

Nashville State Community College
Business, Management and Hospitality Division
Business Program

2021 Master Course Syllabus

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 and 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, it is expected that the course will be conducted as described in this syllabus.

Course Information:

Course Title: Principles of Management

Course Credit: 3 Hours

Course Type: Online

Course Number: BUSN 2330-WXX

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: Bill Carter

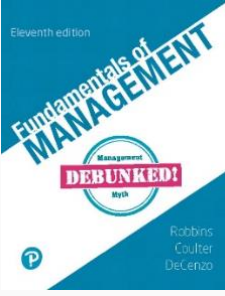
Email: Bill.carter@nsc.edu

Office Phone: 615-353-3400

Office Location: Off Campus

Office Hours: Email to schedule Appointment

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 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>

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.

Digital Course Materials (DCM):

To ensure the lowest cost for students, this course includes a materials fee. This means that some or all of the required textbooks and materials for this course are available through your *NS Online* course shell. When you register for this course, the charge will appear 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 September 6th, 2020. If you opt out, you will be responsible for obtaining the required course materials on your own.

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 impacts 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 discussion 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 provides the student the ability 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 to 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 Project or Term Paper, Midterm Exam, and Final Exam.

The dates published in the Course's Schedule/Calendar page are the due dates and they are the last opportunity to complete an assignment, discussion, project and 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 time.** In cases of extreme circumstance beyond the control of the student which makes 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, exam. However, **an associated Official third-party documentation will be required for such consideration.** In the case of no submission, the missed assignment, quiz, and/or exam will receive a score of zero (0) in the course grade book.

You are encouraged to NOT TO WAIT until the last opportunity to complete and submit assignments, quizzes, tests, 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, had 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 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

- 4 Writing Assignments: **20%** of the overall Grade
 - 4 Discussion Topics: **20%** of the overall Grade
 - 15 Homework Assignments: **10%** of the overall Grade
 - 15 Chapter Quizzes: **10%** of the overall Grade
 - 1 Course Term Paper: **20%** of the overall Grade
 - 1 Mid-Term Exam (at an NSCC Testing Center): **10%** of Grade
 - 1 Final Exam (at an NSCC Testing Center): **10%** of Grade
- Total: 100%** of overall Grade

All Web-Based (Online) courses require proctored Exams. These exams will be taken in an NSCC Testing Center. A testing technician will enter the password necessary for you to complete the exam. You may complete all exams in the NSCC Testing Center located on the main Nashville State campus or at one of the Nashville State sites in Dickson, Southeast Center, East Davidson Center or Waverly.

The hours for the Main Campus Testing Center are:

- 8:00 a.m.-7:30 p.m. Monday -Thursday,
- 8:00 a.m.-4:30 p.m. Friday.

You should check with your preferred Testing Center location to determine their hours of operation and procedures for the current semester. You must provide photo identification, your course name, and "A" number, and your instructor's name to take tests in the Testing Center. Tennessee Board of Regents rules and regulations require that no children will be allowed in the Testing Center.

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

Attendance Policy

Students who have been exposed to COVID-19 or who have tested positive must email virusinfo@nsc.edu.

The College is not an attendance taking institution as defined by 34 CFR 668.22(b)(1) in the Code of Federal Regulations; however, students are expected to attend all scheduled classes and laboratories.

- Absences in a course may affect a student's final grade.
- Tardiness may also affect a student's final grade.
- Students are responsible for all work/tests that occur during any missed class session(s) regardless of reason(s) for absence.
- Students who are sick or not well enough to attend class must notify the instructor as soon as possible before the scheduled class time, unless incapacitated or unable to do so. In that case, students must contact the instructor as soon as reasonably possible.
- If a student has an unavoidable conflict with a scheduled class session, students must notify the instructor, preferably before the class session, or as soon as 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.)

To the extent that attendance is kept in this class it is not for the purpose of the College but is instead associated with the instructor's individual grading rubric. The attendance policy for this class is:

BUSN 2330-W01 Course Attendance Policy

You are allowed **3 Absences** *for any reason* during the term of this Online course. An Absence is defined as **NO SUBMISSION OF ANY SCHEDULED ACADEMIC WORK (ASSIGNMENTS, DISCUSSIONS, QUIZ, EXAM, ETC.) WAS MADE BY THE STUDENT DURING A PARTICULAR WEEK.**

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 web site, 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 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.

You are allowed 3 Absences *for any reason* during the term of this Online course. An Absence is defined as NO SUBMISSION OF ANY SCHEDULED ACADEMIC WORK (ASSIGNMENTS, DISCUSSIONS, QUIZ, EXAM, ETC.) WAS MADE BY THE STUDENT DURING A PARTICULAR WEEK.

Upon the 4th absence you will be given a grade of FA.

FN

An FN is awarded to students who never attended class.

Technology Statement

- All classes at the College are web enhanced.
- It will be essential for students to 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.
- Students may also be required to use free video conferencing platforms (ex: Zoom, Teams) for classes and meetings.
- Students will be responsible for appropriate dress while on video, to ensure a distraction free environment (mute sound as needed) and to ensure their background is neutral for others to view.
- If you have questions or concerns regarding access to a computer or internet resources, please contact your instructor. Additional information available: <https://www.nsc.edu/current-students/student-online-resources/access-to-internet-and-technology>.
- Certain publisher materials may not work on cellphones.

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 NSCC website for current hours of operation.

D2L/NS Online and myNSCC

It is 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.

(Each instructor will outline his/her expectations for academic integrity and provide individualized information about consequences for academic misconduct.)

Academic Early Alert System

Nashville State Community College uses an Early Alert System to let students know of a faculty member’s concern in one or more of these academic areas: lack of attendance, lack of classroom participation, late or missing assignments, and/or poor performance on assignments/tests. *Please note that Early Alerts do not affect a student’s academic standing. If you receive an Early Alert email, please see your instructor and your academic advisor as soon as possible.

RAVE Emergency Alert System

Emergency events can happen at any time, and Nashville State Community College wants 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://www.getrave.com/login/nsc> 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.

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

Nashville State Community College has a relentless commitment to the transformation of our institution through the intentional design of college experiences that expect and promote excellence from students, faculty, staff and administration. We consider equity to be an obligation of higher education. We strive to ensure that each student receives what that student needs to be successful, with goals of success beyond the classroom. We do this through an evidence-based and collaborative effort, understanding that our student population has diverse needs that must be addressed. We recognize that this effort may not always be comfortable and that partnering with students is the driving force to overcome barriers to success.

Inclement Weather & Campus Closings

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 for announcements on campus closures, which may vary from campus to campus. Campus closures will also be announced on local television stations. Students should use their own best judgment in determining whether to report to campus during inclement weather when classes are not cancelled.

Even when campuses are closed, students are still responsible for completing all assigned work. When classes are cancelled, faculty will post online assignments and any additional instructions in the D2L/NS Online course shell. Check D2L/NS Online for a message from your instructor regarding your online assignment requirements. Faculty have discretion over adjusting deadlines or due date for assignments, but students are responsible for completing all assigned work by the due date established by the instructor.

Class Cancellation Policy

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