

**COURSE SYLLABUS  
SPRING 2024**

**Course Title:** BUSG 1315-271, Small Business Operations

**Meeting Time:** Section 271; TR 11:00 - 12:15 PM Room LC 124

**Instructor Information:**

<b>Instructor:</b>	Miran Rivera			
<b>Office:</b>	LC 120G (Lubbock Center)			
<b>Office Telephone:</b>	806.716.4917			
<b>E-mail:</b>	<a href="mailto:mriviera@southplainscollege.edu">mriviera@southplainscollege.edu</a>			
<b>Office Hours:</b>				
<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
9:00 - 9:30 AM	8:15 - 11:00 AM	9:00 - 9:30 AM	8:15 - 11:00 AM	8:30 - 10:00 AM

**COURSE DESCRIPTION:** This is a course designed to introduce the student to concepts, terminology, principles, theories, and issues in the field of management.

**TEXT AND OTHER MATERIALS**

*Small Business Management*, Longenecker, Petty, Palich, Hoy; 19<sup>th</sup> Ed., ©2020. ISBN: 9780357039380

OneDrive or 1GB+ Flash/Jump drive

\*\*See the last page for important info on setting up Cengage MindTap connection\*\*

**EVALUATION POLICY**

You will have textbook reading assignments, quizzes, exams and discussions. You will have four objective exams covering the assigned textbook chapter material. Simulation tasks are included in the textbook assignments to be completed throughout the course.

**GRADING POLICY**

Your semester grade will be calculated as follows:

<b>Introduction Assignment &amp; Syllabus Summary</b>	<b>5%</b>			
<b>Chapter Homework Assignments</b>	<b>45%</b>			
<b>Exams and Quizzes</b>	<b>40%</b>			
<b>Final Exam</b>	<b>10%</b>			
<b>90-100 = A</b>	<b>80-89 = B</b>	<b>70-79 = C</b>	<b>60-69 = D</b>	<b>Below 60 = F</b>

**\*Absolutely no late work accepted. I will not reopen assignments. \*\***

**ATTENDANCE POLICY**

This is an in-person course, so please be advised that your attendance and participation is extremely important. Don't put off for tomorrow what you can get done today!

If you do not complete the first assignment prior to the 12<sup>th</sup> day of class you will be dropped as “Never attended”. So, make sure you get in and get to work. We can see when you last logged into Blackboard so don’t wait until the last minute – there will be no extensions.

### **CERTIPOINT REQUIRED CERTIFICATION EXAM**

At the end of April 2024, you will be required to take the Entrepreneurship and Small Business Certiport Certification Exam. The test fee and practice exam fees are built into your tuition and have already been paid for! You will be able to practice for the exam throughout the entire semester with GMetrix software, which will be available for you to practice on your own. You must come to a physical Certiport testing center OR take the Certiport exam from your computer at home (monitored by a testing proctor from Certiport) at the end of April 2024. You can schedule this exam around your schedule – testing center is located in Levelland. You can now also test at home during a pre-scheduled appointment time. I will give you an individual code for the practice software that you can use at your convenience on your own computer. I will also send you a code to take with you to the testing center when you schedule your exam. You have 2 attempts at the exam. This course is a capstone course for the Business Associates degree and this Certiport Exam is an excellent certificate to hold, include on your resume, and for employers to see. I will send out more information throughout the semester.

<https://certiport.pearsonvue.com/Certifications/ESB/Certification/Overview.aspx>

### **WITHDRAWAL POLICY**

The last day to withdraw/drop with a grade of “W” is **April 25<sup>th</sup>, 2024**. It is the student’s responsibility to withdraw from this course. Otherwise, students will be assigned their earned letter grade at the end of the course. Course averages will be updated every Friday, and guidance will be provided throughout the term to help students decide whether they need to drop the class or not. For more information regarding drops/withdrawals, please visit

<https://www.southplainscollege.edu/admission-aid/apply/schedulechanges.php>.

### **COVID-19**

For information and resources about COVID-19, please visit

<https://www.southplainscollege.edu/emergency/covid19-faq.php>.

### **DIVERSITY, DISABILITIES, NON-DISCRIMINATION, TITLE V PREGNANCY, CAMPUS CONCEALED CARRY**

For information regarding official South Plains College statements about **Diversity, Disabilities, Non-Discrimination, Title V Pregnancy Accommodations, and Campus Concealed Carry**, please visit:

<https://www.southplainscollege.edu/syllabusstatements/>

## **STUDENT CONDUCT**

Expected student conduct is as outlined in the SPC catalog. Please note that there is an online component to this course and others will see your responses to questions. Please do not post any pictures or data that others may find offensive.

## **COURSE OBJECTIVES**

The student will explain various theories, processes, and functions of management; apply theories to a business environment; identify leadership roles in organizations; and describe elements of the communication process.

## **ASSIGNMENT DUE DATES**

Week 1: January 22<sup>nd</sup> - Chapter 1  
Week 2: January 29<sup>th</sup> - Chapters 2 and 3  
Week 3: February 5<sup>th</sup> - Chapters 4 and 5  
Week 4: February 12<sup>th</sup> - Unit Exam 1 and Chapter 6  
Week 5: February 19<sup>th</sup> - Chapter 7  
Week 6: February 26<sup>th</sup> - Chapter 8  
Week 7: March 4<sup>th</sup> -Chapter 9  
Week 8: March 11<sup>th</sup> - Unit Exam 2 and Chapter 10  
\*Spring Break\* March 11-15  
Week 9: March 25<sup>th</sup> - Chapters 11 and 12  
Week 10: April 1<sup>st</sup> - Chapter 13 and 14  
Week 11: April 8<sup>th</sup> - Unit Exam 3 and Chapter 15  
Week 12: April 15<sup>th</sup> - Chapter 16 and 17  
Week 13: April 22<sup>nd</sup> -Chapter 19  
Week 14: April 29<sup>th</sup> - Chapter 20 and CERTIPORT EXAM DUE  
Week 15: May 6<sup>th</sup> - Unit Exam 4 and Chapter 21  
Week 16: May 9<sup>th</sup> - Final Exam

Note: All deadlines are at 11:59 PM on Monday unless you are notified differently. New Assignments open on Sunday at 6 AM.

**TECHNICAL PROBLEMS/SUPPORT:** If you are having computer problems, you have to let me know. I will try to help you in any way that I can. E-mail [blackboard@southplainscollege.edu](mailto:blackboard@southplainscollege.edu) as your first contact with technical problems related to the Blackboard program. I am your contact with content issues for the course. Please remember that it is your responsibility to have a backup plan if your computer goes down. Please have this plan in place now and do not wait until it is a crisis situation. If you lose your assignments due to bad flash drives, computer crash, or your dog ate your homework, there is nothing I can do about it. **THIS IS YOUR WARNING TO HAVE A BACKUP PLAN IN PLACE.**

PLEASE DO NOT WAIT UNTIL THE LAST MINUTE TO TURN ASSIGNMENTS IN! Remember the saying "TECHNOLOGY HAPPENS"! So, it is strongly recommended to work on and submit assignments early before the date due. If an assignment is due and you are not able to access the Internet because the SPC server is down (which rarely happens), you have several options available:

1. Cengage will not be affected if Blackboard is down, so go ahead and complete your work in Cengage.
2. If you have to email me attachments and Blackboard is down, you can email them to my SPC email (only in an emergency!) at [mrivera@southplainscollege.edu](mailto:mrivera@southplainscollege.edu) Use these options only as a last resort. If you must use one of these options, email and call me to let me know.

### \*Cengage Unlimited Access Code\*

You may purchase your Cengage access code in the bookstore or online. If you purchase online please select delivery of the code as -Access Delivery- do not ship it to your address. If you have questions please call immediately for help.



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