

School	The University of New Mexico Valencia Campus
Course	BUSA1110 – Introduction to Business (Note: Formerly MGMT 113 – Management: An Introduction)
Semester	Fall 2023
Class Time	Tuesdays and Thursdays 12:00PM-1:15PM (100% Face-to-Face)
Room	VAAS A101 (The Big Lecture Hall)
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 (Please only send email from your _____@unm.edu email account)
Office Phone	505.925.8730 (<i>Please contact through email as office phone is rarely checked</i>)
Office Hours	Tuesdays and Thursdays 9:00AM-12:00PM and 2:45PM-3:00PM in VAAS A101 (The Big Lecture Hall) (<i>please see office hours on B152 office door</i>)
Textbook	Main Text: Management, 10th ed., Richard L. Daft (ISBN-13: 9780538479530) Supplemental Text: Dear Mr. A ~ Letters Revealing the Secrets of an Entrepreneur [aka The Next Level Entrepreneur], George Black
Course Purpose	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.)
Course Objectives	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.
Grading and Assignments	Course grade will reflect student's exam performance, the completion of in-class exercises, out-of-class assignments, an in-class presentation, and pitch competition submission. Exams: 70% In-Class Exercises: 15% Out of Class Assignments: 5% In-Class End-of-Semester (EOS) Presentation: 5% Pitch Competition Submission: 5% A: 90-100% B: 80-89.5% C: 70-79.5% D: 60-69.5% F: Below 59.5 There will be two (2) in-class exams. (1 Midterm Exam @ 30% and 1 Comprehensive Final Exam @ 40% = 70%) 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 <u>cannot</u> be made-up. (30 in-class exercises @ 0.5% per in-class exercise = 15%) There will be thirty (30) out-of-class assignments (OCAs). 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 <u>will not</u> be accepted. Emailed versions of these assignments <u>will not</u> 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> . (30 out-of-class assignments @ 0.167% per out of class assignment = 5%) There will be one (1) in-class End-of-Semester (EOS) presentation. This presentation will be based on the out-of-class assignments and in-class exercises that are completed from the course supplemental textbook Dear Mr. A. (aka The Next Level Entrepreneur) (1 presentation @ 5% per presentation = 5%) There will be one (1) pitch competition submission. This submission will be based on the out-of-class assignments and in-class exercises that are completed from the course supplemental textbook Dear Mr. A. (aka The Next Level Entrepreneur) (1 pitch competition submission @ 5% per submission = 5%)
Make-Up Tests	Make-up tests will not be offered to students. Please ensure your attendance on the noted test days.
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 <u>there is no way to make up a missed class session</u> . **Students missing more than three (3) in-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 Policy	Maintaining academic integrity is essential to your success in any class. A requirement of attending to the contract, fully attendance of this was read at a grade of zero for that assignment. The link to the online Academic Dishonesty Policy: https://policy.unm.edu/regents-process-sections-4-6.html . 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."
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/qa-201404-file-k.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 (see unm.edu). For more information on the campus policy regarding sexual misconduct, see: https://policy.unm.edu/university-policies/2000/2740.html
UNM Students with Disabilities Statement	If you have a documented disability, the Equal Access Services office will provide you 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 Jackie Kuhnly, the coordinator for Equal Access Services at 925-6590 or skiltley@unm.edu.

Day	Date	Topic Covered	In-Class Exercise ICE#	Out-of-Class Assignment OCA#	OCA Description
Tuesday	8/22/2023	Course Introduction (Syllabus/Handouts/Student Information Sheet)	1	1	Course Introduction Notes
Thursday	8/24/2023	Chapter 1 (Innovative Management for a Changing World)	2	2	Chapter 1 Notes
Tuesday	8/29/2023	Chapter 3 (The Environment and Corporate Culture)	3	3	Chapter 3 Notes
Thursday	8/31/2023	Chapter 4 (Managing in a Global Environment)	4	4	Chapter 4 Notes
Tuesday	9/5/2023	Chapter 6 (Managing Small Business Startups)	5	5	Chapter 6 Notes
Thursday	9/7/2023	Chapter 5 (Managing Ethics and Social Responsibility)	6	6	Chapter 5 Notes
Tuesday	9/12/2023	The Big Picture (Chapters 1, 3, 4, 5, 6)	7	7	"The Big Picture Notes" (Chapters 1, 3, 4, 5, 6)
Thursday	9/14/2023	Chapter 7 (Managerial Planning and Goal Setting)	8	8	Chapter 7 Notes
Tuesday	9/19/2023	Chapter 8 (Strategy Formulation and Execution)	9	9	Chapter 8 Notes
Thursday	9/21/2023	Chapter 9 (Managerial Decision Making)	10	10	Chapter 9 Notes
Tuesday	9/26/2023	Chapter 19 (Managing Quality and Performance)	11	11	Chapter 19 Notes
Thursday	9/28/2023	"Planning + Controlling Function (Chapters 7, 8, 9, 19)	12	12	"Planning + Controlling Function" Notes (Chapters 7, 8, 9, 19)
Tuesday	10/3/2023	In-Class Midterm Exam Review (Attendance Required)	13	13	Midterm Exam Notes Version 1 (Chapters 1, 3, 4, 5, 6, 7, 8, 9, 19)
Thursday	10/5/2023	BUSA1110 MIDTERM EXAM (Chapters 1, 3, 4, 5, 6, 7, 8, 9, 19)	14	14	Midterm Exam Notes Version 2 (Chapters 1, 3, 4, 5, 6, 7, 8, 9, 19)
Tuesday	10/10/2023	** Independent "In-Class Exercise" (ICE) Day #1 (Submit Post-Midterm Notes)	15	15	Midterm Exam Debriefing Notes (Looking Back)
Thursday	10/12/2023	NO CLASS - Fall Break 2023 - NO CLASS	None	None	
Tuesday	10/17/2023	In-Class End-of-Semester Project Overview (Attendance Required)	16	16	End-of-Semester Project Notes (Looking Forward)
Thursday	10/19/2023	Chapter 10 (Designing Adaptive Organizations)	17	17	Chapter 10 Notes
Tuesday	10/24/2023	Chapter 11 (Managing Change and Innovation)	18	18	Chapter 11 Notes
Thursday	10/26/2023	Chapter 12 (Managing Human Resources)	19	19	Chapter 12 Notes
Tuesday	10/31/2023	Chapter 13 (Managing Diversity)	20	20	Chapter 13 Notes
Thursday	11/2/2023	In-Class "Organizing Function" Review (Chapters 10-13) (Attendance Required)	21	21	"Organizing Function" Notes (Chapters 10, 11, 12, 13)
Tuesday	11/7/2023	Chapter 14 (Understanding Individual Behavior)	22	22	Chapter 14 Notes
Thursday	11/9/2023	Chapter 15 (Leadership)	23	23	Chapter 15 Notes
Tuesday	11/14/2023	Chapter 16 (Motivating Employees)	24	24	Chapter 16 Notes
Thursday	11/16/2023	Chapter 17 (Managing Communication)	25	25	Chapter 17 Notes
Tuesday	11/21/2023	Chapter 18 (Leading Teams)	26	26	Chapter 18 Notes
Thursday	11/23/2023	NO CLASS - Thanksgiving Break 2022 - NO CLASS	None	None	
Tuesday	11/28/2023	In-Class "Leading Function" Review (Chapters 14-18) (Attendance Required)	27	27	"Leading Function" Notes (Chapters 14, 15, 16, 17, 18)
Thursday	11/30/2023	** Independent "In-Class Exercise" Day #2 (End-of-Semester Project Submission)	28	28	End-of-Semester Project Notes (Looking Back)
Tuesday	12/5/2023	In-Class End-of-Semester Project Presentations (Attendance Required)	29	29	Notes - Presentations of End-of-Semester Projects
Thursday	12/7/2023	In-Class Final Exam Review (Chapters 1-19) (Attendance Required)	30	30	Final Exam Notes (Chapters 1-19)
Tuesday	12/12/2023	BUSA1110 FINAL EXAM (Chapters 1-19)	None	None	BUSA1110 FINAL EXAM - 12:00PM-2:00PM
Thursday	12/14/2023	NO CLASS - Final Exam Week - NO CLASS	None	None	

** = No Formal In-Class Session
(i.e., Dr. Takach will NOT be in classroom)