A. **Academic Division:** Business, Industry and Technology

B. **Discipline:** Business Administration

C. **Course Number and Title:** BUSM1050 Management

D. **Course Coordinator:** Lynn Jones  
   **Assistant Dean:** Daniel Wagner

**Instructor Information:**
- Name: Click here to enter text.
- Office Location: Click here to enter text.
- Office Hours: Click here to enter text.
- Phone Number: Click here to enter text.
- E-Mail Address: Click here to enter text.

E. **Credit Hours:** 3

F. **Prerequisites:** BUSM 1010 or BUSM 1015 or 22 semester hours

G. **Syllabus Effective Date:** Fall, 2017

H. **Textbook(s) Title:**
   
   *Management*
   - Authors: Robbins/Coulter
   - Copyright Year: 2016
   - Edition: 13th
   - ISBN # 9780133910292

I. **Workbook(s) and/or Lab Manual:** None

J. **Course Description:** A study of the principles and practices relating to the successful management of modern business. Topics include planning, organizing, designing, and decision making. Ethics and organizational change are also covered. Cases are used to provide practice in the application of management concepts.

K. **College-Wide Learning Outcomes**

<table>
<thead>
<tr>
<th>College-Wide Learning Outcomes</th>
<th>Assessments - - How it is met &amp; When it is met</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communication – Written</td>
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<tr>
<td>Communication – Oral</td>
<td></td>
</tr>
<tr>
<td>Intercultural Knowledge and Competence</td>
<td>International Business Culture Case Study – Intercultural Knowledge and Competence VALUE Rubric – Week 4.</td>
</tr>
<tr>
<td>Critical Thinking</td>
<td></td>
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<tr>
<td>Information Literacy</td>
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<tr>
<td>Quantitative Literacy</td>
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</tbody>
</table>

Updated 1/30/2017
L. **Course Outcomes and Assessment Methods:**

Upon successful completion of this course, the student shall:

<table>
<thead>
<tr>
<th>Outcomes</th>
<th>Assessments – How it is met</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Management Fundamentals: Demonstrate knowledge of fundamental concepts and principles for managing organizations and employees.</td>
<td>Exams; Homework; Participation; Presentation; Case Studies; Research Paper. Introduction of fundamental concepts and history outcomes in week 1 and then more extensive treatment of major topics in subsequent weeks throughout the semester.</td>
</tr>
<tr>
<td>2. Groups and Teams: Demonstrate knowledge of individual and group behavior, as well as the functioning of work teams.</td>
<td>Exams; Homework; Participation; Presentation; Case Studies; Research Paper. Groups and Team outcomes met in Week 11. Note communication treated separately in Week 12.</td>
</tr>
<tr>
<td>3. Decision Making and Ethics: Illustrate an awareness of factors that influence individual and group decision-making processes for managers and organizations.</td>
<td>Exams; Homework; Participation; Presentation; Case Studies; Research Paper. Decision making outcomes met in Week 2. Social Responsibility and Ethics outcomes met in Week 6.</td>
</tr>
<tr>
<td>4. Motivation and Engagement: Describe the major theories of motivation and apply them to work situations.</td>
<td>Exams; Homework; Participation; Presentation; Case Studies; Research Paper. Outcomes met in Week 13.</td>
</tr>
<tr>
<td>5. Structure and Design: Understand the relationship of organizational structure and design to complement the organization’s strategy and its industry</td>
<td>Exams; Homework; Participation; Presentation; Case Studies; Research Paper. Outcomes met in Week 10.</td>
</tr>
<tr>
<td>6. Planning Change and Innovation: Describe the techniques for leading change and innovation.</td>
<td>Exams; Homework; Participation; Presentation; Case Studies; Research Paper. Outcomes met in Week 7.</td>
</tr>
<tr>
<td>7. Human Resource Management: Demonstrate knowledge of human capital management practices including talent acquisition, performance management, and talent development</td>
<td>Exams; Homework; Participation; Presentation; Case Studies; Research Paper. Outcomes met in Week 11.</td>
</tr>
<tr>
<td>8. Leadership: Demonstrate knowledge of leadership theories and the impact leaders have on organizations.</td>
<td>Exams; Homework; Participation; Presentation; Case Studies; Research Paper. Outcomes met in Week 14.</td>
</tr>
<tr>
<td>9. Organizational Culture: Demonstrate an understanding of the nature and components of organizational culture, as well as an understanding of how culture can impact individual, group, and organizational performance.</td>
<td>Exams; Homework; Participation; Presentation; Case Studies; Research Paper. Outcomes met in Week 3. Note Communication treated separately in Week 12 and Strategy treated separately in Week 9.</td>
</tr>
<tr>
<td>10. Individual Differences: Demonstrate an understanding of the concepts of individual differences, diversity, and related behavioral issues in the workplace, as well as how they impact organizational performance.</td>
<td>Exams; Homework; Participation; Presentation; Case Studies; Research Paper. Outcomes met in Week 5.</td>
</tr>
</tbody>
</table>

*Outcomes derived from TAG #OBU012*
M. Topical Timeline (subject to change):

Week 1  Overview of Management and Management History
Week 2  Decision Making
Week 3  The External Environment and Organizational Culture
Week 4  Managing in a Global Environment
Week 5  Managing Diversity
Week 6  Social Responsibility and Ethics
Week 7  Managing Change and Innovation
Week 8  Planning Work Activities
Week 9  Managing Strategy
Week 10  Designing Organizational Structures
Week 11  Managing Human Resources
Week 11  Creating and Managing Teams
Week 12  Managing Communication
Week 13  Understanding Individual Behavior
Week 13  Motivating Employees
Week 14  Leadership
Week 15  Monitoring and Controlling

Reading, questions, cases and discussions may center on the chapters of the text.

N. Course Assignments:

1. Assigned readings from the text
2. Case study preparation aligned with major themes of the course
3. Management Definition external research paper
4. Collaborative group projects and exercises
5. Homework
6. Class Participation
7. Presentations
8. Exams

O. Recommended Grading Scale:

<table>
<thead>
<tr>
<th>NUMERIC</th>
<th>GRADE</th>
<th>POINTS</th>
<th>DEFINITION</th>
</tr>
</thead>
<tbody>
<tr>
<td>93–100</td>
<td>A</td>
<td>4.00</td>
<td>Superior</td>
</tr>
<tr>
<td>90–92</td>
<td>A-</td>
<td>3.67</td>
<td>Superior</td>
</tr>
<tr>
<td>87–89</td>
<td>B+</td>
<td>3.33</td>
<td>Above Average</td>
</tr>
<tr>
<td>83–86</td>
<td>B</td>
<td>3.00</td>
<td>Above Average</td>
</tr>
<tr>
<td>80–82</td>
<td>B-</td>
<td>2.67</td>
<td>Above Average</td>
</tr>
<tr>
<td>77–79</td>
<td>C+</td>
<td>2.33</td>
<td>Average</td>
</tr>
<tr>
<td>73–76</td>
<td>C</td>
<td>2.00</td>
<td>Average</td>
</tr>
<tr>
<td>70–72</td>
<td>C-</td>
<td>1.67</td>
<td>Below Average</td>
</tr>
<tr>
<td>67–69</td>
<td>D+</td>
<td>1.33</td>
<td>Below Average</td>
</tr>
<tr>
<td>63–66</td>
<td>D</td>
<td>1.00</td>
<td>Below Average</td>
</tr>
<tr>
<td>60–62</td>
<td>D-</td>
<td>0.67</td>
<td>Poor</td>
</tr>
<tr>
<td>00-59</td>
<td>F</td>
<td>0.00</td>
<td>Failure</td>
</tr>
</tbody>
</table>

P. Grading and Testing Guidelines:

Click here to enter text.
Q. **Examination Policy:**

Click here to enter text.

R. **Class Attendance and Homework Make-Up Policy:**

Click here to enter text.

S. **Classroom Expectations:**

Click here to enter text.

T. **College Procedures/Policies:**

**Attendance Requirements:** All students are required to attend all scheduled classes and examinations. Each faculty member has the right to establish regulations regarding attendance that he/she considers necessary for successful study.

Students who do not attend classes may be administratively withdrawn from those classes. However, failure to attend classes does not constitute withdrawal, and students are expected to process a formal withdrawal through the Student Records Office in Kee Hall.

**Student engagement requirements:**

Student engagement is based on the “active pursuit” of learning which can be measured by class attendance, class participation (in class or online), taking required quizzes/examinations, and submission of work assignments or papers. Student engagement consists of a student attending at least 60% of the class sessions (there should be attendance throughout the term) and/or completing 75% of the assignments listed on the syllabus at the midpoint in the term. Exceptions can be made when there is on-going communication between the student and faculty member. The communication must be documented and the faculty member and student must be in agreement regarding the exception. Students not meeting the expectation will be administratively withdrawn from class. If a student believes he/she was administratively withdrawn in error, he/she may file an appeal. Being administratively withdrawn may have program and financial aid implications.

**Academic Misconduct** is any activity that tends to compromise the academic integrity of the college, or subvert the educational process. Examples of academic misconduct include, but are not limited to:

1. **Violation of course or program rules** as contained in the course syllabus or other information provided to the student; violation of program requirements as established by departments and made available to students.

2. **Plagiarism** including, but not limited to, submitting, without appropriate acknowledgment, any written, visual or oral material that has been copied in whole or in part from the work of others (whether such source is published or not) even if the material is completely paraphrased in one’s own words. This includes another individual’s academic composition, compilation, or other product, or a commercially prepared paper. Plagiarism also includes submitting work in which portions were substantially produced by someone acting as a tutor or editor.

   Such practices constitute plagiarism regardless of motive. Those who deny deceitful intent, claim not to have known that the act constituted plagiarism, or maintain that what they did was inadvertent are nevertheless subject to penalties when plagiarism has been confirmed.

3. **Cheating** and dishonest practices in connection with examinations, papers and projects, including but not limited to using unauthorized notes, study aids or information on an examination; obtaining help from another student during an examination; taking an exam or doing work for another student;
providing one’s own work for another student to copy and submit as his/her own; or allowing another student to do one’s work and then submitting the work as one’s own. Also included would be altering a graded work after it has been returned, then submitting the work for re-grading; or submitting identical or similar papers for credit in more than one course without prior permission from the course instructors.

4. **Fabrication** including but not limited to falsifying or inventing any information, data or citation; presenting data that were not gathered in accordance with defined appropriate guidelines, and failing to include an accurate account of the method by which data were collected.

5. **Obtaining an Unfair Advantage** including, but not limited to stealing, reproducing, circulating, or otherwise gaining access to examination materials prior to the time authorized by the instructor; unauthorized collaborating on an academic assignment; taking, hiding or altering resource material; or undertaking any activity with the purpose of creating or obtaining an unfair advantage over another student’s academic work.

6. **Aiding and Abetting Academic Dishonesty** including, but not limited to providing material, information or other assistance to another person with the knowledge that such aid could be used in any of the violations stated above, or providing false information in connection with any inquiry regarding academic integrity.

7. **Alteration of Grades or Marks** including but not limited to, action by the student in an effort to change the earned credit or grade.

In addition, cases of academic dishonesty may involve photocopied materials. Materials used may fall under the Copyright Act. Violations of said Act may subject the user and/or the College to sanctions.

**Statement on Disabilities**: Any student who requires reasonable accommodations related to a disability should inform the course instructor and the Coordinator of Specialized Services (Room 138 in Kee Hall; phone 419-755-4727).

Students who encounter difficulty in any of their courses are encouraged to visit the Tutoring Resource Center (Room 119 in Fallerius Technical Education Center) for tutoring assistance, and the Student Success Center (Room 136 in Kee Hall) for academic assistance, advising services, referrals for personal counseling and Learning Disability (LD) Testing.

**Statement on Withdrawals**: As a student, you are expected to attend class. If you are unable or choose not to attend class, or if for whatever reason you are unable to keep up with the requirements of a course, you need to officially drop the class at the Student Records Office. Refund dates and withdrawal dates will vary slightly from term to term. Contact the Student Records Office for applicable dates. Additionally these dates are posted on the academic calendar available on the college’s website, [www.ncstatecollege.edu](http://www.ncstatecollege.edu), under the Academics heading on the home page and are available at the Student Records Office in Kee Hall. Students should go to the Student Records Office (Room 142 in Kee Hall) to process their withdrawal from any class.

If you choose to walk away from your class without officially withdrawing from it, the faculty member teaching the class must grade your classroom performance on the material available to him or her. This normally results in an "F" grade. An "F" grade can lower your grade point average considerably depending on the total credits accumulated.