

Nashville State Community College
Business, Management, and Hospitality Division
Business Program
BUSN 2330 Principles of Management

This syllabus sets forth the expectations for course content, work, and grading as well as expectations for student performance and conduct. The syllabus does not constitute a contract between the student, the instructor, or the College. The information contained here is subject to change at any time. Students will be notified if any changes are made. Though changes are possible, the course is expected to be conducted as described in this syllabus.

Course Information:

Course Title: Principles of Management

Course Credit: 3

Course Type:

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 discussions and case studies.

Prerequisite(s): Level 2 placement in English and Reading.

Instructor Information:

Name:

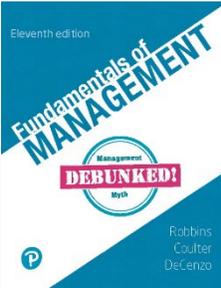
Email:

Office Phone:

Office Location:

Office Hours:

Required Textbook(s) & Other Materials:

Textbook	Textbook Description
	<p>Our textbook this semester is <i>Fundamentals of Management, Eleventh Edition, Robbins, DeCenzo, Coulter</i>; ISBN-9780134796796 (Student Value Edition+MyManagementLab Access Code) or ISBN-9780134240701 (MyManagementLab+eTestbook Instant Access through D2L Course) (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.</p> <p>This textbook is required and will be necessary for success in this course. Computer access to NS Online, Microsoft WORD, and various access codes are also required.</p> <p>*Caution. Some sites, like Amazon, may provide used textbooks with access codes that will NOT work with textbook publisher course materials.</p> <p>Once enrolled, all students should verify that they have the correct textbook and materials information by consulting the D2L/NS Online shell for the course. If you are registered with the Access Center and require an alternate format for the textbook and other course materials, please contact the Access Center at 615-353-3721, 615-353-3741, or accesscenter@nsc.edu.</p>

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Digital Course Materials: These ensure you pay less for your course materials and have easy access through D2L throughout the semester. When you registered for this course, the charge for these materials appeared on your account. If you decide you do not want to purchase the course materials embedded in NS Online, you can opt-out of the program **until the end of the second week of classes**. If you opt-out, you will be responsible for purchasing the required course materials on your own. For more information, please visit www.nsc.edu/dcm.

Course Outcomes:

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

1. Describe Management and what managers do. Explain how the external environment and globalization impact management.
2. Describe how managers make decisions. Explain what planning is, the different kinds of planning and why managers need to plan.
3. Explain the different ways organizations can be structured. Describe how managers manage people and innovation within an organization.
4. Differentiate between individual and group behaviors and how to manage and motivate Work Teams. Explain leadership and the role of trust and communication.
5. 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

- Managers and Management
- The Management Environment
- Integrative Managerial Issues

Planning

- Foundations of Decision Making
- Foundations of Planning

Organizing

- Organizational Structures and Design
- Managing Human Resources
- Managing Change and Innovation

Leading

- Foundations of Individual Behavior
- Understanding Groups and Managing Work Teams
- Motivating and Rewarding Employees
- Leadership and Trust

- Managing Communications and Innovation
- Controlling
- Foundations of Control
 - Operations Management

Course Assessments:

Students are expected to submit required assignments, complete quizzes, and discuss board forum posts. In addition, there will be one proctored mid-term examination and one proctored comprehensive final examination in the course administered at an NSCC Testing facility. This course requires students to complete items in structured modules in a step-by-step order, which builds the knowledge base of the content and allows the student to evaluate topics. The purpose of the step-by-step structure is to achieve the stated learning objectives, provide students with opportunities to become active learners, and provide students with multiple opportunities to measure their own success.

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

Assessment Components: Homework Assignments, Discussions Forums, Chapter Quizzes, Course Projects or Term Paper, Midterm Exam, and Final Exam.

The dates published in the Course's Schedule/Calendar page are the due dates and are the last opportunity to complete an assignment, discussion, project, quiz, or exam. **Assignment Components WILL NOT be extended beyond the assigned Due Date. Make-up quizzes, tests, and/or exams are not given as students are expected to submit assignments and take tests at the scheduled Due dates and times.** In cases of extreme circumstances beyond the control of the student which make it impossible to submit an assignment or take a scheduled quiz or exam, consideration will be given to extending a due date and/or make-up quiz, test, or exam. However, **associated Official third-party documentation will be required for such consideration.** If there is no submission, the missed assignment, quiz, and/or exam will receive a zero (0) score in the course grade book.

You are encouraged NOT TO WAIT until the last opportunity to complete and submit assignments, quizzes, tests, and exams. You should anticipate difficulties and/or obstacles from time to time that may interfere with completing and submitting your academic obligations; for example, computer malfunction, access issues, having to work late, illness, car trouble, etc. These issues do not relieve the student from completing and submitting their course assignment obligations on time.

Grading Policy:

The Final Overall Grade for the course is calculated using TBR and NSCC Grading Policies and the Assessment Components and their associated percentage weights are listed below. The corresponding Letter Grade is determined based on the following percentage ranges:

A = 90%+

B = 80-89%

C = 70-79%

D = 60-69%

F = 0-59%

FA (see below)*

FN (see below)**

COURSE ASSESSMENT COMPONENTS AND WEIGHTS

2 Writing Assignment Topics: **10%** of the overall Grade

2 Discussion Topics: **10%** of the overall Grade

15 Homework Assignments: **15%** of the overall Grade

15 Chapter Quizzes: **15%** of the overall Grade

1 Course Term Paper: **10%** of the overall Grade

1 Mid-Term Exam (through HonorLock Proctoring Service or at an NSCC Testing Center): **20%** of Grade

1 Final Exam (through HonorLock Proctoring Service or at an NSCC Testing Center): **20%** of Grade

Total: 100% of overall Grade

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

Late Work and Feedback Policies		
Assignment	Late Work Policy	Feedback Policy
Discussions	Late submissions are <i>only</i> accepted for extraordinary circumstances documented by appropriate 3rd Parties within 24 hours of the past due date.	Feedback will be provided during the Module opening and closing dates
Quizzes	Late submissions are <i>only</i> accepted for extraordinary circumstances documented by appropriate 3rd Parties within 24 hours of the past due date.	Quizzes are graded by the learning management system. Feedback is instant.
Learning Activities	Late submissions are <i>only</i> accepted for extraordinary circumstances documented by appropriate 3rd Parties within 24 hours of the past due date.	Quizzes are graded by the learning management system. Feedback is instant.
Exams	Late submissions are <i>only</i> accepted for extraordinary circumstances documented by appropriate 3rd Parties within 24 hours of the past due date.	Quizzes are graded by the learning management system. Feedback is instant.

Attendance Policy

If you have been exposed to COVID-19 or have tested positive, you must email virusinfo@nsc.edu.

- Absences in a course may affect your final grade.
- Tardiness may also affect your final grade.
- You are responsible for all work/tests that occur during any missed course session(s) regardless of the reason(s) for absence.
- If you are not well enough to attend a course session (class), you must notify the instructor as soon as possible before the scheduled course time.
 - If you are unable to notify an instructor before the scheduled course time, you must contact the instructor as soon as reasonably possible.
- If you have an unavoidable conflict with a scheduled course session, you must notify the instructor before the course session.

- *If you are unable to notify an instructor before the scheduled course time, you must contact the instructor as soon as reasonably possible.*

For purposes of financial aid continued attendance is determined via engagement in the course. This can be accomplished in several ways including, but not limited to, continued attendance and/or participation in on-ground class sessions, participating in D2L as prompted (e.g., responding to an instructor’s email, posting to a discussion board), and/or completing and submitting assignments.)

Grading Scale:

Letter Grade	Percentage Range
A	90%+
B	80-89%
C	70-79%
D	60-69%
F	0-59%

FA

According to NSCC policy, an FA is awarded to students who do not officially withdraw from a course and do not attend after the cut-off date provided in the academic calendar. Please refer to the current academic calendar available on the Nashville State website, looking for the date that indicates it is the “Last Day to Earn F for Attendance (FA).” Students who stop attending on or before this date receive an FA; students who stop attending after this date receive an F.

For online courses, attendance is defined by the submission of assignments. Students who fail a course and whose last assignment is submitted on or before the FA date will earn an FA for the course. Students who fail a course and whose last assignment is submitted after the FA date will earn an F for the course. An FN is assigned to students who do not submit any assignments.

FN

An FN is awarded to students who never attended class.

Technology Statement

- All classes at the College are web-enhanced. “Web-enhanced” means that components of the course, such as assignments and online discussions, may be located online in the class D2L/NS Online course shell and used in the course, even if the course meets in a classroom on a campus.
- You must have access to a computer and an internet connection to complete assignments, engage in online discussions, and access various course materials through D2L/NS Online course shells.
- You may also be required to use free video conferencing platforms (examples: Zoom, Teams, etc.) for course sessions and meetings.
- You will be responsible for the appropriate dress while on video. This means that you are expected to dress as if you were in a classroom.
- You will be responsible for a distraction-free environment while on video. This means that the professor and others in the course should not be able to hear noise in your homes, such as cell

phones, TVs, or barking dogs. The best way to do this is to keep yourself on “mute” until you need to speak.

- You will be responsible for making sure your background is neutral. Keep in mind that students and professors come from all around the world, and you are all a part of our community. Therefore, please avoid having images in your background that may be offensive to your classmates.
- Certain publisher materials, such as textbook figures, may not work on cellphones and may require a laptop or a tablet.
- If you have questions or concerns regarding access to a computer or internet resources, please contact your instructor. Additional information is available on this website: <https://www.nsc.edu/current-students/student-online-resources/access-to-internet-and-technology>.

Computer Labs

Computers are available for student use at each campus during campus open hours. Open computer lab availability for Fall 2021 may vary from campus to campus.

Students should check the NSCC website for current hours of operation.

D2L/NS Online and MyNSCC

It is the students’ responsibility to check D2L/NS Online course shells for all enrolled courses and MyNSCC, including student email, on a regular basis. These are the official communication channels between the college and students, who are responsible for the information communicated through those channels. D2L/NS Online contains specific course information and MyNSCC contains information important for other purposes.

ADA Compliance Statement

Nashville State complies with the Americans with Disabilities Act (ADA). If you require accommodations for any courses in which you are enrolled, contact the Access Center at 615.353.3741 or 615.353.3721, or e-mail accesscenter@nsc.edu. If you are registered with the Access Center and require an alternate format for the textbook and other course materials, please contact the Access Center.

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 measures. Please review the [Nashville State Student Code of Conduct policy](#). Please be aware that children are not allowed in class or to be left unattended on campus.

Academic Misconduct

Any form of academic dishonesty, cheating, plagiarizing, or other academic misconduct is prohibited. Students are responsible for understanding and abiding by the [Academic Misconduct Policy](#) in the Nashville State Student Code of Conduct. In addition to other possible disciplinary measures that may be applied 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 Alert System

If you are not doing well in your course, your instructor may send you an Early Alert through your @my.nsc.edu email. This email will go to your academic advisor and Student Success advisor, as well. If you get an Early Alert, contact your instructor immediately. Instructors send these when they want to help you figure out how to get extra support to pass the course. An Early Alert does not mean that you have already failed the course. Rather, it means you are in danger of failing the course if you do not change your learning strategy. Please use an Early Alert to your advantage and as an opportunity to improve your grade.

RAVE Emergency Alert System

You can log in to this free alert system to receive text messages about emergencies related to NSCC campuses: <https://www.getrave.com/login/nsc>. The instructions for this are listed below.

- 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.

Student Wellness

- The general well-being of students is an important component of their academic success. With this in mind, Nashville State Community College has several resources available to provide support when needed:
 - Students with general, non-academic questions and concerns about COVID-19 may email virusinfo@nsc.edu.
 - Five free telephone therapy sessions are available via Agape Counseling by calling 615-781-3000.
 - Online tutoring is available via NetTutor within the D2L course shells.
 - A comprehensive list of online student resources may be found at <https://www.nsc.edu/current-students/student-online-resources>
 - A comprehensive list of student support services may be found at <https://www.nsc.edu/current-students/on-campus-resources/student-support-services>

Equity Statement

We are taking steps to become more aware of the many different needs of students. Faculty, staff and administrators are committed to helping students find ways to meet their needs so that ALL students can reach their goals. Please ask for things you need.

Inclement Weather & Campus Closings

You get notices about campus closings in these places: text messages from RAVE and www.nsc.edu. Even when campuses are closed, you are still responsible for completing all assigned work. Check D2L/NS Online for a message from your instructor so you do not miss important assignments and due dates, which may change due to the campus closure.

Class Cancellation Policy

Our instructors post messages about canceling classes in the D2L/NSOnline course shells and/or on the classroom door on campus. These messages can be found in the News and Content section or the Email tab in the online shell. Please check these to be sure that you take advantage of opportunities for learning and points toward your grade.