

School	The University of New Mexico Valencia Campus
Course	MGMT 113 – Management: An Introduction
Semester	Fall 2018
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. (Strategic Management), MBA (International Management), BBA (Finance)
Office	Business and Technology Building (B152) (Instructor will likely be in this office or in classroom)
Email	set@unm.edu (Please only send email from your _____@unm.edu email account)
Office Phone	505.925.8730 (Please contact through email as office phone is rarely checked)
Office Hours	Tuesdays and Thursdays 8:00AM-5:30PM (please see office hours on B152 office door)
Textbook	Main Text: Management, 10th ed., Richard L. Daft (ISBN-13: 9780538479530) 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> <ol style="list-style-type: none"> 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 test performance, the completion of notes, and an in-class presentation <p style="text-align: center;">Tests: 80% Out-of-Class Assignments: 10% In-Class Presentation: 10% A: 90-100% B: 80-89.5% C: 70-79.5% D: 60-69.5% F: Below 59.5</p> <p>There will be four (4) in-class Tests. (4 tests @ 20% per test = 80%)</p> <p>There will be (25) out of class assignments (notes). These will require 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 <i>legibly hand written</i>, and will be limited to one single page front and back. Late work on reading notes will not be accepted. Emailed versions of reading notes will not be accepted. Students need to turn in notes at the beginning of class and must remain in the classroom until dismissal to receive <u>full credit</u>. (25 notes @ 0.4% per note = 10%)</p> <p>There will be one (1) in-class presentation (1 presentation @ 10% per presentation = 10%)</p>
Make-Up Tests	Make-up tests will not be offered to students. Please ensure your attendance on the following test days: //(Thurs 09-13-2018) // (Tues 10-16-2018) // (Thurs 11-08-2018) // (Tues 12-11-2018) //
Attendance Policy	Students are required to attend class regularly. Students are permitted one (1) unexcused absence without grade penalty. For every unexcused absence after the first, the student's final grade at the end of the semester will be reduced by 5% per additional absence. Students are permitted two (2) excused absences. Excused absences (i.e., the student alerts the instructor before the absence and makes up the missed class time). Speak with instructor if excused absence is needed.
Illustrative Attendance Example	A student with one (1) unexcused absence can receive 100% in the course by earning 100% on all assignments, a student with two (2) unexcused absences will at best be able to earn a 95% by receiving 100% on all assignments, three (3) unexcused absences, will at best be able to earn a 90%, and so on... Number of Absences/Max Grade in Course: 0 = 100% 1 = 100% 2 = 95% 3 = 90% 4 = 85% 5 = 80% 6 = 75% 7 = 70% 8 = 65% 9 = 60% 10 = 55%

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	21-Aug	Course Introduction	Student Information Sheet
Thursday	23-Aug	Chapter 1 (Innovative Management for a Changing World)	Chapter 1 Notes
Tuesday	28-Aug	Chapter 3 (The Environment and Corporate Culture)	Chapter 3 Notes
Thursday	30-Aug	Chapter 4 (Managing in a Global Environment)	Chapter 4 Notes
Tuesday	04-Sep	Chapter 6 (Managing Small Business Startups)	Chapter 6 Notes
Thursday	06-Sep	Chapter 5 (Managing Ethics and Social Responsibility)	Chapter 5 Notes
Tuesday	11-Sep	NO CLASS - Test 1 Review – NO CLASS	T1 Notes
Thursday	13-Sep	Test 1 (Chapters 1,3,4,5,6, and Lecture)	Test 1 – 9:00AM
Tuesday	18-Sep	Test 1 Debriefing	T1 Debriefing Notes
Thursday	20-Sep	Chapter 7 (Managerial Planning and Goal Setting)	Chapter 7 Notes
Tuesday	25-Sep	Chapter 8 (Strategy Formulation and Execution)	Chapter 8 Notes
Thursday	27-Sep	Chapter 9 (Managerial Decision Making)	Chapter 9 Notes
Tuesday	02-Oct	Chapter 19 (Managing Quality and Performance)	Chapter 19 Notes
Thursday	04-Oct	Test 2 Review	T2 Notes
Tuesday	09-Oct	Dear Mr. A In-Class Session	DMA Session
Thursday	11-Oct	NO CLASS - Fall Break 2018 – NO CLASS	NO CLASS
Tuesday	16-Oct	Test 2 (Chapters 7,8,9,19, and Lecture)	Test 2 – 9:00AM
Thursday	18-Oct	Test 2 Debriefing	T2 Debriefing Notes
Tuesday	23-Oct	Chapter 10 (Designing Adaptive Organizations)	Chapter 10 Notes
Thursday	25-Oct	Chapter 11 (Managing Change and Innovation)	Chapter 11 Notes
Tuesday	30-Oct	Chapter 12 (Managing Human Resources)	Chapter 12 Notes
Thursday	01-Nov	Chapter 13 (Managing Diversity)	Chapter 13 Notes
Tuesday	06-Nov	Test 3 Review	T3 Notes
Thursday	08-Nov	Test 3 (Chapters 10,11,12,13, and Lecture)	Test 3 – 9:00AM
Tuesday	13-Nov	Test 3 Debriefing	T3 Debriefing Notes
Thursday	15-Nov	Chapter 14 (Understanding Individual Behavior)	Chapter 14 Notes
Tuesday	20-Nov	Chapter 15 (Leadership)	Chapter 15 Notes
Thursday	22-Nov	NO CLASS – Thanksgiving 2018 – NO CLASS	NO CLASS
Tuesday	27-Nov	Chapter 16 (Motivating Employees)	Chapter 16 Notes
Thursday	29-Nov	Chapter 17 (Managing Communication)	Chapter 17 Notes
Tuesday	04-Dec	Chapter 18 (Leading Teams)	Chapter 18 Notes
Thursday	06-Dec	Dear Mr. A In-Class Presentation	DMA Presentation
Tuesday	11-Dec	Test 4 (Chapters 14,15,16,17,18, and Lecture)	Test 4 – 9:00AM
Thursday	13-Dec	NO CLASS – Finals Week – NO CLASS	NO CLASS