Syllabus: BUSG-2309 - Small Business Management-IN

Small Business Management  
BUSG 2309 - INTERNET  
Assignments and Testing Schedules  
SPRING - 2007

Course Description: A course on how to start and operate a small business. Topics include facts about a small business, essential management skills, how to prepare a business plan, financial needs, marketing strategies, and legal issues.


Exam Schedule:
Exam I Chapters 1,3,4,5,7  
Exam II Chapters 8,9,13,14,15

ASSIGNMENTS: (Attached assignment sheet)  
1. There is a SUBMIT ASSIGNMENTS link for each of the 3 assignments on the BUSG 2309 WebCT site that you can send your assignments to – this will ensure that they are dated, graded and returned in a timely manner.  
2. There will be various case study assignments and exercises due on various dates during the semester. ** The assignment schedule and due dates follow in this SIP.

EXAM ADMINISTRATION  
The student will take the exams online via use of WebCT. The student is NOT to use the textbook or any other materials during the exam. The exams do have a time limit and will cut the student off at the end of the time allotment.

THE LAST DATE FOR TAKING ALL EXAMS ONLINE WILL BE MONDAY, APRIL 30, 2007 by midnight.

Instructor’s Office Hours:  
The student is responsible for all of the material in each listed chapter unless notified otherwise by the Instructor. If you need to have a conference, course assistance, or need to be advised, please call and make an appointment.
Instructor: Dr. Rochelle R. Brunson
Office: D229
Office Hours: MW – 8:45-9:30; M-12:30-2; W-1-2; T-10-12; TH-1-4; F-10-11
Office Phone: (281) 756-3812
Office Fax #: (281) 756-3862
Campus e-mail: rbrunson@alvincollege.edu

GRADING:
2 Exams @ 100 pts each                                                                 200 pts
Assignments (3 sets @ 50 pts each set)                                                 150 pts

**OPTIONAL BUSINESS PLAN (Discuss with Instructor AT THE BEGINNING OF THE SEMESTER if you want to do a Business Plan in lieu of one of the exams-Worth a possible 100 pts)**

Grading Scale:
90 - 100 = A
80 - 89 = B
70 - 79 = C
60 - 69 = D
59 = F

*ADA Statement:* This college will adhere to all federal, state, and local laws, regulations, and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the policy of ACC to provide reasonable accommodations for qualified individuals who are students with disabilities. It is the student’s responsibility to contact the Counseling Center in a timely manner to arrange for appropriate accommodations.

BUSG 2309
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**Please note: It is up to the student to keep up with the due dates of the assignments and taking the exams. The Instructor will NOT drop the student from the course—it is the student’s responsibility to do so if they fall too far behind in the course. DROPPING (WITHDRAWING) FROM THE COURSE: If you decide to drop this course, please remember that it is YOUR responsibility to complete the drop process through the Registrar’s Office. The deadline to drop this course is 5 p.m. on April 10, 2007. It is not the policy of the Management Development department to give incompletes. Incompletes are only given under extreme circumstances.**

ASSIGNMENTS ARE DUE ON THEIR DUE DATES—IF LATE, POINTS WILL BE DEDUCTED!!

**DUE DATE: February 05**

CH. 1 – p. 22 – Experiential Exercises - #2
- p. 23 – Case 1 – “Boston Duck Tours” (on p. 526-4 questions)

CH. 3 – p. 68 – Discussion Questions - #3
- p. 68 & 69 – You Make The Call – Situation #1 (3 questions)
- p. 70 - Exploring the Web - #1

CH. 4 – p. 91 – You Make The Call – Situation #1 (3 questions) and Situation #2 (2 questions)
- p. 93 – Case 4 – “Auntie Anne’s” (p. 531) (4 questions)

**DUE DATE: March 05**

CH. 5 – p. 113- Discussion Questions - #2
- p. 114 –You Make The Call – Situation #3 (3 questions)

CH. 7 - p. 159 - You Make The Call – Situation #1 (3 questions)

CH. 8 –p. 183 – You Make The Call – Situation #2 (2 questions)

CH. 9 –p. 201 – Discussion Questions - #1, #4, #6
- p. 202 – You Make The Call – Situation #4 (3 questions)
- p. 203 – Case 9 – “The Chocolate Farm” (p.540) (4 questions)
DUE DATE: April 02

CH. 13-p. 304 – Discussion Questions - #1, #2
  p. 305 – Experiential Exercises - #1, #4
  p. 305 – Exploring the Web - #1, #3

CH. 14-p. 328 – You Make The Call – Situation #3 (2 questions)
  p. 329 – Exploring the Web - #1
  p. 329 – Case 14 – “Lotus Chips’ Recipe for Success” (p. 552)
  (5 questions)

CH. 15-p. 349 – Discussion Questions - #4, #5, #9
  p. 351 – Case 15 – “Waco Composites I, Ltd.” (p. 554) (4 questions)