COURSE DESCRIPTION:
This course addresses the functions and process of management from a functional perspective. Students apply their knowledge and skill to business situations characterized by imperfect and incomplete information.

LEARNING OBJECTIVES:
After completing this course the student should be able to

1. Understand and explain the history of management thought and history.
2. Understand and explain the current environment in which managerial decisions, functions, and processes take place.
3. Understand and explain the role of planning in today’s organizations.
4. Understand and explain the theory and role of organizing today’s organizations and their subunits.
5. Understand and explain the theory and role of leadership in today’s organizations.
6. Understand and explain the concepts and role of control in today’s organizations.
7. Use the associated principles, concepts, and theories to make decisions in organizational settings. Make and support decisions relating to the above topics based limited data and incomplete information.

TEXTBOOK:

PREREQUISITES:
Refer to the undergraduate catalog.

GRADING POLICY
Tests 1-14 (20 points each) .. 280 points
Final exam1 ........................., see note
TOTAL .............................. 280 points

GRADING SCALE
A – 252 - 280
B – 224 - < 252
C – 196 - < 224
D – 168 - < 196
F – 0 - < 168
If S/U graded, S - 196 - 280

1 The Final exam may be used to replace up to 3 of the test grades. (The exam will replace 1, 2, or 3 of the lowest test grades as long as the student’s final grade is improved by doing so. No make-ups will be given.)
**TENTATIVE CALENDAR:** *(This schedule of events may change as circumstances dictate.)*

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<th>Week</th>
<th>Chapter Assignment</th>
<th>Test due on Friday</th>
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<td>Jan. 13-14</td>
<td>Chapter 1: The Exceptional Manager</td>
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<td>Jan. 15-21</td>
<td>Chapter 2: Management Theory</td>
<td>Test on Chapter 1 &amp; 2</td>
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<td>Jan. 22-28</td>
<td>Chapter 5: Planning</td>
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<td>Feb. 5-11</td>
<td>Chapter 6: Strategic Management</td>
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<td>Feb. 12-18</td>
<td>Chapter 7: Individual &amp; group decision making</td>
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<td>Feb. 19-25</td>
<td>Chapter 8: Organizational Culture</td>
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<td>Feb. 26 - Mar. 4</td>
<td>Chapter 9: Human Resource Management</td>
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<td>Mar. 5-11</td>
<td>Chapter 10: Organizational Change &amp; Innovation</td>
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<td>Mar. 12-18</td>
<td>Chapter 11: Managing Individual Differences</td>
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<td>Mar. 19-25</td>
<td>Spring Break</td>
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<td>Mar. 26 - Apr. 1</td>
<td>Chapter 12: Motivating Employees</td>
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<td>Apr. 2-8</td>
<td>Chapter 13: Groups &amp; Teams</td>
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<td>Apr. 9-15</td>
<td>Chapter 14: Power, Influence, &amp; Leadership</td>
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<td>Apr. 16-22</td>
<td>Chapter 15: Interpersonal &amp; Org. Communication</td>
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<td>Apr. 23-29</td>
<td>Chapter 16: Control</td>
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<td>May 30-6</td>
<td>Exam Week</td>
<td>Final Exam due May 5</td>
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**WEEKLY TESTS:**
Starting on January 10 tests on Chapters 1 & 2 and 5-16 will be available on Blackboard. Hence you can take the test early if you like. HOWEVER, the tests cannot be taken late. Tests will NOT be available AFTER the due dates. The due dates are the last day of the week (at 11:59 PM) as shown in the schedule above. Test SCORES will be available shortly after students take the test. Test ANSWERS will NOT be available until AFTER the test due date.

The tests will typically consist of 20 multiple choice questions. Students will have one-half hour to complete the test. NOTE CAREFULLY: This will be a continuous 30 minute period; once it starts it will continue until time expires. After that the test will no longer be available. For example, one cannot start on Wednesday, work 15 minutes and use the other 15 minutes on another day. Computer and/or network glitches are NOT excuses for missed or incomplete tests. If this concerns you, you should take the tests in the BC computer lab.

NOTE: The final exam will be made available after the last week of class. It is due on or before 11:59 PM on THURSDAY of exam week.

**TEACHING METHODS:**
Occasionally material will be posted on Blackboard to clarify some of the concepts. It is not possible to cover all of the material in this manner. Therefore, this is **NOT** a substitute for reading the assigned material.

**ATTENDANCE POLICY:**
As this is an on-line course, students are responsible for everything posted on Blackboard.
LATE/INCOMPLETE ASSIGNMENT POLICY:
There is no provision for late assignments.
Incomplete: See the catalog for Incomplete policy details. The "I" grade can only be assigned for circumstances beyond the student's control that occur after the last day to withdraw from a course. The instructor will not participate in the "beyond the student's control" determination.

MAKE-UP ASSIGNMENT POLICY:
Other than the footnote accompanying “GRADING POLICY” section there is no make-up provision.

GLOBAL/INTERNATIONAL BUSINESS CONTENT:
The text has material concerning research in other countries.

ETHICS, POLITICAL, SOCIAL, LEGAL, REGULATORY, ENVIRONMENTAL, AND TECHNOLOGICAL CONTENT:
Ethics and legal issues will included in the course.

DIVERSITY CONTENT:
Diversity issues are part of the course content.

ADA STATEMENT:
Disabilities/Employee Relations: Feel free to call the Director of Institutional Equity at 505-646-3635 with any questions you may have about NMSU’s Non-Discrimination Policy & complaints of discrimination, including sexual harassment. Call the Coordinator of Services for Students with Disabilities at 505-646-6840 regarding student issues related to the Americans with Disabilities Act (ADA) and/or Section 504 of the Rehabilitation Act of 1973. All medical information will be treated confidentially.

WITHDRAWALS: It is the responsibility of the student to know important dates such as University drop dates; last day to withdraw with a W is March 9. Moreover, it is the responsibility of the student to officially withdraw from any class that he or she intends to drop.