

**Nashville State Community College  
Business & Applied Arts Division  
Business**

**Master Course Syllabus**

**This master course syllabus is meant simply as a guide and overview of the course. Each instructor will further clarify their criteria for grading, classroom procedures, attendance, exams and dates, etc. on his/her course syllabus.**

**BUSN 2330 Principles of Management**

Credits: 3

Class Hours: 3

**Course Description:**

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):** Level 2 placement in English and Reading.

**Instructor Information:**

Name:

Email:

Office Phone:

Office Location:

Office Hours:

**Textbook and Other Materials:**

***Fundamentals of Management, 10th Edition by Robbins, Coulter, and DeCenzo;***  
ISBN-9780134796796 (Student Value Edition+MyManagementLab Access Code) or  
ISBN-9780134240701 (MyManagementLab+eTestbook Instant Access through D2L Course  
Shell); Publisher: Pearson; Copyright: 2016;  
Format: Publisher's Hard Copy Textbook, eText and MyLab Software Module Access Card;  
Supplies: Internet Access to NSCC Online.

**Course Outcomes:**

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

- Describe Management and what managers do. Explain how the external environment and globalization impacts management.
- Describe how managers make decisions. Explain what planning is, the different kinds of planning and why managers need to plan.
- Explain the different ways organizations can be structured. Describe how managers manage people and innovation within an organization.

- Differentiate between individual and group behaviors and how to manage and motivate Work Teams. Explain leadership and the role of trust and communication.
- Explain the Control Process and Operations Management.

### **Course Competencies:**

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

- Define management.
- Describe what managers do.
- Discuss how the external environment affects managers.
- Discuss how organizational culture affects managers.
- Explain globalization and its impact on organizations.
- Discuss the factors that lead to ethical and unethical behaviors.
- Describe the decision-making process.
- Discuss group decision making"
- Discuss the nature and purpose of planning.
- Explain what managers do in the strategic management process.
- Compare and contrast approaches to goal-setting and planning.
- Describe six key elements in organizational design.
- Compare and contrast traditional and contemporary organizational designs.
- Describe strategies for retaining competent, high-performing employees.
- Define organizational change and compare and contrast views on the change process.
- Discuss techniques for stimulating innovation.
- Describe different personality theories.
- Discuss how groups are turned into effective teams.
- Define and explain motivation.
- Define leader and leadership.
- Discuss trust as the essence of leadership.
- Explain how technology affects managerial communication.
- Explain the nature and importance of control.
- Describe the three steps in the control process.
- Define operations management and explain its role.

### **Topics to Be Covered:**

- Introduction
  - Chapter 1 Managers and Management
  - Chapter 2 The Management Environment
  - Chapter 3 Integrative Managerial Issues
- Planning
  - Chapter 4 Foundations of Decision Making
  - Chapter 5 Foundations of Planning
- Organizing
  - Chapter 6 Organizational Structures and Design
  - Chapter 7 Managing Human Resources
  - Chapter 8 Managing Change and Innovation

- Leading
  - Chapter 9 Foundations of Individual Behavior
  - Chapter 10 Understanding Groups and Managing Work Teams
  - Chapter 11 Motivating and Rewarding Employees
  - Chapter 12 Leadership and Trust
  - Chapter 13 Managing Communications and Innovation
- Controlling
  - Chapter 14 Foundations of Control
  - Chapter 15 Operations Management

### **Course Assessments:**

The following performance assessments will be used for the students to demonstrate his/her understanding, knowledge and skills:

- Homework Assignments
- Chapter Quizzes
- Discussion Topics
- Course Project
- Exams

### **Grading Scale:**

90 – 100 -	A
80 – 89 -	B
70 – 79 -	C
60 – 69 -	D
0 – 59 -	F

### **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.

Per TBR policy, a student who does not officially drop or withdraw from a course, but receives a failing grade, will receive an "FA" if the last day of attendance was earlier than two-thirds into the part-of-term. That date equates to the last day to withdraw from the course.

An FN is awarded to students who never attended class.

## **Late Work Policy & Make-up Procedures for Missed Assignments and Work:**

Late submissions only accepted for extraordinary circumstances documented by appropriate 3rd party(ies) within 24 hours of past due date.

### **D2L Brightspace/NSOnline and myNSCC email**

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.

### **Technology Statement**

Nashville State's classes are considered to be web-enhanced. Faculty have an expectation that students will use a computer and the Internet to complete assignments, engage in online discussions, and access various course materials through Desire2Learn (D2L) course shells. Computers are available for student use at each campus during campus open hours.

### **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 Access Center at 615.353.3741 or 615.353.3721.

### **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. The Nashville State Student Code of Conduct policy is available at [http://www.nsc.edu/content/resources/Student\\_Code\\_of\\_Conduct\\_Policy.pdf](http://www.nsc.edu/content/resources/Student_Code_of_Conduct_Policy.pdf).

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

### **Academic Misconduct**

Any form of academic dishonesty, cheating, plagiarizing, or other academic misconduct is prohibited. Students are responsible for understanding and aiding by the Academic Misconduct Policy in the Nashville State Student Code of Conduct that can be found at [http://www.nsc.edu/content/resources/Student\\_Code\\_of\\_Conduct\\_Policy.pdf](http://www.nsc.edu/content/resources/Student_Code_of_Conduct_Policy.pdf).

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.

### **Academic 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.

## **RAVE Emergency Alert System**

Emergency events can happen at any time and Nashville State Community College wants to be able to notify students if and when they occur. For this reason, all students have been enrolled in the free RAVE alert system. If you have not already done so, please log in at <https://getrave.com/login/nscc> to confirm and update your contact information and notification preferences. It is critical that your information be correct so that you will receive any emergency notifications. Your RAVE Username is your NSCC email address. If you've never received an email from RAVE with your password, or if you need to reset your password, select "Forgot your password?" and a new password will be emailed to you. Should the RAVE system indicate "user not found", select Register and create your own RAVE account.

## **Inclement Weather Policy**

Nashville State will use the RAVE alert system to send a text message to students, staff, and faculty about adjusted hours of operation and/or closings at individual campuses. All students should check the Nashville State web site home page at [www.nsc.edu](http://www.nsc.edu) for announcements on campus closures, which may vary from campus to campus. Campus closures will also be announced on local television stations.

When classes are cancelled, an online assignment will be posted in NS Online. Check NS Online for a message from your instructor regarding your online assignment requirements.

Students should use their own best judgment in determining whether to report to campus during inclement weather when classes are not cancelled.

## **Class Cancellation Policy**

If the class is cancelled, the instructor will notify all students by posting in the NSOnline/D2L course, e-mailing through NSOnline/D2L, and/or by posting a sign on the classroom door. In the event of class cancellation, students must access NSOnline/D2L to complete classwork and the assignment that will be posted in the course D2L site.