

<b><i>COURSE SYLLABUS</i></b>		
<b>MGMT 113 501 (Hybrid)</b>		
<b>Section 43968</b>		
<b>Spring 2016</b>		
<b>Instructor Information</b>		
Instructor:	Rich Palmer, CPA	
E-Mail:	Use BlackBoard Mail feature	
Phone:	505-925-8730	
Fax:	505- 925-8720	
Office:	OBT 152	
Office Hours:	Posted on Office door and by appointment	

**Class Format:** Tuesday: 10:30 – 11:45 pm Room B120

### ***Course Description:***

This course covers principles that managers use in business today such as planning, organizing, leading, and controlling. Topics include customer focus, globalism, diversity and ethics.

**Textbook:** Management – A Practical Introduction, Fifth Edition - 2010  
Kinicki Williams; McGraw-Hill Publishing  
Website: <http://www.mhhe.com/kw5e>

**Supplies Needed:** Notebook, pencil or pen. Always bring your textbook and supplies to class.

**Prerequisites** – None

### *Instructor Expectations*

I enjoy teaching business classes here at VC and hope that my students enjoy learning as well as being able to apply this knowledge in a manner that is both personally rewarding and furthers their economic goals. I realize that most students have various commitments to job, family and other classes and understand the difficulties of balancing all three, but if you decide to take this class I expect you to be committed to this class. This includes attending the “in-person” class once a week, reading the textbook, completing and checking your homework, taking quizzes and posting questions in BlackBoard.

I continually check BlackBoard for postings, Monday (8 am) – Thursday (3 pm). You can anticipate a 24 to 48 hour response from me, Monday – Thursday. I will try and respond to all weekend e-mails and postings (Friday – Sunday) by Monday.

### *Course Expectations*

**Students should expect to spend at least 5 -7 hours per week on this course.**

Students will be graded 45% on the quality and completeness of their **on-line** work, 45% of their **in-class** work and 10% for in-class participation. Remember to schedule regular and sufficient time each week to work on the class so that you don’t fall behind.

Grading:	91%-100%	= A
	81%-90%	= B
	71%-80%	= C
	61%-70%	= D
	Below 60%	= F

(First 3 points = “-”, next 4 = “solid”, last 3 = “+”)

A grade of “D” or “F” is not acceptable for courses required for graduation.

**Announcements/changes/due dates will be posted in BlackBoard in addition to class:** It is the student's responsibility to attend class and check BlackBoard **1-2 times a week** for **Instructor**

**Announcements.** Announcements are important since they keep students informed of changes, helpful hints or exam information. This syllabus is subject to change.

### *Computer Requirements*

Since this is a hybrid **online** course, there are some minimum hardware and software requirements to complete the course. Students will find it helpful to have access to Microsoft Word, and PowerPoint for this course. Students may also need to obtain [Adobe Acrobat Reader](#), which can be downloaded free from the Internet.

**NOTE: All students** should check their browser by clicking the **Check Your Browser link on Blackboards's entry page under Technical Issues at <https://learn.unm.edu/>**. The Check Your Browser will check the following:

- Which Browser your computer is using to make sure you are using a valid version of the browser (Internet Explorer, Netscape, AOL, Mozilla or Firefox)
- Check to make sure your Cookies are enabled
- Check to make sure your Javascript is enabled
- Check to make sure Pop-ups is enabled
- Check which version of Java you are using. If you are not using a valid Java program, it will give you a link to download an updated Java program.

### *Technical Support*

If you are having technical problems with Blackboard, you can contact free technical support through one of the following ways:

- Phone: (505) 277-5757 or (505) 925-8556
- Email: [learn@unm.edu](mailto:learn@unm.edu)
- Fastinfo Website: <http://fastinfo.unm.edu/> (Search the UNM knowledge base for BlackBoard, UNM computing, student services, etc)

- BlackBoard Overview Website (Go to Vista's entry page <https://learn.unm.edu/> and click "How to Use BlackBoard for Students" under the Student Heading)

Any course content related questions should be directed to the instructor. Please refer to instructor contact information listed above.

<i>Grade Weighting</i>	
	<b>Percent</b>
<b>In-Class &amp; Online Homework</b>	<b>45</b>
<b>Exams</b>	<b>45</b>
<b>In-Class Participation</b>	<b>10</b>
<b>Total</b>	<b>100</b>

You must attend 100% of the In-class sessions to receive the 10 points. No pro-rata points are assigned to absences in excess of three. In other words: if you miss one to three classes your 10 points are reduced accordingly (1 point for each class) – if you miss four classes (excess of three) you will receive "0" points.

### *Assessment and Grading*

#### **Weekly Tasks:**

**Homework:** Homework will consist of exercises and problems from your textbook covering each chapter. **In-class** homework will be collected in class, the day we start the next chapter. **On-line** homework should be submitted on-line by the deadline posted on BlackBoard. Late homework will receive only partial credit.

**Exams:** There will be an exam after every four chapters (4). They will be paper exams and will be given on the **In-class** date. **No** make-up exams or retests are permitted.

## *Course Policies*

If you need to **drop** the course, please do it in a timely manner and notify me via UNM's email, so that I am not forced to give you a WF, or an F at the end of the semester. It is the **student's responsibility** to initiate student-initiated drops or withdrawals from this class and to make sure they are properly processed. WP/WF will be determined by the grades to date.

This course falls under all UNM policies for the last day to drop **courses**, etc. Please see <http://www.unm.edu/studentinfo.html> or the [UNM Course Catalog](#) for information on UNM services and policies. Please see the [UNM academic calendar](#) for course dates, the last day to drop **courses** without penalty, and for financial disenrollment dates.

**Access to Education:** Qualified students with disabilities needing appropriate academic adjustments should contact the instructor in the **first week of class** to ensure your needs are met in a timely manner. For information on assistive technology available for student use and additional information on services available through Student Accessibility Services, see <http://www.unm.edu/studentinfo.html>.

**Snow Days:** If the weather becomes bad and you are uncertain if the class will meet ("In-Class"), call 925-SNOW for information.

**Collaboration:** Collaborative work, such as studying or discussing course readings and homework assignments and materials with other class members, is **highly encouraged** and can be facilitated by using the BlackBoard email, chat room or discussion board. Study groups are a great way to complete homework as long as each group member does the homework first then the group compares their answers and agrees to the correct answer.

**Copyright:** All materials in this course fall under copyright laws and should not be downloaded, distributed, or used by students for any purposes outside of this course.

**Privacy and BlackBoard Tracking Notice:** BlackBoard automatically records all students' activities, including, your first and last access to the course, the pages you have accessed, the number

of discussion messages you have read and sent, discussion text, and posted discussion topics. This data is accessed by the instructor to evaluate class participation and to identify students having difficulty using BlackBoard features. In order for us to feel safe sharing our perspectives and experiences, there must always be a sense of respect, safety and trust. Any student found abusing this privilege may face academic disciplinary action.

**Success in On-line Coursework:** On-line **courses** are convenient and provide an opportunity to exercise and grow in:

**Self-discipline:** Set aside a specific time each day or week to: read the textbook, complete the homework, respond to the discussion board and take the quizzes on time.

**Self-motivation:** Attend the “In-Class” session weekly and prepare your quizzes and homework in a timely manner.

**Planning:** Plan and use your time wisely! Study and review your notes, textbook. Give yourself plenty of time to complete your assignments. Read each chapter **before** it is covered in class; and most importantly, ask questions!

**Patience:** Be patient with yourself. Allow extra time as needed to master any course content or any new technical skills that may be unfamiliar to you. Be patient with others in the class, too, and be considerate in your comments and emails. When you send email or place a comment on Discussions, remember that there is a person on the other side. If you disagree with someone, don't "flame" him or her by lashing out in words. It is all right to disagree, but it is not all right to get belligerent. You wouldn't start yelling at someone in a face-to-face course (in email, using all caps for emphasis can be equivalent to shouting); the same rules of etiquette apply in an on-line classroom. Others cannot see that you are smiling when you make a sarcastic remark, or that you are angered by someone's statement. Write your messages carefully so that they clearly convey your meaning and consideration of others.

**Course Objective:** To learn and be able to put into practice modern management principles with emphasis on information technology and entrepreneurship. To acquire a knowledge of today's service economy, how to work in teams and learning efficient and effective management techniques.

**This syllabus is subject to change.**

**MGMT 113-501 (43968)**  
**MANAGEMENT AN INTRODUCTION**  
**SPRING 2016**  
**SYLLABUS**

Week 1

Tuesday, Jan. 19  
(On-line)

Chapter 1  
Chapter 1

Week 2

Tuesday, Jan. 26  
(On-line)

Chapter 2  
Chapter 2

Week 3

Tuesday, Feb. 2  
(On-line)

Chapter 3  
Chapter 3

Week 4

Tuesday, Feb. 9  
(On-line)

Chapter 4  
Chapter 4

Week 5

Tuesday, Feb. 16  
(On-line)

Exam on Chapters 1, 2, 3 & 4  
Chapter 5

Week 6

Tuesday, Feb. 23  
(On-line)

Chapter 6  
Chapter 6

Week 7

Tuesday, Mar. 1  
(On-line)

Chapter 7  
Chapter 7

Week 8

Tuesday, Mar. 8  
(On-line)

Chapter 8  
Chapter 8

Week 9

Tuesday, Mar. 15  
(On-line)

Spring Break  
Chapter 9

**MGMT 113-501 (43968)**  
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Week 10

Tuesday, Mar. 22  
(On-line)

Exam on Chapters 5, 6, 7 & 8  
Chapter 10

Week 11

Tuesday, Mar. 29  
(On-line)

Chapter 11  
Chapter 11

Week 12

Tuesday, Apr. 5  
(On-line)

Chapter 12  
Chapter 12

Week 13

Tuesday, Apr. 12  
(On-line)

Exam on Chapters 9, 10, 11 & 12  
Chapter 13

Week 14

Tuesday, Apr. 19  
(On-line)

Chapter 14  
Chapter 14

Week 15

Tuesday, Apr. 26  
(On-line)

Chapter 15  
Chapter 15

Week 16

Tuesday, May 3  
(On-line)

Chapter 16  
Chapter 16

Week 17

Tuesday, May 10

Exam on Chapters 13, 14, 15 & 16