

School	The University of New Mexico Valencia Campus
Course	MGMT 113 – Management: An Introduction
Semester	Spring 2019
Class Time	Tuesdays and Thursdays 9:00AM-10:15AM
Room	Business and Technology Building (B120) & Business and Technology Building (B120)
Instructor	Dr. Stephen Edward Takach Ph.D. (<i>Strategic Management</i>), MBA (<i>International Management</i>), BBA (<i>Finance</i>)
Office	Business and Technology Building (B152) (<i>Instructor will likely be in this office or in classroom</i>)
Email	set@unm.edu (<i>Please only send email from your _____@unm.edu email account</i>)
Office Phone	505.925.8730 (<i>Please contact through email as office phone is rarely checked</i>)
Office Hours	Tuesdays and Thursdays 8:00AM-5:30PM (<i>please see office hours on B152 office door</i>)
Textbook	Main Text: Management, 10th ed., Richard L. Daft (<i>ISBN-13: 9780538479530</i>) Supplemental Text: Dear Mr. A ~ Letters Revealing the Secrets of an Entrepreneur, George Black
Course Purpose	An introduction to the basic theory of management including the functions of planning, organizing, staffing, leading, and controlling; while considering management's ethical and social responsibilities (i.e., to introduce business students to the complex role managers play in organizations.)
Course Objectives	Students will learn about the environment organizations operate in as well as the functions of management. <u>Based on successfully completing MGMT 113 students should be able to:</u> 1. Explain the major functions of management including planning, organizing, communications, controlling, motivating, leading, and staffing 2. Recognize major developments in the history of management thought 3. Describe the basic managerial processes including decision making and other key skills necessary for managers to perform their roles 4. Identify an organization's stakeholders and the importance of social and ethical responsibility of managers. 5. Explain the formulation and implementation of strategic planning, including the relationship between goals, plans, vision statements, and mission statements 6. Describe the strategies managers use to help organizations adapt to changing internal and external environments 7. Explain organizational change, forces for change, sources of resistance to change, and the techniques managers can use to implement and facilitate change
Grading and Assignments	Course grade will reflect student's exam performance, the completion of in-class exercises, out of class assignments, and an in-class presentation. Exams: 40% In-Class Exercises: 30% Out-of-Class Assignments: 25% In-Class Presentation: 5% A: 90-100% B: 80-89.5% C: 70-79.5% D: 60-69.5% F: Below 59.5 There will be four (4) in-class exams. (4 exams @ 10% per exam = 40%) There will be thirty (30) in-class exercises. These exercises will be completed in-class, during class time, and will be turned into the instructor at the end of the class session. These in-class exercises cannot be made-up. (30 in-class exercises @ 1.0% per in-class exercise = 30%) There will be twenty-five (25) out of class assignments. These assignments will require out of class notes on the topics contained within the chapter, will be completed individually by the student, will be turned into the instructor on the date indicated on the syllabus, will be <u>legibly hand written</u> , and will be limited to one single page front and back. Late work on these assignments will not be accepted. Emailed versions of these assignments will not be accepted. Students need to turn these assignments at the beginning of the class session and must remain in the classroom until dismissal to receive <u>full credit</u> . (25 out of class assignments @ 1.0% per out of class assignment = 25%) There will be one (1) in-class presentation. This presentation will be based on the out-of-class assignments and in-class exercises that are completed from Dear Mr. A. (1 presentation @ 5% per presentation = 5%)
Make-Up Tests	Make-up tests will not be offered to students. Please ensure your attendance on the following test days: //(Thurs 02-07-2019) // (Thurs 03-07-2019) // (Tues 04-09-2019) // (Thurs 05-09-2019) //
Attendance Policy	Students are required to attend class regularly. You must attend the class sessions, complete your in-class exercises, turn in your out of class assignments, and learn the material required for the exams. Please note there is no way to make up a missed class session . Students missing more than five (5) class sessions will be dropped from the course.

UNM-Valencia Vision	“Excellence in teaching, learning, and service to our community”		
UNM Computer Lab Responsibility Statement	Use of computer labs on UNM properties is governed by “Policy 2500: Acceptable Computer Use” which can be found at http://policy.unm.edu/university-policies/2000/2500.html . Food and drink are also prohibited in any computer lab on campus. Anyone violating these policies is subject to possible suspension and loss of computer lab privileges		
UNM Academic Dishonesty and/or Plagiarism Policy	Each student is expected to maintain the highest standards of honesty and integrity in academic and professional matters. The university reserves the right to take disciplinary action, including dismissal, against any student who is found responsible for academic dishonesty. Any student who has been judged to have engaged in academic dishonesty in coursework may receive a reduced or failing grade for the work in question and/or for the course. Academic dishonesty includes, but is not limited to, dishonesty in quizzes, tests or assignments; claiming credit for work not done or done by others; hindering the academic work of other students; and misrepresenting academic or professional qualifications within or outside the University.		
UNM Title IX Statement	In an effort to meet obligations under Title IX: UNM faculty, Teaching Assistants, and Graduate Assistants are considered “responsible employees” by the Department of Education (see pg. 15 - http://www2.ed.gov/about/offices/list/ocr/docs/ga-201404-title-ix.pdf). This designation requires that any report of gender discrimination which includes sexual harassment, sexual misconduct and sexual violence made to a faculty member, TA, or GA must be reported to the Title IX Coordinator at the Office of Equal Opportunity (oeo.unm.edu). For more information on the campus policy regarding sexual misconduct, see: https://policy.unm.edu/university-policies/2000/2740.html		
Business Admin Program Goals	Learning Goals for AA in Business Administration Program: The business administration program provides students with quality instruction to facilitate mastery of the knowledge, skills, and behaviors necessary to continue their studies with an end to completing a bachelor’s degree in business administration.		
Day	Date	Topic Covered	Assignment Due
Tuesday	15-Jan	Course Introduction	Course Intro Notes
Thursday	17-Jan	Chapter 1 (Innovative Management for a Changing World)	Chapter 1 Notes
Tuesday	22-Jan	Chapter 3 (The Environment and Corporate Culture)	Chapter 3 Notes
Thursday	24-Jan	Chapter 4 (Managing in a Global Environment)	Chapter 4 Notes
Tuesday	29-Jan	Chapter 6 (Managing Small Business Startups)	Chapter 6 Notes
Thursday	31-Jan	Chapter 5 (Managing Ethics and Social Responsibility)	Chapter 5 Notes
Tuesday	05-Feb	Test 1 Review	T1 Notes
Thursday	07-Feb	Test 1 (Chapters 1,3,4,5,6, and Lecture)	Test 1 – 9:00AM
Tuesday	12-Feb	Test 1 Debriefing	T1 Debriefing Notes
Thursday	14-Feb	Chapter 7 (Managerial Planning and Goal Setting)	Chapter 7 Notes
Tuesday	19-Feb	Chapter 8 (Strategy Formulation and Execution)	Chapter 8 Notes
Thursday	21-Feb	Chapter 9 (Managerial Decision Making)	Chapter 9 Notes
Tuesday	26-Feb	Chapter 19 (Managing Quality and Performance)	Chapter 19 Notes
Thursday	28-Feb	Test 2 Review	T2 Notes
Tuesday	05-Mar	Dear Mr. A In-Class Session	DMA Exercises
Thursday	07-Mar	Test 2 (Chapters 7,8,9,19, and Lecture)	Test 2 – 9:00AM
Tuesday	12-Mar	NO CLASS – Spring Break – NO CLASS	NO CLASS
Thursday	14-Mar	NO CLASS – Spring Break – NO CLASS	NO CLASS
Tuesday	19-Mar	Test 2 Debriefing	T2 Debriefing Notes
Thursday	21-Mar	Chapter 10 (Designing Adaptive Organizations)	Chapter 10 Notes
Tuesday	26-Mar	Chapter 11 (Managing Change and Innovation)	Chapter 11 Notes
Thursday	28-Mar	Chapter 12 (Managing Human Resources)	Chapter 12 Notes
Tuesday	02-Apr	Chapter 13 (Managing Diversity)	Chapter 13 Notes
Thursday	04-Apr	Test 3 Review	T3 Notes
Tuesday	09-Apr	Test 3 (Chapters 10,11,12,13, and Lecture)	Test 3 – 9:00AM
Thursday	11-Apr	Test 3 Debriefing	T3 Debriefing Notes
Tuesday	16-Apr	Chapter 14 (Understanding Individual Behavior)	Chapter 14 Notes
Thursday	18-Apr	Chapter 15 (Leadership)	Chapter 15 Notes
Tuesday	23-Apr	Chapter 16 (Motivating Employees)	Chapter 16 Notes
Thursday	25-Apr	Chapter 17 (Managing Communication)	Chapter 17 Notes
Tuesday	30-Apr	Chapter 18 (Leading Teams)	Chapter 18 Notes
Thursday	02-May	Dear Mr. A In-Class Presentation	DMA Presentation
Tuesday	07-May	NO CLASS – Finals Week – NO CLASS	NO CLASS
Thursday	09-May	Test 4 (Chapters 14,15,16,17,18, and Lecture)	Test 4 – 9:00AM