

Course Number: MBA 6500

Course Title: Small Business Administration

Course Description:

A study of the smaller business enterprise and the special management issues and challenges faced by the proprietor/entrepreneur. Emphasis will be given to problem-solving and decision-making in the major functional areas common to small enterprises. Case studies will be used.

Prerequisites: MBA5200; MBA5220.

Credit hours: 3

Learning Outcomes:

Upon the successful completion of this course, students will be able to:

1. Identify the differences between small business management and entrepreneurship, and the associated differences in management opportunities and challenges.
2. Recognize the options for starting a new business and identify the relevant steps for start-up.
3. Develop a comprehensive business plan with a view to establishing a specific new business venture and managing its subsequent growth.
4. Conduct market research, analyzing current market opportunities with a view to launching a specific venture.
5. Identify key personnel for start-up, and forecast the human resource requirements for growth.
6. Research available locations for a venture, anticipating the facilities needed for start-up and subsequent growth.
7. Project the financial needs for a specific new business and project its future cash requirements.
8. Formally present a new venture plan with a view to obtaining financing.

Indiana Tech
College of Professional Studies
MBA 6500 Small Business Management
Online Course Syllabus Content

Instructor Information

Please see Professor Profile at the Blackboard instructional site.

Course Schedule

Please see Course Schedule in the Course Syllabus area of the Blackboard instructional site.

Online Course Policies

All of the online courses taken by students are required to follow the policies posted online at <http://online.indianatech.edu/tech-policies/policies/>. Please review the posted policies carefully. If you are unable to abide by the policies listed, please contact the Warrior Information Network (WIN) at 888.832.4742 and request to withdraw from this course.

Textbook

Longenecker, J. G.; Moore, C. W.; Petty, J. W.; and Palich, L. E. (2006). *Small business management: An entrepreneurial emphasis*, (13th ed.). Mason, OH: Thomson/South-Western College Publishing.

Grading Events & Grading Criteria

Unless otherwise specified, all assignments must be submitted via Blackboard.

Grading Event	Quantity	Points
Course Preparation Quiz		10 pts
Small Business Management Exercises	3 @ 30pts each	90 pts
Developing the New Venture Business Plan Exercise		50 pts
Marketing Growth Strategies Exercise		50 pts
Managing Growth in the Small Business Exercise		50 pts
Discussion Boards	6 @ 20pts each	120 pts
Total		370 pts

Grading Scale

The following grading scale will be used to assign a grade at the end of the course:

Percentage Achieved	Grade	Percentage Achieved	Grade
93% or above	A	80% or above	B-
90% or above	A-	77% or above	C+
87% or above	B+	70% or above	C
83% or above	B	Below 70%	F

Late Assignments

All assignments and required online activities are due according to the deadline listed in the course schedule. Granting deadline extension is the course instructor's autonomy.

Incompletes

If you are unable to complete the requirements for this course due to extenuating circumstances, an Incomplete grade (I) may be granted if you meet the general guidelines stated below.

General Guidelines for submitting a course incomplete request:

- More than 50% of the course session has elapsed.
- The student has encountered an unexpected situation that is beyond his or her control.
- The student is ○ in good academic standing -- up-to-date on all of the course assignments and has at least an overall passing grade,
 - able to complete all of the remaining coursework within a session (5 weeks for a undergraduate course and 6 weeks for a graduate course) that immediately follows the session the student is currently enrolled, and
 - able to provide support documentations to substantiate the need for extra time should a session is not enough to complete the course requirements.

If an Incomplete is granted, the instructor will set a deadline for all work to be completed.

The deadline cannot go past one (1) session. All incomplete grades and deadlines are subject to approval by the designated University authority.

Course Related Communication

Online courses are conducted in an accelerated format. Timely communication is very important. When receiving emails from your classmates or instructor, please respond as soon as you can.

Students are REQUIRED to use their Indiana Tech email account for all course related communication. The most direct, and effective, way to email your course instructor and classmates, is by using the Send Email function within the Blackboard course site. When you use the Send Email function, you automatically receive a carbon copy of the email

you sent. In the event when you need to substantiate your claim that you did email your classmates or instructor, you can show that carbon copy to the person(s) who requested it. Please note that Blackboard only permits you to send email, it does not provide you with the check email function. All of the emails your classmates and instructor send to you will be delivered to your Indiana Tech email account. You are strongly encouraged to check your Indiana Tech email account regularly, preferably several times a week, to minimize the likelihood of miscommunication.

The University policy requires each online course instructor to respond to a student's email within 24 hours. Unless there is an extraneous situation that prevents the instructor from following this rule, you can expect to hear from the instructor within 24 hours. If you don't receive a reply within 24 hours, please do not hesitate to follow up with another email or forward the carbon copy of the email you sent to OnlineSupport@IndianaTech.edu with a note "Please help. It's been 24 hours and I have not heard from my instructor" and the University support staff will act on your behalf to contact your course instructor.