

MGMT 2166 Small Business Management

DESCRIPTION OF SUBJECT:

A study of entrepreneurship and small business management, planning, and operations. The role of the small business sector in our economy will be studied as well as the rewards and disadvantages associated with small business operations. Financial controls and analysis will receive special emphasis.

CREDIT: 3 Semester Hours.

PREREQUISITES: Learning Support Reading, English, Math (when required).

TEXT: SMALL BUSINESS MANAGEMENT – AN ENTREPRENEURIAL EMPHASIS, Longenecker, Moore, Petty & Palich, 13/e, Thomson; South Western.

COURSE OBJECTIVES:

1. Demonstrate an understanding of the various forms of business organization (sole, proprietorships, partnerships, corporations) as they relate to the organization of a small business.
2. Demonstrate an understanding of the nature of entrepreneurship and the characteristics of successful entrepreneurs.
3. Demonstrate an understanding of the financial control processes available to help small businesses be successful.
4. Demonstrate an ability to apply financial control processes to small business operations.

GRADING: Grades will be calculated on a cumulative point basis as follows:

<u>Graded Activity</u>	<u>Points</u>	<u>Grading Scale</u>
Examination #1	75	A: 558 – 620
Examination #2	75	B: 496 – 557
Quality Checks/Homework	50	C: 434 – 495
Business Planning Exercises	70	D: 371 – 433
Written Business Plan	100	F: 371 or fewer
Oral Presentation	100	
Final Examination	<u>150</u>	
Total	620	

In addition to the point totals, I reserve the right to use my subjective evaluation in the determination of final grades. My subjective evaluation, however, will be used only to adjust grades upward and then only in the event that a student's final point total is close to the borderline of the next highest grade. For example, if a student's final point total is within two or three points of the next highest grade, I would consider such factors

as class participation and my general impression of that student's effort and achievement in awarding a final grade. As per the college's official absenteeism policy, a student's final grade may also be influenced by his/her attendance (see attendance policy).

GENERAL INFORMATION AND POLICIES

ABAC ATTENDANCE POLICY: Courses at Abraham Baldwin Agricultural College are provided for the intellectual growth and development of students. To attain maximum success, students must attend all their classes, be on time, and attend all scheduled course activities including, but not limited to, field trips, seminars, study sessions, individual conferences, and lectures. This interaction with instructors and other students is an important element of the learning process, and a high correlation exists between class attendance and course grades. A student must understand the importance of regular participation in classroom and laboratory activities. The absence of any student affects not only his or her performance but the performance of the class as a whole. Absence from class, for whatever reason, does not excuse a student from full responsibility for class work or assignments missed. Students must accept this responsibility.

Instructors will keep accurate attendance records and must report the individual number of absences with midterm and final grades. Students whose number of unexcused absences is more than twice the number of class meetings per week (the equivalent of two weeks of instruction) will receive a grade of "F" for the course. Fewer absences than twice the number of class meetings per week may result in grade penalties at the discretion of the instructor. Specific attendance requirements applying to labs, clinics, accelerated classes or Learning Support will be adapted to the unique situation by the appropriate division. Final determination of what constitutes an excused absence rests with the classroom instructor. In implementing this policy, faculty will not include in a student's unexcused absences those absences incurred due to authorized and approved college sponsored events (or in the case of joint-enrollment students high-school sponsored events) in which the student represents the institution as part of a group or under the direct supervision of a faculty or staff member.

Whenever a student is absent, whether for official or personal reasons, the student must assume responsibility and provide notice to the instructor, preferably in advance, for making arrangements for any assignments and class work missed because of the absence. However, final approval for make up work remains with the individual instructor.

A student who stops attending class without officially withdrawing from the course is subject to this attendance policy and will receive a grade of "F" for the course.

At the beginning of each semester, instructors will explain clearly to their students specific attendance requirements (including possible penalties). Additionally, they will publish the attendance policy on their syllabi and web-sites.

A student penalized for excessive absences may appeal through the grade appeal process, as stated in ABAC's college catalog and student handbook. (Revised 7/28/05)

NOTE: Students are considered absent if not present when their name is called as part of the role. Absence from class will considered excused only if such absence is a result of illness, certain family emergencies (to be evaluated on a case-by-case basis) or

participation in required school-sponsored evolutions (such as field trips). (Doctors appointments, dentist's appointments, job interviews, etc. should be scheduled so as to not conflict with scheduled classes.) Unusual circumstances shall be considered on a case-by-case basis.

EXAMINATIONS: All examinations are announced in advance and all students are expected to be present for examinations. Make-up examinations will be allowed only in the direst circumstances, such as illness or family emergency. Missed exams will be computed as a zero in grade compilation. All material assigned and/or discussed is fair game for examinations. This includes textual material, whether discussed or not, in-class discussions and activities, out-of-class assignments, student reports, and all other activities not specifically excluded.

EXAMINATION PROTOCOL: The following policies and procedures will be followed during all examinations.

1. Please turn off all beepers and cell phones - please see me if this constitutes a particular problem.
2. Please be ready to go at the beginning of the period - Students arriving more than 15 minutes late will not be allowed to take the examination. (This is for test security purposes)
3. Once you have received your examination, you must turn it in if you leave the room. Therefore, please take care of any other requirements prior to the exam.
4. All exams (including the final exam) are timed exams - they will end and all exams will be collected at the designated end of the exam period.
5. Exam scores and/or final grades will be posted for those who so desire. Exam scores and/or course grades will be mailed for those who bring a self-addressed, stamped envelope to the final exam. Sorry - grades cannot be communicated via phone or e-mail.
6. All students will take the final exam at the official scheduled time. Any exceptions must be made through the Dean and Vice President of Academic Affairs.
7. Calculators may be used when required. HOWEVER, no sharing or passing of calculators. Stand-alone calculators only - no cell phones.

IN-CLASS ASSIGNMENTS: Quality checks and in-class assignments may not be made up regardless of circumstances (except for conflicts with school-sponsored evolutions). However, each student's lowest score will be dropped and extra credit points added to most in-class assignments to offset the effect of unavoidable absences.

LATE ASSIGNMENTS: All assignments are due at the beginning of the class period at which they are due. Assignments not submitted when collected at the beginning of such class periods are considered late and will be penalized as such. Except for term projects,

papers will be accepted late only when prior arrangement has been made with the instructor or unavoidable circumstances made timely submission impossible. For pragmatic reasons, no assignment shall be accepted after it has been graded and returned to the rest of the class. In the case of written term projects, late submissions will be penalized 10 points per day or portion thereof and not acceptable at all after the third day. This penalty will apply regardless of the reason for late submission. Papers will be accepted any time prior to the due date; those who wait until the last minute accept the risk inherent in such action. (Because of scheduling problems, oral presentations **MUST** be delivered as scheduled. There is not sufficient time to give students multiple opportunities.

BEEPERS, CELL PHONES, AND CALCULATORS: Please turn off beepers and cell phones during class. If this presents a problem, please see me. Calculators may be used on quality checks and examinations at the student's discretion. However, stand-alone calculators alone may be used - no cell phones. Also, each student must bring his/her own calculator - no passing or sharing of calculators.

SPECIAL ACCOMMODATIONS: Any student who requires special accommodations due to a documented learning, physical or other disability, please see me immediately in order that such accommodations may be arranged.