

MGT 361

Small Business Management

Instructor: Samuel Gray, Ph.D. **Tel:** (575) 646-2470

Meeting Time: Virtual **WebCT Email:** Dr. Gray

Meeting Place: Virtual NMSU Email: samgray@nmsu.edu

Office Hours: Virtual

Required Text:

Meggison, Byrd, and Meggison (2006). Small Business Management: An Entrepreneur's Guidebook, 5th edition . New York, NY: McGraw-Hill/Irwin. ISBN 0072972564.

Optional Readings:

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

Prerequisites: None.

Course Objectives:

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https://salsa.nmsu.edu/samgray02_SP08/Module1/syllabus.htm

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To explore the process of managing a small business and the strategies and tactics that can be used to substantially improve profits 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. Exams and Quizzes

must be completed and submitted no later than 11:55 pm on their due date (please

notice the 4 minute difference). All times are Mountain Time.

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

percentages:

Exercises and Quizzes 45%

Participation 15%

Exams 40%

Total 100%

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 (Click the Course Tools

icon from the home page to get to My Grades).

· **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. Moreover, it is the responsibility of the student to officially withdraw from any class that he or she intends to drop.

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· **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.

Disabilities/Employee Relations:

Feel free to call the Director of Institutional Equity at 575-646-3635 with any questions you may have about NMSU's Non-Discrimination Policy & complaints of

discrimination, including sexual harassment. Call the Coordinator of Services for students with Disabilities at 575-646-6840 regarding 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.

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