

<b>School</b>	The University of New Mexico Valencia Campus
<b>Course</b>	BUSA1110 – Introduction to Business ( <i>Note: Formerly MGMT 113 – Management: An Introduction</i> )
<b>Semester</b>	Fall 2019
<b>Class Time</b>	Tuesdays and Thursdays 9:00AM-10:15AM
<b>Room</b>	Business and Technology Building (B120) & Business and Technology Building (B120)
<b>Instructor</b>	Dr. Stephen Edward Takach <b>Ph.D.</b> ( <i>Strategic Management</i> ), <b>MBA</b> ( <i>International Management</i> ), <b>BBA</b> ( <i>Finance</i> )
<b>Office</b>	Business and Technology Building (B152) ( <i>Instructor will likely be in this office or in classroom</i> )
<b>Email</b>	<a href="mailto:set@unm.edu">set@unm.edu</a> ( <i>Please only send email from your _____@unm.edu email account</i> )
<b>Office Phone</b>	505.925.8730 ( <i>Please contact through email as office phone is rarely checked</i> )
<b>Office Hours</b>	Tuesdays and Thursdays 8:00AM-5:30PM ( <i>please see office hours on B152 office door</i> )
<b>Textbook</b>	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
<b>Course Purpose</b>	Fundamental concepts and terminology of business including areas such as management, marketing, accounting, economics, personnel, and finance; and the global environment in which they operate (i.e., to introduce business students to the complex role managers play in organizations.)
<b>Course Objectives</b>	Students will learn about the four (4) functions of management and how they are utilized in the business environment. Based on successfully completing BUSA1110 students should be able to: 1. Explain how business and entrepreneurship affect the quality of life and the world around us. 2. Explain the characteristics of the different forms of business ownership. 3. Perform basic stakeholder analysis concerning accountability, ethics and social responsibility of business. 4. Demonstrate knowledge of the various dimensions of the business environment including political and legal, socio-cultural, environmental, diversity, economic, technological, and global. (i.e., CuCoSuLaMa & LISTEN) 5. Describe the purpose and functions of finance, operations, marketing, management, accounting, and information systems. 6. Demonstrate basic skills such as use of common business terminology, information search skills, presentation and writing skills, and team skills. 7. Describe the purpose and content of a business plan.
<b>Grading and Assignments</b>	<p>Course grade will reflect student's exam performance, the completion of in-class exercises, out of class assignments, and an in-class presentation.</p> <p style="text-align: center;"><b>Exams: 40%</b> <b>In-Class Exercises: 30%</b> <b>Out-of-Class Assignments: 25%</b> <b>In-Class Presentation: 5%</b> <b>A: 90-100% B: 80-89.5% C: 70-79.5% D: 60-69.5% F: Below 59.5</b></p> <p>There will be four (4) in-class exams. (4 exams @ 10% per exam = 40%)</p> <p>There will be thirty (30) in-class exercises (ICE). 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 <b>cannot</b> be made-up. (30 in-class exercises @ 1.0% per in-class exercise = 30%)</p> <p>There will be twenty-five (25) out of class assignments (OCA). 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 <i>legibly hand written</i>, and will be limited to one single page front and back. Late work on these assignments <b>will not</b> be accepted. Emailed versions of these assignments <b>will not</b> 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 <i>full credit</i>. (25 out of class assignments @ 1.0% per out of class assignment = 25%)</p> <p>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%)</p>
<b>Make-Up Tests</b>	Make-up tests will not be offered to students. Please ensure your attendance on the following test days: //(THUR 09-12-2019) // (TUES 10-15-2019) // (THUR 11-07-2019) // (TUES 12-10-2019) //
<b>Attendance Policy</b>	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 <u>there is no way to make up a missed class session.</u> <b>*Students missing more than five (5) class sessions will be dropped from the course.</b>

<b>UNM Computer Lab Responsibility Statement</b>	Use of computer labs on UNM properties is governed by "Policy 2500: Acceptable Computer Use" which can be found at <a href="http://policy.unm.edu/university-policies/2000/2500.html">http://policy.unm.edu/university-policies/2000/2500.html</a> . 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
<b>UNM Academic Dishonesty Policy</b>	Having academic integrity is paramount to your success in any class. Plagiarism or cheating is not tolerated. Any instance of this will result in a grade of zero for that assignment. The link to the UNM Academic Dishonesty Policy: <a href="https://policy.unm.edu/regents-policies/section-4/4-8.html">https://policy.unm.edu/regents-policies/section-4/4-8.html</a> . The policy states: "Each student is expected to maintain the highest standards of honesty and integrity in academic and professional matters. 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. Any student judged to have engaged in academic dishonesty in course work may receive a reduced or failing grade for the work in question and/or for the course."
<b>UNM Title IX Statement</b>	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 - <a href="http://www2.ed.gov/about/offices/list/ocr/docs/ga-201404-title-ix.pdf">http://www2.ed.gov/about/offices/list/ocr/docs/ga-201404-title-ix.pdf</a> ). 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 ( <a href="http://oeo.unm.edu">oeo.unm.edu</a> ). For more information on the campus policy regarding sexual misconduct, see: <a href="https://policy.unm.edu/university-policies/2000/2740.html">https://policy.unm.edu/university-policies/2000/2740.html</a>
<b>UNM Students with Disabilities Statement</b>	If you have a documented disability, the Equal Access Services office will provide me with a letter outlining your accommodations. I will then discuss the accommodations with you to determine the best learning environment. If you feel that you need accommodations, but have not documented your disability, please contact Stacie Kirtley, the coordinator for Equal Access Services at 925-8560 or <a href="mailto:skirtley@unm.edu">skirtley@unm.edu</a> .

<b>Day/Date</b>	<b>ICE#</b>	<b>Topic Covered</b>	<b>OCA#/Description</b>
TUES/Aug 20	ICE#01	Course Introduction (Syllabus/Handouts/Student Information Sheet)	OCA#01/Course Intro Notes
THUR / Aug 22	ICE#02	Chapter 1 (Innovative Management for a Changing World)	OCA#02/Chapter 1 Notes
TUES / Aug 27	ICE#03	Chapter 3 (The Environment and Corporate Culture)	OCA#03/Chapter 3 Notes
THUR /Aug 29	ICE#04	Chapter 4 (Managing in a Global Environment)	OCA#04/Chapter 4 Notes
TUES / Sep 03	ICE#05	Chapter 6 (Managing Small Business Startups)	OCA#05/Chapter 6 Notes
THUR / Sep 05	ICE#06	Chapter 5 (Managing Ethics and Social Responsibility)	OCA#06/Chapter 5 Notes
TUES / Sep 10	ICE#07	Test 1 Review	OCA#07/T1 Notes
<b>THUR / Sep 12</b>	<b>ICE#08</b>	<b>Test 1 (Chapters 1,3,4,5,6, and Lecture)</b>	<b>NONE/Test 1 – 9:00AM</b>
TUES / Sep 17	ICE#09	Test 1 Debriefing	OCA#08/T1 Debriefing Notes
THUR / Sep 19	ICE#10	Chapter 7 (Managerial Planning and Goal Setting)	OCA#09/Chapter 7 Notes
TUES / Sep 24	ICE#11	Chapter 8 (Strategy Formulation and Execution)	OCA#10/Chapter 8 Notes
*THUR/ Sep 27	ICE#12	*NOTE: Online Only (i.e., No In-Person Class) – Chapter 9 (Managerial Decision Making)	OCA#11/Chapter 9 Notes
TUES / Oct 01	ICE#13	Chapter 19 (Managing Quality and Performance)	OCA#12/Chapter 19 Notes
<b>THUR / Oct 03</b>	<b>ICE#14</b>	<b>Dear Mr. A – In-Class Session (16 DMA Exercises = DUE TODAY)</b>	<b>NONE/ DMA Exercises (16)</b>
*TUES / Oct 08	ICE#15	*NOTE: Online Only (i.e., No In-Person Class) – Test 2 Review	OCA#13/T2 Notes
THUR / Oct 10	<b>NONE</b>	<b>NO CLASS – UNM Fall Break – NO CLASS</b>	<b>NONE/NO CLASS</b>
<b>TUES / Oct 15</b>	<b>ICE#16</b>	<b>Test 2 (Chapters 7,8,9,19, and Lecture)</b>	<b>NONE/Test 2 – 9:00AM</b>
THUR / Oct 17	ICE#17	Test 2 Debriefing	OCA#14/T2 Debriefing Notes
TUES / Oct 22	ICE#18	Chapter 10 (Designing Adaptive Organizations)	OCA#15/Chapter 10 Notes
THUR / Oct 24	ICE#19	Chapter 11 (Managing Change and Innovation)	OCA#16/Chapter 11 Notes
TUES / Oct 29	ICE#20	Chapter 12 (Managing Human Resources)	OCA#17/Chapter 12 Notes
THUR / Oct 31	ICE#21	Chapter 13 (Managing Diversity)	OCA#18/Chapter 13 Notes
TUES / Nov 05	ICE#22	Test 3 Review	OCA#19/T3 Notes
<b>THUR / Nov 07</b>	<b>ICE#23</b>	<b>Test 3 (Chapters 10,11,12,13, and Lecture)</b>	<b>NONE/Test 3 – 9:00AM</b>
TUES / Nov 12	ICE#24	Test 3 Debriefing	OCA#20/T3 Debriefing Notes
THUR / Nov 14	ICE#25	Chapter 14 (Understanding Individual Behavior)	OCA#21/Chapter 14 Notes
TUES / Nov 19	ICE#26	Chapter 15 (Leadership)	OCA#22/Chapter 15 Notes
THUR / Nov 21	ICE#27	Chapter 16 (Motivating Employees)	OCA#23/Chapter 16 Notes
*TUES / Nov 26	ICE#28	*NOTE: Online Only (i.e., No In-Person Class) – Ch. 17 (Managing Communication)	OCA#24/Chapter 17 Notes
THUR / Nov 28	<b>NONE</b>	<b>NO CLASS – UNM Thanksgiving Break – NO CLASS</b>	<b>NONE/NO CLASS</b>
<b>TUES / Dec 03</b>	<b>ICE#29</b>	<b>Dear Mr. A – 3 Minute In-Person NL Nav Presentation</b>	<b>NONE/DMA NL Navigator</b>
*THUR / Dec 05	ICE#30	*NOTE: Online Only (i.e., No In-Person Class) – Chapter 18 (Leading Teams)	OCA#25/Chapter 18 Notes
<b>TUES / Dec 10</b>	<b>NONE</b>	<b>Test 4 (Chapters 14,15,16,17,18, and Lecture)</b>	<b>NONE/Test 4 – 9:00AM</b>
<b>THUR / Dec 12</b>	<b>NONE</b>	<b>NO CLASS – UNM Finals Week – NO CLASS</b>	<b>NONE/NO CLASS</b>

Note: Fall 2019 Deadline Dates: <a href="#">Hyperlink to Deadline Dates</a>	Last day to ADD/CHANGE = Aug 30 <sup>th</sup> , 2019 // Last day to DROP without Dean's Permission = Nov 8 <sup>th</sup> , 2019 Last day to DROP w/o "W" = Sep 6 <sup>th</sup> , 2019 // Last day to DROP with Dean's Permission and form = Dev 6 <sup>th</sup> , 2019
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