

MGMT 4314 SMALL BUSINESS MANAGEMENT

SUMMER I 2016 SESSION

ONLINE USING THE BLACKBOARD 9.0 COURSE MANAGEMENT SOFTWARE

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AVAILABILITY HOURS:

VIA CHAT OR EMAIL, Mondays 9AM-1PM

BY EMAIL GENERALLY OR BY APPOINTMENT, ANYTIME

Uvalde Office # A113

For this online course, the best way to contact me is by email.

REQUIRED TEXT: SMALL BUSINESS MANAGEMENT, 7th Edition, Megginson, Byrd et. al., McGraw Hill, isbn# 978-007-802-9097 This is a used textbook so there should be a variety of low-cost sources for your purchase.

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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 DOWNLOAD AND USE THE MOZILLA INTERNET BROWSER from Firefox. The Microsoft Internet Explorer in the later versions has recently caused a variety of problems when taking these online exams. Mozilla is available as a free download. Click on the Help and Resources tab when you first log onto the course and then click on Downloads, Utilities, etc. If you need help with this download, contact our OIT department immediately.

Each week you should read the assigned chapters and check for any new material, new assignments or any chapter quizzes.

GRADING: Grades will be determined as follows:

Exam I	100 points	
Exam II	100 points	
Short quizzes/ discussion board/other		40 points

EXAMS: Exams are not cumulative (except to the extent that one part builds upon another). Two exams will be given. The exams will be given using the Blackboard exam function and they will all be multiple choice questions.

SHORT QUIZZES/OTHER ASSIGNMENTS: This category may consist of a few short written assignments covering the text readings or short chapter quizzes. I may also post one or two discussion questions covering other readings. **YOU ARE REQUIRED TO READ MY POSTING TITLED “ACADEMIC HONESTY.”** Do not work with anyone on anything that will be graded.

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

CHAPTER ASSIGNMENTS: See my separate spreadsheet for a listing of dates and all chapters covered.

GRADING SCALE:

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

OFFICIAL 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 indicate your full name and the course number 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**. For most technology problems, first go to the Lobo Technology Assistance Center (LTAC). The quicklink to this site is available from our home page under the “My SRSU” tab. For specific help with any aspect of Blackboard, including problems with online exams, contact our Blackboard administrators in Alpine.

BLACKBOARD HELP: **Ms. Estella Vega** **432-837-8356**
email: estellav@sulross.edu

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: Creighton Nope III phone 830 703-4818

Eagle Pass: Mr. Juan Garza phone: 830-758-5010

Email: jgarza8@sulross.edu

ADA Statement: 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.

Distance Education Statement: Students enrolled in distance education courses have equal access to the university's academic support services, library resources, and instructional technology support. For more information about accessing these resources, visit the SRSU website. Students should submit online assignments through Blackboard or SRSU email, which require secure login information to verify students' identities and to protect students' information. The procedures for filing a student complaint are included in the student handbook. Students enrolled in distance education courses at Sul Ross are expected to adhere to all policies pertaining to academic honesty and appropriate student conduct, as described in the student handbook. Students in web-based courses must maintain appropriate equipment and software, according to the needs and requirements of the course, as outlined on the SRSU website.

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.

PROGRAM LEARNING OUTCOMES:

1. Students demonstrate the ability to critically analyze and interpret information in order to identify and propose possible solutions to complex issues in business.
2. Students develop and produce effective written communication for diverse groups both within and outside the organization.
3. Students identify differing views with respect to corporate social responsibility.
4. Students demonstrate an understanding of the important fields of knowledge utilized in business administration, including accounting, economics, finance, management, and marketing.