INSTRUCTOR INFORMATION

Name: Jutta Green  
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Email: jgreen@nr.edu  
Office: Godbey Hall, Room 64  
Office Hours: By Appointment

COURSE DESCRIPTION

Description: Teaches management and the management functions of planning, organizing, directing, and controlling. Focuses on application of management principles to realistic situations managers encounter as they attempt to achieve organizational objectives. 3 credit hours.

Credits: 3  
Assessments: 29  
Online Activities: Required

COURSE MATERIALS


Additional resource materials for some NRCC classes can be found on the NRCC Web-based learning site at www.nr.edu/learninglinks. (Not applicable to this class.)

The Student’s Guide to Distance Education is also available at http://de.nr.edu/de/stuguide.pdf.
I. COURSE INFORMATION

Prepared By: Jutta Green  
Approved By: Dan Lookadoo

A. INTRODUCTION

This is an Online Distance Education course designed specifically for those students whose learning styles are best served by providing instructional opportunities beyond the traditional classroom setting.

The primary purpose and objective of Principles of Management is to provide a detailed overview of the four primary management functions: planning, organizing, leading and controlling. It is a foundation course in that it provides a theoretical and conceptual base for further study of other courses in the Business Management program.

B. COURSE OBJECTIVES

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

- Provide an overview of management, including an introduction to the job of managing others in organizations, as well as the role of the environment in management.
- Discuss planning in companies, including the strategic planning process, employee decision making, and entrepreneurial thought and action.
- Explore the process of organizing in companies by outlining organizational structure and design, corporate change and innovation, and the supervision of human resources.
- Understand basic leadership concepts such as managing employee conduct, motivating personnel, using leadership to influence others, corporate communication, and group/team management.
- Explore the concept of control in organizations, with a particular focus on operations, quality, and productivity/

C. COURSE CONTENT

Module One - Introduction to Management
Chapter 1 Management
Chapter 2 History of Management
Chapter 3 Organizational Environments and Culture
Chapter 4 Ethics and Social Responsibility

Module Two - Planning
Chapter 5 Planning and Decision Making
Chapter 6 Organizational Strategy
Chapter 7 Innovation and Change
Chapter 8 Global Management
Module Three - Organizing
Chapter 9 Designing Adaptive Organizations
Chapter 10 Managing Teams
Chapter 11 Managing Human Resource Systems
Chapter 12 Managing Individuals and a Diverse Work Force

Module Four - Leading
Chapter 13 Motivation
Chapter 14 Leadership
Chapter 15 Managing Communication

Module Five - Controlling
Chapter 16 Control
Chapter 17 Managing Information
Chapter 18 Managing Service and Manufacturing Operations

D. GRADING/EVALUATION

1. The final grade for the course will be determined as follows:

<table>
<thead>
<tr>
<th>Description</th>
<th>Point Value</th>
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<tbody>
<tr>
<td>Introduction Assignment (1)</td>
<td>30</td>
</tr>
<tr>
<td>18 Online Chapter Review Quizzes; 25 points each</td>
<td>450</td>
</tr>
<tr>
<td>5 Video Assignments; 20 points each</td>
<td>100</td>
</tr>
<tr>
<td>5 Discussions; 20 points each</td>
<td>100</td>
</tr>
<tr>
<td><strong>Total Points</strong></td>
<td><strong>680</strong></td>
</tr>
</tbody>
</table>

Any assessment (Introduction Assignment, Chapter Review Quiz, Video Assignment, or Discussion) that is not submitted/done by the due date, will receive a Zero unless mitigating circumstances exist. Mitigating circumstances include a serious illness or the death of a loved one. Mitigating circumstances have to be communicated to the instructor in person, via email or voice mail as soon as they occur, not days or weeks afterwards. Documentation may be required.

Missing the due date for six assessments without mitigating circumstances will result in the withdrawal from class. Students who are withdrawn in this manner after the last day to drop and receive a “W” (Tuesday, July 6) receive a grade of “F” in the course.

2. Grading Scale:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>A</td>
<td>91 - 100%</td>
</tr>
<tr>
<td>B</td>
<td>81 – 90%</td>
</tr>
<tr>
<td>C</td>
<td>71 – 80%</td>
</tr>
<tr>
<td>D</td>
<td>61 – 70%</td>
</tr>
<tr>
<td>F</td>
<td>Below 61%</td>
</tr>
</tbody>
</table>
E. **WITHDRAWAL POLICY**

**No-Show Policy**  
A student must either attend face-to-face courses or demonstrate participation in distance learning courses by the last date to drop for a refund (Thursday, June 3). A student who does not meet this deadline will be reported to the Admissions and Records Office and will be withdrawn as a no-show student. No refund will be applicable, and the student will not be allowed to attend/participate in the class or submit assignments. Failure to attend or participate in a course will adversely impact a student’s financial aid award.

**Instructor Initiated Withdrawal Policy**  
Students who fail to do/submit work by the due date shown in the Class Schedule online will be withdrawn after they have missed submitting/doing six assessments on time. Students who are withdrawn in this manner after the last date to drop and receive a “W” (Tuesday, July 6) receive a grade of “F” in the course.

Late assignments will be accepted after the specified due date only in case of mitigating circumstances. Mitigating circumstances include being seriously sick or the death of a loved one. Mitigating circumstances have to be communicated to the instructor in person, via email, or by phone as soon as they occur, not days or weeks later. Documentation may be requested.

**Student Initiated Withdrawal Policy**  
A student may drop or withdraw from a class without academic penalty during the first sixty percent (60%) of a session. For purposes of enrollment reporting, the following procedures apply:

a. If a student withdraws from a class prior to the termination of the add/drop period for the session, the student will be removed from the class roll and no grade will be awarded.

b. After the add/drop period, but prior to completion of sixty percent (60%) of a session, a student who withdraws or is withdrawn from a course will be assigned a grade of “W.” A grade of “W” implies that the student was making satisfactory progress in the class at the time of withdrawal, that the withdrawal was officially made before the deadline published in the college calendar, or that the student was administratively transferred to a different program.

c. After that time, if a student withdraws from a class, a grade of "F" will be assigned. Exceptions to this policy may be made under documented mitigating circumstances if the student was passing the course at the last date of attendance.

A retroactive grade of “W” may be awarded only if the student would have been eligible under the previously stated policy to receive a “W” on the last date of class attendance. The last date of attendance for a distance education course will be the last date that work was submitted.

Late withdrawal appeals will be reviewed and a decision made by the Coordinator of Student Services.
F. CHEATING/PLAGIARISM POLICY

A grade of zero will be awarded to any writing assignments or quizzes that show cheating or plagiarism. To plagiarize is “To use and pass off as one’s own the ideas or writings of another.” (Definition adapted from the American Heritage Dictionary.) Remember that plagiarism includes lifting words or ideas from Internet sites, as well as copying from print sources.

G. DIVERSITY STATEMENT

The NRCC community values the pluralistic nature of our society. We recognize diversity including, but not limited to, race, ethnicity, religion, culture, social class, age, gender, sexual orientation and physical or mental capability. We respect the variety of ideas, experiences and practices that such diversity entails. It is our commitment to ensure equal opportunity and to sustain a climate of civility for all who work or study at NRCC or who otherwise participate in the life of the college.

H. DISABILITY STATEMENT

If you are a student with a documented disability who will require accommodations in this course, please register with the Disability Services Office located in the Counseling Center in Rooker Hall for assistance in developing a plan to address your academic needs.