

Oklahoma State University-Okmulgee

Course Syllabus

MGMT 2243 Small Business Management

This course is designed for those individuals considering going into business for themselves. Emphasis is given to governmental regulations, financial needs, location factors, purchasing and pricing, inventory, advertising, bookkeeping, tax records and reports, banking, choosing personnel and credit and collections. Theory.

Credit Hours: 3; Total hours of theory per semester 48; Total hours of lab for the semester 0

Prerequisites: None.

Instructor Name: Glenda Orosco

Instructor Phone: (918) 293-4796

Office: NCAT 212D

Instructor email: glenda.orosco@okstate.edu

Instructor's Office Hours: MW – 8 - 3 F – 8 - 12 - TR 9:30 – 2:00

Division Name: Arts and Sciences

Division Phone: (918) 293-4768

REQUIRED TEXT, REFERENCES, AND MATERIALS

Texts: Entrepreneurial Small Business, Katz/Green, McGraw-Hill, ISBN #0073257958

References: None

Materials: Notebook, writing utensils, jump drive

Uniform/Tools: None

Estimated Cost for Materials: \$130.00, text, \$35.00 other materials

Estimated Cost for Uniform/Tools: None

COURSE COMPETENCIES

(*Denotes Core Objectives)

Upon completion of this course, students should

1. Evaluate one's potential as an entrepreneur
- *2. Create a plan for a small business using a strategic management process
3. Apply appropriate techniques for determining the value of an existing business
4. Summarize the purpose of basic financial statements
- *5. Conduct a breakeven analysis for a small company
- *6. Research possible sources of financing
7. Identify criteria for selecting a business location
8. Analyze layout and design considerations of a building to meet requirements of the Americans with Disabilities Act

ASSESSMENT OF COMPETENCY

- Homework
- Business plan project
- Homework, exams
- Homework, exams
- Homework
- Homework
- Business plan project, exams
- Homework, exams

COURSE ACTIVITIES

In this course students will:

- Utilize Desire2Learn for assignments and submission of work
- Prepare a business plan...
- Take online exams...
- Complete an assignment for each chapter in textbook...

Grades will be based on the quality and completion of these tasks:

Exams	50%	5 @ 100 points each
Business Plan.....	20%	200 points
Chapter assignments	30%	15@ 20 points each
	100%	1,000 points

OSU-Okmulgee Grading Scale
A = 90.00 - 100.00
B = 80.00 - 89.99
C = 70.00 - 79.99
D = 60.00 - 69.99
F = 00.00 - 59.99

AMERICANS WITH DISABILITIES ACT (ADA)

According to the ADA, each student with a disability is responsible for notifying the University of his/her disability and requesting accommodations. If you think you have a qualified disability and need classroom accommodations, contact the Access Services Office located in the Student Union. Please advise the instructor of your disability as soon as possible, to ensure timely implementation of appropriate accommodations. Faculty have an obligation to respond when they receive official notice of a disability from the Access Services Office but are under no obligation to provide retroactive accommodations. To receive services, you must submit appropriate documentation and complete an intake process during which the existence of a qualified disability is verified and reasonable accommodations are identified. Call 293.4988 for more information.

ACADEMIC DISHONESTY

Academic dishonesty or misconduct is neither condoned nor tolerated at OSU-Okmulgee. Any student found guilty of academic dishonesty or misconduct shall be subject to disciplinary action. Academic dishonesty and/or misconduct includes, but is not limited to, the following actions: (1) Plagiarism: The representation of previously written, published or creative work as one's own; (2) Unauthorized Collaboration on Projects; (3) Cheating on Examinations; (4) Unauthorized Advance Access to Exams; (5) Fraudulent Alteration of Academic Materials; (6) Knowing Cooperation with Another Person in an Academically Dishonest Undertaking. Students are required to actively protect their work against misuse by others. For details, refer to The OSU-Okmulgee Student Handbook available in the Office of Student Support & Development, each Division office, and on-line <http://www.osu-okmulgee.edu/handbook/>. **Plagiarism also includes cut/copy/paste from the internet.**

STUDENT CONDUCT

Students taking an online course will follow the standard code of conduct expected of all OSU - Okmulgee students.

INSTRUCTION METHODS

The computer is your lecturer. Keeping up with the assignments is crucial to success in this course. This is not a self-paced course. There is a schedule that you must follow. However, you are permitted and encouraged to submit chapter assignments ahead of schedule. The Content section contains web examples, PowerPoints, and more. Use this information as a supplement to the readings in the textbook.

EXAMS

Exams will be taken online and are open book. You will have a one hour time limit on each exam. Do not try to copy or print the exam. If you do, the screen will go blank and you will have to contact the instructor to reset the exam. Each exam will have a time frame in which it must be completed. Failure to meet this deadline will result in a **zero** for that exam. There will be no make-up exams. Exams will be available starting the Wednesday noon following the completion of the last chapter to be tested, and continue until midnight the following Sunday. The only exception is the last exam which will be open earlier due to the conclusion of the semester. See exam dates in the schedule document.

INSTRUCTOR'S LATE WORK POLICY

All assignments must be turned in by the due date specified with each assignment. Late work **is not** accepted. Be sure all assignments are sent to the instructor via the Drop Box feature of Desire2Learn by midnight of the assigned due date to receive credit. It is up to the student to plan his or her time so assignments will be submitted on time--this includes planning for technical difficulties such as problems with the computer, Internet Service Provider, or Desire2Learn. If the student waits until near the deadline and does experience such difficulties, the work is late and will receive a zero.

INSTRUCTIONS FOR BUSINESS PLAN

You are going to write a business plan based on the "Description of Business" document located in the Content section. The business plan **must** be written about this business. There are also examples of business plans for your reference located in the Content area as well. Chapter 8 in your textbook details everything about writing a business plan. In this chapter, on page 205, there is an outline you may follow when putting together your plan. The only thing we will not be including in this plan is #8—the financials. All other sections will be included in the plan. There are examples in the appendix of the text, as well as, links provided in the Content section. This is a lengthy document and it is highly recommended that you begin this project early in the semester to be sure it is completed in its entirety by the due date.