

**Business Administration**  
**BMGT 1327 Principles of Management**  
**Spring 2017**  
**8 weeks- Online**  
**SCANS Competencies Included**

**INSTRUCTOR:** Christy Shell, MBA, MA

**INSTRUCTOR CONTACT INFORMATION:**

*E-mail:* [christy.shell@hccs.edu](mailto:christy.shell@hccs.edu)

**OFFICE LOCATION AND HOURS**

Please feel free to contact me concerning any problems that students are experiencing in this course. Students do not need to wait until students have received a poor grade before asking for my assistance. Student performance in my class is very important to me. I am available to hear student concerns and just to discuss course topics. Office hours are upon request.

**FINAL EXAM:** 3/6 – 3/10

**LAST DAY FOR ADMINISTRATIVE & STUDENT WITHDRAWALS:** February 21<sup>st</sup> at 4:30 p.m. Verify in College Schedule Page.

**COURSE DESCRIPTION**

Concepts, terminology, principles, theories, and issues in the field of management.

**COURSE PREREQUISITE**

Frequent Requisites

- ENGL 0300 or 0347
- GUST 0342 (9<sup>th</sup> -11<sup>th</sup> Grade Reading)
- MATH 0306 (Basic Math Pre-Algebra)

**Instructional Materials**

Bateman, Management 4e w/Connect, McGraw/Hill Publishing



### **Academic Discipline/CTE Program Learning Outcomes**

1. Identify essential management skills necessary for career success.
2. Describe the relationships of social responsibility, ethics, and law in business.
3. Construct a business plan.
4. Examine the role of strategic human resource planning in support of organizational mission and objectives.

### **Course Student Learning Outcomes (SLO): 4 to 7**

1. Explain and apply the various theories, processes, and functions of management  
Apply theories to a business environment.
3. Identify roles of leadership in organizations.
4. Describe elements of the communication process.

### **Learning Objectives (Numbering system should be linked to SLO – e.g., 1.1, 1.2, 1.3, etc.)**

**Explain and apply the various theories, processes, and functions of management**

**Apply theories to a business environment.**

**Identify roles of leadership in organizations.**

**Describe elements of the communication process.**

1. The primary objective is to give the student an understanding of the manager's job. This will entail learning the skills of planning, controlling, organizing, staffing, employee development, motivating employees, providing effective leadership and coping with workplace dynamics.

### **SCANS**

**Explain and apply the various theories, processes, and functions of management**

Foundation Skills - Basic –Reading, writing, listening and speaking

**Apply theories to a business environment.**

**Identify roles of leadership in organizations.**

Foundation Skills - Basic - Reading, writing, listening and speaking

**Describe elements of the communication process.**

Foundation Skills - Basic - Reading, writing, listening and speaking

### **Instructional Methods**

Distance (100%)

Hybrid (50% or more)

Web-enhanced (49% or less)

Face to Face

## 8 WEEK COURSE CALENDAR

### Weekly Activity Schedule

<b>Item</b>	<b>Deadline</b>
Start Here Module	Jan. 23rd
<b>Module 1</b>	
Read chapter 1 through 3	
Module 1 Assignment Due	Jan. 29th
<b>Module 2</b>	
Read chapters 4 through 6	
Module 2 Assignment	Feb. 5th
<b>Module 3</b>	
Read chapters 7 through 9	
Module 3 Assignment	Feb. 12th
<b>Midterm</b>	Available Feb. 13 <sup>th</sup> through Feb. 17 <sup>th</sup> .
<b>Module 4</b>	
Read chapters 10 through 13	
Module Assignment 4	Feb. 26th
<b>Module 5</b>	
Read chapters 14 and 15	
Module Assignment 5	March 5th
<b>Final</b>	Available March 6th through March 10th

### **Student Evaluation**

The following departmental grading system will be used to evaluate student's performance in this course:

Assignment 1 – covers chapters 1 through 3	45 pts.
Assignment 2 – covers chapters 4 through 6	45 pts.
Assignment 3 – covers chapters 7 through 9	45 pts.
Assignment 4 – covers chapters 10 through 13	60 pts.
Assignment 5 – covers chapters 14 and 15	30 pts.
Midterm – covers chapters 1 through 9	50 pts.
<u>Final Exam – covers chapters 10 through 15</u>	<u>50 pts.</u>
Total	325 pts

292-325	A
260-291	B
227-259	C
195-226	D
Below 195	F

### Assignments

You will be required to complete the written assignments for each module that correlates with the chapter(s) you have read. Each assignment contains short answer questions. The answers to your questions will vary in length, but your answers should be at least 1 paragraph long. A paragraph is a minimum of 5 sentences.

**NO LATE ASSIGNMENT WILL BE ACCEPTED. The assignment due dates are listed above and on the course calendar.**

### Midterm

The midterm will cover chapters 1 through 9. The midterm will be comprised of 50 multiple choice questions. It goes without saying you may use your book and notes. You will have 2 hours to complete the exam once you open it. Do not open the midterm until you are ready to take it. You cannot open it to look at it then go back and take it. **NO MAKE-UP EXAMS WILL BE GIVEN.**

### Final

The final will be comprised of 50 multiple choice questions. It will cover chapters 10 through 15. The final will be open book and able to use your notes. You will have 2 hours to complete the final. **THE FINAL WILL BE ONLINE. NO MAKE-UP FINAL WILL BE GIVEN. IF YOU DO NOT COMPLETE THE FINAL EXAMINATION IT WILL RESULT IN FAILURE OF THE COURSE.**

### INSTRUCTIONAL METHODS

BMGT 1327 is a required course for certain Business Administration certificates and AAS degrees.

As an instructor, I want my students to be successful. I feel that it is my responsibility to provide students with knowledge concerning business, modeling good teaching strategies, and organizing and monitoring the field experience that allows students to connect the information that students learn in this course to the real world of education.

As a student wanting to learn about business, it is student's responsibility to read the textbook, submit assignments on the due dates, study for the exams, participate in activities, and attend class.

### STUDENT ASSIGNMENTS

Assignments have been developed that will enhance student learning. To better understand a topic, students will be given assignments on key information that students will need to remember for student success in student reaching student goals.

**Late Assignments:** Students are expected to adhere to the weekly schedule of assignments printed in the course syllabus. **Late assignments will not be accepted**

**Instructions for submitting assignments:** Assignments may be submitted in class, using Blackboard or by e-mail.

#### **Make-Up Test Policy**

Students are expected to adhere to the weekly schedule printed in the course syllabus. **No make-up tests will be given.**

## **INSTRUCTOR REQUIREMENTS**

As student Instructor, it is my responsibility to:

Provide the grading scale and detailed grading formula explaining how student grades are to be derived

- Facilitate an effective learning environment through class activities, discussions, and lectures
- Description of any special projects or assignments
- Inform students of policies such as attendance, withdrawal, tardiness and make up
- Provide the course outline and class calendar which will include a description of any special projects or assignments
- Arrange to meet with individual students before and after class as required

To be successful in this class, it is the students responsibility to:

- Attend class and participate in class activities
- Read and comprehend the textbook
- Complete the required assignments and exams on time:
- Ask for help when there is a question or problem
- Complete the field study with a 70% passing score

## **PROGRAM/DISCIPLINE REQUIREMENTS**

Business Administration is determined to prepare students with the knowledge and skills needed to succeed in today's dynamic work environment. Students in Introduction to Business must be able to budget their time and perform class-related activities as assigned on a weekly basis. Opportunities are provided for students to recognize the important role personal qualities play in the business environment and activities have been enhanced to help students develop the attitudes and interpersonal skills that are in demand by employers.

### **Degree Plan**

Students are encouraged to file a degree plan with a Counselor or the Business Administration Department for the certificate and/or degree plan. Please ask your instructor for Degree Plan information or contact the Business Administration Department for information about filing a degree plan

### **Virtual Career Center**

The Virtual Career Center assist HCC Students and Alumni with career planning, assessments, job search and soft-skills training. Orientations and registration are available at all Southwest College Campuses.

<http://www.hccs.edu/hccs/current-students/career-planning-and-resources/southwest-college> (Links to an external site.)

## **HCCS GRADING**

A = 100- 90	4 points per semester hour
B = 89 - 80:	3 points per semester hour
C = 79 - 70:	2 points per semester hour
D = 69 - 60:	1 point per semester hour
59 and below = F	0 points per semester hour
IP (In Progress)	0 points per semester hour
W(Withdrawn)	0 points per semester hour
I (Incomplete)	0 points per semester hour
AUD (Audit)	0 points per semester hour

IP (In Progress) is given only in certain developmental courses. The student must re-enroll to receive credit. COM (Completed) is given in non-credit and continuing education courses. To compute grade point average (GPA), divide the total grade points by the total number of semester hours attempted. The grades "IP," "COM" and "I" do not affect GPA.

For Health Science programs, see the Program/Discipline Requirements section for specific grading requirements.

## **HCC Policy Statement:**

### **Access Student Services Policies on their Web site:**

Access Student Services Policies on their Web site:

<http://www.hccs.edu/district/students/student-handbook/>

### **Sexual Misconduct**

Title IX of the Education Amendments of 1972 requires that institutions have policies and procedures that protect students' rights with regard to sex/gender discrimination. Information regarding these rights is on the HCC website under Students-Anti-discrimination. Students who are pregnant and require accommodations should contact any of the ADA Counselors for assistance. It is important that every student understands and conforms to respectful behavior while at HCC. Sexual misconduct is not condoned and will be addressed promptly.

Log in to [www.edurisksolutions.org](http://www.edurisksolutions.org) Sign in using your HCC student email account, then go to the button at the top right that says Login and enter your student number.

### **EGLS3 -- Evaluation for Greater Learning Student**

At Houston Community College, professors believe that thoughtful student feedback is necessary to improve teaching and learning. During a designated time near the end of the term, you will be asked to answer a short online survey of research-based questions related to instruction. The anonymous results of the survey will be made available to your

**Survey System**

professors and department chairs for continual improvement of instruction. Look for the survey as part of the Houston Community College Student System online near the end of the term.

**Distance Education and/or Continuing Education Policies**

**Access DE Policies on their Web site:**

Access HCC Online Policies on their Web site:

*All students are responsible for reading and understanding the HCC Online Student Handbook, which contains policies, information about conduct, and other important information. For the HCC Online Student Handbook click on the link below or go to the HCC Online page on the HCC website.*

The HCC Online Student Handbook contains policies and procedures unique to the online student. Students should have reviewed the handbook as part of the mandatory orientation. It is the student's responsibility to be familiar with the handbook's contents. The handbook contains valuable information, answers, and resources, such as HCC Online contacts, policies and procedures (how to drop, attendance requirements, etc.), student services (ADA, financial aid, degree planning, etc.), course information, testing procedures, technical support, and academic calendars. Refer to the HCC Online Student Handbook by visiting this link:

<http://www.hccs.edu/media/houston-community-college/distance-education/student-services/HCC-Online-Student-Handbook.pdf>

**Canvas Support**

Canvas student guides are located at

<https://community.canvaslms.com/community/answers/guides/>

Basic Technology Support – 713-718-8800

[studentinfo@hccs.edu](mailto:studentinfo@hccs.edu) or [customer.support@hccs.edu](mailto:customer.support@hccs.edu)

Access CE Policies on their Web site:

<http://www.hccs.edu/continuing-education/>

**Access CE Policies on their Web site:**

## **Student Services**

### **INTERNATIONAL STUDENTS**

International Students are restricted to **ONLY ONE** online/distance education class per semester. Please contact the International Student Office at 713-718-8520 if you have additional questions about your visa status.

### **STUDENTS WITH DISABILITIES**

Any student with a documented disability (e.g. physical, learning, psychiatric, vision, hearing, etc) who needs to arrange reasonable accommodations must contact the appropriate HCC Disability Support Service (DSS) Counselor at the beginning of each semester. Faculty is authorized to provide only the accommodations requested by the Disability Support Services Office.

Students who are requesting special testing accommodations must first contact the appropriate (most convenient) DSS office for assistance:

#### **Disability Support Services Offices:**

System: 713.718.5165

Central: 713.718.6164 also for Deaf and Hard of Hearing Services and Students Outside of the HCC District service areas.

Northwest: 713.718.5422

Northeast: 713.718.8420

Southeast: 713.718.7218

Southwest: 713.718.7909

After student accommodation letters have been approved by the DSS office and submitted to DE Counseling for processing, students will receive an email confirmation informing them of the Instructional Support Specialist assigned to their professor.

### **HCC ATTENDANCE POLICY**

#### **Class Attendance**

As stated in the HCC Catalog, all students are expected to attend classes regularly. Students in DE courses must log in to their class or they will be counted as absent. Just like an on-campus class, your regular participation is required.

Although it is the responsibility of the student to drop a course for non-attendance, the instructor also has the authority to block a student from accessing Blackboard, and/or to drop a student for excessive absences or failure to participate regularly. DE students who do not log in to their Blackboard class before the Official Day of Record will be **AUTOMATICALLY** dropped for non-attendance. Completing the DE online orientation does not count as attendance.

#### **Early Alert**

HCC has instituted an Early Alert process by which your professor may alert you and DE counselors that you might fail a class because of excessive absences and/or poor academic performance.



## **ONLINE TUTORING**

HCC provides free online tutoring in writing, math, science, and other subjects. How to access AskOnline: Click on the Ask Online button in the upper right corner of the Blackboard course listings page. This directs students to the HCC AskOnline Tutoring site:

<http://hccs.askonline.net/> (Links to an external site.). Use your student ID or HCC e-mail address to create an account. Instructions, including a 5-minute video, are provided to make you familiar with the capabilities of this service.

## **ACADEMIC DISHONESTY**

You are expected to be familiar with the College's Policy on Academic Honesty, found in the catalog and student handbook. Students are responsible for conducting themselves with honor and integrity in fulfilling course requirements. Penalties and/or disciplinary proceedings may be initiated by College System officials against a student accused of scholastic dishonesty.

Scholastic dishonesty: includes, but is not limited to, cheating on a test, plagiarism, and collusion.

**Cheating** on a test includes:

- " Copying from another student's test paper;
- " Using materials not authorized by the person giving the test;
- " Collaborating with another student during a test without authorization;
- " Knowingly using, buying, selling, stealing, transporting, or soliciting in whole or part the contents of a test that has not been administered;
- " Bribing another person to obtain a test that is to be administered.

**Plagiarism** means the appropriation of another's work and the unacknowledged incorporation of that work in one's own written work offered for credit.

**Collusion** means the unauthorized collaboration with another person in preparing written work offered for credit. Possible punishments for academic dishonesty may include a grade of 0 or F in the particular assignment, failure in the course, and/or recommendation for probation or dismissal from the College System. (See the Student Handbook).

Academic dishonesty can result in a grade of **F** or **0** for the particular test or assignment involved, dropped, and/or expelled from HCCS. Please refer to the HCCS Distance Education Student Handbook-(for further information regarding Academic Dishonesty refer to [http://distance.hccs.edu/de-counseling/DE\\_student\\_handbook.htm](http://distance.hccs.edu/de-counseling/DE_student_handbook.htm) (Links to an external site.).

## **CLASSROOM BEHAVIOR**

As instructor and as a student in this class, it is our shared responsibility to develop and maintain a positive learning environment for everyone. Instructor takes this responsibility very seriously and will inform members of the class if their behavior makes it difficult for him/her to carry out this task. As a fellow learner, students are asked to respect the learning needs of student classmates and assist student instructor achieve this critical goal.

**NOTE TO STUDENT: If you have any questions or concerns about the course and/or course assignments, please come to me so that we can resolve any issues. If your concerns are not resolved, you are encouraged to meet with the Department Chair.**