

## MGT 361 Small Business Management



**Instructor:** [Samuel Gray, Ph.D.](#)

**Tel:** (505) 646-2470

**Meeting Time:** Virtual

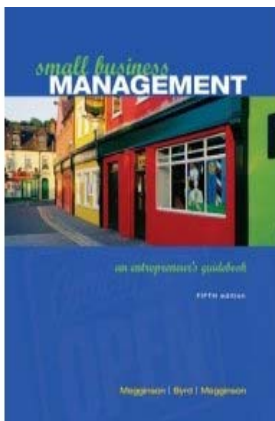
**WebCT Email:** Dr. Gray

**Meeting Place:** Virtual

**NMSU Email:** [samgray@nmsu.edu](mailto:samgray@nmsu.edu)

**Office Hours:** Virtual

### Required Text:



Megginson, Byrd, and Megginson (2006). Small Business Management: An Entrepreneur's Guidebook, 5th edition . Boston, MASS: Irwin McGraw-Hill. ISBN 0072972564.

### Optional Readings:

Additional readings in the form of handouts, journal articles etc. may be required by the Instructor.

**Prerequisites:** Senior or masters standing in business or engineering, or by permission of the instructor.

### Course Objectives:

- To explore the process of managing a small business and the strategies and tactics that can be used to substantially improve probability and survivability.
- To identify and understand the various technical formalities associated with running a small enterprise.
- To understand and appreciate the role and lifestyle of an independent

entrepreneur in today's society.

- To gain an understanding of the benefits of extensive planning for small business ventures.

**Course Procedure:** This is an Internet course. You should log on to the course frequently as there will be new items posted continually. In particular, your e-mail and the Discussion pages should be reviewed daily. **Assignments are due at 11:59 pm on their due date and late assignments will not be accepted.**

**Assessment Criteria:** Your work in this class will be assessed based on the following percentages:

Exercises, and Quizzes	40%
Participation	30%
Midterm Exams	30%
<b>Total</b>	<b>100%</b>
Grading follows the traditional grading scale of 90-100 is an A, 80-89 is a B, 70-79 is a C, etc.	

### Grade Availability:

Grades will be available via the My Grades tool in WebCT.

- **Incompletes ("I" grades):** Given for passable work that could not be completed due to circumstances beyond the student's control (e.g., severe illness, death in the immediate family). These circumstances must have developed after the last day to withdraw from the course. Requests for "I" grades should be made to the instructor, but must be approved by the Management Department Head.
- **Withdrawals:** It is the responsibility of the student to know important dates such as University drop dates; last day to withdraw with a W is October 17. Moreover, it is the responsibility of the student to officially withdraw from any class that he or she intends to drop.
- **Cheating:** Cheating will not be tolerated. Punishment for those caught cheating will be an "F" in the course. The person will also be subject to further sanctions as indicated in the student code of conduct.

**STUDENTS WITH DISABILITIES:** If you have (or believe you have) a disability & would benefit from classroom accommodation(s), contact the Services for Students with Disabilities (SSD) at Corbett Center, Room 244 (Phone 646-6840; TTY 646-1918). All medical info is treated confidentially. Do not wait until you receive a failing grade. Retroactive accommodations cannot be considered. Information, instructions & forms from the Services for Students with Disabilities Office are online at <http://www.nmsu.edu/~ssd/index.html>. **Accommodations:** SSD Office, 646-6840 (Corbett Center, room 244); **Discrimination:** Office for Institutional Equity, 646-3635, O'Loughlin House.

Feel free to call Jerry Nevarez, Director of Institutional Equity, at 505-646-3635 with any questions you may have about NMSU's Non-Discrimination Policy and complaints of discrimination, including sexual harassment.

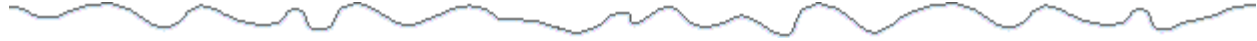
Feel free to call Michael Armendariz, Coordinator of Services for Students with Disabilities, at 505-646-6840 with any questions you may have on student issues related to the Americans with Disabilities Act (ADA) and/or Section 504 of the Rehabilitation Act of 1973. All medical information will be treated confidentially.

**Student Responsibilities**

1. Within a few days of the start of the semester, register with SSD & obtain forms.
2. Within the first 2 weeks of beginning of classes (or within 1 week of the date services are to commence), deliver the completed forms to the instructor(s).
3. Within 5 days of giving the forms to faculty & at least 1 week before any scheduled exam, retrieve the signed forms from faculty & return them to SSD.
4. Contact the SSD Office if services/accommodations requested are not being provided, not meeting your needs, or additional accommodations are needed.

**Faculty Responsibilities**

1. Within five 5 working days after student gives you the forms, sign them, retain a copy, & return originals to the student.
2. Contact SSD immediately if there are any questions or disputes regarding accommodation(s), disruptive behavior, etc.
3. Refer the student to SSD for any additional accommodations.



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Last updated September 05, 2006 .