

Nashville State Community College
Business, Applied Arts & Technologies Division
Business Management

Master Course Syllabus

BUS 2400 Principles of Management

3 Credits

3 Class Hours

Studies how a business organization works and the relationships of the people within the organization. Topics include managerial functions, motivation of employees, the decision-making process, communication, responsibility, authority, and personnel management through class discussion and case studies. Prerequisite(s): Completion of all competencies in Learning Support reading and writing.

Instructor Information:

Name:

Email:

Office Phone:

Office Location:

Office Hours:

Textbook and Other Materials:

Textbook: *Management*, 11th edition, by Robbins and Coulter
ISBN 10: 0132163845 / ISBN 13: 9780132163842

Course Outcomes:

Upon successful completion of this course, students should be able to:

- Describe the environment and foundations of modern management.
- Identify and explain each of the four management functions.
- Provide an overview of managing in a global environment.

Course Competencies:

The following are detailed course competencies intended to support the course outcomes:

- Briefly describe the foundations of modern management.
- Identify challenges faced by managers in a diverse cultural environment.
- Discuss ethical challenges faced by managers.
- Describe the decision-making process.
- Explain the basic planning process.
- Identify the fundamentals of organizing.
- Differentiate among organizational structures.
- Provide an overview of managing organizational change.
- Explain various ways that leaders influence behavior and motivation.

- Identify and explain techniques to improve communication.
- Differentiate between managing groups and teams.
- Describe the control process.
- Identify and explain the seven categories of the Baldrige Criteria.
- Provide an overview of managing in a global environment.

Topics to be Covered:

I. The Environment of Managing

- A. The Environment and Foundations of Modern Management
- B. Managing in a Cultural and Ethical Environment

II. Planning

- A. Decision Making
- B. The Basic Planning Process
- C. Strategic Planning

III. Organizing

- A. Fundamentals of Organizing
- B. Designing Organizational Structures
- C. Managing Organizational Change
- D. Staffing and Human Resource Management

IV. Leading

- A. Being a Leader
- B. Influencing Individual Behavior and Motivation
- C. Improving Communication Skills
- D. Managing Groups and Teams

V. Controlling

- A. Controlling and Building Commitment
- B. Managing World-Class Organizations

VI. Managing in Action

- A. Managing Entrepreneurial Organizations
- B. Managing in a Global Environment

Grading Policy

Grading Criteria may vary by instructor. Please refer to the syllabus for your course section for the correct information. This information will be supplied by the instructor at the beginning of the course.

Grading Scale:

| Grade | Average | Points |
|-------|----------|--------|
| A | 90 - 100 | |
| B | 80 - 89 | |
| C | 70 - 79 | |
| D | 60 - 69 | |
| F | Under 60 | |

Attendance Policy

A student is expected to attend all scheduled classes and laboratories. Each instructor will formulate an attendance policy and provide it on the course syllabus. Absences are counted from the first scheduled meeting of the class, and it is the responsibility of each student to know the attendance policy of each instructor in whose class he/she is enrolled. If a student is absent from a class, he/she should give an advanced explanation to the instructor. Absences in a course may affect a student's final grade. The student is responsible for all assigned work in the course regardless of excused or unexcused absences. Tardiness may also affect a student's final grade.

Failure to attend class will result in a final course grade of "FA" or "FN" (see explanation below) depending on the individual instructor's course policy.

FA= failure, attendance-related (unofficial withdrawal) Last recorded date of attendance required.

FN= failure, never attended class (unofficial withdrawal)

Student Communication Channels

It is the student's responsibility to check D2L and MyNSCC email on a regular basis. These are the official communication channels between the college and students. Students are responsible for the information communicated through those channels. D2L contains specific course information and MyNSCC contains information important for other purposes.

Early Warning System

Nashville State Community College has implemented an Early Warning System to notify students via e-mail about academic problems such as poor classroom attendance, poor performance on assignments/tests, poor communication skills, late/missing assignments, and/or lack of classroom participation. Please note that Early Warning Alerts do not affect a student's academic standing.

ADA Compliance Statement

Nashville State complies with the Americans with Disabilities Act. If you wish to request any special accommodations for any courses in which you are enrolled, contact the Student Disabilities Office at 353.3721.

Classroom Misconduct

Nashville State Community College has a zero tolerance policy for disruptive conduct in the classroom. Students whose behavior disrupts the classroom will be subject to disciplinary sanctions. Please consult your Student Handbook for more specific details.

The instructor has primary responsibility for control over classroom behavior and maintenance of academic integrity. He/she can order temporary removal or exclusion from the classroom of any student engaged in disruptive conduct or in conduct which violates the general rules and regulations of the College.

Disruptive behavior in the classroom may be defined as, but is not limited to, behavior that obstructs or disrupts the learning environment (e.g., offensive language, harassment of students and professors, repeated outbursts from a student which disrupt the flow of instruction or prevent concentration on the subject taught, failure to cooperate in maintaining classroom decorum, etc.), the continued use of any electronic or other noise or light emitting device which

disturbs others (e.g., disturbing noises from beepers, cell phones, palm pilots, lap-top computers, games, etc.).

Please be aware that children are not allowed in class or unattended on campus.

Academic Dishonesty (Honor Code)

Any form of academic dishonesty, cheating, plagiarizing, or other academic misconduct is prohibited. "Plagiarism may result from: (1) failing to cite quotations and borrowed ideas, (2) failing to enclose borrowed language in quotation marks, and (3) failing to put summaries and paraphrases in your own words (A Writer's Reference 331). Academic dishonesty may be defined as, but is not limited to, intentionally trying to deceive by claiming credit for the work of another person, using information from a web page or source without citing the reference, fraudulently using someone else's work on an exam, paper, or assignment, recycling your own work from another course, purchasing papers or materials from another source and presenting them as your own, attempting to obtain exams/materials/assignments in advance of the date of administration by the instructor, impersonating someone else in a testing situation, providing confidential test information to someone else, submitting the same assignment in two different classes without requesting both instructor's permission, allowing someone else to copy or use your work, using someone else's work to complete your own, altering documents, transcripts or grades, and forging a faculty/staff member's signature.

In addition to other possible disciplinary sanctions that may be imposed through regular college procedures as a result of academic dishonesty the instructor has the authority to assign an "F" or a "Zero" for the exercise, paper, or examination or to assign an "F" for the course. Students may appeal through the appropriate college grade appeal procedures.

Inclement Weather Policy

In the event of an inclement weather event, check the Nashville State web site home page at www.nsc.edu for announcements on campus closures. Campus closures will also be announced on local television stations (channels 2, 4, 5, and 17).

When classes are cancelled, an online assignment will be posted in NS Online. Check your NS Online email for a message from your instructor regarding your online assignment requirements. Even though classes may be cancelled, some areas, i.e. Testing Center, may be open. However, you should check before commuting to campus.

The Vice President for Academic Affairs and the Director of Security are responsible for cancellation decisions during an inclement weather event for the Nashville State main campus and the Southeast campus. Cookeville, Waverly, and Dickson Campus Directors will make class cancellation decisions based on conditions in their respective areas. Decisions about class cancellations are based on actual conditions, not forecasts. The perspective used for making decisions is that of the college as an employer, not as a K-12 institution. Students should use their own best judgment in determining whether to report to campus during inclement weather when classes are not cancelled.

NOTE: This syllabus is meant simply as a guide and overview of the course. Some items are subject to change or may be revised at the instructor's discretion. Each instructor will further clarify their criteria for grading, classroom procedures, attendance, exams and dates, etc. on his/her course syllabus.