross.edu

Del Rio: Mr. Francisco Rodriquez phone: 830-703-4818  
Email: frodriguez@sulross.edu

Eagle Pass: Mr. Juan Garza phone: 830-758-5010  
Email: jgarza8@sulross.edu

*Sul Ross State University Rio Grande College is committed to equal access in compliance with the Americans With Disabilities Act of 1973. It is the student's responsibility to initiate a request for accessibility services. Students seeking accessibility services must contact the Student Support Specialist on their campus.*

## **COURSE OBJECTIVES:**

Upon completion of this course you (the student) should be able to:

1. Identify some of the opportunities and difficulties encountered by small business owners.

*Assessment:* Exams and discussion sessions

2. Describe the unique problems encountered by family owned businesses including issues concerned with succession and estate planning.

*Assessment:* Exams, chapter quizzes and discussion sessions

3. Demonstrate knowledge of the various forms of business organization and the relative strengths and weaknesses of each form.

*Assessment:* Exams and discussion sessions

4. Describe how to search for and identify a product or service needed by the public.

*Assessment:* Exams and discussion sessions

5. Identify the essential elements of a successful plan.

*Assessment:* Research and preparation of a business plan for a hypothetical new venture.