

SYLLABUS

OAKLAND UNIVERSITY SCHOOL OF BUSINESS ADMINISTRATION

MGT 4540-001

BUSINESS ENTITIES

SECTION 13155

Winter 2018 – Monday Evenings 6:30- 9:50 p.m.

312 Pawley Hall

Instructor: Michael J. Sugameli

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Office Hours: Before and after class, and by appointment.

REQUIRED TEXT BOOKS:

Hoffman, Pearson Custom Business Resources OU, First Edition, ISBN 125658584X

COURSE DESCRIPTION:

MGT 354. This Course emphasizes appropriate selection, formation and operation of the six basic forms of business entity organization. Particular focus is upon issues such as insurance, licensing, capitalization, valuation, distributions, redemptions, formation documentation, annual reporting, state and federal taxation, dissolution, choosing professional assistance, intellectual property, restrictive covenants, employment handbooks, employment agreements, common operating documents, and federal laws affecting entity operation. There will be a special lecture on negotiation techniques. The goal of this Instructor is to instill certain fundamental principles that will aid the student's personal, academic and business life.

LEARNING OBJECTIVES:

- To equip each student with a comprehensive understanding of the advantages and disadvantages of the six basic entrepreneurial forms of conducting business in the United States;
- To acquaint each student with the basic formation and operation documentation to create any of the six basic forms of business;
- To provide each student basic knowledge of the issues encountered in day-to-day operation and management of a new business;
- To provide course activities enhancing critical thinking and analysis;
- To enrich and assess student oral and written communication skills through class participation projects and written assignments;
- To connect the course material to situations students will face in the creation and operation of a new business venture; and
- To increase oral and written skills from interviewing entrepreneurs.
- To acuate with entrepreneurs and learn basics knowledge from them.

EVALUATION AND GRADES:

Final Exam	25%
Business Organization Project/Presentation	25%
Class Participation/Articles	10%
Participate in interviewing and written and oral report on:	
Entrepreneur #1	20%
Entrepreneur #2	20%

9. Interviews. You and 2 other classmates find and meet with 2 Entrepreneurs at their location. You will ask questions of each Entrepreneurs to learn about their industry, their company and themselves. Ask probing questions.. Students will research industry, the company and the individual, prepare summary, minimum of five single space pages, which will include summary by each student of the take away from this task, and incorporate 3 business citations regarding the entrepreneur's industry, and hand in paper and give a 10 minute presentation. All 3 students must personally be involved in the face to face interview, or all 3 students will get a grade of zero for this assignment.
2. Business Organization Project/Presentation. Each student will prepare a business project and class presentation which will involve creating an idea for a new business venture, choosing the type of ownership it will take, and preparing all appropriate documentation necessary for the formation and operation of the business venture using Michigan and federal forms that we will discuss in class before the final project submittal is due. In addition, each student will present an executive summary of the project to the class on a date assigned by the Instructor near the end of the semester. The final project submittal will be due on the date of the assigned oral presentation.
3. Class Conduct, Participation, and Articles. Class participation is an important part of the learning experience in this class. You can **gain** points by attendance, punctuality, and the quality of your articles, in-class questions, and comments. I will take attendance through the use of a seating chart, which we will establish in the second class meeting. I will take attendance in the first few minutes of class. If you arrive late and after I have taken attendance, *it is your responsibility to see me at break to remove the marked absence.* I take attendance **again** after the break. You will receive attendance points only if you are in class **before and after** the break. You will **lose** points by more than **two** absences (think seriously about withdrawing from this course in that event as I deduct from final grade for each class missed after two), by leaving before class ends, by being habitually late, demonstrating lack of preparation when called upon, **texting or checking texts during class**, talking to others when I am talking or when another student is talking, or other actions which detract from the learning environment we are trying to create together in this class. **This class starts promptly at 6:30 p.m. I expect you to be on**

time. By coming in late, you are disrupting me as well as your classmates. If for any reason you are not comfortable responding to a question in class, get over it quickly.

You should take notes. What I emphasize in class will surely be used in your papers and be on the exams even if not in the text or classroom presentations.

Student is to copy, summarize in student's own words (minimum 200 words), attach summary to front of article, and prepare to discuss current business article. The summary is to be attached to the article and turned in at beginning of class. Maximum of 5 points will be awarded for the uniqueness and summary of the article. Keep copy of article and summary and Instructor will select 5-10 students to discuss the article at beginning of class. As this is not a group project, there is no sharing of articles. Keep copy as articles will not be returned.

4. Unauthorized Collaboration. According to the Academic Conduct Policy, collaboration on coursework is presumed unauthorized and a violation of the Policy unless the Instructor specifically indicates otherwise. For this class, collaboration on take-home assignments which will be graded is unauthorized. Studying with another classmate for exams does not constitute unauthorized collaboration. If you have any questions, please be sure to speak with me. Please refer to the current Oakland University Undergraduate Catalog to read the full Academic Conduct Policy. 5. Use of Laptops and Recording Devices. You may use laptop computers during class to take notes if you desire. This privilege will be revoked if the laptop is used for other than taking notes. You may not use recording devices of any kind. 6. ADA (Americans with Disabilities Act). For students with disabilities requiring assistance, please contact the Office of Disability Support services, 121 NFH, 248-370-3266 (voice) or 370-3268 (TDD).

MISCELLANEOUS CONTENTS:

- You may find the book voluminous and difficult to read. The chapter lecture is intended to explain and supplement what you have already read.
- You will get out of the course what you put into it.
- Ask questions! If an unfamiliar word/term is used, or if something is ambiguous, you are strongly encouraged to ask questions.
- You will be called on during class to discuss certain parts of the chapter, to answer chapter problems or simply to participate. If this bothers you, get over it quickly. The Instructor's teaching philosophy is that education is best achieved when questions are asked, not when answers are given.
- Work environment will be simulated.
- Get involved! To maximize your business education, you must read the material before class, ask questions and participate in the class discussions. Come early, stay late. Enjoy each class and get an education that you will use the rest of your life.

- Historically, examinations have been long. One student once said: “The exams are not long (time wise), they’re just long (questions wise).”
- At the end of your notebook, dedicate one page for “SUGAMELI’s MAXIMS.”

Schedule of Class Meetings and Tentative Reading Assignments.

Week 1 (1/8)	<p><i>Introduction</i> Review syllabus Course overview Requirements for business project and presentation</p> <p><i>The US Business Environment</i> Text: Chapter 1</p>
Week 2 (1/22)	<p><i>Entrepreneurship, New Ventures, and Business Ownership</i> Text: Chapter 2</p> <p><i>The Sole Proprietorship and General Partnership</i> Text: Chapter 7 ARTICLE DUE</p>
Week 3 (1/29)	<p><i>Interview #1</i></p>
Week 4 (2/05)	<p><i>Presentations and Papers Due on Interview #1</i></p> <p><i>The Corporation</i> <i>Formation and Financing</i> Text: Chapter 9</p> <p><i>Governance and the Sarbanes-Oxley Act</i> Text: Chapter 10 <i>Acquisitions and Multinational Corporations</i> Text: Chapter 11</p>
Week 5 (02/12)	<p><i>Limited Partnerships, Limited Liability Companies, Franchises and Special Forms of Business</i> Text: Chapter 8, 12, and 13 ARTICLE DUE</p> <p>Finish Previous Chapters</p>
Week 6 (02/26)	<p><i>Ethics and Social Responsibility of Business</i> Text: Chapter 16</p>

ARTICLE DUE ON BUSINESS ETHICS

- Week 7 (03/05) ***Interview #2***
- Week 8 (03/12) ***Presentations and Papers Due on Interview #2***

Leadership and Financial Management

Text: Chapter 5 and 6

- Week 9 (03/19) ***Investor Protection and Intellectual Property***
Text: Chapter 14 and 15
Lecture on importance of contracts.

ARTICLE DUE

Negotiation Class

- Week 10 (03/26) ***Review executive summary of student term paper.***
Finish Lecture on importance of contracts

- Week 11 (04/02) ***Business Insurance and Antitrust***
Text: Chapter 20 and 17

ARTICLE DUE

- Week 12 (04/09) ***Real Estate and Business Leases***
Text: Chapter 18 and 19

ARTICLE DUE

- Week 13 (04/16) ***Project Presentations***

- Week 14 (04/23) ***Final Exam***

COURSE EVALUATIONS: Course Evaluations are available approximately two weeks prior to the final day of classes at <http://www.oakland.edu/evals>. Please take the time to complete your course evaluations as this information is important to instructors and the quality of the educational process at Oakland University.

