



Business Administration
BMGT 1327 Principles of Management
Fall 2018-12363
8 weeks-Distance Education
SCANS Competencies Included

INSTRUCTOR: Christy Shell, MBA, MA

INSTRUCTOR CONTACT INFORMATION:

E-mail: 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: 12/10– 12/12

OFFICIAL DAY OF RECORD: October 29th

LAST DAY FOR ADMINISTRATIVE & STUDENT WITHDRAWALS: November 27th
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 (9th -11th Grade Reading)
- MATH 0306 (Basic Math Pre-Algebra)

Instructional Materials

Bateman, Management 5e, McGraw/Hill Publishing (we will not be using Connect so you will not need the code for access)

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
2. 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.

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

Start Here Module	Start Here Module Due 10/28
Module 1	Read Chapter 1: Managing Effectively in a Changing World Read Chapter 2: The Evolution of Management Read Chapter 3: The Organizational environment and Culture Discussion Topic 1 due 11/2 Module 1 Quiz – Available 11/2 through 11/4
Module 2	Read Chapter 4: Ethics and Corporate Responsibility Read Chapter 5: Strategic Planning and Planning Read Chapter 6: Entrepreneurship Discussion Topic 2 due 11/9 Module 2 Quiz – Available 11/9 through 11/11
Module 3	Read Chapter 7: Organizing for Action Read Chapter 8: Managing Human Resources Read Chapter 9: Managing Diversity and Inclusion Discussion Topic 3 due 11/16 Module 3 Quiz – Available 11/16 through 11/18
Module 4	Read Chapter 10: Leadership Read Chapter 11: Motivating People Read Chapter 12: Teamwork Discussion Topic 4 due 11/30 Module 4 Quiz – Available 11/30 through 12/2
Module 5	Read Chapter 13: Communicating Read Chapter 14: Managerial Control Read Chapter 15: Innovating and Changing Discussion 5 due 12/7 Module 5 Quiz – Available 12/7 through 12/9
Paper	Due 12/6
FINAL 12/10– 12/12	Covers Chapters 10 Through 15 – NO MAKE-UP EXAMS GIVEN Final will close at 11:55 pm on 12/12

Student Evaluations

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

Discussion Postings 5 worth 4 points each	20 pts
Module Quizzes	300 pts
Paper	100 pts
Final	80 pts
Total	500 pts

Grading Rubric

450-500	A
400-449	B
350-399	C
300-349	D
Below 300	F

Discussions

Your posts in the discussion area should exhibit careful thought and logical reasoning and provide evidence for your position. Each post should be at least one well-developed paragraph (approximately 100 words or more). Use correct spelling, punctuation, and grammar. The discussions must be completed by the due dates specified in the course calendar. **No Late Postings Will Be Accepted.** Each discussion posting is worth 4 points each for a total of 20 points toward your final grade. A grading rubric is provided with each discussion posting.

Paper

You are to write an essay of 750-1000 words (not including title and reference pages) in which you analyze and synthesize business concepts and apply them to your speculations concerning your career and your future life. In the essay, you will need to clearly identify your career and why you have chosen it and then explain how what you have learned in this course will enhance your career and life.

The essay will require you to use your critical thinking skills and your writing ability to address a question of primary importance: **How will you use the information you learned in this course in your career and in your life?**

In order to be able to successfully answer this question, you must be able to analyze and synthesize business concepts and be able to apply them to your speculations concerning your career and your future life.

Your paper will make use of two sources:

- The first source is your **textbook** itself. You will select **FOUR BUSINESS** concepts/topics from at least two different chapters to focus on in your paper.
- The second source is any source of your choosing.

In discussing information from your text, you must reference the appropriate chapters, identify and define each relevant concept, and explain why the business concepts you focus on are or will be relevant to your career and your future life. You will be expected to use specific examples of how the concepts will be relevant to your career. Merely saying a concept is important is not sufficient. You must be specific about how it will benefit you in your career.

For your second source you will be discussing the source and the implication of its findings for your career in some detail, not merely mentioning it in passing.

Your paper must be done using **MLA** formatting style which includes:

- A title page with the title in the middle of the page
- Page numbering in the upper right corner beginning with 1 on the title page
- A reference page at the end (called References) in MLA format

The assignment due date is listed above. NO LATE ASSIGNMENTS WILL BE ACCEPTED.

Module Quizzes

The module quizzes are comprised of multiple choice questions. Do not open the quizzes until you are ready to take it. You cannot open it to look at it then go back and take it. There are study guides provided for each quiz.

NO MAKE-UP EXAMS WILL BE GIVEN.

Module Quiz 1 covers chapters 1-3 and is comprised of 30 questions worth 2 points each for a total of 60 points. You have 60 minutes.

Module Quiz 2 covers chapters 4-6 and is comprised of 30 questions worth 2 points each for a total of 60 points. You have 60 minutes.

Module Quiz 3 covers chapters 7-9 and is comprised of 30 questions worth 2 points each for a total of 60 points. You have 60 minutes.

Module Quiz 4 covers chapters 10-13 and is comprised of 40 questions worth 2 points each for a total of 80 points. You have 60 minutes.

Module Quiz 5 covers chapters 14 and 15 and is comprised of 20 questions worth 2 points each for a total of 40 points. You have 40 minutes.

Departmental Assessment Final

The final will be comprised of 40 multiple choice questions worth 2 points each for a total of 80 points. It will cover chapters 1 through 15. The final will be open book and able to use your notes. You will have 80 minutes to complete the final. There is a study guide provided. **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 Canvas 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:
<http://www.hccs.edu/district/students/student-handbook/>

Sexual Misconduct Houston Community College is committed to cultivating an environment free from inappropriate conduct of a sexual or gender-based nature including sex discrimination, sexual assault, sexual harassment, and sexual violence. Sex discrimination includes all forms of sexual and gender-based misconduct and violates an individual's fundamental rights and personal dignity. Title IX prohibits discrimination on the basis of sex-including pregnancy and parental status-in educational programs and activities. If you require an accommodation due to pregnancy please contact an Abilities Services Counselor. The Director of EEO/Compliance is designated as the Title IX Coordinator and Section 504 Coordinator. All inquiries concerning HCC policies, compliance with applicable laws, statutes, and regulations (such as Title VI, Title IX, and Section 504), and complaints may be directed to:

David Cross
Director EEO/Compliance
Office of Institutional Equity & Diversity
3100 Main
(713) 718-8271

Houston, TX 77266-7517 or Houston, TX 77266-7517 or Institutional.Equity@hccs.edu

Campus Carry "At HCC the safety of our students, staff, and faculty is our first priority. As of August 1, 2017, Houston Community College is subject to the Campus Carry Law (SB11 2015). For more information, visit the HCC Campus Carry web page at <http://www.hccs.edu/district/departments/police/campus-carry/>."

EGLS3 -- Evaluation for Greater Learning Student Survey System 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 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 Access HCC Online Policies on their Web site:

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/>

Only Eagle Online support 713-718-5275 option 3

Password reset and email support 713-718-8800

mailto:hcc.eagle@hccs.edu

Access CE Policies on their Web site:

Access CE Policies on their Web site:

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

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

HCC strives to make all learning experiences as accessible as possible. If you anticipate or experience academic barriers based on your disability (including mental health, chronic or temporary medical conditions), please meet with a campus Abilities Counselor as soon as possible in order to establish reasonable accommodations. Reasonable accommodations are established through an interactive process between you, your instructor(s) and Ability Services. It is the policy and practice of HCC to create inclusive and accessible learning environments

consistent with federal and state law. For more information, please go to <http://www.hccs.edu/district/students/disability-services/>

If you have a documented disability (e.g. learning, hearing, vision, physical, mental health, or a chronic health condition), that may require accommodations, please contact the appropriate Ability Services Office below. Please note that classroom accommodations cannot be provided prior to your Instructor's receipt of an accommodation letter and accommodations are not retroactive. Accommodations can be requested at any time during the semester, however if an accommodation letter is provided to the Instructor after the first day of class, sufficient time (1 week) must be allotted for the Instructor to implement the accommodations.

Ability Service Contact Information

Central College

713.718.6164

Coleman College

713-718-7376

Northeast College

713-718-8322

Northwest College

713-718-5422

713-718-5408

Southeast College

713-718-7144

Southwest College

713-718-5910

Adaptive Equipment/Assistive Technology

713-718-6629

713-718-5604

Interpreting and CART services

713-718-6333

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 Canvas, and/or to drop a student for excessive absences or failure to participate regularly. DE students who do not log in to their Canvas 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. You may access upswing online tutoring at <https://hccs.upswing.io/> 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 mean 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 (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.