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Description of the Department - The Business and Applied Technology Division offers

Degrees in

- AA - Business Administration
- AA - Criminal Justice Corrections
- AA - Criminal Justice Law Enforcement
- AAS -Auto Technology
- AAS -Collision Repair Technology
- AAS -Construction Technology, General

And Certificates in

- Auto Technology
- Bookkeeping
- Collision Repair Technology
- Construction Technology
- Construction Technology - Carpentry
- Construction Technology - Electrical
- Cosmetology I Barbering
- Drafting Technology
- Information Technology
- Organizational Management & Public Administration
- Welding Technology

All are designed to provide our students with expertise in the development and use to build real-world skill that provides an opportunity for employment and/or continuation to further education. Our Business and Applied Technology students learn the vital skills and knowledge to develop professional opportunity. The degrees and certificates in the Business and Applied Technology division focuses on the practical workforce requirements of each degree and certificate offered. Students majoring in Business and Applied Technology have many opportunity and options reflecting their specific career objectives and interests.

Department Missions and Goals - The Business and Applied Technology Division emphasize the AA in Business Administration degree with certificates to help prepare students for

Completion of a BBA degree. The major mission and goal in the Business and Applied Technology Division is to design and develop curriculum that meets and support community and student needs. The objectives of these degrees and certificates are better served by offering Certificate programs that offer employable and skillful graduates in conjunction with a transferable AA in Business Administration and the great potential to tie into the new OILS BA in Instructional Technology and Training program

The Business Administration AA Degree fits UNM Gallup Branch mission by meeting and pursuing a mechanism essential to a learner-center institution. Furthermore, this program demonstrates the UNM Gallup's commitment to being responsive to community and student needs. Moreover, the Business Administration AA Degree meets UNM Albuquerque's mission by educating and encouraging students to continue their education in Business Administration so they can contribute in the New Mexico business environment and beyond.

As this degree is designed for student transfer the student employment and placement profile is not required. Although, Internships and placements were documented in an internship activity noted in Document 6.

Without extended university on the campus we see less graduate students completing BA requirements on campus now. Also, many students complete the degree and are not admitted into the Anderson School of Management immediately for various reasons. These students continue taking courses, attempting to raise GPA or other requirement for acceptance to ASM. Based on ASM's internal data only 12 students have transferred to the BA program from the Gallup AA program. The request for Banner data is with the IR Mark Chisolm.

There has been no full time faculty assigned to the AA in Business Administration for some time now. The IT coordinator was coordinating this program but has left UNM Gallup for another opportunity. The Business Department has lost several programs recently and reorganizing faculty is in process. We hope to have our full time Associate Professor in the Business Department continue as coordinator once we relive her of other assigned teaching duties.

All full time faculty in the Business Department, Division Chair, Administrative Assistant and Work Studies participated in putting this review together.

Associate of Arts in Business Administration (61 credits)

The Associate of Arts in Business Administration is meant for that student who wants to transfer into a Bachelor of Business Administration program offered at Anderson School of Management on the Albuquerque Campus or through the UNM Gallup Bachelor and Graduate Programs. The student will complete all general education and the lower divisions business courses needed for application to Anderson School. (See UNM General Bulletin for Admission Requirements).

Area:

Writing and Speaking (9 credits):

ENGL 110 Accelerated Communications 3cr

ENGL 120 Composition III 3cr

ENGL 219 Technical & Professional Writing **OR** 3cr
ENGL 220 Expository Writing 3cr

Humanities: (3 credits)

Select one elective course from any of the lower division Core Curriculum in Humanities.

Fine Arts: (3 credits)

Select one elective course from any of the lower division Core Curriculum in Fine Arts.

Mathematics: (6 credits)

Math 121 College Algebra **OR** 3cr
Math 150 Pre-Calculus Mathematics
Math 162 Calculus **OR** 4cr
Math 180 Elements of Calculus 1 3cr

Physical / Natural Sciences: (7 credits)

Social and Behavioral Sciences: (15 credits)

Two more courses from AMST 182 or 185; ANTH 101, 110 or 130; ECON 105 or 106, Community and Regional Planning 181, GEOG 102, LING 101; POLS 110, 200, or 220, 240; PSY 105 and SOC 101

Second Language: (3 credits)

One from any of the lower division non-English language offerings of the Departments of Linguistics; Spanish and Portuguese, Foreign Languages, including American Sign Language 201, 210, 211, or 310, Navajo, or Foreign Language in another department and program.

Business Core: (9 credits)

CS 150L Computer for Business Students 3cr
STAT 145 Introduction to Statistics **OR** 3cr
MGMT 290 Introduction to Business Statistics
MGMT 202 Principals of Financial Accounting **OR** 3cr
MGMT 101 Fundamentals of Accounting I **AND**
MGMT 102 Fundamentals of Accounting II
MGMT 113 Management: An Introduction 3cr
MGMT 195 Introduction to Entrepreneurship **OR** 3cr
MGMT 222 Introduction to Marketing 3cr

Electives: (6 credits)

MGMT 101 and MGMT 102 can be taken at UNM-Gallup and substitute for MGMT 202 at UNM-Anderson. MGMT 222 Principles of Marketing can count toward the BBA MGMT 322 requirement if students successfully complete an additional marketing course with a grade of B or better.

UNM-Gallup Academic Affairs Organizational Structure

Professor Kenneth Roberts, Dean of Instruction



**Frank Loera,
Division Chair**

**Applied
Technology**

- Loretta Notab-Administrative Assistant
- Lorraine Aguayo-FT Instructor
- Beverly Begay-FT Instructor
- Floyd Burnham-FT Instructor
- Chris Chavez-FT Instructor
- Robert Encinio-FT Instructor
- Loren Leekela-FT Instructor
- Joe Sanchez-FT Instructor
- Alex Sandoval-FT Instructor
- Ernesto Watchman-FT Instructor
- Felix Benally-PT Instructor
- Jay Gomez-PT Instructor
- Michael Gleason-PT Instructor
- Abel Johnson-PT Instructor
- Corral Silvano-PT Instructor

Business

- Linda Begayne-Administrative Assistant II
- Al Henderson-FT Instructor
- Floyd Kezele-FT Instructor
- Elvira Martin-FT Instructor
- Samir Wahid-FT Instructor
- Evaena Boone- PT Instructor
- Mae Cubero- PT Instructor
- Tyrell Harvey-PT Instructor
- Kenneth Langeloy-PT Instructor
- Robin Lasiloo-PT Instructor
- Arthur Ledesma- PT Instructor
- Keegan Mackenzie-Chavez-PT Instructor
- James Richard Malone-PT Instructor

**DEGREE/PROGRAM CHANGE
FORM C
Form Number: C959**

Fields marked with * are required

Name of Initiator: Coleen Arviso **Email:** ccarviso@unm.edu **Phone Number:** 505 863-7708 **Date:** 09-29-2011

Associated Forms exist? Yes Initiator's Title IT Faculty: Gallup Branch

Faculty Contact Coleen Arviso Administrative Contact Jody Sowers
Department Business and Technology Admin Email Business and Technology
Branch Gallup Admin Phone 505 863-7679

Proposed effective term

Semester Year

Course Information

Select Appropriate Program

Name of New or Existing Program AA Pre-Business Administration

Select Category Degree Type

Select Action

Exact Title and Requirements as they should appear in the catalog. If there is a change, upload current and proposed requirements.

See current catalog for format within the respective college (upload a doc/pdf file)

AA Associate of Arts Business Administration.doc

Does this change affect other departmental program/branch campuses? If yes, indicate below.

Reason(s) for Request (enter text below or upload a doc/pdf file)

REGISTRAR'S NOTE: THIS FORM REQUESTS A NAME CHANGE FOR THE MAJOR FROM PRE-BUSINESS ADMINISTRATION TO BUSINESS ADMINISTRATION. AS WELL AS REVISION OF THE MAJOR REQUIREMENTS. The AA-Pre Business Administration would remove Pre from the name. The AA in Business Administration update will better serve our students and branch. The new program change will shift to meet and ensure a flawless articulation with the UNM Anderson School of Management. The UNM Albuquerque Anderson School of Management contact person is Dr. Dante Di Gregorio. Dr. Di Gregorio supports this change and will help in the curriculum process. Dr. Dante Di Gregorio, Associate Professor Office: 505.277.3751 ; Fax: 505.277.9868 ; Email: Digregorio@mgt.unm.edu

Upload a document that includes justification for the program, impact on long-range planning, detailed budget analysis and faculty workload implications.(upload a doc/pdf file)

Are you proposing a new undergraduate degree or new undergraduate certificate? If yes, upload the following documents.

Upload a two-page Executive Summary authorized by Associate Provost. (upload a doc/pdf file)

Upload memo from Associate Provost authorizing go-ahead to full proposal. (upload a doc/pdf file)

**UNM Gallup AA Pre Business Administration
Approved June 6 2013 in effect fall 2013**

C959	AA Pre-Business Administration	09/29/11	<p>06/06/13 Approved by Registrar</p> <p>05/26/13 Approved by Z Program Coding Committee (annalies)</p> <p>11/30/12 Sent to Z Program Coding Committee (annalies)</p> <p>11/28/12 Approved by Faculty Senate Committee (rickh)</p> <p>11/08/12 Sent to Faculty Senate Committee (rickh)</p> <p>11/05/12 Approved by Provost Approval Committee (heileman)</p> <p>11/05/12 Sent to Provost Approval Committee (heileman)</p> <p>11/02/12 Approved by Z FSCC 2007-2013 Committee (kkeating)</p> <p>10/09/12 Committee Review Z FSCC 2007-2013 Committee (kkeating)</p> <p>10/09/12 Sent to Z FSCC 2007-2013 Committee (kkeating)</p> <p>10/08/12 Approved by Z Undergraduate Committee Committee (gunny)</p> <p>03/31/12 Committee Review Z Undergraduate Committee Committee (gunny)</p> <p>08/16/12 Sent to Z Undergraduate Committee Committee (gunny)</p> <p>07/23/12 Approved by GA Registrar Review Committee (swyaco)</p> <p>07/20/12 Approved by Z GA Dean of Instruction Committee (nmangham)</p> <p>07/19/12 Sent to Z GA Dean of Instruction Committee (nmangham)</p> <p>07/19/12 Sent to GA Registrar Review Committee (swyaco)</p> <p>07/19/12 Sent to GA Admin Review Committee (josow29)</p> <p>12/14/11 Sent to Registrar</p> <p>12/14/11 Approved by Department (nmangham)</p> <p>12/09/11 Sent to Department (nmangham)</p> <p>12/09/11 Approved by Coleen Arviso</p> <p>12/09/11 Initials I by Coleen Arviso</p>
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AA Associate of Arts Business Administration (61 Credits)

The Associate of Arts in Business Administration is meant for that student who wants to transfer into a Bachelor of Business Administration program offered at Anderson School of Management on the Albuquerque Campus or through the UNM Gallup Bachelor and Graduate Programs. The student will complete all general education and the lower divisions business courses needed for application to Anderson School. (See UNM General Bulletin for Admission Requirements).

GENERAL EDUCATION REQUIREMENTS (46):

Communications (9):

Engl 101 Comp 1: Exposition 3cr
Engl 102 Comp 11: Analysis & Argument 3cr
Engl 219 Technical & Professional Writing OR 3cr
Engl 220 Expository Writing 3cr

Math (6):

Math 121 College Algebra OR 3cr
Math 150 Pre-Calculus Mathematics
Math 162 Calculus OR 4cr
Math 180 Elements of Calculus 1 3cr

Humanities (3):

Choose from AMST 186, HIST 101, 102,161, 162;
PHIL 101, 102, 111,156, 201, 202; 3cr

Physical/Natural Sciences (7):

Two courses plus one corresponding lab from: Anthr 121L,
150/151L, Astronomy 101/101L; Biology 110/112L,
123/124L; Chemistry 111L, 121L, 122L, 131L, 132L,
Earth Science& Plan Sci 101/105L, 201L; Env Sci 101/102L;
Geography 101/105L; Natural Science 261L, 262L, 262L;
Physics 102/102L, 105, 151/151L, 152/152L, 160/160L,161/161L

Social and Behavioral Sciences (15):

Two more courses from AMST 182 or 185; ANTH 101, 110 or 130; ECON 105 or 106,
Community and Regional Planning 181, GEOG 102, LING 101; POLS 110, 200, or 220,
240; PSY 105 and SOC 101

FOR ADVISEMENT: Contact the Business Technology, (505) 863-7511.

Fine Arts (3):

Choose from ARCH 101, ARTH 101, 201, 202; MUS 139

Second Language (3):

One from any of the lower division non-English language offerings of the
Departments of Linguistics: Spanish and Portuguese, Foreign Languages, including
American Sign Language 201, 210, 211, or 310, Navajo, or Foreign Language in
another department and program.

Business Core (9):

CS 150L Computer for Business Students 3cr
STAT 145 Introduction to Statistics OR 3cr
MGMT 290 Introduction to Business Statistics
MGMT 202 Principals of Accounting OR 3cr
MGMT 101 Fundamentals of Accounting I AND
MGMT 102 Fundamentals of Accounting II
MGMT 113 Management: An Introduction 3cr
MGMT 195 Introduction to Entrepreneurship OR 3cr
MGMT 222 Introduction to Marketing 3cr

Electives (6):

Mgmt 101 and Mgmt 102 can be taken at UNM-Gallup and substitute for Mgmt 202
at UNM-Anderson. MGMT 222 Principles of Marketing can count toward the BBA
MGMT 322 requirement if students successfully complete an additional marketing
course with a grade of B or better.

UNM/Anderson CORE CURRICULUM REQUIREMENTS FOR ADMISSION TO THE BBA PROGRAM

The UNM/Anderson Core Curriculum applies to all BBA degree-seeking students who are admitted to UNM for or after Fall 2016. A grade of C or better, not C-, is required for all courses used to fulfill the requirements of the UNM/Anderson Core Curriculum. These courses cannot be taken CR/NC to satisfy Anderson admission requirements.

Students should apply for admission to the BBA Program the semester before they wish to enter Anderson. The UNM/Anderson Core Curriculum coursework must be completed or in progress at the time of application. Admission application deadlines will be observed:

**May 1 for Fall Semester
October 1 for Spring Semester
March 1 for Summer Semester**

For admission to the BBA Program, students must achieve a minimum cumulative Grade Point Average of 2.5 in the following UNM/Anderson Core Curriculum classes and a 2.5 overall GPA (includes grades for all classes taken at UNM plus grades for all transfer credits).

WRITING & SPEAKING (9 hours)			English 110 or 111/112 or 113, English 120, English 219 (Technical Writing) OR English 220 (Expository Writing)		
ENGL 110 or 111/112 or 113*	3		*Prior to Fall 2014: ENGL 110, 111/112, 113 = ENGL 101 ENGL 120 = ENGL 102		
ENGL 120*	3				
ENGL 219 or 220	3				
MATHEMATICS (6 hours)			Math 121 (or 150) and Math 180 (or 162)		
MATH 121 (or 150)	3		For admission to the BBA Program, the Math 121/180 track is recommended		
MATH 180 (or 162)	3				
PHYSICAL & NATURAL SCIENCES (7 hours)			Two courses, plus one corresponding lab from:		
	3		Anthr 120/122L, 150/151L, 160/161L	Computer Science 108L	Natural Science 261L, 262L, 263L
	3		Astronomy 101/101L	Earth & Plan. Sci 101/105L, 201L	Physics 102/102L, 105, 108/108L, 151/151L, 152/152L, 160/160L, 161/161L
	1		Biology 110/112L, 123/124L*	Env Sci 101/102L	UHON 203
			Chemistry 101, 111, 121/123L**, 122/124L, 131, 132	Geography 101/105L	
			* Credit not allowed for both BIO 110 and 123 ** Credit not allowed for both CHEM 111 and 121/123L		
SOCIAL & BEHAVIORAL SCIENCES (9 hours)			Economics 105 and Economics 106		
ECON 105	3		Plus one additional course from:		
ECON 106	3				
	3				
			American Studies	Economics	Political Science
			Anthropology	Engineering 200 (Tech in Society)	Psychology 105
			CRP 181 (Intro to Env Problems)	Geography	Sociology 101
HUMANITIES (3 hours)*			One course from:		
	3		Africana Studies 104	English 150, 292, 293	MLNG 101
			American Studies 186	Geography 140	Philosophy 101, 201, 202
			AMST/CCS/NATV 201	History 101, 102, 161, 162, 181, 182	Religious Studies 107, 263, 264
			Classics 107, 204, 205	IFDM 105	Honors Legacy Seminars (100, 200 level)
			COMP 222, 224	Native American Studies 150	UHON 205
			* Note that UNM Core Curriculum requires 6 hours of Humanities. Anderson requires students to fulfill three hours of this requirement with upper-division coursework.		
FOREIGN LANGUAGE (3 hours)			One course from any non-English language, including American Sign Language		
	3				
FINE ARTS (3 hours)			One course from:		
	3		Architecture 121	Dance 105	IFDM 105
			Art History 101, 201, 202	Fine Arts 284	Media Arts 210
					Music 139, 142
					UHON 207
					Theatre 105
			OR a 3-hour studio course from Departments of Art, Music, Theatre, Dance or Media Arts		
COMPUTER SCIENCE (3 hours)			Must be completed within the last five (5) years		
CS 150	3				
MANAGEMENT (6 HOURS)			Management 202 (Principles of Financial Accounting)		
MGMT 202	3		Statistics 145/245/345 or MGMT 290 -- no longer offered at UNM		
STAT 145, 245 or 345 OR MGMT 290	3				
SUB-TOTAL (49 hours)					

**THE ANDERSON SCHOOL OF MANAGEMENT
BACHELOR OF BUSINESS ADMINISTRATION
SUGGESTED PRE-ADMISSION SCHEDULE**

The following is a suggested four-semester schedule of pre-admission coursework required for admission to the BBA Program. The pre-admission requirements total a minimum of 46-49 credit hours. Every student is unique; meet with your Academic Advisor to discuss your plans for developing a class schedule that best meets your needs.

Keep the following in mind when planning your schedule:

- Begin your Math and English courses as soon as possible.
- In order to be considered a full-time student, students must maintain a minimum 12 credit hour semester class schedule. Please consult the Scholarship Office for specific details regarding required hours for your individual scholarship: <http://scholarship.unm.edu/>.
- Block tuition is assessed from the 15th to 18th credit hour. Beginning at the 19th hour, students are charged block tuition plus the per hour rate for every hour above 19. If at any point during the semester a student drops below 15 hours but remains full-time, tuition will be reassessed at the non-blocked tuition rate.
- If you prefer a 12 credit hour semester class schedule, be advised that it will likely delay your graduation for a semester or two (unless you enroll in summer courses).
- Pre-admission requirements can be completed more quickly if you attend summer school.
- Students may use free-electives to plan an academic Minor in any field of study. See your Academic Advisor to discuss your plans.

<u>First Semester</u>		<u>Second Semester</u>	
Math Requirement: Math 121	3	Math requirement: Math 180	3
Writing and Speaking: English 110	3	Writing and Speaking: English 120	3
Humanities Requirement	3	Physical & Natural Sciences with Lab	4
Physical & Natural Sciences	3	Social & Behavioral Sciences: Econ 105	3
MGMT 113 or 158 or 190 or other Free Elec.	3	Foreign Language	3
Total Credit Hours	15	Total Credit hours	16

<u>Third Semester</u>		<u>Fourth Semester</u>	
Writing and Speaking: English 219 or 220	3	Computer Science 150	3
Fine Arts	3	MGMT 202: Prin. Financial Accounting	3
Social & Behavioral Sciences: Econ 106	3	Social & Behavioral Sciences Elective	3
Stats 145, 245 or 345 (Replaces Mgt 290)	3	Humanities: 300+ level or Free Electives	3
Free Electives	3	Free Electives	3
Total Credit hours	15	Total Credit Hours	15

Crosswalk Number	BUSA1113	BCIS1113	ECON2113	ECON2123	BFIN2013	BFIN2113	MKTG2113	MGMT2113	ACCT2113	ACCT2123	ACCT2133	BLAW2113	BLAW2123	MATH2113
INSTITUTIONS	INTRO TO BUSINESS	INTRO TO INFORMATION SYSTEMS	MACROECONOMICS PRINCIPLES	MICROECONOMICS PRINCIPLES	INTRO TO FINANCE	CORPORATE FINANCE (Q)	PRINCIPLES OF MARKETING (Q)	PRINCIPLES OF MANAGEMENT (Q)	PRINCIPLES OF ACCOUNTING (Financial)	PRINCIPLES OF ACCOUNTING II (Managerial)	INTER ACCOUNTING I (Q)	BUSINESS LAW I (Q) (b)	BUSINESS LAW II (Q) (b)	STATISTICS
NMSU- Alamo (4/14)	BUSA 110 or BUSA 111	CS 110	ECON 251G	ECON 252G	FIN 206		MKTG 203 or BMGT 210	MGT 201	ACCT 221	ACCT 222		BLAW 230		STAT 251G
NMSU-Carlsbad (4/14)	BUSA 111	BCIS 110 or CS 110	ECON 251G	ECON 252G	FIN 206		MKTG 203	MGT 201	ACCT 221	ACCT 222		BLAW 230		STAT 251G
Dona Ana Comm College (4/14)	BUSA 111 or BMGT 110	BCIS 110 or CS 110, OEC 105	ECON 251G	ECON 252G	FIN 206		BMGT 210 or MKTG 203	MGT 201 or BMGT 140	BOT 120 & BOT 121 or ACCT 221	ACCT 222		BMGT 231		STAT 251G or A ST 251G
NMSU-Grants (4/14)	BUSA 111	CS 110	ECON 251G	ECON 252G	FIN 210		BMGT 210	MGT 201G	ACCT 221	ACCT 222		BLAW 230		STAT 251G
San Juan College (4/14)	BADM 114	COSC 111 or COSC 125	ECON 251	ECON 252			BADM 242	BADM 233	ACCT 201 (c)	ACCT 202 (c)	ACCT 221	BLAW 230	BLAW 231	BADM 212 or MATH 251 (c)
Santa Fe Community College (4/14)	BSAD 111	OFTC 111	ECON 200	ECON 201		BSAD 245	BSAD 240	BSAD 211	ACCT 121 (c)	ACCT 122 (c)	ACCT 221	BSAD 232		BSAD 260 or MATH 135
SPI (4/14)	BADM 114	COSC 107	ECON 200	ECON 201	BFIN 211		BADM 242	BADM 130 BADM 230	ACCT 201 & ACCT 202	ACCT 250		BADM 240		MATH 145
UNM-Gallup (4/14)	MGMT 113	CS 150	ECON 105	ECON 106			MGMT 222		MGMT 202 or MGMT 101 & MGMT 102			BSTC 218		STAT 145 or MGMT 290
UNM-Los Alamos (4/14)	MGMT 113	CS 150	ECON 105	ECON 106					MGMT 202 or MGMT 101 & MGMT 102			BSTC 218		STAT 145
UNM - Taos (4/14)	MGMT 113	CS 150	ECON 105	ECON 106			MGMT 222		MGMT 101 & MGMT 102					STAT 145
UNM-Valencia (4/14)	MGMT 113	CS 150	ECON 105	ECON 106					MGMT 101 & MGMT 102					STAT 246

Notes: (a) Point of Contact: Kathy Brook, kbrock@nmsu.edu, 575-646-4905
 (b) Required degree to teach these courses is a J.D.
 (c) Courses carrying four credit hours may transfer as three credits.
 (d) ACCT 1111 is 3 credits and ACCT 1112 is 3 credits. ACCT 2101 is 3 credits and ACCT 2102 is 3 credits
 (e) CNM Will accept as free elective credit only, unless from AACSB accredited program.
 (f) 200 level courses that may be accepted do not count toward upper division core hour requirements.
 (g) Will accept as free elective credit only.

Syllabus needs to be sent to Committee for Review for Approval to be added to Manual
 Course number change - same class (No add'l follow-up needed)

Date listed under name of institution reflects last date of participation in the consortium meetings.
 Approved by the New Mexico Business Articulation Committee
 Department of Higher Education website: <http://hd.ed.state.nm.us>

Crosswalk Number	BUSA1113	BCIS1113	ECON2113	ECON2123	BFIN2013	BFIN2113	MKTG2113	MGMT2113	ACCT2113	ACCT2123	ACCT2133	BLAW2113	BLAW2123	MATH2113
INSTITUTIONS	INTRO TO BUSINESS	INTRO TO INFORMATION SYSTEMS	MACROECONOMICS PRINCIPLES	MICROECONOMICS PRINCIPLES	INTRO TO FINANCE	CORPORATE FINANCE (f)	PRINCIPLES OF MARKETING (g)	PRINCIPLES OF MANAGEMENT (g)	PRINCIPLES OF ACCOUNTING (Financial)	PRINCIPLES OF ACCOUNTING (Managerial)	INTER ACCOUNTING I (g)	BUSINESS LAW I (g) (b)	BUSINESS LAW II (g) (b)	STATISTICS
Eastern NM University (4/14)	BUS 151	IS 151	ECON 221	ECON 222	FIN 201	Free Elective (h)	MKT 201	MGT 201	ACCT 201 (c)	ACCT 202	ACCT 305	BUS 230	BUS 317 (h)	STAT 213
NM Highlands (4/14)	BUS 181	CS 101	ECON 216	ECON 217		Free Elective (h)	MKTG 302	MGT 303	ACCT 287	ACCT 288	ACCT 387 (h)	BLAW 360	BLAW 361 (h)	BUS 210 or MATH 158
NM State University (4/14)	BUSA 111	BCIS 110 or CS 110	ECON 251G	ECON 252G	Free Elective (h)	Free Elective (h)	MKTG 303	MGT 201 (h)	ACCT 221	ACCT 222	ACCT 301 (f)	BLAW 316	BLAW 418 (h)	STAT 251G or A ST 251G or A ST 311
NMIMT (4/14)			ECON 251	ECON 252		Free Elective (h)	Free Elective (h)		ACCT 201	ACCT 202	Free Elective (h)			Free Elective (h)
Northern NM College (10/13)	BA 220		ECON 200	ECON 201		BA 251	BA 251	BA 221 (c)	BA 221 (c)	BA 222 (c)		BA 300		MATH 145
Univ of New Mexico (4/14)	Free Elective (h)	CS 150	ECON 105	ECON 106	Free Elective (h)	Free Elective or MGMT 328 (f)	Free Elective or MGMT 322 (f)	Free Elective (h)	MGMT 202	MGMT 303	Free Elective or MGMT 340 (f)	MGMT 310	Free Elective (h)	STAT 145 or MGMT 280
Western NM University (4/14)	BSAD 100	CMPS 111 or CMPS 260	ECON 201	ECON 202		FINC 370	MKTG 340	MGMT 350	ACCT 230	ACCT 231	ACCT 331 (h)	BSAD 300		MATH 321
Central New Mexico (CNM) CC (4/14)	BA 1101	IT 1010	ECON 2200	ECON 2201	FIN 2210		BA 2222	BA 1133 BA 2133	ACCT 1111 & 1112 or ACCT 1110 or ACCT 1115	ACCT 1210	ACCT 2101 & ACCT 2102 (e)	BA 2240		MATH 1330
Clovis Comm. College (4/14)	BAD 151	CIS 101 or CIS 120	ECON 221	ECON 222	FIN 201		MKT 201	MGT 201	ACCT 201 (c)	ACCT 202 (c)		BAD 215		STAT 213
Dine College (4/14)	BUS 141	CIS 111	ECO 200	ECO 201			MKT 240	MGT 360	ACC 200	ACC 201		BUS 204		MATH 213 or BUS 265
ENMU-Roswell (4/14)	BUS 151	CIT 185 or CIT 151	ECON 221	ECON 222	FIN 201		MKT 201	MGT 201	ACCT 201 (c)	ACCT 202 (c)				STAT 213
Luna Comm College (10/13)	BUS 105	CSA 150	ECON 208	ECON 209	BUS 120		MKT 201	MGMT 207	ACCT 200 (c)	ACCT 201 (c)				MATH 130
Mesalands Comm College (4/14)	BUS 101		ECON 251	ECON 252			MGT 113 or MGT 213		ACCT 111 or ACCT 201	ACCT 210		BLAW 202		
NM Junior College (4/14)	BU 113	CS 123D	EC 213	EC 223	BU 213A		BU 223A	BU 213	AC 114	AC 124	AC 213	BS 213	BS 223	
NM Military Institute (4/14)	BUSA 1113	BCIS 1113	ECON 2113	ECON 2123			MKTG 2113	MGMT 2113	ACCT 2113	ACCT 2123				MATH 2313

Spring 2008

**Articulation Agreement Between
University of New Mexico at Gallup
And
Anderson School of Management/ University of New Mexico at Albuquerque**

We establish this articulation agreement to assist students who have begun their studies at the University of New Mexico at Gallup (UNM-G) and transfer to the Bachelor of Business Administration (BBA) program at Anderson School of Management at the University of New Mexico at Albuquerque (UNM-A).

This agreement establishes a program of study recognized as equivalent to that required by the Anderson School of Management and offered by UNM-A. The Anderson School of Management will recognize students who complete this specified course of study as having met the same requirements for the degree as UNM-A students who have completed UNM-A courses.

This agreement is based on the requirements of the 2006-2008 UNM-G catalog and the AY0708 UNM-A catalog. Because curriculum requirements may change at UNM-G or UNM-A, students should refer to the current UNM-G and UNM-A catalogs and work closely with their advisor at UNM-G. Students may also work with the pre-BBA advisor at UNM-A.

The following 4-semester graduation checklist is recommended for full time students. It is recommended that part time students take the same courses, although they will extend their period of study accordingly. Entry to the BBA program at UNM-A is competitive. While completion of the following course of study with a cumulative GPA of 2.5 does guarantee eligibility, it does not guarantee admission to Anderson.

**2008-2010 Student Advisement
Recommended Program of Study/Graduation Checklist
AA/ Pre-Bachelor of Business Administration (Pre-BBA)**

<i>First Semester</i>		
ENGL101	Composition I: Exposition	3 credits
MATH121 / 150	College Algebra / Pre-Calculus	3 credits
	Humanities Requirement	3 credits
	Social & Behavioral Science Elective	3 credits
	<u>Physical & Natural Science</u>	<u>3 credits</u>
<i>TOTAL First Semester</i>		15 credits
<i>Second Semester</i>		
ENGL102	Analysis & Argument	3 credits
MATH162 / 180	Calculus I / Elements of Calculus	3 credits
ECON105	Introductory Macroeconomics	3 credits
	Foreign Language Requirement	3 credits
	<u>Physical & Natural Science with Lab</u>	<u>4 credits</u>
<i>TOTAL Second Semester</i>		16 credits
<i>Third Semester</i>		
ECON 106	Introductory Microeconomics	3 credits
CS150L	Computing for Business Students	3 credits
STAT 145,245 or 345 (Replaces Mgt290)	Statistics	3 credits
SOC101 / PSY105	Intro to Sociology /Gen. Psych	3 credits
	<u>Fine Arts Requirement</u>	<u>3 credits</u>
<i>TOTAL Third Semester</i>		15 credits

Fourth Semester

MGMT 202	Principles of Financial Accounting	3 credits	
ENGL219 or 220	Technical & Professional Writing/Expository Writing		3 credits
Behavioral & Social Science Elective		3 credits	
Elective/ MGMT113	Management: An Introduction	3 credits	
Elective		<u>3 credits</u>	
TOTAL Fourth Semester		15 credits	

Credit Hour Summary for AA/Pre-BBA

First Semester	15 Credits
Second Semester	16 Credits
Third Semester	15 Credits
Fourth Semester	<u>15 Credits</u>
Total	61 Credits

Notes:

UNM-G offers some, but not all, of the Social & Behavioral Sciences courses listed in the UNM-A Catalog, Curriculum Requirements for Admission the BBA Program. Students may take courses offered by UNM-G or may select from the additional courses offered at UNM-A; students may take the UNM-A courses in person, online, or via interactive television (ITV).

Subject to catalog changes at either UNM-G or UNM-A, this articulation agreement will remain in force until either party notifies the other in writing, of any changes to the agreement or desires to end the agreement. In the event of changes to the UNM-G or UNM-A catalog or to this agreement, students who have started the AA/Pre-Bachelor's of Business Administration program will be afforded the opportunity to complete their degree programs.


Attachments:

1. UNM-G AA/Pre-Business Administration (60/61 Credits),
2. Student Advisement and Graduation Checklist – 2006-2008 UNM-G Catalog
3. Anderson School of Management Curriculum Requirements for Admission to the BBA Program (rev. April 2007)

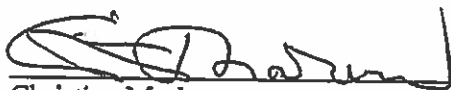
Agreed to by:

University of New Mexico at Albuquerque
Anderson School of Management

University of New Mexico at Gallup
Business Management Technology Department



Amy Wohlert
Interim Dean



Christine Marlow
Dean of Instruction

Date: 2.20.2008

Date: 3/3/08

Pre-Business Administration-Associate of Arts

The Associate of Arts in Pre-Business Administration is meant for that student who wants to transfer into the Bachelor of Business Administration program offered at Anderson Schools of Management on the Albuquerque campus. The student will complete all general education and the lower division business courses needed for application to Anderson Schools. (See UNM General Bulletin for admission requirements.)

DEGREE REQUIREMENTS	60-61 TOTAL CREDITS
GENERAL EDUCATION REQUIREMENTS	46-47 credits
Writing & Speaking	9 credits
For required courses, refer to the <i>UNMASM Core Curriculum Requirements</i>	
Humanities	3 credits
For required courses, refer to the <i>UNM Core Curriculum General Education Core</i> on pages 55-56	
Behavioral & Social Sciences	15 credits
ECON 105 Introductory Macroeconomics	3
ECON 106 Introductory Microeconomics	3
PSY 105 General Psychology OR SOC 101 Introduction to Sociology	3
6 additional credit hours selected from: Anthropology, Economics, History, Political Science, Geography, Psychology or Sociology.	6
Math	6-7 credits
MATH 121 College Algebra OR MATH 150 Pre-Calculus Mathematics	3
MATH 182 Calculus OR	4
MATH 180 Elements of Calculus I	3
Physical & Natural Sciences	7 credits
For required courses, refer to the <i>UNMASM Core Curriculum Requirements</i>	
Second Language	3 credits
For required courses, refer to the <i>UNM Core Curriculum General Education Core</i> on pages 55-56	
Fine Arts	3 credits
For required courses, refer to the <i>UNM Core Curriculum General Education Core</i> on pages 55-56	
BUSINESS CORE	9 credits
CS 150L Computing for Business Students	3
STAT 145 Statistical Methodology	3
MGMT 202 Principles of Financial Accounting OR STAT 145	3
FREE ELECTIVES	5 credits
MGMT 113 Management: An Introduction	3
No Business Tech or PE Activity.	
All courses must be 101 or above.	
Suggest Humanities from UNM Core Curriculum	

Note 1: The UNM Core Curriculum requires an additional humanities course. Anderson Schools of Management requires students to complete the remaining course as part of the upper division requirement (i.e., 300- and 400-level courses).

Note 2: MGMT 101/102 are the equivalent of and may be taken in lieu of ASM's MGMT 202.

Note 3: CS 150L or successful completion of computer skills competency test.

For Advisement: Business Technology Department at 505.863.7511.

AAJPRE-BUSINESS ADMINISTRATION (60/61 Credits) Student
 Advisement and Graduation Checklist - 2006-2008 Catalog

SS# _____ Date admitted _____

____ Academic Advisor _____

____ Phone # _____

____ Office # _____

REQUIREMENTS: (46/47) Credits Grade Semester
 I Institution

(9)
 Comp I: Exposition 3
 Comp II: Analysis & Argument 3
 following: ENGL 219, and ENGL 220) 3

For required courses, refer to the *UNM Core Curriculum General Education Core* on pages 55-
 Catalog. NOTE: An additional cr/hr Humanities course is required at the upper-division level. 3
 required courses, refer to the *UNM Core Curriculum General Education Core* on pages 5556 of
 Catalog.

3
 College Algebra/Pre-Calculus Math 3
 Completion of Calculus I/Calculus I 3

(3): One course from any of the lower division non-English language offerings of the
 Department of Languages, Spanish and Portuguese; Foreign Languages, including American Sign Language 201,
 or Foreign Languages in the other department and programs 3

Natural Sciences (15) (two more courses from AM ST 182, 185; ANTH 101, 110, 130; Community
 Education 181; GEOG 102; LING 101; POL SC 110, 200, 220, and 240.)
 Introductory Macroeconomics 3
 Introductory Microeconomics 3
 101 3
 _____ 3
 3

(7): For required courses, refer to the *UNM Core Curriculum General Education Core* on
 2006-2008 Catalog.) 3
 4

)
 Computing for Business Students 3
 Financial Accounting 3
 Statistics 3

Business Tech or PE Activity. All courses must be 101 or above. Suggest Humanities from UNM Core

Management: An Introduction 3
 3

**UNM/Anderson School of Management Curriculum Requirements
For Admission to the BBA Program**

These requirements are consistent with the provisions of state law, under Senate Bill 161, and are guaranteed to transfer to any New Mexico public institution to satisfy general education core. In addition, these courses satisfy the requirements under the New Mexico Business Articulation and Transfer Matrix.

The UNM/Anderson Core Curriculum applies to all BBA degree-seeking students who are admitted to UNM for or after Fall 2003. A grade of C or better, not C-, is required for all courses used to fulfill the requirements of the UNM/Anderson Core Curriculum. These courses cannot be taken CR/NC to satisfy Anderson admission requirements.

Students should apply for admission to the BBA Program the semester before they wish to enter Anderson. The UNM/Anderson Core Curriculum coursework must be completed or in progress at the time of application. Admission application deadlines are:

**June 1 for Fall Semester
October 1 for Spring Semester
March 1 for Summer Semester**

For admission to the BBA Program, students must achieve a minimum cumulative Grade Point Average of 2.5 in the following UNM/Anderson Core Curriculum classes and a 2.5 overall GPA (includes grades for all classes taken at UNM plus grades for all transfer credits).

WRITING AND SPEAKING			
English 101	3		
English 102	3		
English 219 or 220	3		

Writing & Speaking (9 hours)
English 101, English 102, and English 219 or 220.

MATHEMATICS			
Math 121 (or 150)	3		
Math 180 (or 162)	3		

Mathematics (6 hours)
Math 121 (or 150) and Math 180 (or 162)

PHYSICAL & NATURAL SCIENCES			
	3		
	3		
	1		

Physical & Natural Sciences (7 hours)
Two courses, plus one corresponding laboratory (designated "L") from: Anthropology 150 and 151L, 121L, 160 and 161L; Astronomy 101/101L; Biology 110/112L, 121L, 122L, 123L, 124L, (credit not allowed for both 121L and either 110 or 123L); Chemistry 111L, 121L or 131L, 122L, or 132L, (credit not allowed for both 111L and 121L); Earth & Planetary Sciences 101/105L, 201L or Environmental Science 101/102L; Geography 101/105L; Natural Science 261L, 262L, 263L,; Physics 102/102L, 105, 151/151L, 152/152L, 160/160L, 161/161L.

SOCIAL & BEHAVIORAL SCIENCES			
Econ 105	3		
Econ 106	3		
Psych 105 or Soc 101	3		
	3		
	3		

Social & Behavioral Sciences (15 hours)
Economics 105 and Economics 106; Psychology 105 or Sociology 101

- plus two more courses from: American Studies, Anthropology, Economics, Geography, History, Political Science, Psychology, Sociology (Psych 105 or Soc 101 may be used to satisfy three credit hours of this requirement)
- Community and Regional Planning 181 and Engineering F-200 are also acceptable

HUMANITIES			
	3		

Humanities (3 hours)*
One course from: American Studies 186; Classics 107, 204, 205; Comparative Literature and Cultural Studies 223, 224; English 150, 292, 293; Foreign Languages (M Lang) 101,; History 101L, 102L, 161, 162; Philosophy 101, 201, 202; Religious Studies 107, 263, 264; Honor's Legacy Seminars at the 100 and 200 level.

- Note that UNM Core Curriculum requires 6 hours of Humanities. Anderson requires students to fulfill three hours of this requirement with upper-division coursework after admission to the BBA program.

FOREIGN LANGUAGE			
	3		

Foreign Language (3 hours)
One course from any of the lower-division non-English language offerings of the Departments of Linguistics; Spanish and Portuguese; Foreign Languages and Literatures, including American Sign Language 201, 210, 211, or 310, or Foreign Languages in the other department and programs.

FINE ARTS			
	3		

Fine Arts (3 hours)
One course from: Architecture 101; Art History 101, 201, 202; Dance 105; Fine Arts 284; Media Arts 210; Music 139, 140; Theatre 122 or a 3-hour studio course from the Department of Art and Art History, Music, Theatre and Dance, Media Arts

COMPUTER SCIENCE			
CS 150/L	3		

Computer Science (3 hours)
150/L Computing for Business Students or successful completion of computer skills competency test.

MANAGEMENT			
MGT 202	3		
MGT 290 or Stats 145, 245 or 345	3		

Management (6 hours)
Management 202 Principles of Financial Accounting
Management 290 or Stats 145, 245, or 345

SUB-TOTAL: Hours	55		
Hours, if tested out of CS 150/L	52		

Other Transferable Courses (3 credits each):			
BUSA 1113, BLAW2113, or MKTG2113	9		
TOTAL: 64 or 61 hours			

Rev. April 11, 2007

Associate of Arts in Business Administration

The Associate of Arts in Business Administration is meant for that student who wants to transfer into a Bachelor of Business Administration program offered at Anderson School of Management on the Albuquerque Campus or through the UNM Gallup Bachelor and Graduate Programs. The student will complete all general education and the lower divisions business courses needed for application to Anderson School. (See UNM General Bulletin for Admission Requirements).

Area	Semester	Grade	Credits
Writing and Speaking: (9 credits)			
ENGL 110 Accelerated Composition	_____	_____	3
ENGL 120 Composition III	_____	_____	3
ENGL 219 Technical & Professional Writing OR ENGL 220 Expository Writing	_____	_____	3
Humanities: (3 credits)			
<i>Select one elective course from any of the lower division Core Curriculum in Humanities.</i>			
_____	_____	_____	3
Fine Arts: (3 credits)			
<i>Select one elective course from any of the lower division Core Curriculum in Fine Arts.</i>			
_____	_____	_____	3
Mathematics (6 credits)			
MATH 121 or 150 College Algebra or Pre-Calculus	_____	_____	3
MATH 162 or 180 Calculus or Elements of Calculus	_____	_____	3
Physical and Natural Sciences (7 credits)			
_____	_____	_____	3
_____	_____	_____	3/4
Social and Behavioral Sciences (15 credits)			
<i>Two more courses from AMST 182 or 185; ANTH 101, 110 or 130; ECON 105 or 106, CRP 181, GEOG 102, LING 101; POLS 110, 200, or 220, 240; PSY 105 and SOC 101</i>			
_____	_____	_____	3
_____	_____	_____	3
_____	_____	_____	3
_____	_____	_____	3
_____	_____	_____	3
Second Language (3 credits)			
<i>One from any of the lower division non-English language offerings of the Departments of Linguistics; Spanish and Portuguese, Foreign Languages, including American Sign Language 201, 210, 211, or 310, Navajo, or Foreign Language in another department and program.</i>			
_____	_____	_____	3
Business Core (9 credits)			
CS 150L Computer for Business Students	_____	_____	3
STAT 145 Introduction to Statistics OR MGMT 290 Introduction to Business Statistics	_____	_____	3
MGMT 202 Principals of Financial Accounting OR MGMT 101 Fundamentals of Accounting I AND MGMT 102 Fundamentals of Accounting II	_____	_____	3
MGMT 113 Management: An Introduction	_____	_____	3
MGMT 195 Introduction to Entrepreneurship OR MGMT 222 Introduction to Marketing	_____	_____	3

2 CERTIFICATE OF AWARD

1 For minimum of one UNM-Gallup Business Certificate Scholarship for exceptional Business Skills demonstrated at the N.A.T.I.V.E SKILLS competition held on March 3, 2016.

1 The scholarship is valid for the 2016 - 2017 school year at UNM Gallup campus; the recipient is required to be registered as a student in a UNM-Gallup Business certificate or degree program.

This certificate is awarded to:

In recognition of an exceptional demonstration of business oriented skills learned through the Northeast Arizona Technological Institute of Vocational Education N.A.T.I.V.E.



Training subjects: Entrepreneurship, Business Plan, Creating Business from Opportunity, Integrating Marketing, Smart Selling/ Effective Customer Service, Understanding & Management Startup, Fixed and Variable Cost, Use of Financial Statement to Guide a Business, Cash Flow and Tax, Financial Strategy, Operating a Small Business Effectively, Management, Leadership, and Ethical Practice, Operating for Success, Cash in the Brand.

Signature of Awarding Faculty Chair

Date

3/2/16

Signature of UNM Gallup Business Department Chair

Date

3.2.16

2
0
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6

CERTIFICATE OF AWARD

For minimum of one UNM-Gallup Business Certificate Scholarship for exceptional Business Skills demonstrated at the N.A.T.I.V.E SKILLS competition held on March 3, 2016.

*The scholarship is valid for the 2016 - 2017 school year at UNM Gallup campus; the recipient is required to be registered as a student in a UNM-Gallup Business certificate or degree program.

This certificate is awarded to:

Mikala Lynch UNM ID 101760119

In recognition of an exceptional demonstration of business oriented skills learned through the Northeast Arizona Technological Institute of Vocational Education N.A.T.I.V.E.



Training subjects: Entrepreneurship, Business Plan, Creating Business from Opportunity, Integrating Marketing, Smart Selling/ Effective Customer Service, Understanding & Management Startup, Fixed and Variable Cost, Use of Financial Statement to Guide a Business, Cash Flow and Tax, Financial Strategy, Operating a Small Business Effectively, Management, Leadership, and Ethical Practice, Operating for Success, Cashing in the Brand.



Signature-UNM Gallup Executive Director

3/2/16

Date



Signature-UNM-Gallup Business Department Chair

3.2.16

Date

UNM-Gallup Endowed and Non-Endowed Contributions FY 2016

Updated as of 6/30/2016
 TE = True Endowment - spend only distribution - principal remains in UNM Foundation
 OT = One Time and it is gone unless more is donated or raised

Code	Spending Amount	Spending Index	Principal Amount	Principal Index	Foundation Fund #	Foundation Allocation Used for Depositing	Scholarship Name	Awarding Criteria
OT	20,112.55	171007				201618	Arfene High Nursing	Nursing Scholarships
OT	72.00	151059					Montaine Kiwanis Nursing Scholarship	Support UNM-G Nursing Students in their second, third or fourth semesters. Up to \$500 may be disbursed per student. May be need and/or merit based. Selected by UNM-G nursing faculty.
OT	1,000.00	171010					Americans for Native Americans - Scholarships	Nursing Scholarships as selected by nursing faculty.
OT	2,000.00	171011					Americans for Native Americans - NCLEX fees	Payment of NCLEX fees for graduating nursing students sitting for exams.
OT	1,000.00	162026					Julia Palmer, RN Memorial Scholarship Fund	Support a nursing scholarship for nursing student; must be enrolled at least half time in Certificate or Associate degree program; minimum GPA of 2.5; essay required.
OT	8,536.70	151066					Santiana Andrade Memorial Scholarship	\$500 given to one nursing student per semester; in last semester; expressed interest in pediatric nursing.
OT	14,500.00	151098					GLP Entrepreneurship	To provide Associate of Arts degree opportunities in entrepreneurship/business for cohorts of 15 students/year at UNM-Gallup beginning in the fall of 2014. Cohorts will consist of second year students. Scholarships shall be \$2,000/academic year.
OT	1,500.00	151102					Robert & Mildred Holmes Memorial Scholarship	Funds will be provided in the amount of \$500/semester to a student in need who is pursuing a career in medicine be it pharmacy, physician assistant, physician, dentist, nurse practitioner, nurse, midwife, technologist, hospital administration, medical business research or receptionist. A GPA 3.0 must be maintained.
TE	7,846.62	162023	131,120.70	751010	4E009	607370	Allen and Leone Rollie Scholarship	Support nursing scholarships at UNM-Gallup; selected by UNM-Gallup Nursing program chair.
TE	1,877.33	162029	30,331.48	751000	4E001	630950	Mary Ann Zollinger Memorial Scholarship	Endowed scholarship to support students at UNM-G in Certificate, Associates and BA programs.
TE	308.83	162030	5,027.51	751005	4E002	630860	Gallup Branch Nursing Scholarship	Chosen by Director of Student Services
TE	8,468.35	162027	37,689.84	751006	4E003	600170	Loughridge Memorial Scholarship	Awarded by Gallup High School
TE	21,969.97	162028	25,830.70	751001	4E004	601510	Largo Scholarship - Gallup	Only for Eastern Navajo Agency students
TE	11,892.51	162014	49,365.73	751007	4E005	604400	United Indian Traders	Direct support of students at the UNM Gallup Branch by paying for tuition, books, supplies or other materials needed for successful completion of the student's program.
TE	25,990.74	162015	39,236.45	751004	4E006	605840	Vidal, Charles Endowed Scholarships	Gallup High, B-Average graduate taking pre-med or nursing.
TE	23,597.45	751014	109,944.20	751013	4E011	607980	Fred H. Tamony Endowment	To support need-based scholarships, grants and general support for students from McKinley County, NM matriculating at the Gallup branch of UNM.
TE	23,680.40	751012	108,073.38	751011	4E010	605290	Basilio DiGregorio Business Scholarship	Endowed scholarship for students studying Business Administration at UNM-Gallup. See Endowed Gift Agreement for application requirements.
Total:	174,453.45		536,619.99					

= Scholarship UNM - Gallup
 Business Students may apply to.

Document 1- Self-Evaluation Report from Department/Program Chair under review.

Description of the Department - The Business and Applied Technology Division offers

Degrees in

- AA - Business Administration
- AA - Criminal Justice Corrections
- AA - Criminal Justice Law Enforcement
- AAS -Auto Technology
- AAS -Collision Repair Technology
- AAS -Construction Technology, General

And Certificates in

- Auto Technology
- Bookkeeping
- Collision Repair Technology
- Construction Technology
- Construction Technology - Carpentry
- Construction Technology - Electrical
- Cosmetology I Barbering
- Drafting Technology
- Information Technology
- Organizational Management & Public Administration
- Welding Technology

All are designed to provide our students with expertise in the development and use to build real-world skill that provides an opportunity for employment and/or continuation to further education. Our Business and Applied Technology students learn the vital skills and knowledge to develop professional opportunity. The degrees and certificates in the Business and Applied Technology division focuses on the practical workforce requirements of each degree and certificate offered. Students majoring in Business and Applied Technology have many opportunity and options reflecting their specific career objectives and interests.

Department Missions and Goals - The Business and Applied Technology Division emphasize the AA in Business Administration degree with certificates to help prepare students for

Completion of a BBA degree. The major mission and goal in the Business and Applied Technology Division is to design and develop curriculum that meets and support community and student needs. The objectives of these degrees and certificates are better served by offering Certificate programs that offer employable and skillful graduates in conjunction with a transferable AA in Business Administration and the great potential to tie into the new OILS BA in Instructional Technology and Training program

The Business Administration AA Degree fits UNM Gallup Branch mission by meeting and pursuing a mechanism essential to a learner-center institution. Furthermore, this program demonstrates the UNM Gallup's commitment to being responsive to community and student needs. Moreover, the Business Administration AA Degree meets UNM Albuquerque's mission by educating and encouraging students to continue their education in Business Administration so they can contribute in the New Mexico business environment and beyond.

As this degree is designed for student transfer the student employment and placement profile is not required. Although, Internships and placements were documented in an internship activity noted in Document 6.

Without extended university on the campus we see less graduate students completing BA requirements on campus now. Also, many students complete the degree and are not admitted into the Anderson School of Management immediately for various reasons. These students continue taking courses, attempting to raise GPA or other requirement for acceptance to ASM. Based on ASM's internal data only 12 students have transferred to the BA program from the Gallup AA program. The request for Banner data is with the IR Mark Chisolm.

There has been no full time faculty assigned to the AA in Business Administration for some time now. The IT coordinator was coordinating this program but has left UNM Gallup for another opportunity. The Business Department has lost several programs recently and reorganizing faculty is in process. We hope to have our full time Associate Professor in the Business Department continue as coordinator once we relive her of other assigned teaching duties.

All full time faculty in the Business Department, Division Chair, Administrative Assistant and Work Studies participated in putting this review together.

Associate of Arts in Business Administration (61 credits)

The Associate of Arts in Business Administration is meant for that student who wants to transfer into a Bachelor of Business Administration program offered at Anderson School of Management on the Albuquerque Campus or through the UNM Gallup Bachelor and Graduate Programs. The student will complete all general education and the lower divisions business courses needed for application to Anderson School. (See UNM General Bulletin for Admission Requirements).

Area:

Writing and Speaking (9 credits):

ENGL 110 Accelerated Communications 3cr

ENGL 120 Composition III 3cr

ENGL 219 Technical & Professional Writing **OR** 3cr
ENGL 220 Expository Writing 3cr

Humanities: (3 credits)

Select one elective course from any of the lower division Core Curriculum in Humanities.

Fine Arts: (3 credits)

Select one elective course from any of the lower division Core Curriculum in Fine Arts.

Mathematics: (6 credits)

Math 121 College Algebra **OR** 3cr
Math 150 Pre-Calculus Mathematics
Math 162 Calculus **OR** 4cr
Math 180 Elements of Calculus 1 3cr

Physical / Natural Sciences: (7 credits)

Social and Behavioral Sciences: (15 credits)

Two more courses from AMST 182 or 185; ANTH 101, 110 or 130; ECON 105 or 106, Community and Regional Planning 181, GEOG 102, LING 101; POLS 110, 200, or 220, 240; PSY 105 and SOC 101

Second Language: (3 credits)

One from any of the lower division non-English language offerings of the Departments of Linguistics; Spanish and Portuguese, Foreign Languages, including American Sign Language 201, 210, 211, or 310, Navajo, or Foreign Language in another department and program.

Business Core: (9 credits)

CS 150L Computer for Business Students 3cr
STAT 145 Introduction to Statistics **OR** 3cr
MGMT 290 Introduction to Business Statistics
MGMT 202 Principals of Financial Accounting **OR** 3cr
MGMT 101 Fundamentals of Accounting I **AND**
MGMT 102 Fundamentals of Accounting II
MGMT 113 Management: An Introduction 3cr
MGMT 195 Introduction to Entrepreneurship **OR** 3cr
MGMT 222 Introduction to Marketing 3cr

Electives: (6 credits)

MGMT 101 and MGMT 102 can be taken at UNM-Gallup and substitute for MGMT 202 at UNM-Anderson. MGMT 222 Principles of Marketing can count toward the BBA MGMT 322 requirement if students successfully complete an additional marketing course with a grade of B or better.

UNM-Gallup Academic Affairs Organizational Structure

Professor Kenneth Roberts, Dean of Instruction

Arts &
Sciences

Business &
Applied
Technology

Education,
Health
& Human
Services

Center for
Career
& Tech. Ed

Frank Loera,
Division Chair

Applied
Technology

Business

Loretta Notah-Administrative Assistant
Lorraine Aguayo-FT Instructor
Beverly Begay-FT Instructor
Floyd Burnham-FT Instructor
Chris Chavez-FT Instructor
Robert Encinio-FT Instructor
Loren Leekela-FT Instructor
Joe Sanchez-FT Instructor
Alex Sandoval-FT Instructor
Ernesto Watchman-FT Instructor
Felix Benally-PT Instructor
Jay Gomez-PT Instructor
Michael Gleason-PT Instructor
Abel Johnson-PT Instructor
Corral Silvano-PT Instructor

Linda Begayne-Administrative Assistant II
Al Henderson-FT Instructor
Floyd Kezele-FT Instructor
Elvira Martin-FT Instructor
Samir Wahid-FT Instructor
Evaena Boone- PT Instructor
Mae Cubero- PT Instructor
Tyrell Harvey-PT Instructor
Kenneth Langely-PT Instructor
Robin Lasiloo-PT Instructor
Arthur Ledesma- PT Instructor
Keegan Mackenzie-Chavez-PT Instructor
James Richard Malone-PT Instructor

**DEGREE/PROGRAM CHANGE
FORM C
Form Number: C959**

Fields marked with * are required

Name of Initiator: Coleen Arviso Email: ccarviso@unm.edu Phone Number: 505 863-7708 Date: 09-29-2011

Associated Forms exist? Yes Initiator's Title IT Faculty: Gallup Branch
Faculty Contact Coleen Arviso Administrative Contact Jody Sowers
Department Business and Technology Admin Email Business and Technology
Branch Gallup Admin Phone 505 863-7679

Proposed effective term

Semester Year

Course Information

Select Appropriate Program
Name of New or Existing Program AA Pre-Business Administration
Select Category Degree Type
Select Action

Exact Title and Requirements as they should appear in the catalog. If there is a change, upload current and proposed requirements.
See current catalog for format within the respective college (upload a doc/pdf file)

AA Associate of Arts Business Administration.doc

Does this change affect other departmental program/branch campuses? If yes, indicate below.

Reason(s) for Request (enter text below or upload a doc/pdf file)

REGISTRAR'S NOTE: THIS FORM REQUESTS A NAME CHANGE FOR THE MAJOR FROM PRE-BUSINESS ADMINISTRATION TO BUSINESS ADMINISTRATION. AS WELL AS REVISION OF THE MAJOR REQUIREMENTS. The AA-Pre Business Administration would remove Pre from the name. The AA in Business Administration update will better serve our students and branch. The new program change will shift to meet and ensure a flawless articulation with the UNM Anderson School of Management. The UNM Albuquerque Anderson School of Management contact person is Dr. Dante Di Gregorio. Dr. Di Gregorio supports this change and will help in the curriculum process. Dr. Dante Di Gregorio, Associate Professor Office: 505.277.3751 ; Fax: 505.277.9868 ; Email: Digregorio@mgt.unm.edu

Upload a document that includes justification for the program, impact on long-range planning, detailed budget analysis and faculty workload implications.(upload a doc/pdf file)

Are you proposing a new undergraduate degree or new undergraduate certificate? If yes, upload the following documents.

Upload a two-page Executive Summary authorized by Associate Provost. (upload a doc/pdf file)

Upload memo from Associate Provost authorizing go-ahead to full proposal. (upload a doc/pdf file)

UNM Gallup AA Pre Business Administration
 Approved June 6 2013 in effect fall 2013

C959	AA Pre-Business Administration	09/29/11	<p>☐ 06/06/13 Approved by Registrar</p> <p>05/26/13 Approved by Z Program Coding Committee (annalies)</p> <p>11/30/12 Sent to Z Program Coding Committee (annalies)</p> <p>11/28/12 Approved by Faculty Senate Committee (rickh)</p> <p>11/08/12 Sent to Faculty Senate Committee (rickh)</p> <p>11/05/12 Approved by Provost Approval Committee (heileman)</p> <p>11/05/12 Sent to Provost Approval Committee (heileman)</p> <p>11/02/12 Approved by Z FSCC 2007-2013 Committee (kkeating)</p> <p>10/09/12 Committee Review Z FSCC 2007-2013 Committee (kkeating)</p> <p>10/09/12 Sent to Z FSCC 2007-2013 Committee (kkeating)</p> <p>10/08/12 Approved by Z Undergraduate Committee (gunny)</p> <p>08/31/12 Committee Review Z Undergraduate Committee (gunny)</p> <p>08/16/12 Sent to Z Undergraduate Committee (gunny)</p> <p>07/23/12 Approved by GA Registrar Review Committee (swyaco)</p> <p>07/20/12 Approved by Z GA Dean of Instruction Committee (nmangham)</p> <p>07/19/12 Sent to Z GA Dean of Instruction Committee (nmangham)</p> <p>07/19/12 Sent to GA Registrar Review Committee (swyaco)</p> <p>07/19/12 Sent to GA Admin Review Committee (josow29)</p> <p>12/14/11 Sent to Registrar</p> <p>12/14/11 Approved by Department (nmangham)</p> <p>12/09/11 Sent to Department (nmangham)</p> <p>12/09/11 Approved by Coleen Arviso</p> <p>12/09/11 Initiated by Coleen Arviso</p>
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AA Associate of Arts Business Administration (61 Credits)

The Associate of Arts in Business Administration is meant for that student who wants to transfer into a Bachelor of Business Administration program offered at Anderson School of Management on the Albuquerque Campus or through the UNM Gallup Bachelor and Graduate Programs. The student will complete all general education and the lower divisions business courses needed for application to Anderson School. (See UNM General Bulletin for Admission Requirements).

GENERAL EDUCATION REQUIREMENTS (46):

Communications (9):

Engl 101 Comp 1: Exposition	3cr	
Engl 102 Comp 11: Analysis & Argument	3cr	
Engl 219 Technical & Professional Writing	OR	3cr
Engl 220 Expository Writing	3cr	

Math (6):

Math 121 College Algebra	OR	3cr
Math 150 Pre-Calculus Mathematics		
Math 162 Calculus	OR	4cr
Math 180 Elements of Calculus 1		3cr

Humanities (3):

Choose from AMST 186, HIST 101, 102,161, 162;		
PHIL 101, 102, 111,156, 201, 202;		3cr

Physical/Natural Sciences (7):

Two courses plus one corresponding lab from: Anthr 121L, 150/151L, Astronomy 101/101L; Biology 110/112L, 123/124L; Chemistry 111L, 121L, 122L, 131L, 132L, Earth Science& Plan Sci 101/105L, 201L; Env Sci 101/102L; Geography 101/105L; Natural Science 261L, 262L, 262L; Physics 102/102L, 105, 151/151L, 152/152L, 160/160L,161/161L

Social and Behavioral Sciences (15):

Two more courses from AMST 182 or 185; ANTH 101, 110 or 130; ECON 105 or 106, Community and Regional Planning 181, GEOG 102, LING 101; POLS 110, 200, or 220, 240; PSY 105 and SOC 101

FOR ADVISEMENT: Contact the Business Technology, (505) 863-7511.

Fine Arts (3):

Choose from ARCH 101, ARTH 101, 201, 202; MUS 139

Second Language (3):

One from any of the lower division non-English language offerings of the Departments of Linguistics; Spanish and Portuguese, Foreign Languages, including American Sign Language 201, 210, 211, or 310, Navajo, or Foreign Language in another department and program.

Business Core (9):

CS 150L Computer for Business Students	3cr	
STAT 145 Introduction to Statistics	OR	3cr
MGMT 290 Introduction to Business Statistics		
MGMT 202 Principals of Financial Accounting	OR	3cr
MGMT 101 Fundamentals of Accounting I	AND	
MGMT 102 Fundamentals of Accounting II		
MGMT 113 Management: An Introduction		3cr
MGMT 195 Introduction to Entrepreneurship	OR	3cr
MGMT 222 Introduction to Marketing		3cr

Electives (6):

Mgmt 101 and Mgmt 102 can be taken at UNM-Gallup and substitute for Mgmt 202 at UNM-Anderson. MGMT 222 Principles of Marketing can count toward the BBA MGMT 322 requirement if students successfully complete an additional marketing course with a grade of B or better.

UNM/Anderson CORE CURRICULUM REQUIREMENTS FOR ADMISSION TO THE BBA PROGRAM

The UNM/Anderson Core Curriculum applies to all BBA degree-seeking students who are admitted to UNM for or after Fall 2016. A grade of C or better, not C-, is required for all courses used to fulfill the requirements of the UNM/Anderson Core Curriculum. These courses cannot be taken CR/NC to satisfy Anderson admission requirements.

Students should apply for admission to the BBA Program the semester before they wish to enter Anderson. The UNM/Anderson Core Curriculum coursework must be completed or in progress at the time of application. Admission application deadlines will be observed:

May 1 for Fall Semester
October 1 for Spring Semester
March 1 for Summer Semester

For admission to the BBA Program, students must achieve a minimum cumulative Grade Point Average of 2.5 in the following UNM/Anderson Core Curriculum classes and a 2.5 overall GPA (includes grades for all classes taken at UNM plus grades for all transfer credits).

WRITING & SPEAKING (9 hours)	English 110 or 111/112 or 113, English 120, English 219 (Technical Writing) <i>OR</i> English 220 (Expository Writing)					
ENGL 110 or 111/112 or 113*	3	*Prior to Fall 2014: ENGL 110, 111/112, 113 = ENGL 101 ENGL 120 = ENGL 102				
ENGL 120*	3					
ENGL 219 or 220	3					
MATHEMATICS (8 hours)	Math 121 (or 150) and Math 180 (or 162)					
MATH 121 (or 150)	3	<i>For admission to the BBA Program, the Math 121/180 track is recommended</i>				
MATH 180 (or 162)	3					
PHYSICAL & NATURAL SCIENCES (7 hours)	Two courses, plus one corresponding lab from:					
	3	Anthr 120/122L, 150/151L, 160/161L	Computer Science 108L	Natural Science 261L, 262L, 263L		
	3	Astronomy 101/101L	Earth & Plan. Sci 101/105L, 201L	Physics 102/102L, 105, 108/108L, 151/151L, 152/152L, 160/160L, 161/161L		
	1	Biology 110/112L, 123/124L*	Env Sci 101/102L	UHON 203		
		Chemistry 101, 111, 121/123L**, 122/124L, 131, 132	Geography 101/105L			
		* Credit not allowed for both BIO 110 and 123 ** Credit not allowed for both CHEM 111 and 121/123L				
SOCIAL & BEHAVIORAL SCIENCES (9 hours)	Economics 105 and Economics 106					
ECON 105	3	Plus one additional course from:				
ECON 106	3					
	3					
		American Studies	Economics	Political Science		
		Anthropology	Engineering 200 (Tech in Society)	Psychology 105		
		CRP 181 (Intro to Env Problems)	Geography	Sociology 101		
HUMANITIES (3 hours)*	One course from:					
	3	Africana Studies 104	English 150, 292, 293	MLNG 101		
		American Studies 186	Geography 140	Philosophy 101, 201, 202		
		AMST/CCS/NATV 201	History 101, 102, 161, 162, 181, 182	Religious Studies 107, 263, 264		
		Classics 107, 204, 205	IFDM 105	Honors Legacy Seminars (100, 200 level)		
		COMP 222, 224	Native American Studies 150	UHON 205		
		* Note that UNM Core Curriculum requires 6 hours of Humanities. Anderson requires students to fulfill three hours of this requirement with upper-division coursework.				
FOREIGN LANGUAGE (3 hours)	One course from any non-English language, including American Sign Language					
	3					
FINE ARTS (3 hours)	One course from:					
	3	Architecture 121	Dance 105	IFDM 105	Music 139, 142	UHON 207
		Art History 101, 201, 202	Fine Arts 284	Media Arts 210	Theatre 105	
		<i>OR a 3-hour studio course from Departments of Art, Music, Theatre, Dance or Media Arts</i>				
COMPUTER SCIENCE (3 hours)	Must be completed within the last five (5) years					
CS 150	3					
MANAGEMENT (6 HOURS)	Management 202 (Principles of Financial Accounting)					
MGMT 202	3					
STAT 145, 245 or 345 <i>OR</i> MGMT 290	3	Statistics 145/245/345 or MGMT 290 -- no longer offered at UNM				
SUB-TOTAL (49 hours)						

**THE ANDERSON SCHOOL OF MANAGEMENT
BACHELOR OF BUSINESS ADMINISTRATION
SUGGESTED PRE-ADMISSION SCHEDULE**

The following is a suggested four-semester schedule of pre-admission coursework required for admission to the BBA Program. The pre-admission requirements total a minimum of 46-49 credit hours. Every student is unique; meet with your Academic Advisor to discuss your plans for developing a class schedule that best meets your needs.

Keep the following in mind when planning your schedule:

- Begin your Math and English courses as soon as possible.
- In order to be considered a full-time student, students must maintain a minimum 12 credit hour semester class schedule. Please consult the Scholarship Office for specific details regarding required hours for your individual scholarship: <http://scholarship.unm.edu/>.
- Block tuition is assessed from the 15th to 18th credit hour. Beginning at the 19th hour, students are charged block tuition plus the per hour rate for every hour above 19. If at any point during the semester a student drops below 15 hours but remains full-time, tuition will be reassessed at the non-blocked tuition rate.
- If you prefer a 12 credit hour semester class schedule, be advised that it will likely delay your graduation for a semester or two (unless you enroll in summer courses).
- Pre-admission requirements can be completed more quickly if you attend summer school.
- Students may use free-electives to plan an academic Minor in any field of study. See your Academic Advisor to discuss your plans.

<u>First Semester</u>		<u>Second Semester</u>	
Math Requirement: Math 121	3	Math requirement: Math 180	3
Writing and Speaking: English 110	3	Writing and Speaking: English 120	3
Humanities Requirement	3	Physical & Natural Sciences with Lab	4
Physical & Natural Sciences	3	Social & Behavioral Sciences: Econ 105	3
MGMT 113 or 158 or 190 or other Free Elec.	3	Foreign Language	3
Total Credit Hours	15	Total Credit hours	16
<u>Third Semester</u>		<u>Fourth Semester</u>	
Writing and Speaking: English 219 or 220	3	Computer Science 150	3
Fine Arts	3	MGMT 202: Prin. Financial Accounting	3
Social & Behavioral Sciences: Econ 106	3	Social & Behavioral Sciences Elective	3
Stats 145, 245 or 345 (Replaces Mgt 290)	3	Humanities: 300+ level or Free Electives	3
Free Electives	3	Free Electives	3
Total Credit hours	15	Total Credit Hours	15

Crosswalk Number	BUSA1113	BCIS1113	ECON2113	ECON2123	BFIN2013	BFIN2113	MKTG2113	MGMT2113	ACCT2113	ACCT2123	ACCT2133	BLAW2113	BLAW2123	MATH2113
INSTITUTIONS	INTRO TO BUSINESS	INTRO TO INFORMATION SYSTEMS	MICROECONOMICS PRINCIPLES	MICROECONOMIC PRINCIPLES	INTRO TO FINANCE	CORPORATE FINANCE (a)	PRINCIPLES OF MARKETING (a)	PRINCIPLES OF MANAGEMENT (a)	PRINCIPLES OF ACCOUNTING I (Financial)	PRINCIPLES OF ACCOUNTING II (Managerial)	INTERMEDIATE ACCOUNTING I (a)	BUSINESS LAW I (a) (b)	BUSINESS LAW II (a) (b)	STATISTICS
NMSU - Alamogordo (4/14)	BMGT 110 or BUSA 111	CS 110	ECON 251G	ECON 252G	FIN 206		MKTG 203 or BMGT 210	MGMT 201	ACCT 221	ACCT 222		BLAW 230		STAT 251G
NMSU-Carlsbad (4/14)	BUSA 111	BCIS 110 or CS 110	ECON 251G	ECON 252G	FIN 206		MKTG 203	MGMT 201	ACCT 221	ACCT 222		BLAW 230		STAT 251G
Dona Ana Comm College (4/14)	BUSA 111 or BMGT 110	BCIS 110 or CS 110, OECS 105	ECON 251G	ECON 252G	FIN 206		BMGT 210 or MKTG 203	MGT 201 or BMGT 140	BOT 120 & BOT 121 or ACCT 221	ACCT 222		BMGT 231		STAT 251G or A ST 251G
NMSU-Grants (4/14)	BUSA 111	CS 110	ECON 251G	ECON 252G	FIN 210		BMGT 210	MGT 201G	ACCT 221	ACCT 222		BLAW 230		STAT 251G
San Juan College (4/14)	BADM 114	COSC 111 or COSC 125	ECON 251	ECON 252			BADM 242	BADM 233	ACCT 201 (c)	ACCT 202 (c)	ACCT 221	BLAW 230	BLAW 231	BADM 212 or MATH 251 (c)
Santa Fe Community College (4/14)	BSAD 111	OFTC 111	ECON 200	ECON 201		BSAD 245	BSAD 240	BSAD 211	ACCT 121 (c)	ACCT 122 (c)	ACCT 221	BSAD 232		BSAD 260 or MATH 135
SIFI (4/14)	BADM 114	COSC 107	ECON 200	ECON 201	BFIN 211		BADM 242	BADM 130 or BADM 230	ACCT 201 & ACCT 202	ACCT 250		BADM 240		MATH 145
UNM-Gallup (4/14)	MGMT 113	CS 150	ECON 105	ECON 106			MGMT 222	MGMT 202 or MGMT 101 & MGMT 102	MGMT 202 or MGMT 101 & MGMT 102			BSYC 216		STAT 145 or MGMT 280
UNM-Los Alamos (4/14)	MGMT 113	CS 150	ECON 105	ECON 106				MGMT 202 or MGMT 101 & MGMT 102				BSTC 218		STAT 145
UNM - Tacos (4/14)	MGMT 113	CS 150	ECON 105	ECON 106			MGMT 222		MGMT 101 & MGMT 102					STAT 145
UNM-Valencia (4/14)	MGMT 113	CS 150	ECON 105	ECON 106					MGMT 101 & MGMT 102					STAT 246

Notes:

- (a) Point of Contact: Kathy Brook, kbrook@nmsu.edu, 575-646-4905
- (b) Required degree to teach these courses is a J.D.
- (c) Courses carrying four credit hours may transfer as three credits.
- (e) CNM
- (f) ACCT 1111 is 3 credits and ACCT 1112 is 3 credits. ACCT 2101 is 3 credits and ACCT 2102 is 3 credits.
- (g) W&B accept as free elective credit only, unless from AACSB accredited program.
- (h) 200 level courses that may be accepted do not count toward upper division core hour requirements.
- (i) W&B accept as free elective credit only.

Syllabus needs to be sent to Committee for Review for Approval to be added to Matrix
 Course number change - same class (No add'l follow-up needed)

Date listed under name of institution reflects last date of participation in the consortium meetings.
 Approved by the New Mexico Business Articulation Committee
 Department of Higher Education website: <http://ned.state.nm.us>

Crosswalk Number	BUSA1113	BCIS1113	ECON2113	ECON2123	BFIN2013	BFIN2113	MKTG2113	MGMT2113	ACCT2113	ACGT2123	ACGT2133	BLAW2113	BLAW2123	MATH2113
INSTITUTIONS	INTRO TO BUSINESS	INTRO TO INFORMATION SYSTEMS	MACROECONOMICS PRINCIPLES	MICROECONOMIC S PRINCIPLES	INTRO TO FINANCE	CORPORATE FINANCE (b)	PRINCIPLES OF MARKETING (b)	PRINCIPLES OF MANAGEMENT (b)	PRINCIPLES OF ACCOUNTING (Financial)	PRINCIPLES OF ACCOUNTING (Managerial)	INTER ACCOUNTING I (b)	BUSINESS LAW I (b) (b)	BUSINESS LAW II (b) (b)	STATISTICS
Eastern NM University (4/14)	BUS 151	IS 151	ECON 221	ECON 222	FIN 201	Free Elective (b)	MKT 201	MGT 201	ACCT 201 (c)	ACCT 202	ACCT 305	BUS 230	BUS 317	STAT 213
NM Highlands (4/14)	BUS 181	CS 101	ECON 216	ECON 217	Free Elective (b)	Free Elective (b)	MKTG 302	MGT 303	ACCT 287	ACCT 288	ACCT 387 (b)	BLAW 360	BLAW 361 (b)	BUS 210 or MATH 156
NM State University (4/14)	BUSA 111	BCIS 110 or CS 110	ECON 251G	ECON 252G	Free Elective (b)	Free Elective (b)	MKTG 303	MGT 201 (b)	ACCT 221	ACCT 222	ACCT 301 (b)	BLAW 316	BLAW 418 (b)	STAT 251G or AST 311
NMIMT (4/14)			ECON 251	ECON 252	Free Elective (b)	Free Elective (b)	Free Elective (b)		ACCT 201	ACCT 202	Free Elective (b)			Free Elective (b)
Northern NM College (10/13)	BA 220		ECON 200	ECON 201			BA 251		BA 221 (c)	BA 222 (c)		BA 300		MATH 145
Univ of New Mexico (4/14)	Free Elective (b)	CS 150	ECON 105	ECON 106	Free Elective (b)	Free Elective or MGMT 326 (b)	Free Elective or MGMT 322 (b)	Free Elective (b)	MGMT 202	MGMT 303	Free Elective or MGMT 340 (b)	MGMT 310	Free Elective (b)	STAT 145 or MGMT 290
Western NM University (4/14)	BSAD 100	CMPS 111 or CMPS 250	ECON 201	ECON 202		FINC 370	MKTG 340	MGMT 350	ACCT 230	ACCT 231	ACCT 331 (b)	BSAD 300		MATH 321
Central New Mexico (CNM) CC (4/14)	BA 1101	IT 1010	ECON 2200	ECON 2201	FIN 2210		BA 2222	BA 1133 or BA 2133	ACCT 1111 & 1112 or ACCT 1110 or ACCT 1115	ACCT 1210	ACCT 2101 & ACCT 2102 (e)	BA 2240		MATH 1330
Chavis Comm. College (4/14)	BAD 151	CIS 101 or CIS 120	ECON 221	ECON 222	FIN 201		MKT 201	MGT 201	ACCT 201 (c)	ACCT 202 (c)		BAD 215		STAT 213
Dona College (4/14)	BUS 141	CIS 111	ECO 200	ECO 201			MKT 240	MGT 360	ACC 200	ACC 201		BUS 204		MATH 213 or BUS 265
ENMU-Roswell (4/14)	BUS 151	CIT 185 or CIT 151	ECON 221	ECON 222	FIN 201		MKT 201	MGT 201	ACCT 201 (c)	ACCT 202 (c)				STAT 213
Luna Comm College (10/13)	BUS 105	CSA 150	ECON 208	ECON 209	BUS 120		MKT 201	MGMT 207	ACCT 200 (c)	ACCT 201 (c)				MATH 130
Metalands Comm College (4/14)	BUS 101		ECON 251	ECON 252				MGT 113 or MGT 213	ACCT 111 or ACCT 201	ACCT 210		BLAW 202		
NM Junior College (4/14)	BU 113	CS 123D	EC 213	EC 223	BU 213A		BU 223A	BU 213	AC 114	AC 124	AC 213	BS 213	BS 223	
NM Military Institute (4/14)	BUSA 1113	BCIS 1113	ECON 2113	ECON 2123			MKTG 2113	MGMT 2113	ACCT 2113	ACCT 2123				MATH 2313

Spring 2008

**Articulation Agreement Between
University of New Mexico at Gallup
And
Anderson School of Management/ University of New Mexico at Albuquerque**

We establish this articulation agreement to assist students who have begun their studies at the University of New Mexico at Gallup (UNM-G) and transfer to the Bachelor of Business Administration (BBA) program at Anderson School of Management at the University of New Mexico at Albuquerque (UNM-A).

This agreement establishes a program of study recognized as equivalent to that required by the Anderson School of Management and offered by UNM-A. The Anderson School of Management will recognize students who complete this specified course of study as having met the same requirements for the degree as UNM-A students who have completed UNM-A courses.

This agreement is based on the requirements of the 2006-2008 UNM-G catalog and the AY0708 UNM-A catalog. Because curriculum requirements may change at UNM-G or UNM-A, students should refer to the current UNM-G and UNM-A catalogs and work closely with their advisor at UNM-G. Students may also work with the pre-BBA advisor at UNM-A.

The following 4-semester graduation checklist is recommended for full time students. It is recommended that part time students take the same courses, although they will extend their period of study accordingly. Entry to the BBA program at UNM-A is competitive. While completion of the following course of study with a cumulative GPA of 2.5 does guarantee eligibility, it does not guarantee admission to Anderson.

**2008-2010 Student Advisement
Recommended Program of Study/Graduation Checklist
AA/ Pre-Bachelor of Business Administration (Pre-BBA)**

First Semester		
ENGL101	Composition I: Exposition	3 credits
MATH121 / 150	College Algebra / Pre-Calculus	3 credits
	Humanities Requirement	3 credits
	Social & Behavioral Science Elective	3 credits
	<u>Physical & Natural Science</u>	<u>3 credits</u>
	TOTAL First Semester	15 credits
Second Semester		
ENGL102	Analysis & Argument	3 credits
MATH162 / 180	Calculus I/ Elements of Calculus	3 credits
ECON105	Introductory Macroeconomics	3 credits
	Foreign Language Requirement	3 credits
	<u>Physical & Natural Science with Lab</u>	<u>4 credits</u>
	TOTAL Second Semester	16 credits
Third Semester		
ECON 106	Introductory Microeconomics	3 credits
CS150L	Computing for Business Students	3 credits
STAT 145,245 or 345	(Replaces Mgt290) Statistics	3 credits
SOC101 / PSY105	Intro to Sociology /Gen. Psych	3 credits
	<u>Fine Arts Requirement</u>	<u>3 credits</u>
	TOTAL Third Semester	15 credits

Fourth Semester

MGMT 202	Principles of Financial Accounting	3 credits	
ENGL219 or 220	Technical & Professional Writing/Expository Writing		3 credits
	Behavioral & Social Science Elective	3 credits	
Elective/ MGMT113	Management: An Introduction	3 credits	
Elective		<u>3 credits</u>	
TOTAL Fourth Semester		15 credits	

Credit Hour Summary for AA/Pre-BBA

First Semester	15 Credits
Second Semester	16 Credits
Third Semester	15 Credits
Fourth Semester	<u>15 Credits</u>
Total	61 Credits

Notes:

UNM-G offers some, but not all, of the Social & Behavioral Sciences courses listed in the UNM-A Catalog, Curriculum Requirements for Admission the BBA Program. Students may take courses offered by UNM-G or may select from the additional courses offered at UNM-A; students may take the UNM-A courses in person, online, or via interactive television (ITV).

Subject to catalog changes at either UNM-G or UNM-A, this articulation agreement will remain in force until either party notifies the other in writing, of any changes to the agreement or desires to end the agreement. In the event of changes to the UNM-G or UNM-A catalog or to this agreement, students who have started the AA/Pre-Bachelor's of Business Administration program will be afforded the opportunity to complete their degree programs.


Attachments:

1. UNM-G AA/Pre-Business Administration (60/61 Credits),
2. Student Advisement and Graduation Checklist – 2006-2008 UNM-G Catalog
3. Anderson School of Management Curriculum Requirements for Admission to the BBA Program (rev. April 2007)


Agreed to by:

University of New Mexico at Albuquerque
Anderson School of Management

University of New Mexico at Gallup
Business Management Technology Department



Amy Wohlert
Interim Dean



Christine Marlow
Dean of Instruction

Date: 2.20.2008

Date: 3/3/08

Pre-Business Administration-Associate of Arts

The Associate of Arts in Pre-Business Administration is meant for that student who wants to transfer into the Bachelor of Business Administration program offered at Anderson Schools of Management on the Albuquerque campus. The student will complete all general education and the lower division business courses needed for application to Anderson Schools. (See UNM General Bulletin for admission requirements.)

DEGREE REQUIREMENTS	60-61 TOTAL CREDITS
GENERAL EDUCATION REQUIREMENTS	45-47 credits
Writing & Speaking	9 credits
For required courses, refer to the <i>UNWASM Core Curriculum Requirements</i>	
Humanities	3 credits
For required courses, refer to the <i>UNM Core Curriculum General Education Core</i> on pages 55-58	
Behavioral & Social Sciences	15 credits
ECON 105 Introductory Macroeconomics	3
ECON 108 Introductory Microeconomics	3
PSY 105 General Psychology OR SOC 101 Introduction to Sociology	3
6 additional credit hours selected from: Anthropology, Economics, History, Political Science, Geography, Psychology or Sociology.	6
Math	6-7 credits
MATH 121 College Algebra OR MATH 150 Pre-Calculus Mathematics	3
MATH 182 Calculus OR	4
MATH 180 Elements of Calculus I	3
Physical & Natural Sciences	7 credits
For required courses, refer to the <i>UNWASM Core Curriculum Requirements</i>	
Second Language	3 credits
For required courses, refer to the <i>UNM Core Curriculum General Education Core</i> on pages 55-58	
Fine Arts	3 credits
For required courses, refer to the <i>UNM Core Curriculum General Education Core</i> on pages 55-58	
BUSINESS CORE	9 credits
CS 150L Computing for Business Students	3
STAT 145 Statistical Methodology	3
MGMT 202 Principles of Financial Accounting OR STAT 145	3
FREE ELECTIVES	5 credits
MGMT 113 Management: An Introduction	3
<i>No Business Tech or PE Activity.</i>	
<i>All courses must be 101 or above.</i>	
<i>Suggest Humanities from UNM Core Curriculum</i>	

Note 1: The UNM Core Curriculum requires an additional humanities course. Anderson Schools of Management requires students to complete the remaining course as part of the upper division requirement (i.e., 300- and 400-level courses).

Note 2: MGMT 101/102 are the equivalent of and may be taken in lieu of ASM's MGMT 202.

Note 3: CS 150L or successful completion of computer skills competency test.

For Advisement: Business Technology Department at 505.863.7511.

AAJPRE-BUSINESS ADMINISTRATION (60/61 Credits) Student
 Advisement and Graduation Checklist - 2006-2008 Catalog

SS# _____ Date admitted _____

Academic Advisor _____

Phone # _____

Office # _____

ADDITIONAL REQUIREMENTS: (46/47)

Credits Grade Semester
 Institution

(9)
 Comp I: Exposition 3
 Comp II: Analysis & Argument 3
 following: ENGL 219, and ENGL 220) 3

For required courses, refer to the *UNM Core Curriculum General Education Core* on pages 55-56 of the 2006-2008 Catalog. NOTE: An additional cr/hr Humanities course is required at the upper-division level. 3
 For required courses, refer to the *UNM Core Curriculum General Education Core* on pages 55-56 of the 2006-2008 Catalog.

3

College Algebra/Pre-Calculus Math 3
 Introduction of Calculus I/Calculus I 3

(3): One course from any of the lower division non-English language offerings of the following: Spanish and Portuguese; Foreign Languages, including American Sign Language 201, and Foreign Languages in the other department and programs

3

Natural Sciences (15) (two more course from AM ST 182, 185; ANTH 101, 110, 130; Community Health 181; GEOG 102; LING 101; POL SC 110, 200, 220, and 240.)

Introductory Macroeconomics 3
 Introductory Microeconomics 3
 01 _____ 3

3

3

(7): For required courses, refer to the *UNM Core Curriculum General Education Core* on pages 55-56 of the 2006-2008 Catalog.)

3

4

)
 Computing for Business Students 3
 Financial Accounting 3
 Statistics 3

Business Tech or PE Activity. All courses must be 101 or above. Suggest Humanities from UNM Core Curriculum.

Management: An Introduction 3
 3

**UNM/Anderson School of Management Curriculum Requirements
For Admission to the BBA Program**

These requirements are consistent with the provisions of state law, under Senate Bill 161, and are guaranteed to transfer to any New Mexico public institution to satisfy general education core. In addition, these courses satisfy the requirements under the New Mexico Business Articulation and Transfer Matrix.

The UNM/Anderson Core Curriculum applies to all BBA degree-seeking students who are admitted to UNM for or after Fall 2003. A grade of C or better, not C-, is required for all courses used to fulfill the requirements of the UNM/Anderson Core Curriculum. These courses cannot be taken CR/NC to satisfy Anderson admission requirements.

Students should apply for admission to the BBA Program the semester before they wish to enter Anderson. The UNM/Anderson Core Curriculum coursework must be completed or in progress at the time of application. Admission application deadlines are:

**June 1 for Fall Semester
October 1 for Spring Semester
March 1 for Summer Semester**

For admission to the BBA Program, students must achieve a minimum cumulative Grade Point Average of 2.5 in the following UNM/Anderson Core Curriculum classes and a 2.5 overall GPA (includes grades for all classes taken at UNM plus grades for all transfer credits).

WRITING AND SPEAKING		
English 101	3	
English 102	3	
English 219 or 220	3	

Writing & Speaking (9 hours)
English 101, English 102, and English 219 or 220.

MATHEMATICS		
Math 121 (or 150)	3	
Math 180 (or 162)	3	

Mathematics (6 hours)
Math 121 (or 150) and Math 180 (or 162)

PHYSICAL & NATURAL SCIENCES		
	3	
	3	
	1	

Physical & Natural Sciences (7 hours)
Two courses, plus one corresponding laboratory (designated "L") from: Anthropology 150 and 151L, 121L, 160 and 161L; Astronomy 101/101L; Biology 110/112L, 121L, 122L, 123L, 124L, (credit not allowed for both 121L and either 110 or 123L); Chemistry 111L, 121L or 131L, 122L, or 132L, (credit not allowed for both 111L and 121L); Earth & Planetary Sciences 101/105L, 201L or Environmental Science 101/102L; Geography 101/105L; Natural Science 261L, 262L, 263L; Physics 102/102L, 103, 151/151L, 152/152L, 160/160L, 161/161L.

SOCIAL & BEHAVIORAL SCIENCES		
Econ 105	3	
Econ 106	3	
Psych 105 or Soc 101	3	
	3	
	3	

Social & Behavioral Sciences (15 hours)
Economics 105 and Economics 106; Psychology 105 or Sociology 101

- plus two more courses from: American Studies, Anthropology, Economics, Geography, History, Political Science, Psychology, Sociology (Psych 105 or Soc 101 may be used to satisfy three credit hours of this requirement)
- Community and Regional Planning 181 and Engineering F-200 are also acceptable

HUMANITIES		
	3	

Humanities (3 hours)*
One course from: American Studies 186; Classics 107, 204, 205; Comparative Literature and Cultural Studies 223, 224; English 150, 292, 293; Foreign Languages (Ad Lang) 101; History 101L, 102L, 161, 162; Philosophy 101, 201, 202; Religious Studies 107, 263, 264; Honor's Legacy Seminars at the 100 and 200 level.

- Note that UNM Core Curriculum requires 6 hours of Humanities. Anderson requires students to fulfill three hours of this requirement with upper-division coursework after admission to the BBA program.

FOREIGN LANGUAGE		
	3	

Foreign Language (3 hours)
One course from any of the lower-division non-English language offerings of the Departments of Linguistics; Spanish and Portuguese; Foreign Languages and Literatures, including American Sign Language 201, 210, 211, or 310, or Foreign Languages in the other department and programs.

FINE ARTS		
	3	

Fine Arts (3 hours)
One course from: Architecture 101; Art History 101, 201, 202; Dance 105; Fine Arts 284; Media Arts 210; Music 139, 140; Theatre 122 or a 3-hour studio course from the Department of Art and Art History, Music, Theatre and Dance, Media Arts

COMPUTER SCIENCE		
CS 150/L	3	

Computer Science (3 hours)
150/L. Computing for Business Students or successful completion of computer skills competency test.

MANAGEMENT		
MGT 202	3	
MGT 290 or Stats 145, 245 or 345	3	

Management (6 hours)
Management 202 Principles of Financial Accounting
Management 290 or Stats 145, 245, or 345

SUB-TOTAL (Hours)	55	
Hours listed for CS 150/L	3	

Other Transferable Courses (3 credits each)	9	
BUSA 1113; BLAW 2113; or MKTG 2113	3	
TOTAL (61 hours)	61	

Rev. April 11, 2007

Associate of Arts in Business Administration

The Associate of Arts in Business Administration is meant for that student who wants to transfer into a Bachelor of Business Administration program offered at Anderson School of Management on the Albuquerque Campus or through the UNM Gallup Bachelor and Graduate Programs. The student will complete all general education and the lower divisions business courses needed for application to Anderson School. (See UNM General Bulletin for Admission Requirements).

Area		Semester	Grade	Credits
Writing and Speaking: (9 credits)				
ENGL 110	Accelerated Composition	_____	_____	3
ENGL 120	Composition III	_____	_____	3
ENGL 219	Technical & Professional Writing OR	_____	_____	3
ENGL 220	Expository Writing	_____	_____	
Humanities: (3 credits)				
<i>Select one elective course from any of the lower division Core Curriculum in Humanities.</i>				
_____		_____	_____	3
Fine Arts: (3 credits)				
<i>Select one elective course from any of the lower division Core Curriculum in Fine Arts.</i>				
_____		_____	_____	3
Mathematics (6 credits)				
MATH 121 or 150	College Algebra or Pre-Calculus	_____	_____	3
MATH 162 or 180	Calculus or Elements of Calculus	_____	_____	3
Physical and Natural Sciences (7 credits)				
_____		_____	_____	3
_____		_____	_____	3/4
Social and Behavioral Sciences (15 credits)				
<i>Two more courses from AMST 182 or 185; ANTH 101, 110 or 130; ECON 105 or 106, CRP 181, GEOG 102, LING 101; POLS 110, 200, or 220, 240; PSY 105 and SOC 101</i>				
_____		_____	_____	3
_____		_____	_____	3
_____		_____	_____	3
_____		_____	_____	3
_____		_____	_____	3
Second Language (3 credits)				
<i>One from any of the lower division non-English language offerings of the Departments of Linguistics; Spanish and Portuguese, Foreign Languages, including American Sign Language 201, 210, 211, or 310, Navajo, or Foreign Language in another department and program.</i>				
_____		_____	_____	3
Business Core (9 credits)				
CS 150L	Computer for Business Students	_____	_____	3
STAT 145	Introduction to Statistics OR	_____	_____	3
MGMT 290	Introduction to Business Statistics	_____	_____	
MGMT 202	Principals of Financial Accounting OR	_____	_____	3
MGMT 101	Fundamentals of Accounting I AND	_____	_____	
MGMT 102	Fundamentals of Accounting II	_____	_____	3
MGMT 113	Management: An Introduction	_____	_____	3
MGMT 195	Introduction to Entrepreneurship OR	_____	_____	3
MGMT 222	Introduction to Marketing	_____	_____	

2 CERTIFICATE OF AWARD

1 For minimum of one UNM-Gallup Business Certificate Scholarship for
6 exceptional Business Skills demonstrated at the N.A.T.I.V.E SKILLS
1 competition held on March 3, 2016.

The scholarship is valid for the 2016 - 2017 school year at UNM Gallup campus;
the recipient is required to be registered as a student in a UNM-Gallup Business
certificate or degree program.

This certificate is awarded to:

In recognition of an exceptional
demonstration of business oriented
skills learned through the Northeast
Arizona Technological Institute of
Vocational Education N.A.T.I.V.E.



Training subjects: Entrepreneurship, Business Plan, Creating Business from Opportunity, Integrating Marketing, Smart Selling/ Effective Customer Service, Understanding & Management Startup, Fixed and Variable Cost, Use of Financial Statement to Guide a Business, Cash Flow and Tax, Financial Strategy, Operating a Small Business, Effectively, Management, Leadership, and Ethical Practice, Operating for Success, Cashing in the Brand.

Handwritten signature of the UNM Gallup Executive Director.

3/2/16

Signature-UNM-Gallup Business Department Chair

Date

3.2.16

2

CERTIFICATE OF AWARD

0

For minimum of one UNM-Gallup Business Certificate Scholarship for exceptional Business Skills demonstrated at the N.A.T.I.V.E SKILLS competition held on March 3, 2016.

1

6



*The scholarship is valid for the 2016 - 2017 school year at UNM Gallup campus; the recipient is required to be registered as a student in a UNM-Gallup Business certificate or degree program.

This certificate is awarded to:

Mikala Lynch

UNM ID 101760119

In recognition of an exceptional demonstration of business oriented skills learned through the Northeast Arizona Technological Institute of Vocational Education N.A.T.I.V.E.



UNM GALLUP

Training subjects: Entrepreneurship, Business Plan, Creating Business from Opportunity, Integrating Marketing, Smart Selling/ Effective Customer Service, Understanding & Management Startup, Fixed and Variable Cost, Use of Financial Statement to Guide a Business, Cash Flow and Tax, Financial Strategy, Operating a Small Business Effectively, Management, Leadership, and Ethical Practices, Operating for Success, Cashing in the Brand.


Signature UNM Gallup Executive Director

3/2/16
Date


Signature UNM-Gallup Business Department Chair

3-2-16
Date

UNM-Gallup Endowed and Non-Endowed Contributions FY 2016

Updated as of 6/30/2016

TE = True Endowment - spend only distribution - principal remains in UNM Foundation
 OT = One Time and it is gone unless more is donated or raised

Code	Spending Amount	Spending Index	Principal Amount	Principal Index	Foundation Fund #	Foundation Allocation Used for Disposition	Scholarship Name	Awarding Criteria
OT	20,112.55	171007				201618	Ardene High Nursing	Nursing Scholarships
OT	72,000	151059					Noonlaine Kiwanis Nursing Scholarship	Support UNM-G Nursing Students in their second, third or fourth semesters. Up to \$500 may be disbursed per student. May be need and/or merit based. Selected by UNM-G nursing faculty.
OT	1,000.00	171010					Americans for Native Americans - Scholarships	Nursing Scholarships as selected by nursing faculty.
OT	2,000.00	171011					Americans for Native Americans - NCEX fees	Payment of NCEX fees for graduating nursing students sitting for exams.
OT	1,000.00	162026					Julia Palmer, RN Memorial Scholarship	Support a nursing scholarship for nursing student; must be enrolled at least half time in Certificate or Associate degree program; minimum GPA of 2.5; essay required.
OT	8,536.70	151066					Samana Andrade Memorial Fund	\$500 given to one nursing student per semester; in last semester, expressed interest in pediatric nursing.
OT	14,500.00	151098					GLP Entrepreneurship Scholarship	To provide Associate of Arts degree opportunities in entrepreneurship/business for cohorts of 15 students/year at UNM-Gallup beginning in the fall of 2014. Cohorts will consist of second year students. Scholarships shall be \$2,000/academic year.
OT	1,500.00	151102					Robert & Mildred Holmes Memorial Scholarship	Funds will be provided in the amount of \$500/semester to a student in need who is pursuing a career in medicine be it pharmacy, physician assistant, physician, dentist, nurse practitioner, nurse, midwife, technologist, hospital administration, medical business research or receptionist. A GPA 3.0 must be maintained.
TE	7,846.62	162023	131,120.70	751010	4E009	607370	Allen and Leone Holle Scholarship	Support nursing scholarships at UNM-Gallup; selected by UNM-Gallup Nursing program chair.
TE	1,877.33	162029	30,931.48	751000	4E001	630950	Mary Ann Zollinger Memorial Scholarship	Endowed scholarship to support students at UNM-G in Certificate, Associates and BA programs.
TE	308.83	162030	5,027.51	751005	4E002	630960	Gallup Branch Nursing Scholarship	Chosen by Director of Student Services
TE	8,468.35	162027	37,689.84	751006	4E003	600170	Longbridge Memorial Scholarship	Awarded by Gallup High School
TE	21,989.97	162028	25,890.70	751001	4E004	601510	Large Scholarship - Gallup	Only for Eastern Navajo Agency students
TE	11,992.51	162014	49,365.73	751007	4E005	604400	United Indian Traders	Direct support of students at the UNM Gallup Branch by paying for tuition, books, supplies or other materials needed for successful completion of the student's program.
TE	25,980.74	162015	39,236.45	751004	4E006	605840	Vidal, Charles Endowed Scholarships	Gallup High, B-Average graduate taking pre-med or nursing.
TE	23,597.45	751014	109,944.20	751013	4E011	607980	Fred R. Tamony Endowment	To support need-based scholarships, grants and general support for students from McKinley County, ANM matriculating at the Gallup branch of UNM.
TE	23,680.40	751012	108,073.38	751011	4E010	605290	Basilio D'Gregorio Business Scholarship	Endowed scholarship for students studying Business Administration at UNM-Gallup. See Endowed Gift Agreement for application requirements.
Total:	174,453.45		536,619.99					for application requirements.

= Scholarship UNM - Gallup
 Business students may
 apply to.

Associate of Arts in Business Administration Graduates by Academic Year
Associate of Arts in Pre-Business Administration Graduates by Academic Year

Academic Year	Spring 2102	Spring 2013	Spring 2014	Spring 2015	Spring 2016	Spring 2017
Business Degree AA				9	14	15
Pre Business Degree AA	19	12	14	11	2	0
Total	19	12	14	20	16	15

The AA in Business Administration changed title from Pre Business Administration to simply Business Administration spring 2013 on form C-959.

Academic Year	Instructor	Day Section	Time	Evening Section	Time	Total Section	Enrolled
MGMT 195 - Intro to Entrepreneurship	Al Henderson	MW	9:30 1045 am			1	11
MGMT 202 - Principles of Financial Accounting	Eivira Martin	T R	1100 1215 pm			1	25
MGMT 222 - Introduction to Marketing	Tyrell Harvey			T	5:15 7:45 pm	1	16
Spring 2015							
CS 150 - Computing for Business Students	Coleen Arviso	on line				1	19
	Eivira Martin	MW	9:30 1045			1	22
MGMT 101 - Fundamentals of Accounting I	Evelena Boone	MW	2:00 3:15 pm			1	12
MGMT 102 - Fundamental of Accounting II	CANCEL						
MGMT 113 - Introduction to Management	Al Henderson	MW	1230 1:45 pm			1	15
MGMT 195 - Intro to Entrepreneurship	Al Henderson	MW	9:30 1045 am			1	7
MGMT 202 - Principles of Financial Accounting	Eivira Martin	T R	1100 1215			1	22
MGMT 222 - Intro to Marketing	Tyrell Harvey			T	5:15 7:45 pm	1	19
Summer 2015							
CS 150 - Computer for Business Students	Coleen Arviso	on line				1	16
Fall 2015							
CS 150 - Computer for Business Students	Coleen Arviso	on line				1	16
	Eivira Martin	MW	1100 1215			1	24
MGMT 101 - Fundamental of Accounting I	Eivira Martin	T R	1100 1215			1	18
MGMT 102 - Fundamental of Accounting II	Not being offered						
MGMT 113 - Introduction to Management	Al Henderson	MW	1230 1:45 pm			1	15

Academic Year	Instructor	Day	Time	Evening	Time	Total	Enrolled
Fall 2014							
CS 150 - Computer for Business Students	Coleen Arviso	on line				1	13
	Elvira Martin	T R	1100 121 5pm			1	25
	Elvira Martin	M W	9:30 1045 am			1	12
MGMT 101 - Fundamentals of Accounting 1							
MGMT 102 - Fundamentals of Accounting II	Elvira Martin	T R	1230 1:45 pm			1	12
MGMT 113 - Introduction to Management	Al Henderson	M W	1230 1:45			1	30
MGMT 195 - Introduction to Entrepreneurship	AL Henderson	M W	9:30 1045				9
MGMT 202 - Principles of Financial Accounting	Jeffy Banaszak			T	5:15 7:45 pm	1	15
MGMT 222 - Introduction to Marketing	Not being offered						
Spring 2013							
CS 150 - Computer for Business Students	Coleen Arviso	On line				1	24
	Elvira Martin	M W	1230 1:45 pm			1	28
MGMT 101 - Fundamentals of Accounting I	Joseph Bruning	T R	1230 1:45 pm			1	25
MGMT 102 - Fundamentals of Accounting II	Not being offered						
MGMT 113 - Introduction to Management	Evalena Boone	M	5:30 8:00 pm			1	12
	Michael Ciani	T R	2:00 3:15 pm			1	17
MGMT 195 - Introduction to Entrepreneurship	Evalena Boone	T R	1100 1215 pm			1	8
MGMT 202 Principles of Financial Accounting	Jeffrey Banaszak			T	5:15 7:45 PM	1	30
MGMT 222 - Introduction to Marketing	Michael Ciani	T R	9:30 1045 am			1	6

Academic Year	Instructor	Day	Time	Evening	Time	Total	Enrolled
Summer 2013							
CS 150 - Computer for Business Students	Coleen Arviso	On line				1	10
	Eivira Martin	MW	0900 1200			1	9
Fall 2013							
CS 150 - Computer for Business Students	Coleen Arviso	On line				1	24
	Eivira Martin	MW	1100 1215			1	28
MGMT 101 - Fundamentals of Accounting I	Not being offered						
MGMT 102 - Fundamentals of Accounting II	Not being offered						
MGMT 113 - Introduction to Management	Al Henderson	MW	1230 4:45 pm			1	20
MGMT 195 - Introduction to Entrepreneurship	Michael Ciani	MTWRF	9:00 11:15 am			1	20
MGMT 202 - Principles of Financial Accounting	Jeffrey Banaszak			T	5: 15 7:45 PM	1	18
MGMT 222 - Introduction to Marketing	Not being offered						
Spring 2012							
CS 150 - Computing for Business Students	Coleen Arviso	On line				1	24
	Eivira Martin	MW	1230 1:45 pm			1	26
MGMT 101 - Fundamentals of Accounting I	Joseph Bruning	TR	1230 1:45 pm			1	25
MGMT 102 - Fundamental of Accounting II	Not being offered						
MGMT 113 - Introduction of Management	Al Henderson	MW	9:30 1045 am			1	30
MGMT 195 - Introduction to Entrepreneurship	Al Henderson	T	9:30 12:00 pm			1	7
MGMT 202 - Principles of Financial Accounting	Joseph Bruning	TR	3:30 4:45 pm			1	28

Spring 2012 - Academic Year	Instructor	Day	Time	Evening	Time	Total	Enrolled
MGMT 222 - Introduction to Marketing	CANCEL						
24Summer 2012							
CS 150 - Computer for Business Students	Coleen Arviso	On line				1	18
	Elvira Martin	lecture				1	14
Fall 2012							
CS 150 - Comp for Bus Students	Coleen Arviso		on line			1	15
CS 150 - Comp for Bus Students	Elvira Martin	M W	3:30 4:45 pm	M W		1	25
	Elvira Martin	T R	8:30 1045 AM	T R		1	20
MGMT 101 - Fundamentals of Accounting I	Joseph Bruning	T R	1100 1215 pm			1	26
MGMT 102 - Fundamentals of Accounting II	Not being offered					1	16
MGMT 113 - Introduction of Management	Tyrell Harvey		6:00 9:10 pm	W		1	23
	Michael Clani	M W	9:30 1045 am			1	20
MGMT 195 - Introduction to Entrepreneurship	CANCEL						
MGMT 202 - Principles of Financial Accting	Jeffrey Banaszak			T R	5:15 6:30 pm	1	20
MGMT 222 - Introduction to Marketing	Joseph Bruning	T R	2:00 3:15 pm			1	6

From: Eugene Rooney [mailto:erooney@unm.edu]
Sent: Tuesday, February 14, 2017 1:31 PM
To: Florencio Olguin <folguin@unm.edu>; Frank Loera <floera@unm.edu>
Cc: Josh Saiz <jsaiz@unm.edu>; Ann Brooks <brooks@unm.edu>
Subject: RE: AA Business Administration

Good afternoon,

Based on the data we have internally (and not Banner) the table below is what we see for new students entering into Anderson (applied > admitted > enrolled). This count of 12 is close to the 13 students I see in Banner with both AA-BADM-GA and BBA-BADM-MG records.

	Fall 2009	Fall 2010	Fall 2011	Fall 2012	Fall 2013	Fall 2014	Fall 2015	Fall 2016	
Entering Class Previous Department									
Gallup Campus	0	1	0	0	0	2	4	0	
			Spring 2011	Spring 2012	Spring 2013	Spring 2014	Spring 2015	Spring 2016	Spring 2017
Entering Class Previous Department									
Gallup Campus			0	0	2	1	2	1	0

Thanks,
Rooney

From: Florencio Olguin
Sent: Tuesday, February 14, 2017 1:10 PM
To: Frank Loera <floera@unm.edu>
Cc: Eugene Rooney <erooney@unm.edu>; Josh Saiz <jsaiz@unm.edu>; Ann Brooks <brooks@unm.edu>
Subject: RE: AA Business Administration

Hi Frank,

I've copied my colleagues in ASM IT who may be able to get you data on student transfers from Gallup to the BBA. I've also copied Ann Brooks in case she has anything to add in regard to the articulation piece.

Best,
Florencio

From: Frank Loera
Sent: Monday, February 13, 2017 7:03 PM
To: Florencio Olguin <folguin@unm.edu>
Subject: RE: AA Business Administration

Great Florencio.

This confirms where we are at and helps to plan for the future.

I only have one more question and that is whether ASM keeps stats on students coming from the Gallup program and if so are those numbers available. I asked Roxanne here at the Gallup campus and she may be looking into that for us.

Thanks again Florencio.

Frank Loera
From: Florencio Olguin [<mailto:folguin@unm.edu>]
Sent: Monday, February 13, 2017 5:52 PM
To: Frank Loera <floera@unm.edu>
Subject: RE: AA Business Administration

Hi Frank,

The Dean's Office has passed along your email regarding the AA in Business Administration at UNM Gallup. I also received the email you sent directly to me last week.

Anderson's BBA preadmission curriculum is 49 total credit hours: <https://bba.mgt.unm.edu/forms/pdf/PurpleSheet.pdf>.

Regarding the AA general education requirements, the social/behavioral sciences area and business core differs. ASM requires ECON 105 AND ECON 106 along with an additional course for the S/B area, and CS 150L, STAT 145, and MGMT 202 are all required.

If a UNM Gallup student completes the 61 credit hours for the AA and take the specific required courses above, they will then need 59 hours of coursework to complete the BBA degree (which requires 120 total hours). This would involve 31 hours of ASM core, 12-21 hours of concentration coursework, 3 hours of an upper division humanities, and 4 – 13 hours of free electives (only 1 hour of Physical Education allowed).

Let me know if you have any questions or need further clarification.

Best,
Florencio

Florencio Olguin Jr., MPA
Interim Director of Student Services
Anderson School of Management
MSC05 3090
1 University of New Mexico
Albuquerque, NM 87131-0001
folguin@unm.edu
Ph: 505.277.3290
Fax: 505.277.8436
<http://www.mgt.unm.edu/>

Let us know how we're doing! Take a short survey and give us your feedback:
<https://esurvey.unm.edu/opinio/s?s=21258>

Stay connected with Anderson!



From: Analise McHale
Sent: Monday, February 13, 2017 1:28 PM
To: Florencio Olguin <folguin@unm.edu>
Cc: Dimitri Kapelianis <dkapeli@unm.edu>; Shawn Berman <sberman@unm.edu>
Subject: FW: AA Business Administration

From: Frank Loera
Sent: Monday, February 13, 2017 12:11 PM
To: Analise McHale <mchale@unm.edu>
Subject: AA Business Administration

Hello Analise,

Here at the Gallup branch we are presenting a program review for the AA in Business Administration to the branch curriculum committee in two weeks and we are looking for a little clarity. In past practice Gallup branch would formally articulate a 2 year degree with the four year program at main campus. Looking at notes in the development of this particular AA that was approved Spring 2013 (attached), I cannot locate any such document. I do find notes that the courses are UNM main courses as well so they are accepted by the UNM Anderson School of Management as equal courses. Is that your take as well?

Additionally, how are UNM Gallup branch AA Business Administration degree students transferred into the Anderson School of Management programs, is it a 2 +2 scenario or strictly relative course acceptance?

Also, the Gallup branch does participate in the New Mexico Business School Consortium (attached) and articulates with statewide colleges at a course level.

Thank you for any clarity and direction.

Sincerely,

Frank Loera
Division Chair-Business & Applied Technology
University of New Mexico-Gallup
505-863-7705
floera@unm.edu



Student List

Academic Period Desc	College Desc	Campus Desc	Program Desc	Degree Desc	Major Desc	LAST_NAME	FIRST_NAME
Spring 2017	Anderson Schools of Management	Albuquerque/Main	BBA Business Administration	Bachelor of Business Admin	Business Administration	Rockbridge	Kyle
Spring 2017	Anderson Schools of Management	Albuquerque/Main	BBA Pre- Business Admin	Bachelor of Business Admin	Pre Business Administration	Peterson	Raelene
Spring 2017	Anderson Schools of Management	Albuquerque/Main	BBA Pre- Business Admin	Bachelor of Business Admin	Pre Business Administration	Leekity	Georgianna
Spring 2017	Anderson Schools of Management	Albuquerque/Main	BBA Pre- Business Admin	Bachelor of Business Admin	Pre Business Administration	Ramirez	Carolyn
Spring 2017	Anderson Schools of Management	Albuquerque/Main	BBA Pre- Business Admin	Bachelor of Business Admin	Pre Business Administration	Endito	Herman
Spring 2017	Anderson Schools of Management	Albuquerque/Main	BBA Pre- Business Admin	Bachelor of Business Admin	Pre Business Administration	Roan	Jym-Nita
Spring 2017	Anderson Schools of Management	Albuquerque/Main	BBA Pre- Business Admin	Bachelor of Business Admin	Pre Business Administration	Davis	Victoria
Spring 2017	Anderson Schools of Management	Albuquerque/Main	BBA Pre- Business Admin	Bachelor of Business Admin	Pre Business Administration	Skeets	Guarena
Spring 2017	Anderson Schools of Management	Albuquerque/Main	BBA Pre- Business Admin	Bachelor of Business Admin	Pre Business Administration	Owens	Cecelia
Spring 2017	Anderson Schools of Management	Albuquerque/Main	BBA Pre- Business Admin	Bachelor of Business Admin	Pre Business Administration	Tsosie	E
Spring 2017	Anderson Schools of Management	Albuquerque/Main	BBA Pre- Business Admin	Bachelor of Business Admin	Pre Business Administration	Palacios	Alicia
Spring 2017	Anderson Schools of Management	Albuquerque/Main	BBA Pre- Business Admin	Bachelor of Business Admin	Pre Business Administration	Tom	Maryellen
Spring 2017	Anderson Schools of Management	Albuquerque/Main	BBA Pre- Business Admin	Bachelor of Business Admin	Pre Business Administration	Hardy	Natasha
Spring 2017	Anderson Schools of Management	Albuquerque/Main	BBA Pre- Business Admin	Bachelor of Business Admin	Pre Business Administration	Bond	Bernard
Spring 2017	Anderson Schools of Management	Albuquerque/Main	BBA Pre- Business Admin	Bachelor of Business Admin	Pre Business Administration	Bond	Christopher
Spring 2017	Anderson Schools of Management	Albuquerque/Main	BBA Pre- Business Admin	Bachelor of Business Admin	Pre Business Administration	Hildreth	Judd
Spring 2017	Anderson Schools of Management	Albuquerque/Main	BBA Pre- Business Admin	Bachelor of Business Admin	Pre Business Administration	Yazzie	Tiffany
Spring 2017	Anderson Schools of Management	Albuquerque/Main	BBA Pre- Business Admin	Bachelor of Business Admin	Pre Business Administration	Enrico	Tyrik
Spring 2017	Anderson Schools of Management	Albuquerque/Main	BBA Pre- Business Admin	Bachelor of Business Admin	Pre Business Administration	Morgan	Sovannah
Spring 2017	Anderson Schools of Management	Albuquerque/Main	BBA Pre- Business Admin	Bachelor of Business Admin	Pre Business Administration	Chavez	Karen

Filters Selected:

Academic Period: '201710'

College: 'MG'

Enrolled: Y

Ethnicity:

Residency:

Fill Rate For Spring 2017
Anderson Schools of Management at Gallup

Subject	Course Number	Section	Sub Academic Period	Start Date	End Date	Min Credits	Max Credits	Cross Listed	Status	Course Title	Delivery Mode	Teacher	Email	Schedule	Maximum Students Allowed	Actual Students Enrolled	Available Seats	Number Waitlisted	Percent Filled	Generated Credits	
MGMT	101	400	Full Term	2017/01/16	2017/05/13	3.00	3.00		Active	Fund of Accounting I	Web Enhanced	Martin, Elvira	ejmartin@unm.edu	Lecture	25	14	11	0	56.00%	42.00	
Total Course 101																25	14	11	0		
	113	400	Full Term	2017/01/16	2017/05/13	3.00	3.00		Active	Management An Introduction	Web Enhanced	Henderson, Al	alhender@unm.edu	Lecture	30	14	16	0	46.67%	42.00	
	401	400	Full Term	2017/01/16	2017/05/13	3.00	3.00		Active	Management An Introduction		Harvey, Tyrell	tyrellh@unm.edu	Lecture	30	16	14	0	53.33%	48.00	
Total Course 113																60	30	30	0		
	202	400	Full Term	2017/01/16	2017/05/13	3.00	3.00		Active	Principles of Financial Acct	Web Enhanced	Martin, Elvira	ejmartin@unm.edu	Lecture	24	22	2	0	91.67%	66.00	
Total Course 202																24	22	2	0		
Total Subject MGMT																109	66	43	0		
Total Department Anderson School Management ASM																109	66	43	0		

Fill Rate For Spring 2016
Anderson Schools of Management at Gallup

Subject	Course Number	Section	Sub Academic Period	Start Date	End Date	Min Credits	Max Credits	Cross Listed	Status	Course Title	Delivery Mode	Teacher	Email	Schedule	Maximum Students Allowed	Actual Students Enrolled	Available Seats	Number Waitlisted	Percent Filled	Generated Credits	
MGMT	101	400	Full Term	2016/01/18	2016/05/14	3.00	3.00		Active	Fund of Accounting I	Web Enhanced	Boone, Evalena	evalena@unm.edu	Lecture	25	14	11	0	56.00%	42.00	
Total Course 101																25	14	11	0		
	113	400	Full Term	2016/01/18	2016/05/14	3.00	3.00		Active	Management An Introduction	Web Enhanced	Henderson, Al	alhender@unm.edu	Lecture	30	13	17	0	43.33%	39.00	
	401	400	Full Term	2016/01/18	2016/05/14	3.00	3.00		Active	Management An Introduction		Mackenzie-Chave, Keegan	kmackenz@unm.edu	Lecture	30	10	20	0	33.33%	30.00	
Total Course 113																60	23	37	0		
	190	400	Full Term	2016/01/18	2016/05/14	3.00	3.00		Active	T: Internship	Hybrid	Martin, Elvira	ejmartin@unm.edu	Topics	24	14	10	0	58.33%	42.00	
Total Course 190																24	14	10	0		
	195	400	Full Term	2016/01/18	2016/05/14	3.00	3.00		Active	Intro to Entrepreneurship	Web Enhanced	Henderson, Al	alhender@unm.edu	Lecture	20	8	12	0	40.00%	24.00	
Total Course 195																20	8	12	0		
	202	400	Full Term	2016/01/18	2016/05/14	3.00	3.00		Active	Principles of Financial Acct	Web Enhanced	Martin, Elvira	ejmartin@unm.edu	Lecture	24	25	0	0	104.17%	75.00	
Total Course 202																24	25	0	0		
	222	400	Full Term	2016/01/18	2016/05/14	3.00	3.00		Active	Introduction to Marketing		Harvey, Tyrell	tyrellh@unm.edu	Lecture	30	15	15	0	50.00%	45.00	
Total Course 222																30	15	15	0		
Total Subject MGMT																183	99	85	0		
Total Department Anderson Schol Management ASM																183	99	85	0		

Fill Rate For Spring 2015 Anderson Schools of Management at Gallup

Subject	Course Number	Section	Sub Academic Period	Start Date	End Date	Min Credits	Max Credits	Cross Listed	Status	Course Title	Delivery Mode	Teacher	Email	Schedule	Maximum Students Allowed	Actual Students Enrolled	Available Seats	Number Waitlisted	Percent Filled	Generated Credits	
MGMT	101	400	Full Term	2015/01/12	2015/05/09	3.00	3.00		Active	Fund of Accounting I	Web Enhanced	Boone, Evalena	evalena@unm.edu	Lecture	25	11	14	0	44.00%	33.00	
		440	Full Term	2015/01/12	2015/05/09	3.00	3.00		Cancelled	Fund of Accounting I				Lecture	30	0	30	0	.00%	.00	
Total Course 101																55	11	44	0		
	102	400	Full Term	2015/01/12	2015/05/09	3.00	3.00		Cancelled	Fund of Accounting II				Lecture	30	0	30	0	.00%	.00	
Total Course 102																30	0	30	0		
	113	400	Full Term	2015/01/12	2015/05/09	3.00	3.00		Active	Management An Introduction	Web Enhanced	Henderson, Al	alhender@unm.edu	Lecture	30	14	16	0	46.67%	42.00	
Total Course 113																30	14	16	0		
	190	400	Full Term	2015/01/12	2015/05/09	3.00	3.00		Active	T: Internship	Web Enhanced	Martin, Elvira	ejmartin@unm.edu	Topics	12	11	1	0	91.67%	33.00	
Total Course 190																12	11	1	0		
	195	400	Full Term	2015/01/12	2015/05/09	3.00	3.00		Active	Intro to Entrepreneurship	Web Enhanced	Henderson, Al	alhender@unm.edu	Lecture	20	6	14	0	30.00%	18.00	
Total Course 195																20	6	14	0		
	202	400	Full Term	2015/01/12	2015/05/09	3.00	3.00		Active	Principles of Financial Acct	Web Enhanced	Martin, Elvira	ejmartin@unm.edu	Lecture	25	22	3	0	88.00%	66.00	
Total Course 202																25	22	3	0		
	222	400	Full Term	2015/01/12	2015/05/09	3.00	3.00		Active	Introduction to Marketing		Harvey, Tyrell	tyrellh@unm.edu	Lecture	30	19	11	0	63.33%	57.00	
	445	400	Full Term	2015/01/12	2015/05/09	3.00	3.00		Cancelled	Introduction to Marketing				Lecture	20	0	20	0	.00%	.00	
	455	400	Full Term	2015/01/12	2015/05/09	3.00	3.00		Cancelled	Introduction to Marketing				Lecture	20	0	20	0	.00%	.00	
Total Course 222																70	19	51	0		
Total Subject MGMT																242	83	159	0		
Total Department Anderson School Management ASM																242	83	159	0		

Fill Rate For Spring 2014 Anderson Schools of Management at Gallup

Subject	Course Number	Section	Sub Academic Period	Start Date	End Date	Min Credits	Max Credits	Cross Listed	Status	Course Title	Delivery Mode	Teacher	Email	Schedule	Maximum Students Allowed	Actual Students Enrolled	Available Seats	Number Waitlisted	Percent Filled	Generated Credits
MGMT	101	400	Full Term	2014/01/20	2014/05/17	3.00	3.00		Active	Fund of Accounting I	.	Bruning, Joseph	jbruning@unm.edu	Lecture	25	20	5	0	80.00%	60.00
		445	Full Term	2014/01/20	2014/05/17	3.00	3.00		Cancelled	Fund of Accounting I	.	,	.	Lecture	30	0	30	0	.00%	.00
		455	Full Term	2014/01/20	2014/05/17	3.00	3.00		Cancelled	Fund of Accounting I	.	,	.	Lecture	30	0	30	0	.00%	.00
Total Course 101															85	20	65	0		
	113	400	Full Term	2014/01/20	2014/05/17	3.00	3.00		Active	Management An Introduction	.	Henderson, Al	alhender@unm.edu	Lecture	30	20	10	0	66.67%	60.00
		440	Full Term	2014/01/20	2014/05/17	3.00	3.00		Cancelled	Management An Introduction	.	,	.	Lecture	30	0	30	0	.00%	.00
		460	Full Term	2014/01/20	2014/05/17	3.00	3.00		Cancelled	Management An Introduction	.	,	.	Lecture	20	0	20	0	.00%	.00
Total Course 113															80	20	60	0		
	195	400	Full Term	2014/01/20	2014/05/17	3.00	3.00		Cancelled/Rescheduled	Intro to Entrepreneurship	.	,	.	Lecture	30	0	30	0	.00%	.00
		401	Full Term	2014/01/20	2014/05/17	3.00	3.00		Cancelled	Intro to Entrepreneurship	.	,	.	Lecture	30	0	30	0	.00%	.00
Total Course 195															60	0	60	0		
	202	420	First Half Term	2014/01/20	2014/03/15	3.00	3.00		Active	Principles of Financial Acct	.	Banaszak, Jeffrey	jbanaszak@unm.edu	Lecture	30	28	2	0	93.33%	84.00
Total Course 202															30	28	2	0		
	222	400	Full Term	2014/01/20	2014/05/17	3.00	3.00		Cancelled	Introduction to Marketing	.	,	.	Lecture	30	0	30	0	.00%	.00
Total Course 222															30	0	30	0		
Total Subject MGMT															285	68	217	0		
Total Department Anderson School Management ASM															285	68	217	0		

Fill Rate For Spring 2013 Anderson Schools of Management at Gallup

Subject	Course Number	Section	Sub Academic Period	Start Date	End Date	Min Credits	Max Credits	Cross Listed	Status	Course Title	Delivery Mode	Teacher	Email	Schedule	Maximum Students Allowed	Actual Students Enrolled	Available Seats	Number Waitlisted	Percent Filled	Generated Credits	
MGMT	101	400	Full Term	2013/01/14	2013/05/11	3.00	3.00		Active	Fund of Accounting I	Web Enhanced	Bruning, Joseph	jbruning@unm.edu	Lecture	25	24	1	0	96.00%	72.00	
		445	Full Term	2013/01/14	2013/05/11	3.00	3.00		Active	Fund of Accounting I	.	Burson, Linda	linnea@unm.edu	Lecture	30	10	20	0	33.33%	30.00	
		455	Full Term	2013/01/14	2013/05/11	3.00	3.00		Active	Fund of Accounting I	.	Burson, Linda	linnea@unm.edu	Lecture	30	6	24	0	20.00%	18.00	
Total Course 101																85	40	45	0		
	113	400	Full Term	2013/01/14	2013/05/11	3.00	3.00		Active	Management An Introduction	Web Enhanced	Henderson, Al	alhender@unm.edu	Lecture	30	25	5	0	83.33%	75.00	
		401	Full Term	2013/01/14	2013/05/11	3.00	3.00		Active	Management An Introduction	.	Clani, Michael	mclani@unm.edu	Lecture	30	22	8	0	73.33%	66.00	
		440	Full Term	2013/01/14	2013/05/11	3.00	3.00		Active	Management An Introduction	.	Boone, Evalena	evalena@unm.edu	Lecture	30	10	20	0	33.33%	30.00	
Total Course 113																90	57	33	0		
	195	400	Full Term	2013/01/14	2013/05/11	3.00	3.00		Active	Intro to Entrepreneurship	Web Enhanced	Henderson, Al	alhender@unm.edu	Lecture	30	8	22	0	26.67%	24.00	
		440	Full Term	2013/01/14	2013/05/11	3.00	3.00		Cancelled	Intro to Entrepreneurship	.	.	.	Lecture	30	0	30	0	.00%	.00	
Total Course 195																60	8	52	0		
	202	400	Full Term	2013/01/14	2013/05/11	3.00	3.00		Active	Principles of Financial Acct	.	Banaszak, Jeffrey	jbanaszak@unm.edu	Lecture	30	30	0	0	100.00%	90.00	
Total Course 202																30	30	0	0		
	222	400	Full Term	2013/01/14	2013/05/11	3.00	3.00		Cancelled/Rescheduled	Introduction to Marketing	.	.	.	Lecture	30	0	30	0	.00%	.00	
		401	Full Term	2013/01/14	2013/05/11	3.00	3.00		Active	Introduction to Marketing	.	Clani, Michael	mclani@unm.edu	Lecture	3	3	0	0	100.00%	9.00	
Total Course 222																33	3	30	0		
Total Subject MGMT																298	138	160	0		
Total Department Anderson School Management ASM																298	138	160	0		

Fill Rate For Fall 2016
Anderson Schools of Management at Gallup

Subject	Course Number	Section	Sub Academic Period	Start Date	End Date	Min Credits	Max Credits	Cross Listed	Status	Course Title	Delivery Mode	Teacher	Email	Schedule	Maximum Students Allowed	Actual Students Enrolled	Available Seats	Number Waitlisted	Percent Filled	Generated Credits	
MGMT	101	400	Full Term	2016/08/22	2016/12/17	3.00	3.00		Active	Fund of Accounting I	Web Enhanced	Martin, Elvira	ejmartin@unm.edu	Lecture	24	7	17	0	29.17%	21.00	
Total Course 101																24	7	17	0		
	103	400	Full Term	2016/08/22	2016/12/17	3.00	3.00		Cancelled	Bookkeeping	.	,	.	Lecture	24	0	24	0	.00%	.00	
Total Course 103																24	0	24	0		
	113	400	Full Term	2016/08/22	2016/12/17	3.00	3.00		Active	Management An Introduction	Web Enhanced	Henderson, Al	alhender@unm.edu	Lecture	30	13	17	0	43.33%	39.00	
	401		Full Term	2016/08/22	2016/12/17	3.00	3.00		Cancelled	Management An Introduction	.	,	.	Lecture	30	0	30	0	.00%	.00	
	402		Full Term	2016/08/22	2016/12/17	3.00	3.00		Active	Management An Introduction	Web Enhanced	Henderson, Al	alhender@unm.edu	Lecture	30	9	21	0	30.00%	27.00	
Total Course 113																90	22	68	0		
	222	400	Full Term	2016/08/22	2016/12/17	3.00	3.00		Active	Introduction to Marketing	.	Harvey, Tyrell	tyrellh@unm.edu	Lecture	30	14	16	0	46.67%	42.00	
Total Course 222																30	14	16	0		
Total Subject MGMT																168	43	125	0		
Total Department Anderson Schol Management ASM																168	43	125	0		

Fill Rate For Fall 2015
Anderson Schools of Management at Gallup

Subject	Course Number	Section	Sub Academic Period	Start Date	End Date	Min Credits	Max Credits	Cross Listed	Status	Course Title	Delivery Mode	Teacher	Email	Schedule	Maximum Students Allowed	Actual Students Enrolled	Available Seats	Number Waitlisted	Percent Filled	Generated Credits	
MGMT	101	400	Full Term	2015/08/17	2015/12/12	3.00	3.00		Active	Fund of Accounting I	Web Enhanced	Martin, Elvira	ejmartin@unm.edu	Lecture	24	15	9	0	62.50%	45.00	
		440	Full Term	2015/08/17	2015/12/12	3.00	3.00		Cancelled	Fund of Accounting I				Lecture	25	0	25	0	.00%	.00	
Total Course 101																49	15	34	0		
	103	400	Full Term	2015/08/17	2015/12/12	3.00	3.00		Cancelled	Bookkeeping				Lecture	24	0	24	0	.00%	.00	
Total Course 103																24	0	24	0		
	113	400	Full Term	2015/08/17	2015/12/12	3.00	3.00		Active	Management An Introduction	Web Enhanced	Henderson, Al	alhender@unm.edu	Lecture	30	16	14	0	53.33%	48.00	
		401	Full Term	2015/08/17	2015/12/12	3.00	3.00		Active	Management An Introduction		Harvey, Tyrell	tyrellh@unm.edu	Lecture	30	18	12	0	60.00%	54.00	
Total Course 113																60	34	26	0		
	190	400	Full Term	2015/08/17	2015/12/12	3.00	3.00		Active	Special Topics in Management	Web Enhanced	Martin, Elvira	ejmartin@unm.edu	Topics	30	7	23	0	23.33%	21.00	
Total Course 190																30	7	23	0		
	195	400	Full Term	2015/08/17	2015/12/12	3.00	3.00		Active	Intro to Entrepreneurship	Web Enhanced	Henderson, Al	alhender@unm.edu	Lecture	15	14	1	0	93.33%	42.00	
Total Course 195																15	14	1	0		
Total Subject MGMT																178	70	108	0		
Total Department Anderson School Management ASM																178	70	108	0		

Fill Rate For Fall 2014
Anderson Schools of Management at Gallup

Subject	Course Number	Section	Sub Academic Period	Start Date	End Date	Min Credits	Max Credits	Cross Listed	Status	Course Title	Delivery Mode	Teacher	Email	Schedule	Maximum Students Allowed	Actual Students Enrolled	Available Seats	Number Waitlisted	Percent Filled	Generated Credits
MGMT	101	400	Full Term	2014/08/18	2014/12/13	3.00	3.00		Active	Fund of Accounting I	Web Enhanced	Martin, Elvira	ejmartin@unm.edu	Lecture	24	23	1	0	95.83%	69.00
		445	Full Term	2014/08/18	2014/12/13	3.00	3.00		Active	Fund of Accounting I		Burson, Linda	linnea@unm.edu	Lecture	20	2	18	0	10.00%	6.00
Total Course 101															44	25	19	0		
	102	400	Full Term	2014/08/18	2014/12/13	3.00	3.00		Cancelled	Fund of Accounting II				Lecture	24	0	24	0	.00%	.00
Total Course 102															24	0	24	0		
	103	400	Full Term	2014/08/18	2014/12/13	3.00	3.00		Active	Bookkeeping	Web Enhanced	Martin, Elvira	ejmartin@unm.edu	Lecture	24	12	12	0	50.00%	36.00
Total Course 103															24	12	12	0		
	113	400	Full Term	2014/08/18	2014/12/13	3.00	3.00		Active	Management An Introduction	Web Enhanced	Henderso n, Al	alhender@unm.edu	Lecture	30	29	1	0	96.67%	87.00
		440	Full Term	2014/08/18	2014/12/13	3.00	3.00		Cancelled	Management An Introduction				Lecture	20	0	20	0	.00%	.00
Total Course 113															50	29	21	0		
	195	400	Full Term	2014/08/18	2014/12/13	3.00	3.00		Active	Intro to Entrepreneurship	Web Enhanced	Henderso n, Al	alhender@unm.edu	Lecture	15	11	4	0	73.33%	33.00
Total Course 195															15	11	4	0		
Total Subject MGMT															157	77	80	0		
Total Department Anderson Schol Management ASM															157	77	80	0		

Fill Rate For Fall 2013 Anderson Schools of Management at Gallup

Subject	Course Number	Section	Sub Academic Period	Start Date	End Date	Min Credits	Max Credits	Cross Listed	Status	Course Title	Delivery Mode	Teacher	Email	Schedule	Maximum Students Allowed	Actual Students Enrolled	Available Seats	Number Waitlisted	Percent Filled	Generated Credits	
MGMT	101	445	Full Term	2013/08/19	2013/12/14	3.00	3.00		Active	Fund of Accounting I	.	Burson, Linda	linnea@unm.edu	Lecture	20	1	19	0	5.00%	3.00	
Total Course 101																20	1	19	0		
	102	400	Full Term	2013/08/19	2013/12/14	3.00	3.00		Cancelled	Fund of Accounting II	.	,	.	Lecture	30	0	30	0	.00%	.00	
Total Course 102																30	0	30	0		
	113	400	Full Term	2013/08/19	2013/12/14	3.00	3.00		Active	Management An Introduction	.	Henderson, Al	alhender@unm.edu	Lecture	30	19	11	0	63.33%	57.00	
	401		Full Term	2013/08/19	2013/12/14	3.00	3.00		Cancelled	Management An Introduction	.	,	.	Lecture	30	0	30	0	.00%	.00	
Total Course 113																60	19	41	0		
	158	400	Full Term	2013/08/19	2013/12/14	3.00	3.00		Cancelled	Ethics in Organizations	.	,	.	Lecture	30	0	30	0	.00%	.00	
Total Course 158																30	0	30	0		
	195	460	Full Term	2013/08/19	2013/12/14	3.00	3.00		Active	Intro to Entrepreneurship	.	Clani, Michael	mclani@unm.edu	Lecture	20	7	13	0	35.00%	21.00	
Total Course 195																20	7	13	0		
	202	400	Full Term	2013/08/19	2013/12/14	3.00	3.00		Active	Principles of Financial Acct	.	Banaszak, Jeffrey	jbanaszak@unm.edu	Lecture	30	19	11	0	63.33%	57.00	
Total Course 202																30	19	11	0		
Total Subject MGMT																190	46	144	0		
Total Department Anderson Schoi Management ASM																190	46	144	0		

Fill Rate For Fall 2012 Anderson Schools of Management at Gallup

Subject	Course Number	Section	Sub Academic Period	Start Date	End Date	Min Credits	Max Credits	Cross Listed	Status	Course Title	Delivery Mode	Teacher	Email	Schedule	Maximum Students Allowed	Actual Students Enrolled	Available Seats	Number Waitlisted	Percent Filled	Generated Credits	
MGMT	101	400	Full Term	2012/08/20	2012/12/15	3.00	3.00		Active	Fund of Accounting I	.	Bruning, Joseph	jbruning@unm.edu	Lecture	28	25	3	0	89.29%	75.00	
		445	Full Term	2012/08/20	2012/12/15	3.00	3.00		Cancelled	Fund of Accounting I	.	,	.	Lecture	30	0	30	0	.00%	.00	
		455	Full Term	2012/08/20	2012/12/15	3.00	3.00		Cancelled	Fund of Accounting I	.	,	.	Lecture	30	0	30	0	.00%	.00	
Total Course 101																88	25	63	0		
	113	400	Full Term	2012/08/20	2012/12/15	3.00	3.00		Active	Management An Introduction	.	Clani, Michael	mclani@unm.edu	Lecture	30	22	8	0	73.33%	66.00	
		401	Full Term	2012/08/20	2012/12/15	3.00	3.00		Cancelled/Rescheduled	Management An Introduction	.	,	.	Lecture	28	0	28	0	.00%	.00	
		402	Full Term	2012/08/20	2012/12/15	3.00	3.00		Active	Management An Introduction	.	Harvey, Tyrell	tyrellh@unm.edu	Lecture	30	21	9	0	70.00%	63.00	
Total Course 113																88	43	45	0		
	195	460	Full Term	2012/08/20	2012/12/15	3.00	3.00		Cancelled	Intro to Entrepreneurship	.	,	.	Lecture	20	0	20	0	.00%	.00	
Total Course 195																20	0	20	0		
	202	400	Full Term	2012/08/20	2012/12/15	3.00	3.00		Active	Principles of Financial Acct	.	Banaszak, Jeffrey	jbanaszak@unm.edu	Lecture	30	20	10	0	66.67%	60.00	
Total Course 202																30	20	10	0		
	222	400	Full Term	2012/08/20	2012/12/15	3.00	3.00		Active	Introduction to Marketing	.	Bruning, Joseph	jbruning@unm.edu	Lecture	30	5	25	0	16.67%	15.00	
Total Course 222																30	5	25	0		
Total Subject MGMT																256	93	163	0		
Total Department Anderson Schol Management ASM																256	93	163	0		

Semester= Fall 2012
College= 'Anderson Schools of Management'
Campus= 'Gallup'

Template
Academic Program
Plan for Assessment of Student Learning Outcomes
University of New Mexico

A. College, Department and Date

1. College: *University of New Mexico – Gallup Campus*
2. Department: *Business and Applied Technology Division*
3. Date: *1/28/2016*

B. Academic Program of Study*

AA, Business Administration

C. Contact Person(s) for the Assessment Plan

Coleen Arviso, ccarviso@unm.edu

D. Broad Program Goals & Measurable Student Learning Outcomes

[Attach Cover Sheet for Student Learning Outcomes and associated materials.]

OR

[List below:]

1. Broad Program Learning Goals for this Degree/Certificate Program

The purpose of this program is to give students an understanding, appreciation, and skills necessary to perform basic business functions in the areas of: oral and written communication; mathematics to solve business problems; and information literacy and management.

- A. Students should be able to demonstrate proficiency in oral and written communication.
- B. Students should be able to solve mathematical problems using critical thinking skills.
- C. Students should be able to demonstrate business computer skills.
- D. Students will be able to demonstrate knowledge of the marketing function to the management of an organization.

2. List of Student Learning Outcomes (SLOs) for this Degree/Certificate Program

- A.1. Students should apply standard business English to oral and written communication, including grammar, punctuation, mechanics, vocabulary, style, and usage when successfully completing English 101 and CS150.
- B.1. Students should be able to complete business-related mathematical problems with reasonable speed and accuracy, both manually and using calculators and business

* Academic Program of Study is defined as an approved course of study leading to a certificate or degree reflected on a UNM transcript. A graduate-level program of study typically includes a capstone experience (e.g. thesis, dissertation, professional paper or project, comprehensive exam, etc.).

Cover Sheet for Academic Program Assessment Plans

Directions: Please complete a separate cover sheet for each academic program of study¹. Feel free to make copies of this sheet if needed. Those graduate programs with an integrated master's and doctoral program may submit one cover sheet. The department chair and respective dean are to sign before the plans are submitted to the Provost.

Department / Unit: Business & Technology

Title and Level of Academic Program (e.g., Chemistry, Ph.D.): AA Business Administration

When submitting an Assessment Plan, please check and indicate when the faculty endorsed the plan.

<input checked="" type="checkbox"/> Faculty have met, reviewed, and endorsed the Assessment Plans being submitted for this degree program.	Date of Endorsement: <u>01/28/2016</u>
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Department Chair's Signature

1-28-16

Date



College/School/Branch Campus Dean's Signature

2/2/16

Date

¹ Academic Program of Study is defined as an approved course of study leading to a certificate or degree reflected on a UNM transcript. A graduate-level program of study typically includes a capstone experience (e.g. thesis, dissertation, professional paper or project, comprehensive exam, etc.).

software when successfully completing the Math and Management AA degree program requirements.

- C.1. Students should be able to demonstrate the ability to use computer information concepts and critical thinking skills to analyze business problems, and design, develop and implement business documents, using a variety of software tools and computer operating systems upon competing CS150 and other related AA degree program requirements.
- D.1. Students should be able to understand key concepts, theories and practices important to the management of organizations. Diagnose organizational situations and develop decisions and managerial actions that enhance organizational effectiveness upon competing Management courses and other related AA degree program requirements.

E. Assessment of Student Learning Three-Year Plan

All programs are expected to measure some outcomes annually and to measure all priority program outcomes at least once over two consecutive three-year review cycles. Describe below the plan for the next three years of assessment of program-level student learning outcomes.

1. Student Learning Outcomes

[Insert at least 2-5 priority learning outcomes that will be assessed by the unit over the next three years. Each unit will select which of its learning outcomes to assess.]

Relationships to UNM Student Learning Goals (insert the program SLOs and check all that apply):

University of New Mexico Student Learning Goals				
Program SLOs	Knowledge	Skills	Responsibility	Program SLO is conceptually different from university goals.
A.1. Students should apply standard business English to oral and written communication, including grammar, punctuation, mechanics, vocabulary, style, and usage when successfully completing English 101 and CS150.	X	X	X	
B.1. Students should be able to complete business-related mathematical problems with reasonable speed and accuracy, both manually and using calculators and business software when successfully completing the Math and Management AA degree program requirements.	X	X	X	



<p>C.1. Students should be able to demonstrate the ability to use computer information concepts and critical thinking skills to analyze business problems, and design, develop and implement business documents, using a variety of software tools and computer operating systems upon competing CS150 and other related AA degree program requirements.</p>	X	X	X	
<p>D.1. Students should be able to understand key concepts, theories and practices important to the management of organizations. Diagnose organizational situations and develop decisions and managerial actions that enhance organizational effectiveness upon competing Management courses and other related AA degree program requirements.</p>	X	X	X	

2. How will learning outcomes be assessed?

A. What:

- i. *For each SLO, briefly describe the means of assessment, i.e., what samples of evidence of learning will be gathered or measures used to assess students' accomplishment of the learning outcomes in the three- year plan?*
- ii. *Indicate whether each measure is direct or indirect. If you are unsure, then write "Unsure of measurement type." There is an expectation that at least half of the assessment methods/measures will be direct measures of student learning. [See attached examples of direct and indirect measures.]*
- iii. *Briefly describe the criteria for success related to each direct or indirect means of assessment. What is the program's performance target (e.g., is an "acceptable or better" performance by 60% of students on a given measure acceptable to the program faculty)? If scoring rubrics are used to define qualitative criteria and measure performance, attach them to the plan as they are available.*

SLO	i. Means of Assessment & Sample	ii. Direct or Indirect	iii. Criteria for Success
A.1. Students should apply standard business English	Students should be able to give an oral slide presentation and complete course	Direct	Ninety % of student in

B. Who: State explicitly whether the program's assessment will include evidence from all students in the program or a sample. Address the validity of any proposed sample of students.

3. **When will learning outcomes be assessed? When and in what forum will the results of the assessment be discussed?**

[Briefly describe the timeframe over which your unit will conduct the assessment of learning outcomes selected for the three-year plan. For example, provide a layout of the semesters or years (e.g., 2008-2009, 2009-2010, and 2010-2011), list which outcomes will be assessed, and which semester/year the results will be discussed and used to improve student learning (e.g., discussed with program faculty, interdepartmental faculty, advisory boards, students, etc.)]

	2015-16	2016-17	2017-18	Discussion Group
<i>A.1. Students should apply standard business English to oral and written communication, including grammar, punctuation, mechanics, vocabulary, style, and usage when successfully completing English 101 and CS150.</i>	May 2016	May 2017	May 2018	<i>Division chair, two Business Administration faculty members, Dean of Instruction, one student in the business administration program and a faculty from Anderson School of Management and/or another UNMG faculty member from another division.</i>
<i>B.1. Students should be able to complete business-related mathematical problems with reasonable speed and accuracy, both manually and using calculators and business software when successfully completing the Math and Management AA degree program requirements.</i>	May 2016	May 2017	May 2018	<i>Division chair, two Business Administration faculty members, Dean of Instruction, one student in the business administration program and a faculty from Anderson School of Management and/or another UNMG faculty member from another division.</i>
<i>C.1. Students should be able to demonstrate the ability to use computer information concepts and critical thinking skills to analyze business problems, and design, develop and implement business</i>	May 2016	May 2017	May 2018	<i>Division chair, two Business Administration faculty members, Dean of Instruction, one student in the business administration program and a faculty from Anderson School of Management and/or another UNMG faculty member from another division.</i>



<i>to oral and written communication, including grammar, punctuation, mechanics, vocabulary, style, and usage when successfully completing English 101 and CS150.</i>	<i>writing assignments, oral assignments, exams, midterms and final project.</i>		<i>class should pass with a 70% or better</i>
<i>B.1. Students should be able to complete business-related mathematical problems with reasonable speed and accuracy, both manually and using calculators and business software when successfully completing the Math and Management AA degree program requirements.</i>	<i>Students should be able to use appropriate mathematical operations such as, percentage, compound interest and cost/benefit calculations to solve business situations. Students will also be expected to complete course assignments, exams, midterms and final.</i>	<i>Direct</i>	<i>Ninety % of student in class should pass with a 70% or better</i>
<i>C.1. Students should be able to demonstrate the ability to use computer information concepts and critical thinking skills to analyze business problems, and design, develop and implement business documents, using a variety of software tools and computer operating systems upon competing CS150 and other related AA degree program requirements.</i>	<i>Students should be able to use word processing, spreadsheets, database, presentations, graphics, and the Internet browser software to solve business issues, report and prove the solutions. Students will also be expected to complete course assignments, exams, midterms and final.</i>	<i>Direct</i>	<i>Ninety % of student in class should pass with a 70% or better</i>
<i>D.1. Students should be able to understand key concepts, theories and practices important to the management of organizations. Diagnose organizational situations and develop decisions and managerial actions that enhance organizational effectiveness upon competing Management courses and other related AA degree program requirements.</i>	<i>Students should be able to asses a firm performance by analyzing its financial statements. Students will also be expected to complete course assignments, exams, midterms and final.</i>	<i>Direct</i>	<i>Ninety % of student in class should pass with a 70% or better</i>



<i>documents, using a variety of software tools and computer operating systems upon competing CS150 and other related AA degree program requirements.</i>				
<i>D.1. Students should be able to understand key concepts, theories and practices important to the management of organizations. Diagnose organizational situations and develop decisions and managerial actions that enhance organizational effectiveness upon competing Management courses and other related AA degree program requirements.</i>	<i>May 2016</i>	<i>May 2017</i>	<i>May 2018</i>	<i>Division chair, two Business Administration faculty members, Dean of Instruction, one student in the business administration program and a faculty from Anderson School of Management and/or another UNMG faculty member from another division.</i>

4. What is the unit's process to analyze/interpret assessment data and use results to improve student learning?

Briefly describe:

1. *Who will participate in the assessment process (the gathering of evidence, the analysis/interpretation, recommendations).*

Faculty teaching in the Business Administration will collect data throughout the year. Data to be collected is overall student pass, fail and withdraw. Students enrolled in the Business Administration program will be invited to complete a survey that ask about the overall program, courses, faculty teaching the core business administration courses and a look at their overall grade point average.

2. *The process for consideration of the implications of assessment for change:*
 - a. *to assessment mechanisms themselves will be used at the end of each semester.*
 - b. *to curriculum design was just completed in 2012-13 and articulates to the Anderson of Management BBA program.*
 - c. *to pedagogy – Business Administration will be the focus for improving student learning based on Business Administration ...in the interest of improving student learning.*

3. *How, when, and to whom will recommendations be communicated?*

The Business and Applied Technology Division chair, a full time faculty teaching in the Business Administration program, and faculty from the Anderson School of Management will meet and communicate their finding and share with the Dean of Instruction and/or another UNMG faculty member from another division.

Adapted from Kansas State University Office of Assessment

Evaluative Rubric for Academic Program Assessment Plans

Department: Business Technology & Management

Program Level & Title: Business Administration

An Academic Program is defined as an approved course of study leading to a certificate or degree reflected on a UNM transcript. A graduate-level program of study typically includes a capstone experience (e.g. thesis, dissertation, professional paper or project, comprehensive exam, etc.).

Assessment Plan Elements	Very Good 4	Acceptable 3	Developing 2	Undeveloped 1	Score
<i>Program Learning Goals</i>	The plan lists a few broad learning goals and one or more SLOs aligned with each program goal.	The plan lists a few broad learning goals; SLOs are too numerous or some goals lack SLOs.	Stated program learning goals are too numerous/few, or too narrow; some or all goals lack SLOs.	Program learning goals may be implied, but are not enumerated.	
<i>Student Learning Outcomes (SLOs)</i>	At least two SLOs are clearly stated using the proper format, are measurable, and are linked to UNM Learning Goals.	At least two SLOs, linked to UNM Learning Goals, are stated but with some lack of clarity or measurability.	SLOs are stated but are unclear regarding one or more critical aspects including alignment with UNM Learning Goals.	SLOs are not stated in an acceptable format.	
<i>Multiple assessment methods</i>	Multiple assessment measures are identified for each outcome and align well with the SLO.	At least one assessment measure is identified for each outcome and aligns well with the SLO.	Assessment measures are identified for some outcomes, a/o one or more measures does not align well with the SLO.	Assessment methods are not identified or inadequately described.	
<i>One-half or more of the methods are direct measures</i>	At least one-half of assessment measures are direct.			Fewer than one-half of the measures are direct measures.	
<i>Target Population</i>	The assessment target population is clearly identified.			The assessment target population is not clearly identified.	
<i>Implementation timeline</i>	There is a clear plan for assessment implementation over each of the next three years. The process for the interpretation, presentation, and discussion of the data is clearly described, including who will be involved and timing.	The plan is somewhat clear but has some areas that are incomplete. The process is addressed but is unclear or incomplete in some aspects.	Some parameters have been established but a clear timeline is not evident.	There is not a stated implementation plan.	
<i>Data presentation and discussion process</i>			Some aspects of the process are described.	There is no stated plan.	
<i>Process for implementing improvements based on assessment results</i>	The process for implementing improvements based on assessment results is clearly described.	The process is addressed but is unclear or incomplete in some aspects.	Some aspects of the process are described.	There is no process for implementing improvements based on assessment results.	

COURSE DESCRIPTIONS

115 Advanced Painting (4)

Identify and explain the differences between the two major types of plastic used in automobiles. Identify unknown plastics. Repair minor cuts and cracks in plastics by means of a chemical bonding process. Explain the keys to good plastics welding. Explain the safety precautions used when working with fiberglass.

COURSE DESCRIPTIONS

MANAGEMENT (MGMT)

101 Fundamentals of Accounting I (3)

Prerequisites: Read 100 or Compass ≥ 71 . ISE 100. Math 118.
The development of the accounting cycle, special journals and financial statements. Credit not applicable toward B.B.A. degree.

102 Fundamentals of Accounting II (3)

Prerequisite: MGMT 101. Continuation of 101, including corporation and manufacturing accounting and decision making. (Credit not applicable toward B.B.A. degree.)

103 Bookkeeping (3)

Designed for students who wish to gain an understanding of principles of bookkeeping and undertake essential bookkeeping and financial record keeping routines for a small business. Prerequisite: READ 100 or Compass-Reading ≥ 71 and ISE 100 and MATH 111.

113 Management: An Introduction (3)

Prerequisites: Read 100 or Compass ≥ 71 . ISE 100. Math 118.
Modern concepts of organizations and their management. An overview of functional activities within business and other organizations. Upon demand. (Main Campus Course)

190 Special Topics in Management (3)

195 Introduction to Entrepreneurship (3)

Prerequisites: Read 100 or Compass ≥ 71 . ISE 100. Math 118. A survey course that examines topics including: the entrepreneurial process and economy, the entrepreneur's profile and characteristics, youth and social entrepreneurship.

COURSE DESCRIPTIONS

202 Principles of Financial Accounting (3)

Prerequisite: READ 100 or COMPASS ≥ 71 , ISE 100, MATH 118.
An examination of the conceptual framework of accounting and the functions of accounting in a business-oriented society. Topics include valuation theory and its applications to assets and liabilities, concepts of business income, funds flow analysis, problems of financial reporting. (Main Campus Course)

222 Introduction to Marketing (3)

A complete overview of the system for assessing customer needs, allocation of scarce resources to fulfill those needs, transmittal of market related information, completion of exchange processes, and profit maximization in free markets. Emphasis on interdisciplinary tools for management, decision making, and developing marketing strategies in domestic and international market applications. Credit not applicable to BBA degree. (Main Campus Course)

290 Introduction to Business Statistics (3)

Prerequisite: Math 180 or equivalent. An overview of the use of statistics in business descriptive statistics and numerical characteristics of data; introduction to probability; statistical inference including t-tests and regression; confidence intervals, applications to business problems will be emphasized. (Main Campus Course)



Action Decided by the College Assessment Review Committee (CARC):

Date of Decision: 01/28/2016

Decision (check one):

- Revision Needed (see first feedback section below)
- Assessment Plan Approved

Feedback on immediate actions that are needed before approval:

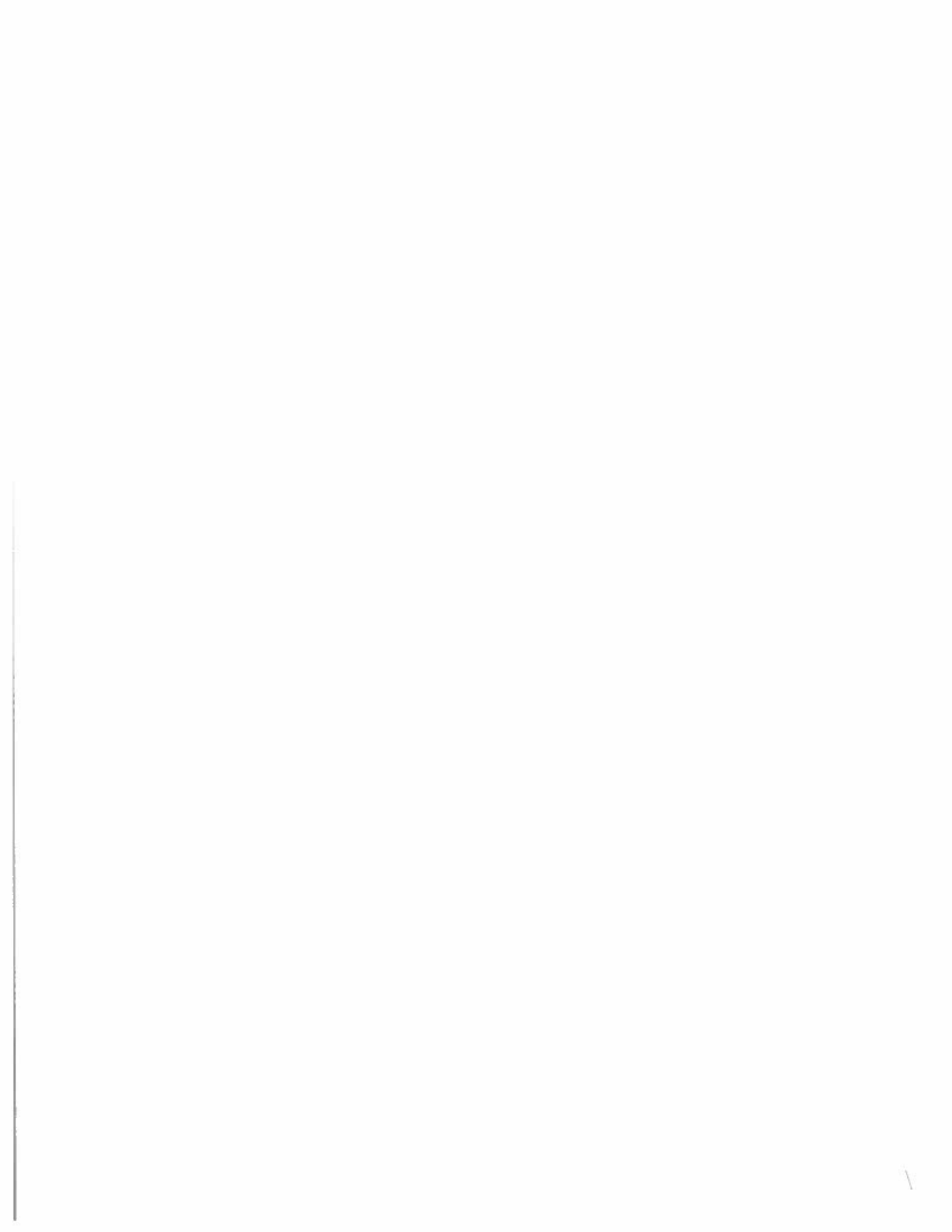
Thank you

Guiding Questions

1. Leads to data of real value?
 - SLOs high value or convenient?
 - SLOs clearly measurable?
2. Make sense?
 - Doable/Sustainable?
 - Do pieces align?
3. Clearly leads to improvement?
 - Process leads to improvement conversations?
 - How useful will data be for improvement?

Recommendations and feedback for the future (e.g., reporting assessment activities and results):

Please ensure you submit your assessment reports as specified in your program assessment plan. CAAC will look forward to your Spring 2016 report. Please send report to G.Hansen@unm.edu.



Part I: Cover Page
UNM Academic Programs Assessment Report Template
Record for Assessment of Student Learning Outcomes
The University of New Mexico

<u>Title of Degree or Certificate Program</u>	<u>Degree Level</u> <i>(Certificate, Associate, Bachelors, Master's, etc.)</i>
Associate of Arts in Business Administration	Associate

Name of Academic Department (if relevant): Business & Applied Technology Division

Name of College/School/Branch: UNM Gallup Campus

Academic Year/Assessment Period: 2015/2-2016

Submitted By (include email address): ejmartin@unm.edu

Date Submitted to College/School/Branch for Review:

Date Reviewed by College Assessment and Review Committee (CARC) or the equivalent:

State whether ALL of the program's student learning outcomes (SLOs) are targeted/assessed/measured within one year, two years, OR three years:

If the program's SLO's are targeted/assessed/measured within two years or three years, please state whether this assessment record focuses on SLOs from the first year, second year, or third year:

Describe the actions and/or improvements that were implemented during the previous reporting period (provide relevant evidence):

Introduction: The following template provides the guidelines for annually recording the assessment of student learning outcomes for academic degree and certificate programs at UNM. Alternative formats (e.g., those used by specialized accreditors) may be acceptable as long as the assessment information requested in this template is provided. If you have any questions, please contact the Office of Assessment at assess@unm.edu or (505) 277-4130.

All academic programs should have an assessment plan and process that: 1) reflects the six steps of a continuous assessment cycle (refer to the “Annual Assessment Cycle Process” diagram for guidance) and 2) includes at least: one program goal, three student learning outcomes (SLOs), and four key program assessment measures (three direct/one indirect measures). The program’s goal(s), SLOs, and key program assessment measures should span (or reflect) students’ learning, development, and progression from the beginning to the end of the program.

Overview of Annual Program Report Template: The template is divided into two parts.

Part I

The first part of the template serves as the cover page. Please provide all of the information requested for the cover page.

Part II

The second part of the template requires information on the program’s goal(s), student learning outcomes, assessment measures, data results and analysis, and recommendations for program improvement and/or changes. Each program goal is followed by a table with seven columns. For each program goal, list in the table the SLOs that target or are aligned with the goal. Then include the assessment information for each student learning outcome(s) listed in the table. After completing the table, explain how each SLO was met, partially met, or not met. If needed, for additional goals, copy and paste the goal-table format onto a separate page.

Brief description of the seven columns:

Student Learning Outcomes (SLOs)	UNM Student Learning Goals (Knowledge, Skills, and/or Responsibility)	Assessment Measures incl. Measure Type (Direct or Indirect)*	Performance Benchmark/Objective	Data Results*	Data Analysis*	Recommendations for Improvement/Changes*
For each row in the table, provide a SLO. If needed, add more rows. A SLO may be targeted by or aligned with more than one program goal. If using a 2- or 3-year assessment cycle, only list the SLOs that are being assessed during the relevant assessment period. If a program awards more than one degree (i.e., B.S., M.A. etc.), the SLOs for graduate and undergraduate must be different and graduate degrees must be different (Master ≠ Doctorate).	State which UNM goal the SLO targets or aligns with; if relevant, more than one UNM SLO goal may be listed	Provide a description of the assessment instrument used to measure the SLO; include the course(s) (i.e., Course: PRO 540) and the semester(s) the assessment is administered in AND if it is a direct or indirect measure; if needed, go to the next row AND/OR add more rows if more than one assessment measure is used to assess the SLO (i.e., Measure 1, Measure 2, etc.)	State the program’s “criteria for success” or performance benchmark target for successfully meeting the SLO (i.e., At least 70% of the students will pass the assessment with a score of 70 or higher.)	State whether the performance benchmark was met, not met, or exceeded AND the total number of students assessed—must have at least TWO iterations of data for each assessment measure (i.e., Out of the 111 students assessed, 86% of the students passed the assessment with a score of 70 or higher for the 1 st iteration and 25 out of 30 students passed with a score of 70 or higher for the 2 nd iteration.)	Describe weaknesses and/or strengths in students’ learning/performance based on the data results (i.e., Even though the benchmark was met, 40% of the students struggled with Question 5 which focused on...)	Describe any improvements and/or changes to be made to the course, assessment, syllabus, program etc. to address weaknesses and/or sustain/capitalize on strengths outlined in the “Data Analysis” column (i.e., It seems that the language in Question 5 was confusing to students, so it will be changed. A revised assessment will be provided as evidence.)

NOTE: An asterisk (*) denotes that relevant data/evidence must be included for that column (refer to that column (refer to the “Annual Assessment Cycle Process” diagram for guidance). Evidence associated with program improvements/changes that are actually made or implemented have to be provided the next academic year/assessment period.

Program Goal #2:

Student Learning Outcomes	UNM Student Learning Goal (Knowledge, Skills, and/or Responsibility)	Assessment Measures*	Performance Benchmark	Results*	Analysis*	Recommendations for Improvement/ Changes*
C.1. Students should be able to demonstrate the ability to use computer information concepts and critical thinking skills to analyze the business problems, and design, develop and implement business documents, using a variety of software tools and computer operating systems upon completing CS150 and other related AA degree program requirements.	Knowledge, Skills, and Responsibility	Direct. The end of a chapter assignment is to measure a student's proficiency in entering a set of numerical data in columns and creating formulas to get the total amounts on a Balance Sheet in Excel. (See Attachment Program Goal #2 Page 1 of 2, which is a sample of the completed assignment).	Eighty, 80% of student in class should pass with a 70% or better on their test.	Twenty out of twenty-five students passed the Homework Assignment with a score of 70% or higher. In the chapter assignment, students had to create a Balance Sheet. They had to enter text, such as account titles, and enter numerical data like the debit and credit balances.	Although the benchmark was met, 30% of the students were unable to create the formula to get the correct total amounts.	The instructor and students can create a simple Excel spreadsheet in class (See Attachment Program Goal #2 Page 2 of 2). The instructor can demonstrate how to create formulas. The instructor can observe students' work and help those who need assistance.

Based on the data results and analysis provided for the student learning outcome(s) listed in the table above, for EACH student learning outcome, please state if the outcome was met, partially met, or not met. Briefly explain why:

Part II: Assessment Report

Program Goal #1:

Student Learning Outcomes	UNM Student Learning Goals (Knowledge, Skills, and/or Responsibility)	Assessment Measures incl. Measure Type (Direct or Indirect)*	Performance Benchmark	Data Results*	Data Analysis*	Recommendations for Improvement/ Changes*
B.1. Students should be able to complete business-related mathematical problems with reasonable speed and accuracy, both manually and using calculators and business software application when successfully completing the Math and Management AA Degree program requirements.	Knowledge, Skills, and Responsibility	Direct. In Excel, students should be able to create and use absolute or relative references in a spreadsheet.	Eighty, 80% of students in class should pass with a 70% or better.	Twenty out of twenty-five students with a score of 70% or higher on their homework assignment.	Although the benchmark was met, 30% of the students were unable to create the relative reference in the correct cell.	The instructor may need to use a different teaching strategy by showing a YouTube educational video on Excel absolute and relative references. The YouTube educational website is titled Relative and Absolute Cell Referencing in Microsoft Excel (3.59 minutes)

Based on the data results and analysis provided for the student learning outcome(s) listed in the table above, for EACH student learning outcome, please state if the outcome was met, partially met, or not met. Briefly explain why:

Name of Department:	Business Management Technology Department	Spring 2016
Instructor Name:	Elvira Martin	
Office Location	Calvin Hall Center (CHC), Room 261B	
Office Hours	M, W & R: 12:30-4:00 P.M.	
E-mail & Telephone	ejmartin@unm.edu & phone 505-863-7509 Linda Begayne 505-863-7511	
Class Meeting Days/Times	Class Meet on T & R, 11:00-12:15	
Location	Calvin Hall Center, Room 261	
Computer Lab Hours	Calvin Hall Center, Room 263: M-F 9:00 to 3:00 PM	
Syllabus		
Title of Course:	Principles of Financial Accounting	
Course Number	23943 MGMT 202 400	
Course Description	The course examines the conceptual framework of accounting and the functions of accounting in a business-oriented society. Topics include valuation there and its applications to assets and liabilities; concepts of business income; funds flow analysis; and problems of financial reporting.	
Credit and Contact Hours	3 credit hour course	
Pre-requisites/co-requisites	Read 100 or Compass \geq 71, ISE 100, Math 118. No Accounting pre-requisites listed in catalog.	
Learning Objectives and Outcomes	<p>Student should have an understanding of the accounting cycle, the income statement, balance sheet, and statement of owner's equity. Other topics include accrual accounting; internal control and cash; short-term investments and receivables; inventory and cost of goods sold; plant assets and intangibles; liabilities; stockholder' equity; long-term investments; international operation and financial statement analysis.</p> <p>Other Learning Objectives and Outcomes include the following:</p> <ol style="list-style-type: none"> 1. Analyze equity ownership transactions and their effect on the financial statements 2. Identify the cash flow statement activities and explain the purpose of the cash flow statement 3. Perform ratio analysis to evaluate financial statements. 	
Disabilities Policy:		
<p>In accordance with University Policy 2310 and the Americans with Disabilities Act (ADA), any student needing academic accommodations should first contact Accessibility Service Center, 505-863-7527, Gurley Hall 2205 B. It is also important that you take the initiative to bring such needs to the instructor's attention, as your instructor is not legally permitted to inquire. Students who may require assistance in emergency evacuations should contact the instructor as to the most appropriate procedures to follow.</p>		
Teaching Methods (Lecture, Labs, and On-Line Components)		
<p>Students will carry out the following tasks: 1) Read and follow directions. 2) View chapter presentation slides and/or selected websites on the Internet. 3) Participate in class discussions. 4) Complete selected assignments and Instructor's handouts.</p> <p>The instructor will perform the following tasks: 1) Demonstrate how to do a task. 2) Allow hands-on lab time so students will know exactly what they need to do to complete their assignments. 3) Modify teaching approach to explain, in a different way, when students do not understand or lose interest. 4) Observe students working in class, initiate class discussions, grade homework/tests, return homework, communicate with students, etc. 5) Meet with students to assess their work during the 8th and 13th weeks of the semester.</p>		

Course Outline

Evaluation/Grading Methods A 100%-90% 89-80% C79%-70% D 69%-60% F Below 60%

Category	%	Activities
Assignments	50%	Read each chapter. Become familiar with the Accounting Vocabulary. Utilized Learn.unm.edu to practice and complete selected assignments: Exercises Group A or B, Quiz, Problem A or B, Apply your Knowledge - Decision Cases, Ethical Issue, Focus on Financials, Focus on Analysis, and Group Projects.
Technology	30%	Utilize Learn.unm.edu to view chapter presentation slides and use data files to complete assignments and YouTube videos, Internet, and Microsoft Office 2013-- Excel & Word
4 Unit Tests	20%	Unit 1 (Chapter 1-3); Unit 2 (Chapter 4-6); Unit 3 (Chapter 7-9); Unit 4 (Chapter 10-12). Tests include multiple choice, true-false, matching and part computational (25 questions).
Total	100%	No mid-term or final exam.

Required Text(s) & Supporting Materials

- o Textbooks: Financial Accounting, 10th Edition, Harrison, ISBN 13 978-0 342753-0
- o Equipment: USB Flash Drive/Jump Drive & Headphones

Assessment Methods

Students should be able to analyze financial statements for a partnership and corporate. Explain the cause of the variance and its effect on the income statement.

Attendance Policy and policies on classroom behavior (use of cell phones, academic dishonesty, lap-top use, etc.)

1. Roll call will be conducted the first five minutes of each class. If you are not present, you are considered absent or tardy. Two tardiness equal one absence. Three unexcused absences reduce your final grade by one letter. If you cannot be in class, please notify me in advance by note, email or phone message. If you missed two class periods in a row, you will be dropped from class according to the UNM-Gallup Campus policies.
2. Let me know if you need to leave earlier than the regular class dismissal time. Please do not walk out of class while the class is in session. I will dismiss the class when I feel it is appropriate. Put your cell phone on quite mode while in class and step outside of class if you need to talk on your cell phone. See me before or after class about your assignments and my signature on your documents if needed.
3. Homework assignments are due as scheduled. I will take off 5 points for late work before I grade your homework. If you have written excuse like the doctor's work status form, I will give you one class time to make up your homework. I will not accept any assignment that is a week late. For example, assignments scheduled on a prior Tuesday and submitted the following Tuesday will not be accepted. Also, I will not accept your late homework if you are working on it in during class time.
4. Student Code of Conduct. UNM Gallup, 2015-2017 Course catalog, p 100, Section 2: Matters subject to disciplinary action, 2.4 Academic dishonesty, including, but not limited to, dishonesty in quizzes, tests, or assignment: claiming credit for work not done or done by other, etc. If students turn in the same assignment(s) word for word, verbatim, the instructor will give a zero grade for the assignment(s).

Additional topics, information determined by the course instructors which are not inconsistent with the syllabus

1. Set-up your cell phone to accept LoboAlerts messages. UNM LoboAlerts is the emergency text messaging and email alert system.
2. Drinks and food are not allowed in the lab, according to the UNM Catalog, page 45.
3. Instruction begins on January 19, 2016 (Tuesday). Registration Ends on January 29, 2016 (Friday). Last day to drop a course without a "W" grade is February 5, 2016 (Friday). Last day to change grading options is January 29, 2016 (Friday). Spring Break March 14-19, 2016 (Monday-Saturday). Last day to withdraw from a course without Registrar's approval is April 15, 2016 (Friday). Last to withdraw from a course with Registrar's approval is May 6, 2016 (Friday). Semester ends on May 14, 2016 (Saturday).

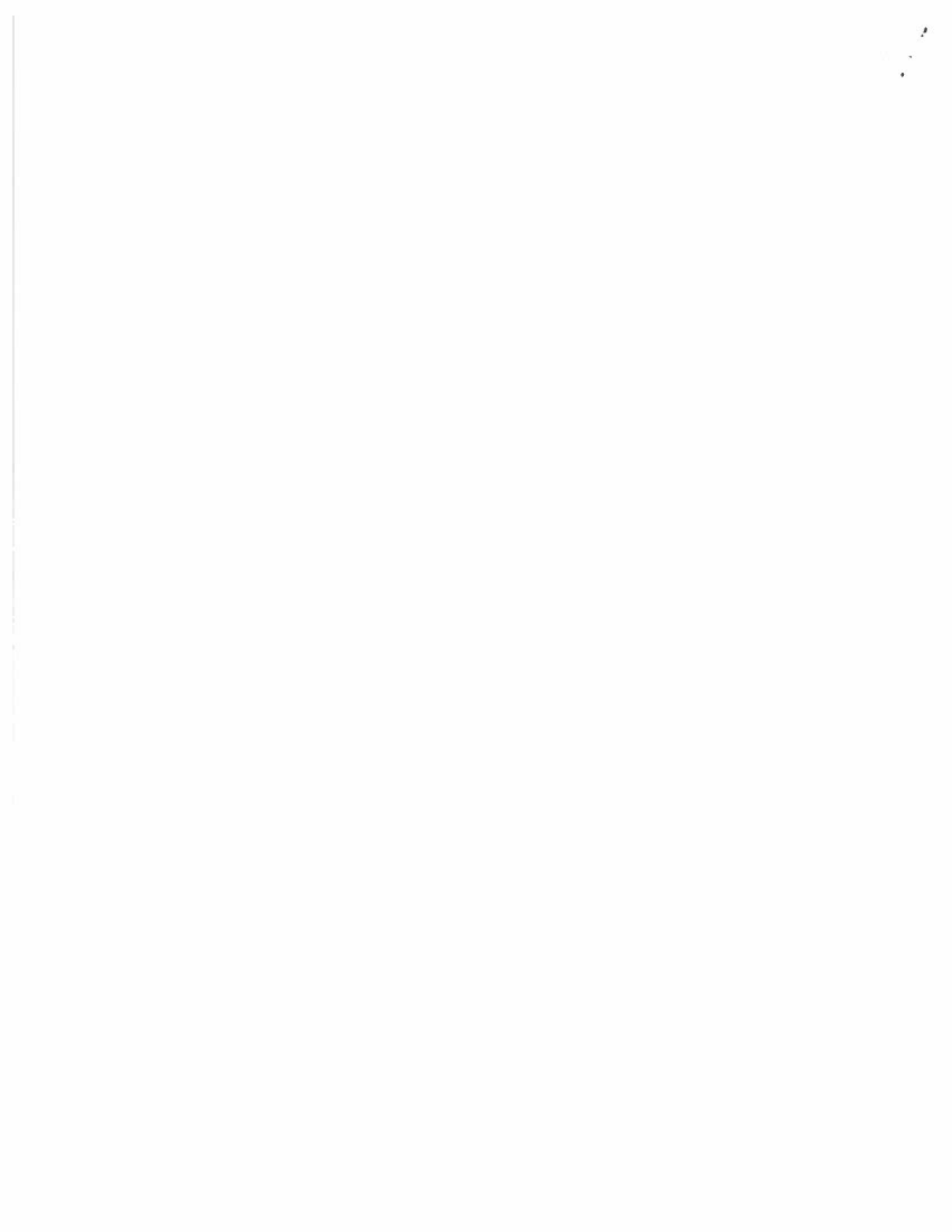
Assignments

Week 1-2 Chapter 1	<p>The Financial Statements</p> <ol style="list-style-type: none"> 1. Utilized Learn.unm.edu to practice and complete selected assignments: Exercises Group A or B, Problem A or B, Apply your Knowledge - Decision Cases, Ethical Issue, Focus on Financials, Focus on Analysis, Group Projects and instructor's handout. 2. Turn in selected assignments as listed on the label
Week 3-4 Chapter 2	<p>Transaction Analysis</p> <ol style="list-style-type: none"> 1. Utilized Learn.unm.edu to practice and complete selected assignments: Exercises Group A or B, Problem A or B, Apply your Knowledge - Decision Cases, Ethical Issue, Focus on Financials, Focus on Analysis, Group Projects and instructor's handout. 2. Turn in selected assignments as listed on the label
Week 5-6 Chapter 3	<p>Accrual Accounting & Income</p> <ol style="list-style-type: none"> 1. Utilized Learn.unm.edu to practice and complete selected assignments: Exercises Group A or B, Problem A or B, Apply your Knowledge - Decision Cases, Ethical Issue, Focus on Financials, Focus on Analysis, Group Projects and instructor's handout. 2. Turn in selected assignments as listed on the label
Unit Test 1 (Chapters 1-3)	
Week 7-8 Chapter 4	<p>Internal Control & Cash</p> <ol style="list-style-type: none"> 1. Utilized Learn.unm.edu to practice and complete selected assignments: Exercises Group A or B, Problem A or B, Apply your Knowledge - Decision Cases, Ethical Issue, Focus on Financials, Focus on Analysis, Group Projects and instructor's handout. 2. Turn in selected assignments as listed on the label
Week 9 Chapter 5	<p>Short-Term Investments & Receivables</p> <ol style="list-style-type: none"> 1. Utilized Learn.unm.edu to practice and complete selected assignments: Exercises Group A or B, Problem A or B, Apply your Knowledge - Decision Cases, Ethical Issue, Focus on Financials, Focus on Analysis, Group Projects and instructor's handout. 2. Turn in selected assignments as listed on the label
Week 10 Chapter 6	<p>Inventory & Cost of Goods Sold</p> <ol style="list-style-type: none"> 1. Utilized Learn.unm.edu to practice and complete selected assignments: Exercises Group A or B, Problem A or B, Apply your Knowledge - Decision Cases, Ethical Issue, Focus on Financials, Focus on Analysis, Group Projects and instructor's handout. 2. Turn in selected assignments as listed on the label
Unit Test 2 (Chapters 4-6)	
Week 11	Plant Assets Natural Resources, & Intangibles

Chapter 7	<ol style="list-style-type: none"> Utilized Learn.unm.edu to practice and complete selected assignments: Exercises Group A or B, Problem A or B, Apply your Knowledge - Decision Cases, Ethical Issue, Focus on Financials, Focus on Analysis, Group Projects and instructor's handout. Turn in selected assignments as listed on the label
Week 8 Chapter 8	<p>Long-Term Investments & the Time Value of Money</p> <ol style="list-style-type: none"> Utilized Learn.unm.edu to practice and complete selected assignments: Exercises Group A or B, Problem A or B, Apply your Knowledge - Decision Cases, Ethical Issue, Focus on Financials, Focus on Analysis, Group Projects and instructor's handout. Turn in selected assignments as listed on the label
Week 9 Chapter 9	<p>Liabilities</p> <ol style="list-style-type: none"> Utilized Learn.unm.edu to practice and complete selected assignments: Exercises Group A or B, Problem A or B, Apply your Knowledge - Decision Cases, Ethical Issue, Focus on Financials, Focus on Analysis, Group Projects and instructor's handout. Turn in selected assignments as listed on the label
Unit Test 3 (Chapters 7-9)	
Chapter 10	<p>Stockholders' Equity</p> <ol style="list-style-type: none"> Utilized Learn.unm.edu to practice and complete selected assignments: Exercises Group A or B, Problem A or B, Apply your Knowledge - Decision Cases, Ethical Issue, Focus on Financials, Focus on Analysis, Group Projects and instructor's handout. Turn in selected assignments as listed on the label
Week 11 Chapter 11	<p>Evaluating Performance: Earnings quality, the Income Statement, & the Statement of Comprehensive Income</p> <ol style="list-style-type: none"> Utilized Learn.unm.edu to practice and complete selected assignments: Exercises Group A or B, Problem A or B, Apply your Knowledge - Decision Cases, Ethical Issue, Focus on Financials, Focus on Analysis, Group Projects and instructor's handout. Turn in selected assignments as listed on the label
Week 13-14 Chapter 12	<p>The Statement of Cash Flows</p> <ol style="list-style-type: none"> Utilized Learn.unm.edu to practice and complete selected assignments: Exercises Group A or B, Problem A or B, Apply your Knowledge - Decision Cases, Ethical Issue, Focus on Financials, Focus on Analysis, Group Projects and instructor's handout. Turn in selected assignments as listed on the label
Unit Test 4 (Chapters 10-12)	
Week 15-16 Chapter 13	<p>Financial Statement Analysis</p> <ol style="list-style-type: none"> Utilized Learn.unm.edu to practice and complete selected assignments: Exercises Group A or B, Problem A or B, Apply your Knowledge - Decision Cases, Ethical Issue, Focus on Financials, Focus on Analysis, Group Projects and instructor's handout. Turn in selected assignments as listed on the label

Rubric MGMT 202

Concepts	2 (Emerging)	3 (Proficient)	4 (Exemplary)
Demonstrate knowledge of the principles and concepts of financial accounting used in solving complex accounting issues.	Student demonstrates knowledge of financial accounting principles and concepts but has difficulty using the concept in an unstructured situation.	Student demonstrates knowledge of financial accounting principles and concepts and shows progress in relating the concepts to an unfamiliar situation.	Student demonstrates knowledge of financial accounting principles and concepts and is able to use the concepts to solve unstructured issues.
Demonstrate competency preparing, reading, comprehending, interpreting, and utilizing financial statements prepared in accordance with Generally Accepted Accounting Principles.	Student is able to prepare financial statements but is not able to read, comprehend, interpret and utilize financial statements prepared in accordance with Generally Accepted Accounting Principles.	Student demonstrates above average ability in reading, comprehending, interpreting, and utilizing financial statements prepared in accordance with Generally Accepted Accounting Principles.	Student demonstrates excellent understanding in reading, comprehending, interpreting, and utilizing financial statements prepared in accordance with Generally Accepted Accounting Principles.





Name of Department: Semester:	Business Management Technology Department Spring 2015
Instructor Name: Office Location Office Hours E-mail Telephone Class Meeting Days/Times Location	Tyrell Harvey CH167 By Appointment tyrellhunm@hotmail.com 505-863-7511 Tuesdays/5:15-7:55 Calvin Hall, Room CH171
Syllabus <i>(Common across all sections)</i>	
Title of Course:	Introduction to Marketing
Course Number	MGMT 222- Intro to Marketing
Course Description	The course will focus on understanding the basic principles of marketing. Marketing is the management process responsible for identifying, anticipating, and satisfying customer requirements for profitably. It will also identify how government policies can affect the operation of a business. Also, how these policies affect the living levels of the different income levels.
Credit Hours and Contact Hours	3 Credit Hours.
Pre-requisites/co-requisites	Reading 100, ISE 100 or Math 118
Learning Objectives and Outcomes	<p>Upon completion of this course the student will:</p> <ul style="list-style-type: none"> • Understand the basic principles of marketing concepts. • Better understand how marketing plays an important role in our daily lives. • Express ideas clearly, logically, and persuasively in oral and written communication • Express an understanding of the process of product development, brand positioning, and brand management. • Develop an awareness of social, ethical, and international issues in marketing. • Learn the definitions of key words and terms used to interpret the meaning of marketing concepts.
<p>Disabilities Policy: In accordance with University Policy 2310 and the Americans with Disabilities Act (ADA), any student needing academic accommodations should first contact accessibility Services at 863-7660 (Gurley Hall 1133). It is also imperative that you take the initiative to bring such needs to the instructor's attention, as your instructor is not legally permitted to inquire. Students who may require assistance in emergency evacuations should contact the instructor as to the most appropriate procedures to follow</p>	
Course Outline <i>(May vary according to Instructor)</i>	
<p>Teaching Methods (Lecture, Labs, Small Groups, On-Line Components)</p> <ol style="list-style-type: none"> 1. The student will meet with the instructor and other students who are taking the same course once a week. The instructor will lecture, provide examples, and encourage student participation with questions, answers, and class presentation. 2. Lecture will be supplemented with power point presentation, films, and guest speakers. 	

Evaluation/Grading Methods (*Attach Rubric if available*)

FINAL GRADE SCALE:

: 90-100% A; 80-89% B; 70-79% C; 60-69% D, 59% or less is F. Student may do extra credit work or take make-up exam and/or quiz provided the student has reasonable excuse.

Incomplete may be granted when the student encounters a situation that is beyond his or her control and provides documentation.

Course drop is the student's responsibility and to make sure he/she is not on the instructor's grade sheet after the course has been dropped.

Required Text(s) & Supporting Materials (*Many programs will require these to be common across different sections --Check with Chair*)

Marketing An Introduction 11th edition by Armstrong and Kotler.

Assessment Methods (*How learning objectives will be measured; attach rubric if appropriate*)

Course activities will carry the following weight percentages:

- 30% Final Project
- 100 Points Each Presentation
- 100 Points Each Written Paper
- 100 Points Text Book Work Each

Attendance Policy and policies on classroom behavior (use of cell phones, academic dishonesty, lap-top use, etc.)

1. It is the students' responsibility to check their grade and be in attendance for class.
2. Honesty and trust is encouraged for all academic work performed by the student.
3. Drinks and food are not allowed in the classroom. Exception may be granted with permission.
4. Cell phones need to be turned to vibration mode in the classroom.

Weekly Schedule of Topics, Readings, Assignments, Tests and other Activities...

(All written assignments need to be submitted by 6pm the night before the next class and need to be 3 full pages in length: Presentations will be given in class with team member(s), if unable to attend next class arrangements may be made with prior approval, and all presentations require a minimum of business casual. No Jeans.)

Week 1: (1/13/15)

Class- Syllabus, APA Format, & Presentation Guidelines

Assignments- APA Chapter 1

Week 2: (1/20/15)

Class- Group Activity/Chapter 2

Assignments- APA Chapter 2

Week 3: (1/27/15)

Class- Chapters 3 & 4 (Analyze the Marketing Environment)

Assignment-APA Chapters 3 & 4

Week 4: (2/3/15)

Class- Chapter 5 (Consumer Buying Behavior)

Assignment- Presentation on Chapter 5 (Presented in Week 5)

Week 5: (2/10/15)

Class- Chapter 5 Presentations

Assignment-APA Chapter 6

Week 6: (2/17/15)

Class- Chapter 7 (Branding and Customer Value)

Assignment- Presentation on Chapter 7 (Presented in Week 7)

Week 7: (2/24/15)

Class- Chapter 7 Presentations
Assignment- APA Chapter 8

Week 8: (3/3/15)
Class-Adam & Aaron
Assignment- APA Chapter 9

Week 9: (3/10/15)
Class-Spring Break
Assignment- Spring Break

Week 10: (3/17/15)
Class- Chapters 10 & 11 (Retailing and Wholesaling)
Assignment- APA Chapters 10 & 11

Week 11: (3/24/15)
Class- Chapter 12 (Advertising and Public Relations)
Assignment- Presentations on Chapter 12

Week 12: (3/31/15)
Class- Chapter 12 Presentations
Assignment- APA Chapter 13

Week 13: (4/7/15)
Class- Chapter 14 (Direct Marketing)
Assignment- APA on Chapter 14

Week 14: (4/14/15)
Class- Chapters 15 (The Global Market)
Assignment- Presentation Chapter 15 (Presented in week 15)

Week 15: (4/21/15)
Class- Chapter 15 Presentations
Assignment- APA on chapter 16

Week 16: (4/28/15)
Class- Final Projects (Work with a local business to complete a customer service survey and present)
Assignment- Complete Final Projects

Week 17: (5/5/15)
Class- Final Projects Due (No Extensions)

Additional topics, information determined by the course instructors which are not inconsistent with the syllabus

Name of Division: Semester:	Business & Applied Technology
Instructor Name: Office Location Office Hours E-mail Telephone Class Meeting Days/Times Location	Frank Loera CH 167C Friday: 1-2 pm Wednesday: 1-2 pm floera@unm.edu 505-863-7511 Tuesday & Thursdays: 11:00-12:15 CH 229
Syllabus <i>(Common across all sections)</i>	
Title of Course:	Introduction to Business Statistics
Course Number	MGMT 290
Course Description	An Overview of the use of statistics in business descriptive statistics and numerical characteristics of data; introduction to probability; statistical inference including t-tests and regression; confidence intervals, applications to business problems will be emphasized.
Credit Hours and Contact Hours	3 Credits
Pre-requisites/co-requisites	MATH180 or Equivalent
Learning Objectives and Outcomes	Upon completion of this course students should be able to: <ul style="list-style-type: none"> ➤ Use descriptive statistic (graphing representation, numerical measures) ➤ Apply basic probability concepts ➤ Use both discrete and continuous probability distributions ➤ Use the various sampling methods ➤ Calculate point estimates and construct confidence intervals ➤ Conduct one-sample and two-sample tests of hypothesis ➤ Develop a regression line and determine the strength of a correlation ➤ Apply statistical analysis to decision-making use of statistical software as available
Teaching Methods : This is a Lecture type class for the three credits. Power-point, excel, and other statistics software will be	

used for demonstration. Occasionally we will work in small groups.

Evaluation/Grading Methods:

Your final grade is based on the following components.

class participation	20%
Chapter exercises during the semester x16	60%
Final examination	20%

You must earn at least 70% in MGMT 290 to receive a grade of 'C' or better.

Grading Scale

Grade	A	A-	B+	B	B-	C+	C	C-	D+	D	D-	F
Percentage	95+	90-94	87-89	84-86	80-83	77-79	74-76	70-73	67-69	64-66	60-63	<60

Required Text(s) & Supporting Materials:

Introduction to Business Statistics, 7th Edition, Ronald M. Weiers-ISBN-10: 0538452196

ISBN-13: 9780538452199-© 2011. Also required is a protractor, colored pencils, graphing paper and a TI graphing calculator (recommended).

Assessment Methods:

Each weekly exercise is worth 100 points and will total to 60 percent of your grade. You can submit assignments during the following lecture after due dates with 30% of the points deducted. **After that, no homework is accepted without approval.** This method keeps us up to date with our assignments and not letting ourselves get behind

Announcement of exams will be given during semester. All exams are closed book closed notes. A one sided 8.5x11 page of notes can be allowed for each exam. The uses of calculators are welcome, however students may not use cell phone calculators. If you miss an exam because of valid reasons, bring in a written note to the instructor. Under most circumstances you will be allowed to take a make-up exam. This exam will be longer and more difficult than the one given at the regular scheduled time. **Make-up exams must be taken before the next class session.** Make-up exams can be taken at the Lobo Learning Center. You must bring an ID.

Final Exam covers all topics covered throughout the semester.

Attendance Policy and policies on classroom behavior:

Because daily classroom activities are an integral part of the learning process in this class, regular and prompt attendance is expected from all students. The instructor has the right to drop any students who accumulates three unexcused absences. Students are expected to plan their lives to allow for regular attendance of this class. This includes making provisions for childcare, transportation needs and work demands. We do, of course, allow students to be absent from class for valid reasons. Valid reasons include the following:

1. Illness. Bring in a note.
2. Death in the family.
3. Religious Ceremony. Give your instructor a written statement.
4. Other exceptional situations (for instance, the childcare provider becomes ill.) Perhaps dropping the course might be necessary if attendance problems persist.

Behavior

1. Students are required to submit their own homework whether they work individually or in groups.
2. All cell phones must be turned off during class.
3. Students who are caught cheating may be dropped from class and/or referred for further discipline

which could result in dismissal from the University.

Be on time. Students who enter class late causes distraction to other students.

Disabilities Policy:

In accordance with University Policy 2310 and the Americans with Disabilities Act (ADA), any student needing academic accommodations should first contact accessibility

Services at 863-7660 (Gurley Hall 1133). It is also imperative that you take the initiative

to bring such needs to the instructor's attention, as your instructor is not legally permitted

To inquire. Students who may require assistance in emergency evacuations should contact the instructor as to the most appropriate procedures to follow

Week 1. 1. In class Introduction and syllabus discussion

1: Influence of a Single Observation on the Median-

Complete Section Exercise

Week 2. 1. Scatter Diagrams and Correlation

Complete Section Exercise

Week 3. 1. Size and Shape of Normal Distribution.

Complete Section Exercise

Week 4. 1. Normal Approximation to Binomial Distribution

Complete Section Exercise

Week 5. 1. Distribution of Means

Complete Section Exercise

Week 6. 1. Confidence Interval Size

Complete Section Exercise

Week 7. 1. Comparing the Normal and Student t Distributions

Complete Section Exercise

Week 8. 1 z-Interval and Hypothesis Testing

Complete Section Exercise

Week 9. 1. Statistical Power of a Test

Complete Section Exercise

Week 10. 1 Distribution of Difference Between Sample Means

Complete Section Exercise

Week 11. 1. F Distribution and ANOVA

Complete Section Exercise

Week 12. 1. Interaction Graph in Two-Way ANOVA

Complete Section Exercise

Week 13. 1. Chi-Square Distribution

Complete Section Exercise

Week 14. 1. Regression: Point Estimate for y

Complete Section Exercise

Week 15. 1. Regression Error Components

Complete Section Exercise

Week 16. 1. Mean Control Chart

Complete Section Exercise

2. Final Exam

Name of Department:	Business Management Technology Department	Fall 2016
Instructor Name:	Elvira Martin	
Office Location	Calvin Hall Center (CHC), Room 261B	
Office Hours	M 12-2 & 3:15-4:15; T 11-12 & 3:30-4:30; W 11-2 & 3:30-4:30; Th 11-12 & 3:15-4:15	
E-mail & Telephone	ejmartin@unm.edu & phone 505-863-7509	
Class Meeting Days/Times	Class Meet on M & W, 9:30 to 10:45 AM	
Location	Calvin Hall Center, Room 261	
Computer Lab Hours	Calvin Hall Center, Room 263: M-F 9:00 to 3:00 PM	
Syllabus		
Title of Course:	MGMT 101, Introduction to Accounting I	
Course Number	MGMT 101	
Course Description	<p>This course covers basic accounting principles, concepts and techniques of financial accounting and prepares the student for the next accounting course, MGMT 102.</p> <p>In MGMT 101, students will analyze business transactions; record the business transactions onto work sheets, such as journals and general ledgers; and summarize the information onto financial statements like a balance sheet for a proprietorship in a service or merchandising business including inventory adjustments. In addition, students will reconcile bank statements, journalize and post adjusting and closing entries, and process a payroll register. Most of the assignments are done manually (using a pencil) and selected assignments will be completed on a computerized accounting system (QuickBooks) and an electronic spreadsheet (Excel).</p>	
Credit Hours and Contact Hours	3 credit hour	
Pre-requisites/co-requisites	Read 100 or Compass >= 71. Math 118.	
Learning Objectives and Outcomes	<ol style="list-style-type: none"> 1. Analyze business transactions, their effects on the financial statements and the interrelationships of the financial statements involving the following: <ol style="list-style-type: none"> a. Cash transactions b. Receivables and Net Realizable Value c. Operational Assets and Depreciation d. Inventory e. Current Liabilities f. Long-term Liabilities 2. Define, identify and demonstrate the impact of adjusting entries on financial statements. 3. Explain and demonstrate the differences between cash and accrual basis accounting. 4. Define and identify generally accepted accounting principles. 5. Perform ratio analysis to evaluate financial statements 6. Identify cash flow statement activities and explain the purpose of the cash flow statement 7. Demonstrate knowledge in T-accounts, journalizing and posting 	
Disabilities Policy:		
<p>In accordance with University Policy 2310 and the Americans with Disabilities Act (ADA), any student needing academic accommodations should first contact Accessibility Service Center, 505-863-7660, Room SSTC 252. It is also important that you take the initiative to bring such needs to the instructor's attention, as your instructor is not legally permitted to inquire. Students who may require assistance in emergency evacuations should contact the instructor as to the most appropriate procedures to follow.</p>		
Course Outline		

Teaching Methods (Lecture, Labs, and On-Line Components)

Students will carry out the following Tasks: 1) Read the textbook. 2) View chapter presentation slides and/or selected websites. 3) Participate in class discussions. 4) Use Workbook, Excel, and QuickBooks to complete assignments. 5) Use a calculator. 6) Take Tests.

The instructor will perform the following tasks: 1) Demonstrate how to do a task. 2) Allow hands-on lab time so students will know exactly what they need to do to complete their assignments. 3) Modify teaching approach to explain, in a different way, when students do not understand or lose interest. 4) Observe students working in class, initiate class discussions, grade homework/tests, return homework, communicate with students, etc. 5) Meet with students to assess their work during the 8th and 13th weeks of the semester.

Evaluation/Grading Methods A 100%-90% 89-80% C 79%-70% D 69%-60% F Below 60%

Homework Assignments	70%	Work Book: Let's do Together, On Your Own, Application, Mastery and Challenges Problems. Some work on QuickBooks and Excel.
Classroom Activities	10%	Class participation, view websites & work on Learn.unm.edu.
Reinforcement Activities	20%	Reinforcement 1A & 1B and Reinforcement 2A & 2B (4 sections)

Required Text(s) & Supporting Materials

Textbook: 1) Fundamental of Accounting, 9th Edition, Course 1, ISBN 13: 978-0-538-44828-4. 2) Working Papers, Chapters 1-17, ISBN 13: 978-0-538-44712-6.

Equipment: USB Flash Drive/Jump Drive, Headphones, Hand-held Calculator, and Pencils

In order to succeed in this course, you will need a textbook to do your assignments and tests. Therefore, I will expect each student to have his or her own textbook by August 25, 2014. The Business Technology Department does not have written approval from the textbook company to make copies for you. You will need a USB flash drive to save your data and headphones to view selected websites.

Assessment

Methods: Students should be able to explain and create an income statement and balance sheet.

Attendance Policy and policies on classroom behavior (use of cell phones, academic dishonesty, lap-top use, etc.)

1. You have to be on time and present to perform your job in the workplace. The same expectation applies for this class. Roll call will be conducted the first five minutes of each class. If you are not present, you are considered absent or tardy. Two tardiness equal one absence. Three unexcused absences reduce your final grade by one letter. If you cannot be in class, please notify me in advance by note, email or phone message. If you missed two class periods in a row, you will be dropped from class according to the UNM-Gallup Campus policies.
2. Class Behavior is important to me. a) I will expect you treat everyone and including me with respect. b) Let me know if you need to leave the class earlier than the regular class dismissal time. Do not walk out of class while the class is in session. I will dismiss the class when I feel it is appropriate. c) Put your cell phone on vibrate while in class; step outside of class to text or speak on your cell phone. d) See me before or after class about an assignment/signature.
3. Homework assignments are due as scheduled. I will take off additional 10 points for lateness. If you have written excuse like the doctor's work status form, I will allow you to make up your homework. I will not accept any assignment that is a week late. For example, assignments scheduled on a prior Monday and submitted the following Monday will not be accepted. I will not accept your late homework if you are working on it in during class time.

Weekly Schedule of Topics, Readings, Assignments, Tests and other Activities See Below See below

Additional topics, information determined by the course instructors which are not inconsistent with the syllabus

1. Set-up your cell phone to accept LoboAlerts messages. UNM LoboAlerts is the emergency text messaging and email alert system. The two hour delay means classes that start at 9:30 am will start at 10:00 am.
2. Drinks and food are not allowed in the lab, according to the UNM Catalog, page 45.
3. In the case of a fire or drill, students will take their belongings, if safe to do so and meet west of the Calvin Hall Center parking area near the Business Technology sign. I will take attendance for safety reason. We will be given permission to reenter the building.
4. Holidays/Breaks: Labor Day Holiday, Monday, September 1, 2014; Fall Break, Thursday and Friday, October 9 & 10, 2014; and Thanksgiving Holiday, Thursday and Friday, November 27 & 28, 2014.
5. Grading Option: Deadlines: Last day to drop with 100% Refund, Friday, September, 5, 2014; Last day to drop from a course without a grade, Friday, September 5, 2014; Last day to drop from a course without Registrar's approval, Friday, November 7, 2014; and Last day to drop course with Registrar's approval, December 5, 2014.

Assignments

Class	Lessons
1	Introduction, Syllabus, Textbook, Table of Content Glossary
2-3	<p>Part 1 Accounting for a Service Business Organized as a Proprietorship Chapter 1 Starting a Proprietorship: Changes that affect the Accounting Equation, p 4-24</p> <ol style="list-style-type: none"> 1. Read, Lesson 1-1, Work Together, tb p 9 & wb p 7 2. Do on your own 1-1, tb p 9 & wb p 8 3. Continue reading, Lesson 1-2, tb 10-16, Work Together, tb p 17 & wb p 9 4. Do on your own, 1-2, tb 17 & wb 10 5. Continue reading, Lesson 1-3, tb p 18-21, Work Together, tb p 22 & wb 11 6. Do on your own, 1-3, tb 22 & wb 12 7. Turn in Application Problems, 1-1, 1-2, 1-3, & 1-4, tb 25-27 & wb p 13-16 8. 1 Mastery Problem, tb 27 & wb 17
4-5	<p>Chapter 2 Analyzing transactions into Debit and Credit Parts</p> <ol style="list-style-type: none"> 1. Lesson 2-1, tb 30-34, Work Together & On your own, tb 35 & wb 23-24 2. Lesson 2-2, tb 36-41, Work Together & On your own, tb 42 & wb 25-26 3. Lesson 2-3, tb 43-48, Work Together & On your own, tb 49 & wb 27-28 4. Application Problems 2-1, 2-2, & 2-3, tb 52-53 & wb 29-31 5. 2 Challenge Problem
5-6	<p>Chapter 3 Journalizing Transactions</p> <ol style="list-style-type: none"> 1. Lesson 3-1, tb 56-68, Work Together & On your own & tb 64 2. Lesson 3-2, tb 65-68, Work Together & On your own & tb 69 3. Lesson 3-3, tb 70-74, Work Together & On your own & tb 75 4. Lesson 3-4, tb 76-80, Work Together & On your own & tb 81 5. Use Working Paper, wb p 39-41 for above Lessons 6. 3 Mastery Problem, tb 87-87, wb 46-47 7. 3 Source, tb p 87, wb 48-51
7-8	<p>Chapter 4 Posting to a General Ledger</p> <ol style="list-style-type: none"> 1. Lesson 4-1, tb 90-96, Work Together & On your own, tb 97 & wb 59-60 2. Lesson 4-2, tb 98-101, Work Together & On your own, tb 102 & wb 61-66 3. Lesson 4-3, tb 103-110, Work Together & On your own, tb 110 & wb 61-66 4. Lesson 4-4, tb 112-113, Work Together & On your own, tb 114, wb 67-68 5. Application 4-1, 4-2, 4-3, 4-4, tb 117 & wb 69-73 6. 4 Source, tb 118, wb 78-82 <p>* Meet with Instructor</p>
9-10	<p>Chapter 5 Cash Control Systems</p> <ol style="list-style-type: none"> 1. Lesson 5-1, tb 120-127, Work Together & On your own, 128, wb 95-96

	<ol style="list-style-type: none"> 2. Lesson 5-2, tb 129-134, Work Together & On your own, tb 134 3. Lesson 5-3, tb 135-138, Work Together & On your own, tb 139 4. Lesson 5-4, tb 140-145, Work Together & On your own, tb 148 5. 5 Mastery, tb 150-151 &
11-12	Reinforcement Activity Part A, An Accounting Cycle for a Proprietorship: journalizing and Posting Transactions, tb 153-155 & wb 115-123
13-14	Chapter 6 Work Sheet and Adjusting Entries for a Service Business <ol style="list-style-type: none"> 1. Lesson 6-1, tb 156-161, Work Together & On your own, tb 162, & wb 129-135 2. Lesson 6-2, tb 163-167, Work Together & On your own, tb 168 & wb 129-135 3. Lesson 6-3, tb 169-178, Work Together & On your own, tb 179 & wb 129-135 4. Application Problems 6-1, 6-2, 6-3, 6-4, wb 135-137 * Meet with Instructor
15-16	Chapter 7 Financial Statements for a Proprietorship <ol style="list-style-type: none"> 1. Lesson 7-1, tb 188-197, Work Together & On your own, tb 197 & wb 2. Lesson 7-2, tb 199-204, Work Together & On your own, tb 205 & 3. Application Problem 7-1, 7-2, tb 208-209, & wb 151-152 4. 7 Mastery, tb 209, & wb 153
17-18	Chapter 8 Recording Closing Entries and Preparing a Post-Closing Trial Balance for a Service Business <ol style="list-style-type: none"> 1. Lesson 8-1, tb 212-221, Work Together, tb 222 & wb 158-163 2. Lesson 8-2, tb 223-229, Work Together, tb 230 & wb 169 3. 8 Mastery, tb 234-235 & wb 176-180

Rubric for MGMT 101 Accounting Assignments Fall 2016

BT 100 Grade Scale for assignment						
Step		5	4	3	2	1
Max. Weight	Grade level	90 - 100	80 - 89	70 - 79	60-69	Below 60
	Letter Grade	A	B	C	D	F
(1)	RECORDED TRANSACTIONS	Excellent	Good	Fair	Limited	Below standard
30%	Transactions recorded in proper form	grasp of all concepts	grasp of concepts	grasp of concepts	grasp of concepts	standard
	Formats were correct	concepts	concepts	concepts	concepts	Many errors
	Proper posting references and audit trail	1 or 2 minor errors	3 or 4 minor errors	4 or 5 errors	Many errors	and several major ones
					1 or more major errors	
(2)	COMPLETED WORKSHEET	Excellent	Good	Fair	Limited	Below standard
30%	Entered journal entries correctly and in proper form	grasp of all concepts	grasp of concepts	grasp of concepts	grasp of concepts	standard
	Completed adjusted trial balance in proper form	concepts	concepts	concepts	concepts	Many errors
	Completed worksheet income statement	1 or 2 minor errors	3 or 4 minor errors	4 or 5 errors	6 or 7 errors	and several major ones
	Completed worksheet balance sheet	errors	errors		Many errors	major ones
					1 or more major errors	

		Excellent	Good	Fair	Limited	Below
(3)	FINANCIAL STATEMENTS					
30%	Prepared formal income statement in proper form	grasp of all concepts	grasp of concepts	grasp of concepts	grasp of concepts	standard
	Prepared formal statement of owners' equity in proper form	concepts	concepts	concepts	concepts	Many errors
	Prepared formal balance sheet in proper form	1 or 2 minor errors	3 or 4 minor errors	4 or 5 errors	Many errors	and several major ones
					1 or more major errors	
(4)	CLOSING ENTRIES AND POST CLOSING TRIAL BALANCE					
10%	Prepared closing entries correctly	grasp of concepts	of concepts	of concepts	of concepts	standard
	Completed post-closing trial balance	Maximum of 1 minor error	2 errors	3 errors	Many errors	Many errors
					1 or more major errors	and several major ones
100%	Total possible grade					



Name of Department:	Business Management Technology Department	Fall 2016
Instructor Name:	Elvira Martin	
Office Location	Calvin Hall Center (CHC), Room 261B	
Office Hours	M 12-2 & 3:15-4:15; T 11-12 & 3:30-4:30; W 11-2 & 3:30-4:30; Th 11-12 & 3:15-4:15	
E-mail & Telephone	ejmartin@unm.edu & phone 505-863-7509	
Class Meeting Days/Times	Class Meet on T & R, 12:30-1:45 PM	
Location	Calvin Hall Center, Room 261	
Computer Lab Hours	Calvin Hall Center, Room 263: M-F 9:00 to 3:00 PM	
Syllabus		
Title of Course:	MGMT 102, Introduction to Accounting II	
Course Number	MGMT 102	
Course Description	<p>This course is a continuation of MGMT 101.</p> <p>In MGMT 102, students will study progressive procedures of accounting for partnerships and corporations. Topics include special journals, receivables, payables, bad debts, interest, discounting and recording of notes, inventories, and short/long term investments and</p>	
Credit Hours and Contact Hours	3 credit hours	
Pre-requisites/co-requisites	Read 100 or Compass >= 71. Math 118. MGMT101	
Learning Objectives and Outcomes	<ol style="list-style-type: none"> 1 Student should have an understanding of the accounting cycle, the income statement, balance sheet, and statement of owner's equity. 1. Identify the differences between financial and managerial accounting. 2. Illustrate the accumulation of costs in cost accounting systems. 3. Describe the basic elements of the budgeting process, its objectives and budget preparation. 4. Define and classify cost behavior. 5. Perform cost-volume-profit analysis for decision making. 6. Perform differential (incremental) analysis for business decision making. 7. Explain the cause of the variance and its effect on the income statement. 8. Explain and demonstrate the difference between traditional costing and activity-based costing. 9. Analyze equity ownership transactions and their effect on the financial statements 10. Compute current debt and quick ratios 	
<p>Disabilities Policy: In accordance with University Policy 2310 and the Americans with Disabilities Act (ADA), any student needing academic accommodations should first contact Accessibility Service Center, 505-863-7660, Room SSTC 252. It is also important that you take the initiative to bring such needs to the instructor's attention, as your instructor is not legally permitted to inquire. Students who may require assistance in emergency evacuations should contact the instructor as to the most appropriate procedures to follow.</p>		
Course Outline		
Teaching Methods (Lecture, Labs, and On-Line Components)		
Students will carry out the following Tasks: 1) Read the textbook. 2) View chapter presentation slides and/or selected		

websites. 3) Participate in class discussions. 4) Use Workbook, QuickBooks and Excel to complete assignments. 5) Use a calculator. 6) Take Tests.

The instructor will perform the following tasks: 1) Demonstrate how to do a task. 2) Allow hands-on lab time so students will know exactly what they need to do to complete their assignments. 3) Modify teaching approach to explain, in a different way, when students do not understand or lose interest. 4) Observe students working in class, initiate class discussions, grade homework/tests, return homework, communicate with students, etc. 5) Meet with students to assess their work during the 8th and 13th weeks of the semester.

Evaluation/Grading Methods	A 100%-90%	B 89-80%	C 79%-70%	D 69%-60%	F Below 60%
Homework Assignments (some work on Excel)	50%	Let's do Together, On Your Own, Excel Data Files (3), Math Work Sheets (2), Crossword Puzzles (7), & Do on Excel (5). Extra 5 points			
Entrepreneurial Event * Classroom Participation (discussion, view websites & Drills)	10%				
Reinforcement Activities	20%	Reinforcement 1A & 1B and Reinforcement 2A & 2B (4 sections)			
Section Tests (2)	20%				

Required Text(s) & Supporting Materials

Textbook: 1) Fundamental of Accounting, 9th Edition, Course 1, ISBN 13: 978-0-538-44828-4. 2) Working Papers, Chapters 1-16, ISBN 13: 978-0-538-44712-6.

Equipment: USB Flash Drive/Jump Drive, Headphones, Hand-held Calculator, and Pencils

In order to succeed in this course, you will need a textbook to do your assignments and tests. Therefore, I will expect each student to have his or her own textbook by August 25, 2014. The Business Technology Department does not have written approval from the textbook company to make copies for you. You will need a USB flash drive to save your data and headphones to view selected websites.

Assessment Methods

Students should be able to analyze financial statements, prepare and interpret budgets, and forecast profit and break even for a partnership entity.

Attendance Policy and policies on classroom behavior (use of cell phones, academic dishonesty, lap-top use, etc.)

1. You have to be on time and present to perform your job in the workplace. The same expectation applies for this class. Roll call will be conducted the first five minutes of each class. If you are not present, you are considered absent or tardy. Two tardiness equal one absence. Three unexcused absences reduce your final grade by one letter. If you cannot be in class, please notify me in advance by note, email or phone message. If you missed two class periods in a row, you will be dropped from class according to the UNM-Gallup Campus policies.
2. Class Behavior is important to me. a) I will expect you treat everyone and including me with respect. b) Let me know if you need to leave the class earlier than the regular class dismissal time. Do not walk out of class while the class is in session. I will dismiss the class when I feel it is appropriate. c) Put your cell phone on vibrate while in class; step outside of class to text or speak on your cell phone. d) See me before or after class about an assignment/signature.
3. Homework assignments are due as scheduled. I will take off additional 10 points for lateness. If you have written excuse like the doctor's work status form, I will allow you to make up your homework. I will not accept any assignment that is a

week late. For example, assignments scheduled on a prior Tuesday and submitted the following Tuesday will not be accepted. I will not accept your late homework if you are working on it in during class time.

Weekly Schedule of Topics, Readings, Assignments, Tests and other Activities See Below See below

Additional topics, information determined by the course instructors which are not inconsistent with the syllabus

1. Set-up your cell phone to accept LoboAlerts messages. UNM LoboAlerts is the emergency text messaging and email alert system. The two hour delay means classes that start at 9:30 am will start at 10:00 am.
2. Drinks and food are not allowed in the lab, according to the UNM Catalog, page 45.
3. In the case of a fire or drill, students will take their belongings, if safe to do so and meet west of the Calvin Hall Center parking area near the Business Technology sign. I will take attendance for safety reason. We will be given permission to reenter the building.
4. Holidays/Breaks: Labor Day Holiday, Monday, September 1, 2014; Fall Break, Thursday and Friday, October 9 & 10, 2014; and Thanksgiving Holiday, Thursday and Friday, November 27 & 28, 2014.
5. Grading Option: Deadlines: Last day to drop with 100% Refund, Friday, September, 5, 2014; Last day to drop from a course without a grade, Friday, September 5, 2014; Last day to drop from a course without Registrar's approval, Friday, November 7, 2014; and Last day to drop course with Registrar's approval, December 5, 2014.

Assignments

Chapters 19-20	Reinforcement Activity 1 Part B	
	Test 1 Definitions Chapters 1-8	Test 1
21-22	Part 2 Accounting for a Merchandising Business Organized as a Corporation Chapter 9 Journalizing Purchases and Cash Payments <ol style="list-style-type: none"> 1. WP, Study Guide p 189-191 2. Text, p 232-241, 9-1, Terms, WP p 191-194 3. Text p 242-247, 9-2, Terms, WP 195-196 4. Text p 248-253, 9-3, Terms, WP p 197-198 5. Text 254-258, 9-4, Terms, WP 199 6. Read 259 7. Text 260-261, Apps, 9-1 to 9-3, p 261, WP p 200-202 <ol style="list-style-type: none"> 1. Text p 265, Using Source Documents, WP 217-219 	<ul style="list-style-type: none"> • Study Guide Source Documents
23	Chapter 10 Journalizing Sales an Cash Receipts Using Special Journals <ol style="list-style-type: none"> 1. WP, Study Guide, 221-222 2. Text p 268-275, 10-1, Terms, WP 225-226 3. Text p 276-284, 10-2, Terms, 227-228 4. Text p 285-287, 10-3, Terms, 229-230 5. Read 288 <ol style="list-style-type: none"> 1. Text, p 293, Using Source Documents, WP 212-219 	<ul style="list-style-type: none"> • Study Guide • Apps 10-1, 10-2 & 10-3 Source Documents
24-25	Chapter 11 Posting to General and Subsidiary Ledgers <ol style="list-style-type: none"> 1. WP, Study Guide, p 269 2. Text p 296-306, 11-1, Terms, WP p 253-256 3. Text 307-314, 11-2, Terms, WP 257-260 4. Text 315-319, 11-3, Terms WP 261-266 5. Read p 330 6. Text p 333, Mastery Problem 11-6, WP 284-294 	<ul style="list-style-type: none"> • Study Guide • Mastery 11-6 Crossword Puzzle 9-11

	<ol style="list-style-type: none"> 7. Crossword Puzzles for Chapters 9-11 8. Critical Thinking, p 334 (Discussion) <ol style="list-style-type: none"> 1. 	
26	<p>Chapter 12 Preparing Payroll Records</p> <ol style="list-style-type: none"> 1. WP Study Guide, p 305 2. Text 338-344, 12-1, WP 12-1, p 309 3. Text 345-350, 12-2, WP 310 4. Text 351-355, 12-3, WP 317 5. Read 359 6. Text 360-361, Apps, 12-1 to 12-5, WP 315-319 7. 12-3 & 12-4 Do on Excel 8. Text 362, Challenge 12-7, WP 322 Do on Excel <ol style="list-style-type: none"> 1. Math Work Sheet (2 pages) 	<ul style="list-style-type: none"> • Study Guide • 12-3 & 12-4 on Excel • Challenge 12-7 • Math Worksheet 12
27	<p>Chapter 13 Payroll Accounting, Taxes, and Reports</p> <ol style="list-style-type: none"> 1. WP Study Guide, 323 2. Text 366-372, 13-1, WP 327-328 3. Text 373-377, 13-2, WP 329-330 4. Text 378-382, 13-3, WP 331-332 5. Text 383-389, 13-4, WP 333-334 6. Read 390 7. Text 391-393, Apps, 13-1 to 13-4, WP 335-338 <ol style="list-style-type: none"> 1. Crossword Puzzles for Chapters 12-13 	<ul style="list-style-type: none"> • Study Guide • Apps 13-3 & 13-4 • Crossword Puzzle 12-13
28	Reinforcement Activity 2 Part A	<ul style="list-style-type: none"> •
29	<p>Chapter 14 Distributing Dividends And Preparing a Work Sheet for Merchandising Business</p> <ol style="list-style-type: none"> 1. WP Study Guide, 365 2. Text 404-408, 14-1, WP 369-372 3. Text 409-414, 14-2, WP 374-377 4. Text 415-418, 14-3, WP 374-377 5. Text 418-422, 14-4, WP 374-377 6. Text 423-426, 14-5, WP 374-378 7. Text 427-436, 14-6, WP 374-377 8. Read 437 <ol style="list-style-type: none"> 1. Text 438-439, Apps 14-1 to 14-5, WP 378-384 	<ul style="list-style-type: none"> • Study Guide • Apps 14-2, 14-3, 14-4, 14-5 & 14-6, p 382-383 •
30-31	<p>Chapter 15 Financial Statements for a Corporation</p> <ol style="list-style-type: none"> 1. WP Study Guides 2. Text 444-454, 15-1, WP 397-402 3. Text 455-460, 15-2, WP 403-404 4. Text 461-463, 15-3, WP 405-406 5. Text 464-471, 15-4, WP 407-408 6. Read 472 7. Text 473-474, Apps, 15-1*, 15-2*, 5-3, & 15-4, WP 410-415 8. Use Excel *15-1 & 15-2 9. <ol style="list-style-type: none"> 1. Crossword Puzzles for Chapters 14-15 	<ul style="list-style-type: none"> • Study Guide • 15-1 Excel • 15-2 Excel & p 412 • Crossword Puzzle 14-15

	1. Test 2 Definitions Chapters 9-15	• Test 2
32	Chapter 16 Recording Adjusting and Closing Entries for a Corporation 1. WP Study Guides 2. Text 478-486, 16-1, WP 425-430 3. Text 487-493, 16-2, WP 431-432 4. Text 494-498, 16-3, WP 433-434 5. Read 499 6. Text 500-501, Apps, 16-1 to 16-4*, WP 437-450 7. 16-4* p 441 Do on Excel	• Study Guide • Apps 16-4
	Reinforcement Activity 2 Part B	

Rubric for BT100 Accounting Assignments Fall 2016

BT 100 Grade Scale for assignment						
Step		5	4	3	2	1
Max. Weight	Grade level	90 - 100	80 - 89	70 - 79	60-69	Below 60
	Letter Grade	A	B	C	D	F
(1)	RECORDED TRANSACTIONS	Excellent	Good	Fair	Limited	Below
30%	Transactions recorded in proper form	grasp of all	grasp of	grasp of	grasp of	standard
	Formats were correct	concepts	concepts	concepts	concepts	Many errors
	Proper posting references and audit trail	1 or 2 minor errors	3 or 4 minor errors	4 or 5 errors	Many errors and several major ones	1 or more major errors
(2)	COMPLETED WORKSHEET	Excellent	Good	Fair	Limited	Below
30%	Entered journal entries correctly and in proper form	grasp of all	grasp of	grasp of	grasp of	standard
	Completed adjusted trial balance in proper form	concepts	concepts	concepts	concepts	Many errors
	Completed worksheet income statement	1 or 2 minor errors	3 or 4 minor errors	4 or 5 errors	6 or 7 errors	and several major ones
	Completed worksheet balance sheet	errors	errors		Many errors and several major ones	1 or more major errors
(3)	FINANCIAL STATEMENTS	Excellent	Good	Fair	Limited	Below
30%	Prepared formal income statement in proper form	grasp of all	grasp of	grasp of	grasp of	standard
	Prepared formal statement of owners' equity in proper form	concepts	concepts	concepts	concepts	Many errors
	Prepared formal balance sheet in proper form	1 or 2 minor errors	3 or 4 minor errors	4 or 5 errors	Many errors and several major ones	1 or more major errors
(4)	CLOSING ENTRIES AND POST CLOSING TRIAL BALANCE	Excellent	Good grasp	Fair grasp	Limited grasp	Below
10%	Prepared closing entries correctly	grasp of	of concepts	of concepts	of concepts	standard

	Completed post-closing trial balance	concepts	2 errors	3 errors	Many errors	Many errors
		Maximum of			1 or more	and several
		1 minor error			major errors	major ones
100%	Total possible grade					



Name of Department:	Business Management Technology Department
Semester:	Spring 2016
Instructor Name: Office Location Office Hours E-mail Telephone Class Meeting Days/Times Location	Keegan Mackenzie-Chavez N/A N/A kmackenz@unm.edu Tues. +Thurs. @ 6:40pm-7:55pm Calvin Hall, Room CH171
Syllabus	
Title of Course:	Introduction to Management
Course Number	MGMT. 113 Introduction to Management
Course Description	Course covers the classical and modern history of Management; the concepts, terms and definition of management and organizations; surveys essential tools and skills required and introduction to methods and practices to provide an overview of functional activities within business and other organizations.
Credit Hours and Contact Hours	3 Credit Hours. Contact by email to kmackenz@unm.edu
Pre-requisites/co-requisites	Reading 100, ISE 100 and Math 118
Learning Objectives and Outcomes	<p>Upon completion of this course the student should be able to:</p> <ul style="list-style-type: none"> • Explain the major functions of management including planning, organizing, communications, controlling, motivating, leading, and staffing. • Recognize major developments in the history of management thought. • Describe the basic managerial processes including decision making and other key skills necessary for managers to perform their roles. • Identify an organization's stakeholders and the importance of social and ethical responsibility of managers. • Explain the formulation and implementation of strategic planning, including the relationship between goals, plans, vision statements, and mission statements. • Describe the strategies managers use to help organizations adapt to changing internal and external environments. • Explain organizational change, forces for change, sources of resistance to change, and the techniques

managers can use to implement and facilitate change.

Disabilities Policy:

In accordance with University Policy 2310 and the Americans with Disabilities Act (ADA), any student needing academic accommodations should first contact accessibility Services at 863-7660 (Gurley Hall 1133). It is also imperative that you take the initiative to bring such needs to the instructor's attention, as your instructor is not legally permitted to inquire. Students who may require assistance in emergency evacuations should contact the instructor as to the most appropriate procedures to follow

Course Outline

Teaching Methods

This class will be a combination lecture and group activities. Students are expected to participate in all activities. Whole class and small group discussions will be an integral part of the class and students will be expected to share their viewpoints.

Evaluation/Grading Methods

FINAL GRADE SCALE:

90-100% A; 80-89% B; 70-79% C; 60-69% D, 59% or less is F.

Course drop is the student's responsibility and to make sure he/she is not on the instructor's grade sheet after the course has been dropped.

Required Text(s) & Supporting Materials

Management, 11th Edition, by Robert Kreitner

Assessment Methods

Course activities will carry the following weight percentages:

Participation in daily class 50pts = 1600

Attendance Points:

10pts on time +

15 pts being present = 800

Chapter Assignments 100pts each = 1300

Class Activities 100pts each = 800

Weekly Quizzes 100pts each = 1300

Midterm 250

Final 500

6550 Total points

Extra Credit opportunities given throughout the semester—but must be turned in on time; no late extra credit work accepted.

Attendance Policy and policies on classroom behavior

1. Students need to attend all classes and be on time—any student missing 4 classes will receive an F for the course rather than be dropped.
2. Honesty and trust is expected for all academic work performed by the student.
3. Cell phones need to be put on vibrate and not used during class—a student will lose his/her points for the day if a cell phone is used during class.
4. Students need to keep track of their grades using the class grade sheet

Week 8: Tues. March 8th **Chapter #7 Strategic Management+ Quiz**

Thurs. March 10th In class activity for Ch. 7

Week 9: SPRING BREAK Tues. March 15th
Thurs. March 17th

Week 10: MIDTERM Review Tues. March 22nd
MIDTERM **Thurs. March 24th**

Homework: read Ch.8—outline the chapter; be prepared to discuss the Ethics section on page 225; know all the terms on page 229

Week 11: Tues. March 29th **Chapter #8 Decision Making and Creative Problem Solving + Quiz**

Thurs. March 31st In class activity for Ch. 8

Homework: read Ch.9—outline the chapter; be prepared to discuss the Ethics section on page 244; know all the terms on page 262

Week 12: Tues. April 5th **Chapter #9 Organizations + Quiz**

Thurs. April 7th In class activity for Ch. 9

Homework: read Ch.10—outline the chapter; be prepared to discuss the Ethics section on page 273; know all the terms on page 292

Week 13: Tues. April 12th **Chapter #10 Human Resource Management+ Quiz**

Thurs. April 14th In class activity for Ch. 10

Homework: read Ch.11—outline the chapter; be prepared to discuss the Ethics section on page 309; know all the terms on page 323

Week 14: Tues. April 19th **Chapter #11 Communicating In The Internet Age + Quiz**

Thurs. April 21st In class activity for Ch. 11

Homework: read Ch.12—outline the chapter; be prepared to discuss the Ethics section on page 359; know all the terms on page 360

Week 15: Tues. April 26th **Chapter #12 Motivating Job Performance + Quiz**

Thurs. April 28th In class activity for Ch.12

Homework: read Ch.13—outline the chapter; be prepared to discuss the Ethics section on page 378; know all the terms on page 389

Week 16: Tues. May 3rd **Chapter #13 The Evolution of Management Thought+ Quiz**
FINAL Review **Thurs. May 5th**

Week 17: FINAL Tues. May 10th **Comprehensive Ch.1-13**

Weekly Schedule of Topics, Readings, Assignments, Tests and other Activities...

No late assignments will be accepted; check the due date and turn your assignments on time. If you miss an assignment make a point to complete extra credit assignments.

Week 1: Tues. Jan. 19 th Thurs. Jan. 21 st	Get to know each other Personality Test and Critical Thinking Activity
Week 2: Tues. Jan. 26 th Thurs. Jan. 28 th	Go over syllabus and take learning styles test Homework: read Ch.1—outline the chapter; be prepared to discuss the Ethics section on page 12; know all the terms on page 23 Chapter #1 Managers and Entrepreneurs+ Quiz Homework: read Ch.2—outline the chapter; be prepared to discuss the Ethics section on page 41; know all the terms on page 53
Week 3: Tues. Feb. 2 nd Thurs. Feb. 4 th	Chapter #2 The Evolution of Management Thought+ Quiz In class activity for Ch. 2 Homework: read Ch.3—outline the chapter; be prepared to discuss the Ethics section on page 68; know all the terms on page 80
Week 4: Tues. Feb. 9 th Thurs. Feb. 11 th	Chapter #3 The Changing Environment of Management+ Quiz In class activity for Ch. 3 Homework: read Ch.4—outline the chapter; be prepared to discuss the Ethics section on page 105; know all the terms on page 110
Week 5: Tues. Feb. 16 th Thurs. Feb. 18 th	Chapter #4 International Management and Cross-Cultural Competence + Quiz In class activity for Ch. 4 Homework: read Ch.5—outline the chapter; be prepared to discuss the Ethics section on page 132; know all the terms on page 136
Week 6: Tues. Feb. 23 rd Thurs. Feb. 25 th	Chapter #5 Management's Social and Ethical Responsibility+ Quiz In class activity for Ch. 5 Homework: read Ch.6—outline the chapter; be prepared to discuss the Ethics section on page 156; know all the terms on page 171
Week 7: Tues. March 1 st Thurs. March 3 rd	Chapter #6 The Basics of Planning and Project Management + Quiz In class activity for Ch. 6 Homework: read Ch.7—outline the chapter; be prepared to discuss the Ethics section on page 184; know all the terms on page 199

Name of Department:	Business Management Technology Department	Spring 2016
Instructor Name:	Elvira Martin	
Office Location	Calvin Hall Center (CHC), Room 261B	
Office Hours	M, W & R: 12:30-4:00	
E-mail & Telephone	ejmartin@unm.edu & phone 505-863-7509 Linda Begayne 505-863-7511	
Class Meeting Days/Times	Class Meet as scheduled	
Location	Calvin Hall Center, Room 261	
Computer Lab Hours	Calvin Hall Center, Room 263: M-F 9:00 to 3:00 PM	
Syllabus		
Title of Course:	Topic Course: Special Topic in Management - Internship	
Course Number	56544 MGMT 190 400	
Course Description	The internship course provide students an opportunity to obtain work experiences in the community with academic instructions focusing on employable skills. Students will work with instructor and assistant(s) associated with the Gallup Land Partners (GLP). Students will work a total of 10 hours a week, 160 hours per semester at various business sites in the area. In addition, students will complete a number of projects using the Internet and Learn.unm.edu, which will lead up to the final internship venture.	
Credit and Contact Hours	3 credit hour course	
Pre-requisites/co-requisites	None	
Learning Objectives and Outcomes	<p>Students will explore career options, gain general work experience and complete assignments concentrated on the internship experience. Students will read and sign the <i>internship</i> contract, abide by policies and procedures stated, and complete the internship experience. Also, student will use technology to complete their assignments on Internet Explorer, Microsoft Office 2013, and Learn.unm.edu websites.</p> <p><i>Other learning objectives and outcome include the following:</i></p> <ul style="list-style-type: none"> • Explain the characteristics of the different forms of business ownership. • Demonstrate basic skills such as use of common business terminology, information search skills, presentation and writing skills, and team skills. 	
<p>Disabilities Policy: This statement applies only at UNM-Gallup Campus. In accordance with University Policy 2310 and the Americans with Disabilities Act (ADA), any student needing academic accommodations should first contact Accessibility Service Center, 505-863-7527, Gurley Hall 2205 B. It is also important that you take the initiative to bring such needs to the instructor's attention, as your instructor is not legally permitted to inquire. Students who may require assistance in emergency evacuations should contact the instructor as to the most appropriate procedures to follow.</p>		
<p>Teaching Methods (Lecture, Labs, and On-Line Components)</p> <p>Students will take part of the participatory learning style environment and meet at designated sites three times, scheduled on Thursdays at 12:30 p.m. Students will discuss work related issues, work experiences, career choices, and other assigned topics. Students will use technology to complete their assignments, such as, research selected educational videos, communicate on the discussion threads, view educational videos and create documents.</p>		

Course Outline		
Evaluation/Grading Methods	A 100%-90% 89-80% C 79%-70% D 69%-60% F Below 60%	
Assignments	<ul style="list-style-type: none"> • Create a portfolio (Notebook). The portfolio will tie together the course material and work experience. In the portfolio you will have the following assignments: <ul style="list-style-type: none"> • Utilized Technology: Microsoft Office 2013 and the Internet Explorer: <ol style="list-style-type: none"> 1) Employment Process: Your Resume, Cover Sheet, and Thank You letter 2) Your Organizational Introductory Summary (information about the organization) 3) Your Organizational Chart (use SmartArt Graphic to create an hierarchy chart) 4) Three Learning Objectives Forms (#1, #2, & #3) Blank Forms on Learn.unm.edu 5) Research two article topics, view educational videos, etc. 6) Discussion Threads: Your research article responses 7) Your Final PowerPoint Presentation 8) Timesheets 	30%
Internship	<ul style="list-style-type: none"> • Complete the Internship/Cooperative Education Packet. • Find employment, work 10 hours per week, maintain your timesheet, meet at designated sites, do your assignments, etc. • Cell Phone Conferences • Instructor/Mentors will visits your Worksites • Midterm: Instructor/Mentor/Employer Evaluation: • May attend one Outside of Class Presentation sponsored by Innovative Academy at UNM-G • Final: Your PowerPoint Presentation will meet in Executive Director's Office on May 4 or May 5, 2016 <ul style="list-style-type: none"> o Please follow the Dress Code, dress, slacks, ties, etc. 	60%
Final Exam	<ul style="list-style-type: none"> • PowerPoint Presentation • Site Supervisor Feedback and Student Evaluation 	10%
Total		100%
Required Text(s) & Supporting Materials <ul style="list-style-type: none"> • No Textbooks, required readings • Equipment: USB Flash Drive, Headphones and Notebook Binder for portfolio 		
Assessment Methods <p>Students should be able to develop work competencies for a specific profession or occupation. For example, a student who performs their internship at an business office, will learn being on time, be accountable, and perform tasks such as, use customer services to communicate with customers, follow directions, create business documents, graphic designs, badges, etc.</p>		
Attendance Policy and policies on classroom behavior (use of cell phones, academic dishonesty, lap-top use, etc.) <ol style="list-style-type: none"> 1. Homework assignments are due as scheduled. I will take off 5 points for late work before I grade your homework. If you have written excuse like the doctor's work status form, I will give you one class time to make up your homework. I will not accept any assignment that is a week late. 2. Student Code of Conduct. UNM Gallup, 2015-2017 Course catalog, p 100, Section 2 Matters subject to disciplinary action, 2.4 Academic dishonesty, including, but not limited to, dishonesty in quizzes, tests, or assignment: claiming credit for work not done or done by other, etc. An example, if students turn in the same assignment(s) verbatim, the instructor will give a zero grade for the assignment(s). 		
Weekly Schedule of Topics, Readings, Assignments, Tests and other Activities <ul style="list-style-type: none"> • See below 		
Additional topics, information determined by the course instructors which are not inconsistent with the syllabus		

1. Set-up your cell phone to accept LoboAlerts messages. UNM LoboAlerts is the emergency text messaging and email alert system.
2. Drinks and food are not allowed in the lab, according to the UNM Catalog, page 45.
3. Instruction begins on January 19, 2016 (Tuesday). Registration Ends on January 29, 2016 (Friday). Last day to drop a course without a "W" grade is February 5, 2016 (Friday). Last day to change grading options is January 29, 2016 (Friday). Spring Break March 14-19, 2016 (Monday-Saturday). Last day to withdraw from a course without Registrar's approval is April 15, 2016 (Friday). Last to withdraw from a course with Registrar's approval is May 6, 2016 (Friday). Semester ends on May 14, 2016 (Saturday).

Assignment MGMT 190

	Assignments on Learn.unm.edu--Calendar	Tasks
1.	- Syllabus, Introduction, Set up Internship - Internship/Cooperative Education Packet	Schedule to meet on January 21, 2016
2.	Employment Process – Resume, cover sheet, thank you letter and timesheet	Due February 2, 2016 (email)
3.	Organizational Introductory Summary Organizational Chart	Due February 9, 2016 (email)
4.	Three Learning Objectives Forms	#1 Objective Due February 18, 2016 (Learn.unm.edu) #2 Objective Due March 17, 2016 (Learn.unm.edu) #3 Objective Due April 21, 2016 (Learn.unm.edu)
5.	Conference Calls. A phone number will be given to you to call in. You will participate on your cell phone. Topic will vary.	#1 March 17, 2016 @ 12:30 p.m. #2 April 21, 2016 @ 12:30 p.m.
6.	Meeting Days at Designated Worksites First Class ▶ Midterm: Midterm Evaluation Forms ▶ May 4 or May 5, 2016 : PowerPoint Presentation ▶	January 21, 2016 Midterm: March 10, 2016 May 4 or May 5, 2016
7.	Learn.unm.edu/Discussion Threads Assignments will be available by 1:00 PM on Mondays via learn.unm.edu and must be commented by Thursdays.	#1 February 18, 2016 #2 March 17, 2016
8.	Portfolio Timesheets	Due May 11, 2016
9.	Final Presentation	May 4 or May 5, 2016

Calendar Spring 2016 Semester

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1/1	1/2
1/3	1/4	1/5	1/6	1/7	1/8	1/9
1/10	1/11	1/12	1/13	1/14	1/15	1/16
1/17	1/18	1/19	1/20	1/21 Meet #1 in CHC Room 253 at 12:30 PM	1/22 Start Employment Process	1/23
1/24	1/25 Start looking for worksite	1/26	1/27	1/28	1/29	1/30

1/31	2/1	2/2 Employment Process Due	2/3	2/4	2/5 Should be working	2/6
2/7	2/8	2/9 Org Intro Sum & Org Chart Due	2/10	2/11	2/12	2/13
2/14	2/15	2/16	2/17	2/18 Learning Objective #1 Due Discussion Thread Due #1	2/19	2/20
2/21	2/22	2/23	2/24	2/25	2/26	2/27
2/28	2/29	3/1/	3/2	3/3	3/4	3/5
3/6	3/7	3/8	3/9	3/10 Midterm Eval Forms Due	3/11	3/12
3/13	3/14	3/15	3/16	3/17 Learning Objective #2 Due Confer Call #1 Discussion Thread #2	3/18	3/19
3/20	3/21	3/22	3/23	3/24	3/25	3/26
3/27	3/28	3/29	3/30	3/31	4/1	4/2
4/3	4/4	4/5	4/6	4/7	4/8	4/9
4/10	4/11	4/12	4/13	4/14	4/15	4/16
4/17	4/18	4/19	4/20	4/21 Learning Objective # 3 Due Confer Call #2	4/22	4/23
4/24	4/25	4/26	4/27	4/28	4/29	4/30
5/1	5/2	5/3	5/4 Final Presentation	5/5 Final Presentation	5/6	5/7
5/8	5/9	5/10	5/11 Portfolio Due	5/12	5/13	5/14

MGMT 190 Rubric for Resume

	A	B	C	D
Application to Job	Resume is excellent, applies directly to the job.	Most of the resume applies directly to the job.	Half of the resume applies to the job.	A few aspects of the resume apply to the job.
Clarity of Writing	Writing is very clear.	Writing is motley clear and reasonably consistent.	Meets task, but lacks some clarity and consistency	Very little of the writing is clear and the consistency is inadequate.
Layout	Resume is well-spaced, taking up one page.	Resume is generally we-spaced, but is either a bit cramped or has a little too much white-space.	Resume meets length requirements, but layout is too cramped or words are too small to read.	Resume is poorly spaced in that it is longer than one page or too short, but an obvious effort has been made.
Mechanics	Resume is free from errors in mechanics, usage, and structure.	Resume is generally free from errors in mechanics, usage and sentence structure.	Resume presents some errors in mechanics, but not a pattern of such errors.	Resume contains a pattern or accumulation of errors in mechanics, usage or structure.

MGMT 190 Rubric for Class Participation

	A	B	C	D
Frequency and Quality	<i>Always contributes</i> to the discussion by raising thoughtful questions, analyzing relevant issues, building on others' ideas, synthesizing across readings and discussions, expanding the class' perspective, and appropriately challenging assumptions and perspectives	<i>Sometimes contributes</i> to the discussion in the aforementioned ways.	<i>Rarely contributes</i> to the discussion in the aforementioned ways.	<i>Never contributes</i> to the discussion in the aforementioned ways.

Name of Department: Semester:	Business Management & Technology Department Spring 2016
Instructor Name: Office Location Office Hours E-mail Telephone Class Meeting Days/Times Location	Al Henderson CH 167E Same as contact hours alhender@unm.edu 505 863-7534 Class Time: MW, 9:30 a.m. – 10:45 a.m. Calvin Hall 174
Syllabus <i>(Common across all sections)</i>	
Title of Course:	Introduction to Entrepreneurship
Course Number	Mgmt. 195 - 400
Course Description	The course will cover the essential skills and knowledge required to start and operate a small business. Special emphasis will focus on defining the entrepreneur and their role in the marketplace. The course will concentrate on concepts, terms, business plan essentials and understanding the financial statement used by management for decision-making to sustain a profitable business. Students will have the opportunity to be involved in the planning and learn about the implementation of a prototype business which is a class project.
Credit Hours and Contact Hours	3 credits – Tuesday and Thursday 9:00 a.m.–12 noon.
Pre-requisites/co-requisites	Reading 100, ISE 100 or Math 118
Learning Objectives and Outcomes	Upon completion of this course the student will: <ul style="list-style-type: none"> • Better understand the role of entrepreneurship in today's society. • Learn about career choices in the vast arena of entrepreneurship and small business. • Formulate business ideas for products and services. • Learn about the legal and policy requirements to start a business. • Better understand and appreciate the value of the business plan. • Better understand the meaning and importance

of the financial statement

- Learn about key elements, concepts, terms, tools and skills required to make decisions to sustain a business.

Disabilities Policy:

In accordance with University Policy 2310 and the Americans with Disabilities Act (ADA), any student needing academic accommodations should first contact accessibility services at 863-7660 (Gurley Hall 1133). It is also imperative that you take the initiative to bring such needs to the instructor's attention, as your instructor is not legally permitted to inquire. Students who may require assistance in emergency evacuations should contact the instructor as to the most appropriate procedures to follow.

Academic Accommodations

Students requesting support services from Accessibility Services are required to submit documentation of a disability to verify eligibility under the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act of 1973, and the University of New Mexico Policy 2310. ADA defines a disability as a substantial limitation of a major life function. The diagnostic report must document a disability.

Submission of documentation is not the same as the request for services. Request for services and/or reasonable accommodations must be initiated by the student once he/she is admitted to the University of New Mexico Gallup campus. The student must schedule an intake appointment with Accessibility Services so that support services and reasonable accommodations may be discussed. Reasonable accommodations cannot be implemented until the student's documentation is complete. Accessibility Services is responsible for the determination of reasonable accommodations. If you have questions or need an accommodation in the classroom, please contact;

Mary Lou Mraz,
Accessibility Resource Center
Gurley Hall 2210
863-7757
mloumraz@unm.edu

Academic Dishonesty

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; misrepresenting academic or professional qualifications within or without the University; and nondisclosure or misrepresentation in filling out applications or other University records.

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, up to and including dismissal, against any student who is found guilty of academic dishonesty or who otherwise fails to meet the expected standards. 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.

Course Outline

(May vary according to Instructor)

Teaching Methods

1. The student will meet with the instructor and other students who are taking the same course twice a week. The instructor will lecture, provide examples, and encourage student participation with questions and answers.
2. Lecture may be supplemented with power point presentations, video, news of the day, and guest speakers.
3. Study group will be formed to research, prepare and present a business plan.
4. In-class group problem-solving exercises and case-study presentation.
5. Read the assigned Chapter before each class.
6. Student will participate in the planning and implementation of a prototype business.
7. Complete homework assignments and take your quiz and/or exam.

Evaluation/Grading Methods *(Attach Rubric if available)* Course work will carry the following percentage weights to determine the final grade:

- 70% Mid-term and Final exam
- 15% Quiz and homework assignments
- 10% Group presentation and participation
- 5% Attendance

FINAL GRADE SCALE:

Required Text(s) & Supporting Materials **Introduction to Entrepreneurship**, 3rd Edition, by Steve Mariotti and Caroline Glackin

Assessment Methods *(How learning objectives will be measured; attach rubric if appropriate)* Total points in the class will be as follows

Grading Scale: 90-100%, A; 80-89%, B; 70-79%, C; 60-69%, D; 59% or less, F. Student may do extra credit work or take make-up exam and/or quiz provided the student has a reasonable excuse.

Incomplete may be granted when the student encounters a situation that is beyond his or her control and provides documentation.

Course drop is the student's responsibility and to make sure he/she is not on the instructor's grade sheet after the course has been dropped.

Excused absence is allowed provided that it is documented with reasonable explanation, beyond the student's control, or as directed by the university.

Attendance Policy and policies on classroom behavior (use of cell phones, academic dishonesty, lap-top use, etc.)

1. It is the student's responsibility to check their grade on the internet at <http://unm.edu> or call 505/246-2020.
2. Honesty and trust is encouraged for all academic work performed by the student.
3. Drinks and food are not allowed in the classroom. Exception may be granted with permission.
4. Cell phones need to be turned off while in the classroom.

Additional topics, information determined by the course instructors which are not inconsistent with the syllabus

Course Content:

Introduction: Purpose of the Financial Statement

Chapter 1 Entrepreneurs Recognize Opportunities

Chapter 2 The Business Plan: Road Map to Success

Business Plan Assignment

Chapter 3 Creating Business from Opportunity

Review status of the Business Plan

Chapter 4 Exploring Your Market

Chapter 5 Developing the Right Market Mix

Chapter 6 Smart Selling and Effective Customer Service

Review status of the Business Plan

Chapter 7 Understanding and Managing Start-Up, Fixed and Variable Costs

March 2016 – Mid-Term Exam

Chapter 8 Using Financial Statements to Guide a Business

Chapter 9 Cash Flow and Taxes

Review status of the Business Plan

Chapter 10 Financing Strategy: Debt, Equity, or Both?

Chapter 11 Addressing Legal Issues and Managing Risk

Chapter 12 Operating for Success

Review status of the Business Plan

Chapter 13 Management, Leadership, and Ethics

Chapter 14 Franchising, Licensing, and Harvesting: Cashing in Your Brand

Course review, extra credit presentation, submit completed Business Plan and preparation for Final exam.

May 2016 - Final exam.

Note: Be aware that minor changes to the course schedule may occur from time to time.



Student Code of Conduct

It is important for all students to be aware of conduct that will lead to disciplinary action by the University. In order to clarify the types of conduct which shall be considered to affect adversely the University's educational function, to disrupt community living on campus, or to interfere with the rights of others to pursue their education, to conduct their University duties and responsibilities or to participate in University activities, the Board of Regents hereby adopts the following Code of Conduct for students:

1. SCOPE

The University may take disciplinary action for an offense against the Code of Conduct when the offense occurs on University premises or at University-sponsored events, or when an offense which occurs off campus is such that in the judgment of the Director of Student Affairs failure to take disciplinary action is likely to interfere with the educational process or the orderly operation of the University, or endanger the health, safety or welfare of the University community.

The term "student" includes both full-time and part-time students pursuing undergraduate, graduate or professional studies.

2. MATTERS SUBJECT TO DISCIPLINARY ACTION

Appropriate disciplinary procedures and sanctions shall be applied to any student who commits, or attempts to commit, any of the following acts of misconduct:

- 2.1. Actions which have great potential for physically harming the person or property of others, including that of the University, or which actually result in physical harm, or which cause reasonable apprehension of physical harm.
- 2.2. Any type of sexual assault including rape.
- 2.3 Making false representations to the University, including forgery and unauthorized alteration of documents; unauthorized use of any University document or instrument of identification.
- 2.4. Academic dishonesty, including, but 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; misrepresenting academic or professional qualifications within or without the University; and nondisclosure or misrepresentation in filling out applications or other University records.
- 2.5. Substantially interfering with the freedom of expression, movement or activity of others.
- 2.6. Initiating or causing to be initiated any false report, warning or threat of fire, explosion or other emergency. Misusing or damaging fire safety equipment on University premises.
- 2.7. Theft of property or of services. Possession of property that is known to be stolen.
- 2.8. Failure to comply with the lawful directions of University officials, including campus police officers and other law enforcement officials, acting in performance of their duties.
- 2.9. Willfully refusing or failing to leave the property of or any building or other facility owned, operated, or controlled by the University when requested to do so by a lawful custodian of the building, facility or property if the person is committing, threatens to commit or incites others to commit any act which would disrupt, impair, interfere with or obstruct the lawful mission, processes, procedures or functions of the University.

- 2.10. Unauthorized presence in or use of University premises, facilities or property, in violation of posted signs, when closed, or after normal operating hours.
- 2.11. Illegal use, possession, or distribution of any controlled substance, illegal drug or alcohol.
- 2.12. Use or possession of fireworks on University premises or at University-sponsored events, unless expressly authorized in writing by the President.
- 2.13. Use, possession or storage of any weapon on University premises or at University-sponsored activities, unless expressly authorized in writing by the President. Weapon includes, but is not limited to, firearms, ammunition, bombs, explosives, incendiary devices, or other dangerous weapons, substances or materials.
- 2.14. Misusing University computing resources by intentionally making or receiving, accessing, altering, using, providing or in any way tampering with files, disks, programs, passwords or hardware belonging to other computer users without their permission.
- 2.15. Violation of published or posted University regulations or policies.
- 2.16. Aid to others in committing or inciting others to commit any act mentioned above.
- 2.17. Action(s) or conduct which hinders, obstructs or otherwise interferes with the implementation or enforcement of the Code of Conduct including failure to appear before any of the University's disciplinary authorities and to testify as a witness when reasonably notified to do so by an appropriate University officer.
- 2.18. Any other acts or omissions which affect adversely University functions or University-sponsored activities, disrupt community living on campus, interfere with the rights of others to the pursuit of their education, or otherwise affect adversely the processes of the University.
- 2.19. Violating the terms of any disciplinary sanction imposed in accordance with this Code.

3. RIGHTS OF STUDENTS IN DISCIPLINARY MATTERS

Students' rights under the state and federal constitutions are specifically acknowledged and affirmed, including the rights of freedom of speech, freedom of association, freedom of religion, and due process. The provisions of this Code of Conduct shall be construed so as not to infringe upon these rights, as those rights are defined by law.

4. SANCTIONS

- 4.1. Any student who violates any of the rules set forth in Section 2 above, shall be subject to warning (verbal or written), disciplinary probation, suspension, expulsion, dismissal from University employment, or being barred from campus. Student sanctions imposed under this Code of Conduct shall be imposed pursuant to the Student Standards & Grievance Procedure, or its successor.
- 4.2. As used in this subsection:
 - 4.2.1. "Verbal warning" means an oral reprimand.
 - 4.2.2. "Written warning" means a written reprimand.
 - 4.2.3. "Disciplinary probation" means the establishment of a time period during which further acts of misconduct may or will result in more severe disciplinary sanctions depending on the conditions of the probation. Conditions of probation can include community service, attendance at workshops and/or seminars including but not limited to alcohol, drug or safety workshops and/or seminars, mandatory mental health evaluation and/or counseling or other educational sanctions.
 - 4.2.4. "Suspension" means losing student status for a period of time specified in the terms of the suspension. A suspension may commence immediately upon a finding of a violation or it may be deferred to a later time.
 - 4.2.5. "Expulsion" means losing student status for an indefinite period of time. Readmission may not be sought before the expiration of two years from the date of expulsion, and it is not guaranteed

even after that time.

4.2.6. "Dismissal" means termination of student employment, either for a stated time period or indefinitely.

4.2.7. "Barred from campus" means being barred from all or designated portions of the University property or activities.

4.3 The sanction imposed shall be set based upon numerous factors, including the severity of the offense, the amount of harm created, the student's record, and sanctions imposed in recent years for similar offenses. In considering the harm created, there shall be taken into account whether any harm or injury was targeted against a person or group because of that person or group's race, color, religion, national origin, physical or mental handicap, age, sex, sexual preference, ancestry, or medical condition.

Adopted by the UNM Regents April 14, 1992

Revision approved by the Regents May 12, 1995

Subject to Change Without Notice



Name of Department: Semester:	Business Management & Technology Department Fall 2016
Instructor Name: Office Location Office Hours E-mail Telephone Class Meeting Days/Times Location	Al Henderson CH 167D Same as contact hours alhender@unm.edu 505 863-7534 Class Time: Tues.&Thurs.,11:00p.m – 12:15 p.m. Calvin Hall 171
Syllabus <i>(Common across all sections)</i>	
Title of Course:	INTRODUCTORY MACROECONOMICS
Course Number	Econ. 105 - 400
Course Description	The course will focus on understanding the principles of macroeconomics. Macroeconomic is the study of national economies with a focus on employment, interest, inflation, and income. The course emphasize the value of practical knowledge of economics so class exercises and participation is highly encouraged. The course will introduce the history of economics, terms, concepts and methods that are commonly used to analyze economic news of the day to gain a better understanding and appreciation of economics. Student must participate in the research and class presentation on a Nobel Peace Prize in economics winner.
Credit Hours and Contact Hours	3 credits – Tuesday and Thursday 9:00 a.m. – 11 a.m.
Pre-requisites/co-requisites	Reading 100, ISE 100 or Math 118
Learning Objectives and Outcomes	Upon completion of this course the student will: <ul style="list-style-type: none"> • Understand the principles of macroeconomics • Better understand how economics play an important role in our daily lives. • Learn the definitions of key words and terms used to interpret the meaning of economic events. • Acquire fundamental skills to understand and

- interpret economic data, graphs and trends.
- Develop basic skills to draw graphs and solve problems.
- Better understand the role of governmental economic policies on business and society.

Disabilities Policy:

In accordance with University Policy 2310 and the Americans with Disabilities Act (ADA), any student needing academic accommodations should first contact accessibility services at 863-7660 (Gurley Hall 1133). It is also imperative that you take the initiative to bring such needs to the instructor's attention, as your instructor is not legally permitted to inquire. Students who may require assistance in emergency evacuations should contact the instructor as to the most appropriate procedures to follow.

Academic Accommodations

Students requesting support services from Accessibility Services are required to submit documentation of a disability to verify eligibility under the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act of 1973, and the University of New Mexico Policy 2310. ADA defines a disability as a substantial limitation of a major life function. The diagnostic report must document a disability. Submission of documentation is not the same as the request for services. Request for services and/or reasonable accommodations must be initiated by the student once he/she is admitted to the University of New Mexico Gallup campus. The student must schedule an intake appointment with Accessibility Services so that support services and reasonable accommodations may be discussed. Reasonable accommodations cannot be implemented until the student's documentation is complete. Accessibility Services is responsible for the determination of reasonable accommodations. If you have questions or need an accommodation in the classroom, please contact;

Mary Lou Mraz,
 Accessibility Resource Center
 Gurley Hall 2210
 863-7757
 mloumraz@unm.edu

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Course Outline

(May vary according to Instructor)

Teaching Methods

1. The student will meet with the instructor and other students who are taking the same course twice a week. The instructor will lecture, provide examples, and encourage student participation with questions and answers.
2. Lecture may be supplemented with power point presentations, video, news of the day, and guest speakers.
3. Study group will be formed to research, prepare and present a report on selected Nobel Peace Prize in economics winner.
4. In-class group problem-solving exercises. Students are advised to have basic knowledge of mathematics.
5. Read the assigned Chapter before each class.
6. All the end of each Chapter, review the Chapter Summary and define the Key Terms.
7. Laptop computer in class is encouraged.
8. Complete homework assignments.
9. Take your quiz and/or exam.

Evaluation/Grading Methods *(Attach Rubric if available)* Course work will carry the following percentage weights to determine the final grade:

- 70% Mid-term and Final exam
- 15% Quiz and homework assignments
- 10% Group presentation and participation
- 5% Attendance

FINAL GRADE SCALE:

Required Text(s) & Supporting Materials **THE MACRO ECONOMY TODAY**, 13th Edition, by Bradley R. Schiller

Assessment Methods *(How learning objectives will be measured; attach rubric if appropriate)* **Total points in the class will be as follows**

Grading Scale: 90-100%, A; 80-89%, B; 70-79%, C; 60-69%, D; 59% or less, F. Student may do extra credit work or take make-up exam and/or quiz provided the student has a reasonable excuse.

Incomplete may be granted when the student encounters a situation that is beyond his or her control and provides documentation.

Course drop is the student's responsibility and to make sure he/she is not on the instructor's grade sheet after the course has been dropped.

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Attendance Policy and policies on classroom behavior (use of cell phones, academic dishonesty, lap-top use, etc.)

1. It is the student's responsibility to check their grade on the internet at <http://unm.edu> or call 505/246-2020.
2. Honesty and trust is encouraged for all academic work performed by the student.

3. Drinks and food are not allowed in the classroom. Exception may be granted with permission.
4. Cell phones need to be turned off while in the classroom.
5. Laptop computer in class is encouraged.

Course Content

- Chapter 1 Economics: The Core Issues
- Chapter 1A Working with Graphs and Data – a supplement
- Chapter 2 The U.S. Economy: A Global View
- Chapter 3 Supply and Demand
- Review status of the Nobel Peace Prize assignment
- Chapter 4 The Public Sector
- Chapter 5 National Income Accounting
- Chapter 6 Unemployment
- Chapter 7 Inflation
- Chapter 8 The Business Cycle
- Review status of the Nobel Peace Prize assignment
- Chapter 9 Aggregate Demand
- Chapter 10 Self-Adjustment or Instability
- Chapter 11 Fiscal Policy

March 2015 – Mid-term exam

- Chapter 12 Deficits, Surpluses and Debt
- Chapter 13 Money and Banks
- Chapter 14 The Federal Reserve System
- Review status of the Nobel Peace Prize assignment
- Chapter 15 The Monetary Policy
- Chapter 16 Supply-side Policy: Short-run Options
- Chapter 17 Growth and Productivity: Long-run Possibilities
- Chapter 18 Theory versus Reality
- Chapter 19 International Trade
- Complete the Nobel Peace Prize assignment
- Chapter 20 International Finance
- Chapter 21 Global Poverty
- Course review, hand in extra credit work, and preparation for Final exam.

May 2015 – Final exam

Note: Be aware that minor changes to the course schedule may occur from time to time.



Student Code of Conduct

It is important for all students to be aware of conduct that will lead to disciplinary action by the University. In order to clarify the types of conduct which shall be considered to affect adversely the University's educational function, to disrupt community living on campus, or to interfere with the rights of others to pursue their education, to conduct their University duties and responsibilities or to participate in University activities, the Board of Regents hereby adopts the following Code of Conduct for students:

1. SCOPE

The University may take disciplinary action for an offense against the Code of Conduct when the offense occurs on University premises or at University-sponsored events, or when an offense which occurs off campus is such that in the judgment of the Director of Student Affairs failure to take disciplinary action is likely to interfere with the educational process or the orderly operation of the University, or endanger the health, safety or welfare of the University community.

The term "student" includes both full-time and part-time students pursuing undergraduate, graduate or professional studies.

2. MATTERS SUBJECT TO DISCIPLINARY ACTION

Appropriate disciplinary procedures and sanctions shall be applied to any student who commits, or attempts to commit, any of the following acts of misconduct:

- 2.1. Actions which have great potential for physically harming the person or property of others, including that of the University, or which actually result in physical harm, or which cause reasonable apprehension of physical harm.
- 2.2. Any type of sexual assault including rape.
- 2.3 Making false representations to the University, including forgery and unauthorized alteration of documents; unauthorized use of any University document or instrument of identification.
- 2.4. Academic dishonesty, including, but 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; misrepresenting academic or professional qualifications within or without the

University; and nondisclosure or misrepresentation in filling out applications or other University records.

2.5. Substantially interfering with the freedom of expression, movement or activity of others.

2.6. Initiating or causing to be initiated any false report, warning or threat of fire, explosion or other emergency. Misusing or damaging fire safety equipment on University premises.

2.7. Theft of property or of services. Possession of property that is known to be stolen.

2.8. Failure to comply with the lawful directions of University officials, including campus police officers and other law enforcement officials, acting in performance of their duties.

2.9. Willfully refusing or failing to leave the property of or any building or other facility owned, operated, or controlled by the University when requested to do so by a lawful custodian of the building, facility or property if the person is committing, threatens to commit or incites others to commit any act which would disrupt, impair, interfere with or obstruct the lawful mission, processes, procedures or functions of the University.

2.10. Unauthorized presence in or use of University premises, facilities or property, in violation of posted signs, when closed, or after normal operating hours.

2.11. Illegal use, possession, or distribution of any controlled substance, illegal drug or alcohol.

2.12. Use or possession of fireworks on University premises or at University-sponsored events, unless expressly authorized in writing by the President.

2.13. Use, possession or storage of any weapon on University premises or at University-sponsored activities, unless expressly authorized in writing by the President. Weapon includes, but is not limited to, firearms, ammunition, bombs, explosives, incendiary devices, or other dangerous weapons, substances or materials.

2.14. Misusing University computing resources by intentionally making or receiving, accessing, altering, using, providing or in any way tampering with files, disks, programs, passwords or hardware belonging to other computer users without their permission.

2.15. Violation of published or posted University regulations or policies.

2.16. Aid to others in committing or inciting others to commit any act mentioned above.

2.17. Action(s) or conduct which hinders, obstructs or otherwise interferes with the implementation or enforcement of the Code of Conduct including failure to appear before any of the University's disciplinary authorities and to testify as a witness when reasonably notified to do so by an appropriate University officer.

2.18. Any other acts or omissions which affect adversely University functions or University-sponsored activities, disrupt community living on campus, interfere with the rights of others to the pursuit of their education, or otherwise affect adversely the processes of the University.

2.19. Violating the terms of any disciplinary sanction imposed in accordance with this Code.

3. RIGHTS OF STUDENTS IN DISCIPLINARY MATTERS

Students' rights under the state and federal constitutions are specifically acknowledged and affirmed, including the rights of freedom of speech, freedom of association, freedom of religion, and due process. The provisions of this Code of Conduct shall be construed so as not to infringe upon these rights, as those rights are defined by law.

4. SANCTIONS

4.1. Any student who violates any of the rules set forth in Section 2 above, shall be subject to warning (verbal or written), disciplinary probation, suspension, expulsion, dismissal from University employment, or being barred from campus. Student sanctions imposed under this Code of Conduct shall be imposed pursuant to the Student Standards & Grievance Procedure, or its successor.

4.2. As used in this subsection:

4.2.1. "Verbal warning" means an oral reprimand.

4.2.2. "Written warning" means a written reprimand.

4.2.3. "Disciplinary probation" means the establishment of a time period during which further acts of misconduct may or will result in more severe disciplinary sanctions depending on the conditions of the probation. Conditions of probation can include community service, attendance at workshops and/or seminars including but not limited to alcohol, drug or safety workshops and/or seminars, mandatory mental health evaluation and/or counseling or other educational sanctions.

4.2.4. "Suspension" means losing student status for a period of time specified in the terms of the suspension. A suspension may commence immediately upon a finding of a violation or it may be deferred to a later time.

4.2.5. "Expulsion" means losing student status for an indefinite period of time. Readmission may not be sought before the expiration of two years from the date of expulsion, and it is not guaranteed even after that time.

4.2.6. "Dismissal" means termination of student employment, either for a stated time period or indefinitely.

4.2.7. "Barred from campus" means being barred from all or designated portions of the University property or activities.

4.3 The sanction imposed shall be set based upon numerous factors, including the severity of the offense, the amount of harm created, the student's record, and sanctions imposed in recent years for similar offenses. In considering the harm created, there shall be taken into account whether any harm or injury was targeted against a person or group because of that person or group's race, color, religion, national origin, physical or mental handicap, age, sex, sexual preference, ancestry, or medical condition.

Adopted by the UNM Regents April 14, 1992
Revision approved by the Regents May 12, 1995
Subject to Change Without Notice



Name of Department: Semester:	Business Management Technology Department Fall 2015
Instructor Name: Office Location Office Hours E-mail Telephone Class Meeting Days/Times Location	Tyrell Harvey Calvin Hall CH167 By Appointment tyrellhunm@hotmail.com 505-863-7511 Tuesdays/5:15-7:55 Calvin Hall, Room CH182
Syllabus <i>(Common across all sections)</i>	
Title of Course:	Introductory Microeconomics
Course Number	ECON 106-Section 400
Course Description	he course will focus on understanding the basic principles of microeconomics. Microeconomics is the study of the choices made by individuals as consumers, firms or businesses, and the interactions between the consumers and consumers in the marketplace.
Credit Hours and Contact Hours	3 Credit Hours. Contact by email to tyrellhunm@hotmail.com
Pre-requisites/co-requisites	Reading 100, ISE 100 or Math 118
Learning Objectives and Outcomes	<p style="text-align: center;">Upon completion of this course the student will:</p> <p>Understand the basic principles of economic concepts. Understand how to apply economic principles to a range of policy questions. Better understand how economics plays an important role in our daily lives. Learn the definitions of key words and terms used to interpret the meaning of economic concepts. Understand consumer behavior. Understand firm behavior. Analyze different types of market structures (monopoly, oligopoly and a competitive market). Use supply and demand diagrams to analyze the impact of overall changes in supply and demand on price and quantity. Calculate producer and consumer surplus.</p>
Disabilities Policy:	In accordance with University Policy 2310 and the Americans with Disabilities Act (ADA), any student needing academic accommodations should first contact accessibility Services at 863-7660 (Gurley Hall 1133). It is also imperative that you take the initiative to bring such needs to the instructor's attention, as your instructor is not legally permitted to inquire. Students who may require assistance in emergency evacuations should contact the instructor as to the most appropriate procedures to follow
Course Outline <i>(May vary according to Instructor)</i>	
Teaching Methods (Lecture, Labs, Small Groups, On-Line Components)	1. The student will meet with the instructor and other students who are taking the same course once a week. The instructor will lecture, provide examples, and encourage student participation with questions,

answers, and class presentation.
2. Lecture will be supplemented with power point presentation, films, and guest speakers.

Evaluation/Grading Methods (*Attach Rubric if available*)

FINAL GRADE SCALE:

: 90-100% A; 80-89% B; 70-79% C; 60-69% D, 59% or less is F. Student may do extra credit work or take make-up exam and/or quiz provided the student has reasonable excuse.

Incomplete may be granted when the student encounters a situation that is beyond his or her control and provides documentation.

Course drop is the student's responsibility and to make sure he/she is not on the instructor's grade sheet after the course has been dropped.

Required Text(s) & Supporting Materials (*Many programs will require these to be common across different sections --Check with Chair*)

The Micro Economy Today by Bradley R. Schiller 13th Ed.

Assessment Methods (*How learning objectives will be measured; attach rubric if appropriate*)

Course activities will carry the following weight percentages:

- 30% Final Project
- 100 Points Each Presentation
- 100 Points Each Written Paper
- 100 Points Text Book Work Each

Attendance Policy and policies on classroom behavior (use of cell phones, academic dishonesty, lap-top use, etc.)

1. It is the students' responsibility to check their grade and be in attendance for class.
2. Honesty and trust is encouraged for all academic work performed by the student.
3. Drinks and food are not allowed in the classroom. Exception may be granted with permission.
4. Cell phones need to be turned to vibration mode in the classroom.

Weekly Schedule of Topics, Readings, Assignments, Tests and other Activities...

(All written assignments need to be e-mailed by 6pm the night before the next class and need to be 3 full pages in length: Presentations will be given in class with team member(s), if unable to attend next class arrangements may be made with prior approval.)

Week 1: Class- Syllabus, APA Format, & Presentation Guidelines
Assignments- APA Paper on Chapter 1

Week 2: Class- Group Activity/Chapters 2 & 4
Assignments- APA Chapter 2 & 4

Week 3: Class- Chapter 3
Assignment-APA Chapter 3

Week 4: Class- Chapter 5
Assignment- Presentation on Chapter 5 (Presented in Week 5)

Week 5: Class- Chapter 5 Presentations
Assignment-APA Chapter 6

Week 6: Class- Chapter 7
Assignment- Presentation on Chapter 7 (Presented in Week 7)

Week 7: Class- Chapter 7 Presentations
Assignment- APA Chapters 8 & 9

Week 8: Class-Chapters 10, 11, & 12
Assignment- APA Monopolies & Oligopolies (Chapters 10, 11, & 12)

Week 9: Class-Chapter 14
Assignment- APA Chapter 14

Week 10: Class- Chapter 15
Assignment- Presentation on Chapter 14 & 15 (Government Intervention with Regulation) (Presented in week 11)

Week 11: Class- Chapter 16
Assignment- APA Chapter 16

Week 12: Class- Chapter 17
Assignment- APA Chapter 17

Week 13: Class- Chapter 18
Assignment- APA on Chapter 18

Week 14: Class- Chapters 19 & 20
Assignment- Presentation Chapter 19 & 20 (Presented in week 15)

Week 15: Class- Chapters 21, 22, & 23
Assignment- APA on chapter International Trade, Finance, and Poverty (Chapters 21, 22, & 23)

Week 16: Class- Final Projects
Assignment- Complete Final Projects

Week 17: Class- Final Projects Due (No Extensions)

Additional topics, information determined by the course instructors which are not inconsistent with the syllabus



Student Code of Conduct

It is important for all students to be aware of conduct that will lead to disciplinary action by the University. In order to clarify the types of conduct which shall be considered to affect adversely the University's educational function, to disrupt community living on campus, or to interfere with the rights of others to pursue their education, to conduct their University duties and responsibilities or to participate in University activities, the Board of Regents hereby adopts the following Code of Conduct for students:

1. SCOPE

The University may take disciplinary action for an offense against the Code of Conduct when the offense occurs on University premises or at University-sponsored events, or when an offense which occurs off campus is such that in the judgment of the Director of Student Affairs failure to take disciplinary action is likely to interfere with the educational process or the orderly operation of the University, or endanger the health, safety or welfare of the University community.

The term "student" includes both full-time and part-time students pursuing undergraduate, graduate or professional studies.

2. MATTERS SUBJECT TO DISCIPLINARY ACTION

Appropriate disciplinary procedures and sanctions shall be applied to any student who commits, or attempts to commit, any of the following acts of misconduct:

- 2.1. Actions which have great potential for physically harming the person or property of others, including that of the University, or which actually result in physical harm, or which cause reasonable apprehension of physical harm.
- 2.2. Any type of sexual assault including rape.
- 2.3 Making false representations to the University, including forgery and unauthorized alteration of documents; unauthorized use of any University document or instrument of identification.
- 2.4. Academic dishonesty, including, but 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; misrepresenting academic or professional qualifications within or without the

University; and nondisclosure or misrepresentation in filling out applications or other University records.

2.5. Substantially interfering with the freedom of expression, movement or activity of others.

2.6. Initiating or causing to be initiated any false report, warning or threat of fire, explosion or other emergency. Misusing or damaging fire safety equipment on University premises.

2.7. Theft of property or of services. Possession of property that is known to be stolen.

2.8. Failure to comply with the lawful directions of University officials, including campus police officers and other law enforcement officials, acting in performance of their duties.

2.9. Willfully refusing or failing to leave the property of or any building or other facility owned, operated, or controlled by the University when requested to do so by a lawful custodian of the building, facility or property if the person is committing, threatens to commit or incites others to commit any act which would disrupt, impair, interfere with or obstruct the lawful mission, processes, procedures or functions of the University.

2.10. Unauthorized presence in or use of University premises, facilities or property, in violation of posted signs, when closed, or after normal operating hours.

2.11. Illegal use, possession, or distribution of any controlled substance, illegal drug or alcohol.

2.12. Use or possession of fireworks on University premises or at University-sponsored events, unless expressly authorized in writing by the President.

2.13. Use, possession or storage of any weapon on University premises or at University-sponsored activities, unless expressly authorized in writing by the President. Weapon includes, but is not limited to, firearms, ammunition, bombs, explosives, incendiary devices, or other dangerous weapons, substances or materials.

2.14. Misusing University computing resources by intentionally making or receiving, accessing, altering, using, providing or in any way tampering with files, disks, programs, passwords or hardware belonging to other computer users without their permission.

2.15. Violation of published or posted University regulations or policies.

2.16. Aid to others in committing or inciting others to commit any act mentioned above.

2.17. Action(s) or conduct which hinders, obstructs or otherwise interferes with the implementation or enforcement of the Code of Conduct including failure to appear before any of the University's disciplinary authorities and to testify as a witness when reasonably notified to do so by an appropriate University officer.

2.18. Any other acts or omissions which affect adversely University functions or University-sponsored activities, disrupt community living on campus, interfere with the rights of others to the pursuit of their education, or otherwise affect adversely the processes of the University.

2.19. Violating the terms of any disciplinary sanction imposed in accordance with this Code.

3. RIGHTS OF STUDENTS IN DISCIPLINARY MATTERS

Students' rights under the state and federal constitutions are specifically acknowledged and affirmed, including the rights of freedom of speech, freedom of association, freedom of religion, and due process. The provisions of this Code of Conduct shall be construed so as not to infringe upon these rights, as those rights are defined by law.

4. SANCTIONS

4.1. Any student who violates any of the rules set forth in Section 2 above, shall be subject to warning (verbal or written), disciplinary probation, suspension, expulsion, dismissal from University employment, or being barred from campus. Student sanctions imposed under this Code of Conduct shall be imposed pursuant to the Student Standards & Grievance Procedure, or its successor.

4.2. As used in this subsection:

4.2.1. "Verbal warning" means an oral reprimand.

4.2.2. "Written warning" means a written reprimand.

4.2.3. "Disciplinary probation" means the establishment of a time period during which further acts of misconduct may or will result in more severe disciplinary sanctions depending on the conditions of the probation. Conditions of probation can include community service, attendance at workshops and/or seminars including but not limited to alcohol, drug or safety workshops and/or seminars, mandatory mental health evaluation and/or counseling or other educational sanctions.

4.2.4. "Suspension" means losing student status for a period of time specified in the terms of the suspension. A suspension may commence immediately upon a finding of a violation or it may be deferred to a later time.

4.2.5. "Expulsion" means losing student status for an indefinite period of time. Readmission may not be sought before the expiration of two years from the date of expulsion, and it is not guaranteed even after that time.

4.2.6. "Dismissal" means termination of student employment, either for a stated time period or indefinitely.

4.2.7. "Barred from campus" means being barred from all or designated portions of the University property or activities.

4.3 The sanction imposed shall be set based upon numerous factors, including the severity of the offense, the amount of harm created, the student's record, and sanctions imposed in recent years for similar offenses. In considering the harm created, there shall be taken into account whether any harm or injury was targeted against a person or group because of that person or group's race, color, religion, national origin, physical or mental handicap, age, sex, sexual preference, ancestry, or medical condition.

Adopted by the UNM Regents April 14, 1992

Revision approved by the Regents May 12, 1995

Subject to Change Without Notice

Coleen Craig Arviso

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E-Mail coleen.arviso@gmail.com

Work : ccarviso@unm.edu

EDUCATION

08/2012-Present Northcentral University Prescott AZ

PhD, E-learning

01/2009-05/ 2011 University of New Mexico Albuquerque NM

Professional Certificate, OLIT Professional Development Certificate in eLearning

05/2004-12/2006 University of Phoenix Phoenix, AZ

Masters of Science, Management Information System/Management.

1999-2003 Ohio Dominican University Columbus, OH

Bachelors of Science, Management Information System.

1996-1998 Crownpoint Institute of Technology Crownpoint, NM

A.A.S, Computer Science.

PROFESSIONAL & TECHNOLOGY EXPERIENCE

07/01/08-Present UNM-Gallup Gallup NM

Information Technology Faculty, Training and Development Consultant, E-Learning Support, Teaching Excellence Chair, Assessment Chair, Curriculum Chair, Technology Chair

Assessment

Administered to the campus reports such as assessment program plans and reporting related to the college programs, wrote the NMHED criterion reports for each of the General Education Course courses. Reviewed, evaluated, design, implemented and maintain data for the assessment reporting. Created a UNM Gallup Assessment page to include templates, announcements, reports, meetings, minutes, and workshops at url <http://www.gallup.unm.edu/vert/faculty-staff/assessment.php>. Collaborate and network with faculty, UNM Gallup and UNM Albuquerque Administrators and Deans to ensure transparency and to help with data collection, reporting, and maintain assessment evidence.

Instruction & Curriculum

Teach undergraduate courses in the Information Technology program. Provide administrative services and collaborate with colleagues in curriculum development in Information Technology and AA Business Administration programs; Administer, developed, designed and delivered E-Learning – Web-Enhanced, Hybrid, Online courses. Plan lectures, create content and administer examinations. Served and Chaired Faculty Standing Committees.

- Provide advice to the students and coordinating and organize course schedules for information technology classes.
- Obtain a certificate in Academic Coaching Training Level 1 & II.
- Interact with the staff of Business and Technology programs, work with faculty to coordinate class scheduling to offer utmost success opportunities for student.
- Initiate in the E-Learning implementation and development of Web-Enhanced, Hybrid, Online support and apply innovative online strategies and support programs for college students.
- Teach for 15 hours and maintain regular office hours plus reachable evenings and weekends for online courses by text, facebook, webct, blackboard learn and skype.
- Develop course materials and assess student mastery of academic skills and competencies as determined by course outcomes.
- Guide and tutor E-Learning students.
- Chaired and actively participated on the College Teaching Excellence Committee.
- Created a document that defined UNM Gallup Teaching Excellence at url <http://www.gallup.unm.edu/pdf/UNMGTeachingExcellence.pdf>.
- Revised and update college Information Technology curriculum in collaboration with the Business and Technology departmental faculty, Dean and the Curriculum Committee.
- Serve on department, college-wide, and community committees, Chair Campus Technology committee, Serves as Faculty Senate Operation Secretary, Curriculum Committee member/chair, IT campus chair, assessment chair.
- Modified the AA Business Administration curriculum to articulate with the UNM Albuquerque Anderson School of Business.
- Work closely with Dean of Instruction on instructional projects.
- Created and developed UNMG Assessment website and process.
- Wrote the NMHED report for the UNMG campus.

E-Learning & Development

Conducted training/developed needs analyses and assessments on an organizational, community, and individual basis, and developed and implemented specified training and developed Online IT program and e-learning initiatives to meet strategic planning needs. Provided leadership and guidance to UNM-Gallup faculty, and external entities as appropriate to specific program objectives.

- Planned, developed, and delivered and coordinated individual and group trainings and facilitated webinars, encompassing a wide range of teaching methods, technical and e-learning practices.
- Developed e-learning policy and procedures for Faculty and Students at url <http://www.gallup.unm.edu/vert/students/e-learning/index.php> under UNM-Gallup Online Policies and Procedures.
- Developed Online Course and Faculty Evaluation.
- Taught Computer Literacy course using WebCT Vista.
- Increased Web-Enhanced, Hybrid, and Online Courses.
- Coordinated the development and preparation of teaching and visual aids, instructional materials, computer tutorials, and reference materials appropriate to specific program objectives.

- Coordinated, facilitated, and conducted specified development activities, such as organization analyses and met with each department.
- Evaluated effectiveness of trainings and developed data to revise changes in instructional objectives and methods.
- Provided guidance and leadership to staff training, instructors, and external training and development consultants, in accordance with specified program objectives; participated in the sourcing, selection, and evaluation of contracted instructors and consultants, as appropriate.
- Coordinated work flow and administrative activities necessary to deliver and document unit programs and activities.
- Provided input and assists in the planning, assessment, and implementation of organizational goals and objectives, in line with overall university goals and objectives.
- Design, developed, delivered a "How to Take and Online Course" for students new to online learning.
- Familiar with Quality Matters (QM) and Quality Matters campus coordinator.
- QM Certificated - Independent Applying the QM Rubric
- SUN Online Administrator and Sun Online Course Designer.

08/2005- 06/2008 Navajo Technical University Crownpoint NM
Information Technology Faculty/Jenzabar Project Manager

Instruction & Curriculum & Assessment

Instructed classes in MS Office Suite, Adobe Creative Suite, and Introduction to Computers, Operating Systems XP/Unix/Linux, and Internet Basics, Intermediate Internet. Developed syllabi for each course and assessed each student. Former Faculty Navajotech President. Active participate in faculty and organizational committees such as Curriculum, Assessment, Professional Development Planning, Science-Technology-Engineering-Math (STEM), and faculty team functions. Worked on assessment of the applied computer program curriculum. Developed a new Information Technology Program that incorporates the College's IT department and the Internet to the Hogan (ITTH) and Dine Grid. Coordinated and point of contact for the American Indian Higher Education Consortium (AIHEC) student conference. Forty-five students participated in this event each year. Participated in student led functions and advised students on IT program needs. Networked with surrounding entities to ensure IT student graduates had employment upon completion.

Project Management

Managed the College's Education Information System and ensured that all end-users, administrators, faculty, and students have the proper access and information.

- Reviewed Server spec for server(s) purchase
- Worked with Jenzabar PM to coordinate meetings with NTC SysAdmin to ensure understanding of specification and configuration needs
- Worked with NTC IT on server order.
- Ensured that EX and PowerFails are installed prior to Training Trip (TT2)
- Work with NTC mgmt on PowerFails, InfoMaker and Ad Astra contracts
- Started dialogue with different offices on configuration worksheets (can be downloaded from the Jenzabar website)

- Worked with Jenzabar Project Manager to ensure that scheduled consulting engagement dates will work with the NTC calendar.
- Ensured that all participants in TT1 are communicated to about the schedule and expectations of participation for these scheduled trips.
- Keep NTC leadership informed of project progress and/or red flags
- Worked with Jenzabar Project Manager to resolve any possible conflicts (schedule) that may arise.
- Ensured that that the appropriate audience participates in the pre-conversion meetings
- Set-up and scheduled NTC internal user group meetings
- Implemented an online evaluation tool for all online courses.

08/2003- 08/2005 Rehoboth McKinley Christian Healthcare Service Gallup NM

Systems Analyst:

Database management support, implemented and customized various information reports.

- Provided programming and database report generation
- Meditech support person for the department.
- Provided software support as requested
- Scheduled for weekend or after-hours work.
- Able to work with highly sensitive information and maintain complete confidentiality.
- Knowledge of Meditech dictionary and report generator applications.
- Ensured the Data repository server is operational at all times, including data transfers from Meditech servers id functional.
- Maintained knowledge of the interrelationship between DR, SQL Server and Meditech Servers.
- Developed methods for accessing DR data using SQL, Access, NPR and other report writers as needed.
- Supported goals of Manager, Department and Organization.

06/1998-11/2002 Lucent Technologies Columbus OH

Senior Technical Associate:

Configuration Management/System Verification Test Engineer

- Administered SABLIME database for tracking and reporting on source code changes; debugging, conflicting information in various relations and resolve missing records from the relations, this activity required understanding of project development model and configuration structures.
- Supported providing product build support, product packaging and integration testing.
- Confirmed that the product met the requirements and reasonable customer expectations. Created test scripts and tested cases, executed test, Logged test results.
- Formal testing methodology, Debugging, Trouble Shooting, Investigating skills, Test planning, Documentation.
- Conflict resolution, Equipment maintenance, and monitoring system.
- Created, developed and modified Automation test to integration test product utilizing Rational Segue Silk Automated Test Tool Application.
- Worked as part of a development team on larger products. Interacted with hardware engineers to support development and debugging situations.
- Proficient: Microsoft Office (Excel, PowerPoint, Word, Internet Explorer)

- Operating system skills: Unix, Windows NT, etc.
- Organization skills, teaching, follow policy and procedures.
- Able to interface with staff and all levels of management. Self-starter, able to work with minimal supervision under deadline.

1994-1996 Crownpoint Community School Crownpoint, NM

Teacher Assistant:

Supervision of twenty-four students.

- Assisted in High Scope program at the kindergarten level.
- Organized activities such as, Kindergarten graduation, parents Day, title one workshops.
- Maintained the classroom operations.

LATEST PRESENTATIONS

Fall 2015 – New Mexico Technology in Education (NMTIE) Conference – Andragogy in Adult Online Learning

Spring 2016 – NMHEAR Conference - Implementing a Peer Review Process to Inform, Improve and Impact Assessment Practices at Branch Campuses

COMMITTEE MEMBERSHIPS

Navajo Technical College Curriculum Committee

Navajo Technical College Faculty Senate

Navajo Technical College Budget Committee

Navajo Technical College American Indian Higher Education Consortium (AIHEC) Coordinator

SuperComputing Education Committee

Crownpoint Middle School Advisor Board

UNM-Gallup Library Committee

UNM-Gallup Executive Director Search Committee

UNM-Gallup Computer Literacy Task Force

UNM-Gallup Marketing Task Force

UNM-Gallup Strategic Planning Committee

UNM-Gallup Council of Chairs Technology and Education Sub-Committee

UNM-Gallup Teaching Excellence Committee Chair

UNM-Gallup Campus Technology Task Force Chair

UNM-Gallup Curriculum Committee Member and Chair

UNMoGallup Information Technology Campus Chair

UNM Albuquerque Computer Usage Committee Member

UNM Albuquerque Learning Management Task Force Advisory Member

UNM Albuquerque Learning Management SuperBUG Taskforce Member

UNM Gallup Assessment Coordinator and Assessment Chair

UNM Albuquerque Assessment Sub-Committee Member

HONORS & AWARDS

American Indian Higher Education Consortium, CIT Student of the Year, 1996-1997; CIT Distinguish Scholar Award, 1996-1997; Promoted at Lucent Technologies; Numerous Lucent Technologies Peer recognition awards. Ohio Dominican University Dean's List Fall 02' and Spring 03', RMCHCS Herogram. Nominated for Who's Who for Teachers. SuperComputing08 Education Committee planner, AIHEC Coordinator, nominated for UNM Albuquerque Online Teacher of the Year. UNMG Outstanding Teacher 2011-12. Outstanding Campus Service 2013

Evalena D. Boone

Personal History

Home Address: P.O. Box 217
Zuni, New Mexico 87327
Phone: 505.879.4860
Email: keshi2002@hotmail.com

Educational History

1. University of New Mexico
Albuquerque, New Mexico
Major: Policy & Planning
Degree: Master's in Business Administration 2004
2. University of New Mexico
Albuquerque, New Mexico
Major: Travel & Tourism and Human Resources
Degree: Bachelor's in Business Administration 1998
3. University of New Mexico-Gallup
Gallup, New Mexico
Major: Pre-Bachelor's in Business Administration
Degree: Associate of Arts 1996
4. University of New Mexico-Gallup
Gallup, New Mexico
Major: Liberal Arts
Degree: Associate of Arts 1994
5. National College
Albuquerque, New Mexico
Major: Travel & Tourism
Degree: Associate of Arts 1990

Professional Positions

1. Self-employed, Native American Arts and Crafts, Fetish carver, Zuni, New Mexico. 1986 to present.

Duties: Carve animal figurines from different stones and shells. Produce low-cost marketing strategies to promote products. Educate public about Zuni culture and arts and crafts.

2. Consultant, Pueblo of Zuni, Fort Wingate Project, Zuni, New Mexico. September to December 2005.
Duties: Developed an Economic Profile for the Pueblo of Zuni and conducted an organizational audit to identify process efficiencies with Tribal programs pertaining to economic development.
Supervisor: Darrell Tsaybetsaye
3. Teaching Assistant, Robert O. Anderson Schools of Management, University of New Mexico, Albuquerque, New Mexico. January to May 2001.
Duties: Assisted Adjunct Professor with instructional material and communication with students for a Special Topics Course Mgt. 469-American Indian Business Management.
Supervisor: Helen Muller, Ph.D.
4. Externship, Four Times Foundation, Red Lodge, Montana and Zuni, New Mexico. June to August 2001.
Duties: Aided in field research, interviewed, disseminated data and reported for an organizational audit and developed a formal marketing plan for a Four Times Fellow.
Supervisor: Jael Kampfe
5. Surveyor, New Mexico Department of Tourism, Santa Fe, New Mexico. April to May 1995.
Duties: Phone survey for market research to determine conversion rates for advertising campaigns and relative effectiveness of fulfillment program.
Supervisors: Chris Cordova and Nancy Everist.
6. Surveyor, Rio Grande Travel, Albuquerque, New Mexico. April 1995.
Duties: Phone survey for market research to determine relative effectiveness of travel agents vs. airlines in the distribution of airline tickets.

Professional Activities

1. Board Member, Zuni Public Library, Pueblo of Zuni, New Mexico. May 2006 to present.
2. Clani & Associates, Pro-bono, Kirtland, New Mexico. December 2004-2006.
3. Community Development Conference, Pro-bono, Zuni, New Mexico. April to August 2006.
4. Volunteer, Mentor and Fellowship Business Committee Member, Four Times Foundation. 2001 to 2003.

Scholarships

1. 1999 Native American Economic Development Fellow, Robert O. Anderson Graduate School of Management, University of New Mexico.
2. Pueblo of Zuni Tribal Scholarship.

Honors & Achievement

1. Department of Commerce's Minority Entrepreneur Development (MED) Week & Collegiate Leadership Seminar. September 1999 and 2000.
2. The Robert O. Anderson Schools of Management Foundation Board BRAVO Award for student leadership. Spring 2002.

Presentations & Publications

“INTRODUCTION TO MARKETING”, September 2007. Presentation to the Zuni Public Library Staff, Zuni, New Mexico.

“A SOCIO-ECONOMIC PROFILE-PUEBLO OF ZUNI”, August 2006. Presentation at the Zuni Community Development Conference, Zuni, New Mexico.

“STUDENT LEADERSHIP THROUGH STUDENT ORGANIZATIONS”, November 2003. Presentation at the 25th Annual American Indian Science & Engineering Society National Conference, Albuquerque, New Mexico.

Gilbert, R., Muller, H., Boone, E., Day, C. & Sanchez, A. (1999). “The Business of Culture At Acoma Pueblo”, Western Case Writers Association Annual Meeting, 1999.

Statement of Professional Interests

My post academic experience has given me a greater perspective in the developing sustainable organizations, economies and mostly importantly communities. I have seen factual business practices that go against my academic teachings but this also has offered me with the opportunity to share my knowledge and skills. I believe commitment to organizational missions and promoting indigenous culture and values is a workable environment. I have read and witnessed this type of economic development across the American Indian Reservations. The challenge is in developing trust and value with all stakeholders that any commercial development will not hinder the critical balance of community cohesiveness for the protection and practice of one's own culture.

Tyrell Harvey

Objective

My objective is to become the best teacher that I can by continuing my education to get my International MBA.

Experience

August 2009-Current Window Rock High School Fort Defiance, AZ

Marketing Teacher

- Teach to current state standards
- Manage Classroom
- Offered Dual-Enrollment for both Juniors and Seniors through NPC

1/31/2003-8/14/2009 Circle K Show Low, AZ

Store Manager

- Oversee day to day operations of the store
- Control Inventory/Cash Shrink
- Ensure customers and employees were taken care of

Education

8/18/2003-1/23/2007 Kaplan University Fort Lauderdale, FL

Bachelors of Science in Business Management

- Dean's Honor List

References

Richard Brown Teacher 208-731-1669

Emily Richardson Teacher 517-290-7086

Alexander Jesus US Soldier 602-615-6218

Resume

Personal:

Al Henderson Date of Birth: 6/6/48
1080 W. Kaibab Lane, #56A Height/Weight: 5'7", 180 lbs
Flagstaff, Arizona 86001 Marital Status: Divorced
Telephone: 928/606-2078 Health: Good

Education:

M.A. Economics 1982
University of New Mexico
Albuquerque, New Mexico
B.A., Economics and Political Science 1971
Eastern New Mexico University
Portales, New Mexico

Employment:

September 1997 to Present: Tribal Liaison
 Northern Arizona University
 Institute for Native Americans
 P.O. Box 4085
 Flagstaff, Arizona 86001

Provide liaison services on behalf of the university through facilitation and engagement of work, ideas, and collaboration with Indian tribes, communities and organizations. The Institute for Native Americans serves as the point-of-contact between the university and tribes. INA works directly with the on-campus presidential appointees to the Commission Native Americans and the off-campus INA Advisory Board who advises and guide the university president and top administrators on current and future Native American programs and services. Programs and services include organizational development, technical assistance, monitoring projects, training in economic and business development, academic programs, student support services and proposal writing to raise funds for students and programs on campus.

1989 – 1997 President, AHEC, Inc.
 P.O. Box 92225
 Albuquerque, New Mexico 87199

Served as Chief Executive Officer, principal stockholder of AHEC, Inc., providing waste management services, economic and business consulting, oil and gas well services, and petroleum engineering. AHEC, Inc. held major contracts with Indian Health Services, Bureau of Indian Affairs, Navajo Housing

Authority, Mobil and Texaco.

1987 – 1989 Executive Director

Division of Economic Development

The Navajo Nation

Window Rock, Arizona 86515

Managed and administered six departments with an annual budget of \$5 million and supervisory responsibilities for around 100 employees. Specific duties included preparation of the annual operating budget, identify sources of funds for projects, establishing connections with businesses and federal agencies to improve service delivery; prepare, negotiate and administer federal grants and contracts, issued project request for proposals, conducted bid opening and contract award, major achievements include the creation of the \$25 million business and industrial development fund; marketing and promotion of business, commercial and industrial development; arranged and negotiated location of industrial plants such as General Dynamics, and the publication of the annual Navajo Nation Overall Economic Development Plan and the Navajo Nation Fax, a statistical abstract.

1978 – 1983 Department Director

Department of Economic Research and Planning

Division of Economic Development

The Navajo Tribe

Window Rock, Arizona 86515

Administered and managed the economic research and planning department with responsibilities to organize, prepare, and write research and studies; prepare legislative action documents; prepare department annual budget, organize and operate the economic research library, designed research approach and methodology; wrote federal grant proposals and administered federal grants, prepared the annual overall economic development plan; secured financing for commercial shopping center projects, conducted community and corporate meetings, negotiated energy and energy-related agreements; administered and supervised the operation of the Navajo Nation Transit Buses.

1974 -1978 Special Services Advisor

University of New Mexico

Albuquerque, New Mexico 87313

Counselor to university students who needed special academic and support services assistance. Specific duties involved arranging for tutorial assistance, financial assistance, class scheduling and advocate for the disabled and handicapped and minority students.

1971 – 1974 Instructor

Navajo Community College

Many Farms, Arizona

Taught college math and history to students enrolled in the special services program. This program was designed to teach teacher's aide from surrounding K-12 schools. Teacher's aide received college credits while they worked and many of my students eventually became certified school teachers.

Certificates, Achievements and Accomplishments:

2008 Identified and developed proposal to acquire \$2.0 million gift from the San Manuel Band of Mission Indians for a Native American Center at Northern Arizona University.

2007 Certificate of Training – Web Page Design.

2006 Certificate of Completion – Arizona Economic Development Course.

2001 Certificate of Appreciation – Multicultural Students Program.

1999 Certificate of Appreciation – Native American Recruitment Team.

1998 Certificate of Completion – Facilitator and Recording Training.

1989 Publication of the Navajo Nation Fax, a statistical abstract of facts and figures.

1986 Certificate of Completion - Accounting and Essentials for Managers and Business Decision-makers.

1980 Certificate of Achievement – Team Building.

1978 Certificate of Completion – Real Estate Leases.

Publications:

Leetsoii means "Yellow dirt" in the Navajo Language: Troubling Uranium Mining on Navajo Lands, Indigenous Policy Journal, Vol. XIV, No.1, Spring 2008.

Honors:

May 2008. Volunteer member of the Obama Tribal Policy Committee, a nationwide group of prominent Native Americans who involved in the 2008 U.S. Presidential Election Campaign.

2007 Recipient of the Smithsonian Institute Native American Community Scholars Award.

2006 Recognition for membership on the Inter-Tribal Advisory Council serving the citizens of Coconino county.

2003 Invited be a Transition Advisor to newly-elected Navajo president Joe

Shirley, Jr. and vice-president Tony Dayish.

1994 Volunteer team photographer for the NCAA Championship Golf Team, Stanford University.

1981 Member of New Mexico Governor's Council of Economic Advisors.

1967 Member of the Gallup High School National Honors Society.

Hobbies:

Reading, hiking, and golf.

Education

Candidate for Doctorate of Business Administration (DBA) with Specialization of Criminal Justice Northcentral University, Prescott Valley, Arizona Estimate completion	ABD in DBA 2/2017
M.Ed., Education Curriculum and Instruction Leadership Activities and Societies: Kappa Delta Pi Northcentral University, Prescott Valley, Arizona	2007 - 2009
Bachelor of Science, Administration of Criminal Justice Activities and Societies: Magna Cum Laude Mountain State University, Beckley West Virginia	2003 - 2005

College Teaching Experience

Business Administration and Criminal Justice Courses

- Intro to Business Administration
- Business Administration
- Business Law
- Microeconomic
- Criminal Investigations
- Criminal Law
- Intro to Criminal Justice
- Criminal Justice
- Business Administration

College Committees

Instructional Technology (Chair of Committee)-UNM-Gallup
Curriculum Assessment Review Committee Member (CARC) UNM-Gallup

Employment

Lecturer II Business Administration

Division Chair of Business and Applied Technology Division at University of New Mexico-Gallup

January 2012 - Present -Division Chair serving college programs in Business Administration, Criminal Justice, Legal Assistant/Tribal Advocate, Design and Digital Media, Internet Technology, Cosmetology, Automotive Technology, Collision Repair Technology, Welding, Construction, Drafting

Also serving Center of Career and Technical Education (CCTE) with dual credit programs in college campus high school for Business Administration, Welding, Automotive Technology, Collision Repair Technology, Cosmetology, Fire Science, Construction, Criminal Justice, Culinary Arts, Design and Digital Media

Academic Assignments at UNM-G-Technical Instructor/Lecturer II/Assistant Professor. Have fill in as Acting Dean when needed.

Adjunct Faculty Northland Pioneer Community College at Holbrook Arizona

August 2011-January 2012

Frank Loera

Career and Technical Education Instructor at Window Rock High School

September 2009 - December 2011

Develop Career and Technology and Teach programs in Accounting, Business, Law Enforcement, and Criminal Justice in collaboration with Navajo Nation Joint Technology Education Department (JTED)

Law, Public Safety and Security Instructor/Criminal Justice Dual Credit Instructor through Northland Pioneer College

Future Business Leaders of America (FBLA) Advisor-Skills USA Advisor

Secondary Teacher at Nogales Unified School District

August 2008 - September 2009

Develop and Teach Courses in American Government, American/World History, Geography, and Economics

Outside Plant Engineer (OSPE) at Cox Communications Incorporated

September 2000 - July 2008

Design and Engineer Communication Plant, Hybrid Fiber/Coax, train new engineering employees in civil plan reading in relation to conflict reviews

Manage Capital Projects for Government, Commercial, and Residential builds of communication plant from product delivery build, to infrastructure, to port and completion.

Contractor liaison for business office including quality control, inspections, damage investigations, and claim assessment.

Branch Manager at Underground Technology Incorporated

June 1995 - May 1999

Facilitate all aspects of Utility Locating and Mapping Company. Fleet management, 72 + employees, Hire and Train employees in office operations and utility locating. Manage \$3.5m plus yearly budget

Police Officer at Phoenix Police Department

October 1986 - January 1994

Investigate criminal activity, arrest, book testify, and obtain evidence, advanced criminal investigator/interviewer

Business Experience

Started and operated a successful marketing business from 1998 to 2000

Incorporated business and unincorporated same

Honors, Awards, and Scholarships

Medal of Life Saving-Phoenix Police Department

Language Skills

Bilingual in English/Spanish

Elvira Martin
P. O. Box 4124
Gallup, NM 87305
(505) 879-9330
ejmartin@unm.edu

Education

Doctoral graduate student in OILS (Organization, Information and Learning Science)
Sep-2003 to Present University of New Mexico Albuquerque, NM

Master of Arts Degree in Education Administration
Sep-1991 to May-1995 Western New Mexico University Gallup, NM

Classes in Navajo Culture
May-2000 to Aug-2000 Dine College Tsaile, AZ

Post Bachelor of Arts Degree in Elementary Education
Sep-1999 to May-2000 University of New Mexico Gallup, NM

Bachelor of Science Degree in Business Administration
Aug-1976 to May-1980 University of Albuquerque Albuquerque, NM

Associate of Science Degree in Business
Aug-1974 to May-1976 AAA Business College Albuquerque, NM

General Education Diploma (GED)
Aug-1972 to Dec-1973 Window Rock High School Fort Defiance, AZ

Work Experience

Associate Professor (Tenured)
August 2008 to Present University of New Mexico Gallup, NM

Instruct five 3-hour college classes per semester. Teach various business, economic, entrepreneurial and management (MGMT) and information technology (IT) courses. All the courses taught are web-enhanced and automated with Learn.unm.edu. The instructor utilizes the following teaching resources: chapter presentation slides, data files, interactive spreadsheets, etc. A goal for teaching improvement is add technical skills in the class. Provide one-on-one assistance to students. Provide academic advisements. Participate in campus and departmental committee meetings. . Performed other duties specified by the Department.

Chair - Associate Professor (Tenured)
Aug-2006 to May 2008 University of New Mexico Gallup, NM

Supervised/hired/evaluated faculty members. Responsible for budget-reconciled. Used UNM Banner. Participated in tenure packet process. Created a departmental advisory committee. Responsible for

students' progress survey, Student Assessment Outcomes, Program Review, etc. Involved in committees--Departmental, Chairs, Faculty Senate, Curriculum, Student Affairs, CCTE, search & ad hoc. Responsible for class schedules-short/long term goals. Oversee the creation of the General Business Degree with areas: Information Technology, Accounting, & Entrepreneurship. Updated the old Entrepreneur Certification. Finalized the Pre-Business Administration Degree Articulation Agreement with UNM-Anderson School. Worked with UNM-Anderson School on Entrepreneurial Studies at UNM-Gallup Campus. Worked with Tohatchi and Nashitti Chapters to teach Five Management System Courses. Taught 9 hours of business, management and information technology courses to high school students (CCTE). Ordered textbooks and software applications. Utilized vista.unm.edu (webct) and UNM Banner. Student Recruitment. Provided academic advisement to college students in AAS Degree n Bus Admin or a Cert in Sec Skills. Test Proctor for ACT and NTE examinations.

Assistant Professor

Sep-1998 to Aug-2006

University of New Mexico

Gallup, NM

Instructed fifteen credit hours of business, management, information technology, and computer science courses to high school and college students. Some courses include Accounting, Business Math, Introduction to Word Processing, & computer science. Created syllabi. Instructed, graded and recorded grades. Used webct. Worked with students to participate in the Service-Learning Program with Battered Families Services, Incorporated. Recruited high school students. Provided academic advisement to students who are interested in AAS Degree in Business Administration and Certification in Secretarial Skills. Participated in committees--departmental, CCTE, Student Affairs Committee & Strategic Planning. Test Proctor for ACT and NTE.

Program Director

May-1990 to May-1998

Navajo Nation

Window Rock, AZ

Managed all aspects of USDA commodity food distribution to 19,200 low-income families per month throughout the Navajo Nation Reservation. Abide by contract and regulations specified by USDA. Administered the annual budget of \$3,900.00. Supervised the nutrition education component of the program. Supervised a total of 85 staff--warehouse managers, clerks, crews and truck drivers. Conducted regulatory inspections of several satellite warehouse sites throughout the Navajo Reservation. Handled RFP's, selected vendors/contractors to repair warehouse roofs and to sale four outdated semi-diesel cabs. Administered monthly food inventory & nutritional component reports to USDA and Navajo Nation. Initiate safety work environment for staff: installed back alarms for the diesels, warehouse men had forklift certifications; all staff had CPR certifications, and Food Handler's Permits.

Reclamation Assistant

May-1980 to Sep-1986

P & M Coal Mine Company

Window Rock, AZ

Responsible for air quality and weather data operations. Supervised crew to construct berms and run-off. Responsible for timesheets. Responsible for collection of all spoils, topsoil sample on graded, ungraded and reclaimed areas. Maintained the operating and downtime for scrapers, dozers, and graders per shifts and yardage moved. Maintained three dragline swing meters. Responsible for summiting monthly dragline operation and safety reports. Assisted the engineers with surveying areas on the mine. Conducted mine inspections with federal and state government. Followed

policy/procedures, safety and mine regulations.

Licensure

I have a New Mexico Teacher's Licensure #271598 for Level One Provisional K-12 Specialty Area License with Endorsements in Information Tech Coordinator and Business Education.

Membership of Organizations

Professional Affiliations

1. American Associate of University Women (1996-Present)
2. American Association of University Professors (1999-Present)

Campus Affiliations

1. (Ad Hoc) Special Rank & Tenure Committee
2. Rank & Tenure Committee
3. Faculty Senate Committee
4. Mini Grant Committee
5. Evaluation Committee for Code 3

References

Patricia Boverie
Professor
University of New Mexico
Hokona Hall, UNM
Albuquerque, NM 87131
505-246-8952
pboverie@unm.edu

Loretta Brown
Program Manager
University of New Mexico
Hokona Hall, UNM
Albuquerque, NM 87131
505-277-4131
loribrwn@unm.edu

Ken Roberts
Dean of Instruction
University of New Mexico-Gallup
705 Gurley Drive
Gallup, NM 87301
505-863-7500
krroberts@unm.edu

Keegan R.Mackenzie-Chavez Curriculum Vitae

Certifications

- New Mexico Teaching License 2007-2016 #238461
Level II Continuing License K-8 Elementary License
with Endorsements in Visual Arts and Business Educations
- New Mexico Teaching License 2007-2016 #238461
Level II Continuing License Pre K-12 Specialty Area License
with Endorsements in Visual Arts and Business Educations

Achievements

- first high school and college graduate in my immediate family
- accepted into the Peace Corps
- accepted into the Returned Peace Corps Fellowship for graduate work--only 9 accepted in a field of 100+
- co-authored a humorous Peace Corps Togo training manual
- created a Community Resource Guide for parents in the Head Start Santa Cruz program
- co-chair of the Tools Committee that acquired donations for the community-build Playground of Dreams
- board member of Habitat for Humanity of Gallup for 6 years
- 2nd term as a commissioner on the Gallup Planning and Zoning Commission

Reference available on request.

Keegan R.Mackenzie-Chavez

406 south 5th street
gallup, nm 87301
505.906.2543
keeganrmc@hotmail.com

Keegan R.Mackenzie-Chavez Curriculum Vitae

Skills

- ability to research a variety of topics and motivate students to engage in their own research to connect with content
- ability to problem solve creatively under pressure
- ability to create a classroom environment that encourages participation and increased student involvement using the Socratic method
- teach innovative classroom techniques to students with diverse skill levels
- teach how to assess a student's need within the curriculum and adapt the content to fit and challenge the student
- experience working in a multicultural setting with an understanding of the need for increased language and comprehension skills
- computer literature with proficiency of several types of software and the ability to expand my knowledge

Teaching Experience

- taught a freshmen reading course for which I am developing the curriculum using verbalizing and visualizing techniques to increase comprehension skills; creating various techniques to expand vocabulary skills; integrating test taking strategies into the students' reading skills.
- taught reading to small groups of 3-5 high school age students that required dynamic, diversified, fast-paced instruction for problematic readers based upon Socratic methodology; teaching this particular intervention class with at-risk students has honed my adeptness of assessment and performance to facilitate their acquisition of greater skills
- taught Transitional Studies English and Reading to college age students that needed fundamental skills presented in very clear, concise explanations to elevate their comprehension, vocabulary, and writing skills
- assisted with courses in Conversational English for students with other languages at a junior college and at an adult education center as a volunteer
- acquired skills of organization and planning through bringing several villages of coffee farmers together to create a large coffee grower's cooperative and at the same time taught the farmers basic accounting and business skills while in the Peace Corps; strengthening my understanding of working with different cultures and languages

Keegan R.Mackenzie-Chavez Curriculum Vitae

Career History

- 2014 to present Gallup McKinley County Schools Stagecoach Elem TEACHER, Kindergarten
- 2005 to 2014 Gallup McKinley County Schools Gallup High School TEACHER, Reading Intervention
- 2005 UNM-Gallup PART-TIME INSTRUCTOR, English 99, Reading, Architectural Drafting
- 2004 to 2013 Shelter+Design, LLC INTERN ARCHITECT/ OWNER-PARTNER
- 1992-2000 Gallup McKinley County Schools Stagecoach Elementary TEACHER
- 1990-1992 Santa Cruz County Head Start Santa Cruz, CA PROGRAM ASSISTANT II
- 1991-1992 Pajaro Valley Shelter Services Watsonville, CA SUPERVISOR
- 1990-1992 Cabrillo College Aptos, CA TEACHING ASSISTANT
- 1990-1991 Santa Cruz Adult Education Center Santa Cruz, CA VOLUNTEER TEACHER
- 1987-1989 Peace Corps Togo, West Africa CO-OPS AGENT
- 1986-1987 K.W. Elward, CPA Santa Cruz, CA JUNIOR ACCOUNTANT

Education

- 2003 University of New Mexico Albuquerque, NM MARCH Master of Architecture
- 1996 University of New Mexico Albuquerque, NM MA Master of Arts, Secondary Education with emphasis on Multi-Cultural Education
- 1986 University of San Francisco San Francisco, CA BS Business Administration--Accounting

PROGRAMS & COURSES

Program Evaluation of AA-Business Administration

Advisors: Michelle Lee, Sheryl Luther, David Stiger, Mary Lou Mraz and Shynal Robinson

Pros: This is our strongest program that always brings in the largest number of graduates. We have a lot of students who are interested in getting into the Anderson School of Management and many times, if they have this degree specifically, it improves their chances of being accepted. The job prospects in the area with a AA-BA degree makes the student more competitive and have had reports from the students that this has been helpful in securing a job over someone else who has a liberal arts degree. Requests to keep this titled as AA-Business Administration as opposed to changing it to a Liberal Arts with a Business focus.

Cons: It would be great to eliminate the MGMT 101 and 102 course as an “or” option which causes confusion when the students are being told that one of those courses MGMT 101 is a pre-requisite to another course, MGMT 202, which isn’t written anywhere in the catalog. MGMT 101 and 102 together are suppose to be equivalent to MGMT 202 and are not allowed to get credit for both. It doesn’t help the students when MGMT 101 and 102 are not transferrable to the main campus anyway.

Changes we would like to see: Explicitly require ECON 105 and 106 as requirements, since this is a required pre-requisite for the BBA. They also need a PSYCH 105 or SOC 101. CS150L, Stat 145 and MGMT 202 are also required courses, so that would be helpful to require those courses to better prepare our students ready to transfer if they choose to do so.

PROGRAMS & COURSES

AA: Business Administration	BBA: Business Administration Prerequisite Courses	
WRITING & SPEAKING (9crs): ENGL 110 ENGL 120 ENGL 219 or 220: Technical Writing or Expository Writing	WRITING & SPEAKING (9crs): ENGL 110 ENGL 120 ENGL 219 or 220: Technical Writing or Expository Writing	
MATHMATICS (6crs): MATH 121 MATH 180	MATHEMATICS (6crs): MATH 121 MATH 180	
PHYSICAL & NATURAL SCIENCE (8crs): _____ 4 Choose from: _____ 3 BIOL110/112L or BIOL 123/124L CHEM 111L or CHEM 121/123L ENVS 101/102L, EPS 101/105L, GEOG 101/101L, PHYC 102/102L or 151/151L or 152/152L or 160/160L or 161/161L	PHYSICAL & NATURAL SCIENCE (7crs): Choose from: BIOL110/112L or BIOL 123/124L CHEM 111L or CHEM 121/123L ENVS 101/102L, EPS 101/105L, GEOG 101/101L, PHYC 102/102L or 151/151L or 152/152L or 160/160L or 161/161L	
SOCIAL & BEHAVIORAL SCIENCE (15crs): ECON 105 _____ 3 Choose 3 additional courses from UNM CORE ECON 106 _____ 3 PSYCH or SOC _____ 3 _____ 3 _____ 3	SOCIAL & BEHAVIORAL SCIENCE (9crs): ECON 105 _____ 3 Choose 1 course from (UNM CORE): ECON 106 _____ 3 AMST 182, 185 _____ 3 ANTH 101, 130 CRP 181, ENGL 200, GEOG 102, LING 101, SOC 101, UHON 204, PSY 105, POLS 110, 220, 240	
HUMANITIES (3crs): _____ 3	HUMANITIES (3crs): _____ 3 Choose 1 course from (UNM CORE):	
FOREIGN LANGUAGE (3crs): _____ 3	FOREIGN LANGUAGE (3crs): _____ 3 Choose 1 course from any lower-division non-ENGL language offering	
FINE ARTS (3crs): _____ 3 Choose 1 course from UNM CORE	FINE ARTS (3crs): _____ 3	
BUSINESS ADMINISTRATION CORE (9crs): _____ 3 Choose 3 of the following: CS 150L, STAT 145 or MGMT 290, MGMT 202 or (MGMT 101 & 102), MGMT 113, MGMT 195 or MGMT 222	BUSINESS ADMINISTRATION Prerequisites CORE (9crs): STAT 145 _____ 3 MGMT 202 _____ 3 CS 150L* _____ 3	*CS 150L must be completed within the last 5 years

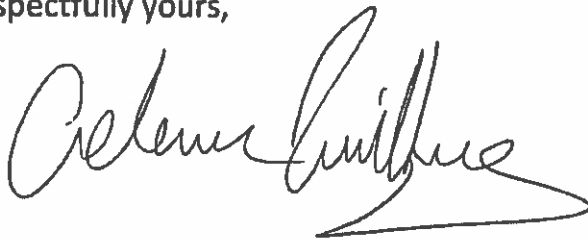
To Whom It May Concern:

Gallup Land Partners, LLC owns, manages and develops property around McKinley County and Gallup, New Mexico. We are dedicated to the community and the development of our economy. Our main objective is to develop businesses and create jobs. One of our primary projects is to construct a Logistics Park that would service McKinley County and the surrounding area. We have been working closely with Burlington Northern Santa Fe railroad where major employment will be generated. There are ancillary projects that we are working on to help support our efforts and invest in the surrounding community. Of importance to mention is our partnership with the University of New Mexico - Gallup where our president, Mr. Robert Roach, established the GLP business scholarship to be awarded to promising students enrolled in the AAS business and certificate of entrepreneurship program.

We are extremely proud to have implemented an experiential learning component of the GLP business scholarship where enrolled business and entrepreneur students are job-place with business establishments within the City of Gallup and McKinley County. To this end, we have a close working relationship with the Division of Business and Applied Technology.

We look forward to a rewarding experience with all parties involved with GLP investments in our community.

Respectfully yours,



Adam Wilkey
Operations Manager
Gallup Land Partners, LLC

Business Students Internship Placements Spring 2015

From: Adam Wilkey
To: [Frank Loera](#)
Cc: [Elvira Jean-Halona Martin](#)
Subject: Fwd: Revised Student Employer list

Date: Friday, April 03, 2015 9:34:51 AM
 Frank,

Elvira asked me to send you a list with all the Employers and Students. Let me know if you have any questions.

Organization name	Employer first name	Employer last name	Student First Name	Student Last name	Email	Phone
Greater Gallup Economic Development Center (GGEDC)	Michael	Sage	Michael	[Redacted]	[Redacted]	[Redacted]
Gallup Land Partners (GLP)	Adam	Wilkey	[Redacted]	[Redacted]	[Redacted]	[Redacted]
Gallup Land Partners (GLP)	Aaron	Kowalski	Arlinda	[Redacted]	[Redacted]	[Redacted]
Isaccson and Maason Law Firm	Jason	Mason	Harvey	[Redacted]	[Redacted]	[Redacted]
Gallup Land Partners (GLP)	Adam	Wilkey	[Redacted]	Fowler	[Redacted]	[Redacted]
The Journey	Chuck	Van Druhen	Christopher	[Redacted]	[Redacted]	[Redacted]
Gallup Land Partners (GLP)	Aaron	Kowalski	[Redacted]	[Redacted]	[Redacted]	[Redacted]
Ramah Care Center	Kyle	Briggs	[Redacted]	[Redacted]	[Redacted]	[Redacted]
Coldwell Banker Legacy	Elizabeth	Hamilton	[Redacted]	[Redacted]	[Redacted]	[Redacted]
Winfield Trading Co.	Justin	Winfield	[Redacted]	[Redacted]	[Redacted]	[Redacted]

February 23, 2017

Mr. Frank Loera, Chairperson
Business Management & Applied Technology
University of New Mexico Gallup Campus
705 Curley Avenue
Gallup, NM 87301

Dear Mr. Loera,

I am writing this letter to support the Associate of Arts in Business Administration Program. I am familiar with your department and want to see it grow. I have worked with Al Henderson and Elvira Martin who have taught the MGMT 195 Introduction to Entrepreneurship.

The 190 Special Topic in Management was a popular and successful course. I worked very closely with Elvira Martin when she taught 190 Special Topics in Management for Spring 2015 (face-to-face course) and Spring 2016 (online course). This internship course provided students an opportunity to obtain work experiences in the community with academic instructions focusing on employable skills. I interviewed and placed each student into an internship position depending on his or her interest and skill set. Students worked a total of 10 hours a week, 160 hours per semester at various business sites in the Gallup area. In addition, students completed a number of class projects using the Internet and Learn.unm.edu, which supported the final internship venture. The students completed the Internship/Cooperative Educational Packet and worked with me to develop business skills in the classroom. The students created portfolios that include the employment process such as a resume, cover letter, and thank you letter. It also had their employment information such as, an organizational chart and summary of the organizational structure. A final grade included student's work experience in the community that they presented as a power point presentation to the UNM Gallup, Executive Director, Mr. Christopher Dyer and other department heads.

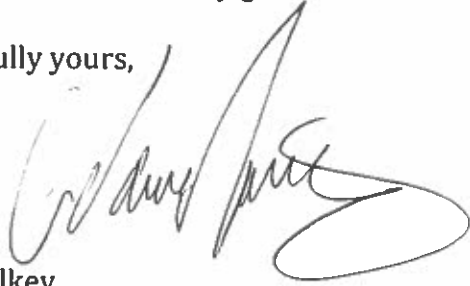
It was my observation that these students incurred a basic understanding of real business practices and gained greater confidence in their ability to apply themselves. I saw students who applied themselves excelled and even created businesses of their own. Some students have found employment with the business they interned at, while others are still building the skills necessary to achieve their goals. The biggest challenge was getting the students to think for themselves and to put their efforts into action. I believe placing students into an environment outside the classroom helps facilitates challenge, growth, perspective and a sense of ownership over their future.

We have had a great response from the business community regarding this program. The Greater Gallup Economic Development Corporation still employs two

of the former students and is still asking for more. I have had interest from insurance companies, contractors, banks, law practices and home health care businesses to name a few. I believe that this course gives an opportunity for students to excel in their education and prepare them for real life.

I look forward to working with your department as we invest in our future leaders and watch our community grow.

Respectfully yours,

A handwritten signature in black ink, appearing to read 'Adam Wilkey', with a large, stylized flourish at the end.

Adam Wilkey
(435) 703-4829
adam@galluplandpartners.com
Gallup Land Partners, LLC

Anderson School of Management

- Anderson is AACSB Accredited

Anderson is AACSB Accredited



All of Anderson's programs are accredited by AACSB International - The Association to Advance Collegiate Schools of Business - which provides global leadership in advancing management education. Only 20 percent of the nation's top business schools have earned this prestigious designation, so you know the degree you'll earn from Anderson is of high quality - and highly regarded by the business community.

Why AACSB International Accreditation?

AACSB International accreditation represents the highest standard of achievement for business schools, worldwide. Institutions that earn accreditation confirm their commitment to quality and continuous improvement through a rigorous and comprehensive peer review. AACSB International accreditation is the hallmark of excellence in management education.

AACSB International accreditation assures stakeholders that business schools:

- Manage resources to achieve a vibrant and relevant mission.
- Advance business and management knowledge through faculty scholarship.
- Provide high-caliber teaching of quality and current curricula.
- Cultivate meaningful interaction between students and a qualified faculty.
- Produce graduates who have achieved specified learning goals.



University of New Mexico-Gallup
Business & Applied Technology Division
Calvin Hall Room 167
505-863-7523
750 Gurley Avenue
Gallup, NM 87301

To: UNM Gallup Curriculum Committee

From-Frank Loera

The Associate of Arts in Business Administration was formally known as the Associate of Arts in Pre-Business Administration. The name change went into effect spring 2013. The curriculum within the degree pathway remained the same. The name change was part of a new business program direction for the UNM Gallup campus. Spring 2013 through fall 2016 changes in Associate of Applied Science Degrees within the Business Department occurred. Several AAS degrees and one certificate were cancelled out and three certificates replaced them. The emphasis was to have one primary degree with certificates that transferred into the one degree. Cancelled AAS degrees and certificate were:

1. General Business AAS
2. General Business Accounting Concentration AAS
3. General Business Entrepreneur Concentration AAS
4. General Business Information Technology Concentration AAS
5. Administrative Assistant AAS
6. Secretarial Skills Certificate

The Pre Business Administration Degree had an Articulation Agreement from 2008 with the Anderson School of Management (attached) that accepted. While the 2008 agreement accepted all 61 credits of the degree, changes in the BBA program are not reflected in any new agreement. There are only a two changes of concern such as Anderson School of Management (ASM) now requires MATH 180 rather than MATH 150 and ECON 105 and ECON 106 are required Social and Behavioral courses where in the past ECON 106 was the only required Economic course.

The Anderson School of Management accepts all coursework in the current AA as it applies to the BBA (as indicated in attached correspondence) and all course work in the current AA can apply to the BBA, only that six credits in elective courses may deviate from ASM's list of acceptable courses (see attached Core Curriculum Requirements for Admission to the BBA Program).

Breaking from AAS programs in the Business Department was an effort to direct students to the BBA program. This effort left one required Management course in the AA,

MGMT202 Principles of Financial Accounting. Any other Management course can be accepted as an elective only up to six credits. The bulk of the degree is for building fundamental academic core requirements. This being the case, the Business Department is only required to offer one mandatory core Management course and two elective courses for this degree.

While the AA in Business Administration develops academic skills and briefly introduces the student to Business Administration, it also builds abilities that aid in theorizing, conceptualizing, and critical thinking. These abilities are a requisite for the upper core content the student will face in the BBA, and the MBA program. The AA degree is designed for transfer to the Main Campus.

By deleting the AAS programs, the opportunities to learn the skills for practical application in business operations was changed. The operations portion of a business education was transferred into certificate programs: Entrepreneur Certificate, Book Keeping Certificate, and the Organizational and Public Administration Certificate (OMPA). The Entrepreneur Certificate has since been deleted, the OMPA certificate is designed for transfer to the Public Administration program, and the Book Keeping certificate has struggled in enrollment with course work in business operations that are transferable only as electives.

The process of change to the Business department started as early as 2008 and curriculum workflow initiated in 2011. Upon my arrival the process had been campus approved and in the process of undergraduate committee approval in Albuquerque. A few of my first assignments were to teach out the AAS Business degrees and it was done well. What was immediately experienced was that we would no longer require several business faculty including full time positions due to less coursework.

Additionally, a substantial less credit hours were being generated. In 2012 the AAS were still active and were eventually phased out. Listed are the fall student counts for these programs from 2012 to 2016:

	2012	2013	2014	2015	2016
Pre-Business Administration AA	78	58	23	5	
Business Administration AA		45	70	110	132
General Business AAS	116	62	21	6	
Accounting AAS	3				
Administrative Assistant AAS	90	18	4		
Total	287	183	118	121	132

The Business Department went from having 287 active business students in degree programs in 2012 to 132 active business students in 2016, less than half of the period the AAS degrees were allowed to be deleted.

Two main issues are concerning about this action.

1. Business Operations is not a core concept on this campus anymore and that is where most of the employment lies in the business world, back office management.
2. The economic impact to the community and campus. The difference in active students in Business Degrees compared from 2012 to 2016 is 155. Each student generating no less than 61 credit hours at \$75 a credit or \$4575 each for a total of \$279, 075. 00 every two years in tuition only, not to mention book sales, and trickledown economics such as community sales of gasoline, etc.

The concerns are not with the current transferable AA degree, it is with the lost opportunities for students that need and require business operation knowledge for immediate employment and the economic loss that programs in business operations bring.

My suggestion is to modify the current AA so MATH 180 is required course and not give the student the option for MATH 150. Also, to make ECON 105 and ECON 106 both required Social and Behavioral courses. In addition, require MGMT113 Intro to Management and MGMT 222 Intro to Marketing required Electives. This will once again have all courses in the AA transferable to the BBA program.

I also suggest bringing back an AAS designed for Business Operations degree that allows a student to get through in two years of business skill building for entry level employment with an AAS. I suggest modifying the current book keeping certificate to be more attractive for students for quick employment skills.

I also suggest the curriculum committee consider a pilot program that delivers Entrepreneurial Skills and opens discussion for a noncredit program with term funding that can then self-sustain after two years of financial support.

Thank you for the opportunity to comment on this program.



Frank Loera
Division Chair-Business & Applied Technology
University of New Mexico-Gallup
505-863-7705
lloera@unm.edu

February 22, 2017

Professor Matthew Dennen Mingus, Chair
UNM Gallup Campus - Curriculum Committee

Re: MGMT 101, MGMT 102 & MGMT 202

Dear Curriculum Committee Members,

We need your support in correcting a problem with the way we listed MGMT 101, MGMT 102 and MGMT 202 in the Associate of Arts in Business Administration Program. If you look at the core course listing, we state students can take MGMT 101 and MGMT 102 or they can take MGMT 202. I included the course descriptions from the UNM Gallup 2015-2017 Course Catalog for the three core courses as follows:

- a. MGMT 101, Fundamentals of Accounting I (3) is Prerequisites: READ 100 or COMPASS \geq 71, ISE 100, MATH 118. The development of the accounting cycle, special journals and financial statements. Credit not applicable toward B.B.A. degree.
- b. MGMT 102, Fundamentals of Accounting II (3) is prerequisite: MGMT 101. Continuation of 101, including corporation and manufacturing accounting and decision making (Credit not Applicable toward B. B. A. degree.
- c. MGMT 202 Principles of Financial Accounting (3) is prerequisite: READ 100 or COMPASS \geq 71, ISE 100, MATH 118. An examination of the conceptual framework of accounting the function of accounting in a business-oriented society. Topics include valuation theory and its applications to assets and liabilities, concepts of business income, funds flow analysis, problems of financial reporting. (Main Campus Course).

We believe the MGMT 101 and MGMT 102 courses should not be offered as being equivalent to the MGMT 202 course. The MGMT 101 and MGMT 102 are 100 level courses. Whereas the MGMT 202 course is a 200 level course which focuses on the conceptual framework of accounting, valuation theory and applications.

In addition, we have discussed making some changes in two other programs in our department. 1) In the Certificate in Bookkeeping Program, we are planning to revise the MGMT 103 Bookkeeping course. We want to change the title of the course to MGMT 103 Computerized Bookkeeping and add the wording in the course description to state that the course includes a computerized bookkeeping application (QuickBooks). 2) We are reviewing some of the core courses that are listed in the Certificate in Organizational Management & Public Administration.

We want to thank you for the academic program review for the Associate of Arts in Business Administration program.

Sincerely,

A handwritten signature in blue ink that reads "Elvira Martin". The signature is fluid and cursive, with the first name "Elvira" and the last name "Martin" clearly distinguishable.

Elvira Martin, Associate Professor
Business & Applied Technology Department

c: Frank Loera, Department Chair



THE UNIVERSITY of
NEW MEXICO

University of New Mexico-Gallup
Business & Applied Technology Division
Calvin Hall Room 167
505-863-7523
750 Gurley Avenue
Gallup, NM 87301

Thank you Frank for extending the invitation to submit my statement on the Business and Applied Technology program review and instrument.

The vision of the UNM Gallup is to "...be a nationally recognized leader in community focused, regionally specific and culturally vibrant education." This is a highly lofty vision statement which calls for the utmost support and dedication by the UNM Gallup leadership which I firmly believe have fallen short of achievement.

During my tenure that began in fall 2009 I had the privilege of helping to start and coordinate the Rural Entrepreneur Institute (REI) and over time to teach many business courses - MGMT195 Intro to Entrepreneurship. MGMT 113 Management: An Intro, ECON 105 Introductory Macroeconomics and ECON 106 Introductory Microeconomics. With the exception of MGMT 195 I have always experience high student enrollment in these courses. MGMT195 Intro to Entrepreneurship when through a curriculum review around 2012 and was implemented around 2015 and we were beginning to experience growth in student enrollment when the Entrepreneurship Certificate program succumbed to elimination. REI no longer exist, a decision which I strongly opposed, and the business courses that I will no longer teach.

UNM Gallup is located in a unique environment that is tied to a high enrollment of Native American students with many commuting daily over long distance from nearby Indian reservations to obtain quality higher education. Many of these students have experienced life that is mired in poverty along with high and

persistent unemployment. It is not enough to resolve such a dilemma by continuously feeding into status quo academic curriculum that is designed to migrate the skilled and talented labor force from rural to urban areas. Lately, however, emphasis of such migration have begun to change where investment in rural economies is gaining local and national attention with emphasis on entrepreneurship and small business creation.

UNM Gallup should be at the forefront of the rural economic development transformation which can only speak well of their "vision" statement.

I encourage more support and expansion of the Business and Applied Technology courses, programs and projects, rather than less.

Thank you.

A handwritten signature in black ink, appearing to be the initials 'MSD' followed by a flourish.

Curriculum Committee

Thursday March 9, 2017

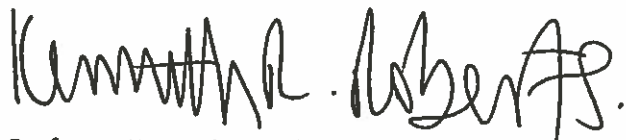
Curriculum Committee members:

Please accept this letter in strong support of our AA in Business Administration. I also support the creation of a pathway in Business Operations. I do not support the creation of a non-credit program in Entrepreneurship Skills.

As with all of our Associates Degrees, the key to our future is that all courses must transfer seamlessly to main campus degree programs. As recommended by the Chair of Business and Applied Technology, Mr. Loera, there needs to be some adjustment to the current AA degree to bring it into complete alignment with the Anderson School of Management. These changes include deleting Math 150 as an option, and requiring Math 180, Econ 105, Econ 106, MGMT 113 and MGMT 222.

The Business Administration area is somewhat in a holding pattern pending budget decisions, especially as to new faculty positions. This area is of great value to our campus and region, however, so I recommend that we move ahead with the suggested changes and begin work on the proposed pathway in Business Operations.

Truly,



Professor Kenneth R. Roberts. Dean of Instruction.

Cc. Mr. Frank Loera, Chair, Business and Applied Technology