



**Business Center of Excellence
Business Management Department**

<https://www.hccs.edu/programs/areas-of-study/business/business/>

**BMGT: 1327 Principles of Management
| Lecture | #16237**

Fall 2019 | 8 Weeks (10.21.2019-12.15.2019)
3 Credit Hours | 48 hours per semester

Instructor Contact Information

Instructor: Christy Shell
Office: San Jacinto Building Rm. 237
HCC Email: christy.shell@hccs.edu

Office Phone: 713-718-2991
Office Hours: Saturday 8:30 am to 2:30 pm
Office Location: Central Campus

Please feel free to contact me concerning any problems that you are experiencing in this course. Your performance in my class is very important to me. I am available to hear your concerns and just to discuss course topics.

Instructor's Preferred Method of Contact

Always use your HCC Email to contact me. I preferred to be contacted via email. I will respond to emails within 24 to 36 hours Monday through Friday; I will reply to weekend messages on Monday mornings.

What's Exciting About This Course

What's exciting about this course is that it will help you maximize your learning efforts by setting clear objectives; delivering interesting topics; focusing on core issues; and providing engaging activities to apply concepts, build skills and solve problems.

My Personal Welcome

My goal in this Distance Education course is to provide you with a challenging, fun, and informative environment in which to learn. Distance education can be challenging, but also a very rewarding experience. It requires a collaborative effort between the instructor and student.

To facilitate your learning, I will provide you with the necessary instructional tools to make your learning experience successful. I like to utilize all or some of the following tools such as power point presentations, video clips, business articles and study guides. My goal is to give you a variety of learning tools to understand the concepts.

I am looking forward to guiding you through the wonderful world of Distance Education. I hope you enjoy the experience!

I believe "Successful, satisfied students are a teacher's greatest reward", so let's get started.

Prerequisites and/or Co-Requisites

BMGT 1327 requires college-level reading and writing skills. Research indicates that you are most likely to succeed if you have already taken and passed ENGL 1301. The minimum requirements for enrollment in BMGT 1327 include placement in college-level reading. If you have enrolled in this course having satisfied these prerequisites, you have a higher chance of success than students who have not done so. Please carefully read and consider the repeater policy in the [HCCS Student Handbook](#).

Eagle Online Canvas Learning Management System

This section will use [Eagle Online Canvas](https://eagleonline.hccs.edu) (<https://eagleonline.hccs.edu>) for all class assignments, exams, and activities.

HCCS Open Lab locations may be used to access the Internet and Eagle Online Canvas. It is recommended that you **USE FIREFOX OR CHROME AS YOUR BROWSER**.

HCC Online Information and Policies

Here is the link to information about HCC Online classes including the required Online Orientation for all fully online classes: <http://www.hccs.edu/online/>

Instructional Materials

Textbook Information



The textbook listed below is **required** for this course. **"Management Loose Leaf with Connect Access Card" (5th edition)** by

Bateman (McGraw Hill)

ISBN: 9781260149135

It is included in a package that contains the text as well as an access code and are found at the [HCC Bookstore](#). You may either use a hard copy of the book, or rent the e-book from McGraw Hill. Order your book here: [HCC Bookstore](#)

Temporary Free Access to E-Book

Here is the link to get temporary free access to a digital version of the text for fourteen days:

[Textbook](#)

Other Instructional Resources

Tutoring

HCC provides free, confidential, and convenient academic support, including writing critiques, to HCC students in an online environment and on campus. Tutoring is provided by HCC personnel in order to ensure that it is contextual and appropriate. Visit the [HCC Tutoring Services](#) website for services provided.

Libraries

The HCC Library System consists of 9 libraries and 6 Electronic Resource Centers (ERCs) that are inviting places to study and collaborate on projects. Librarians are available both at the libraries and online to show you how to locate and use the resources you need. The libraries maintain a large selection of electronic resources as well as collections of books, magazines, newspapers, and audiovisual materials. The portal to all libraries' resources and services is the HCCS library web page at <http://library.hccs.edu>.

Supplementary Instruction

Supplemental Instruction is an academic enrichment and support program that uses peer-assisted study sessions to improve student retention and success in historically difficult courses. Peer Support is provided by students who have already succeeded in completion of the specified course, and who earned a grade of A or B. Find details at <http://www.hccs.edu/resources-for/current-students/supplemental-instruction/>.

Course Overview

BMGT 1327 (Principles of Management) describes Concepts, terminology, principles, theories, and issues in the field of management.

Program Student Learning Outcomes (PSLOs)

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 (CSLOs)

Upon completion of BMGT 1327, the student will be able to:

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

Learning Objectives for each CSLO

Student Forums cover CSLOs 1 through 4
Quiz 1 covers CSLO 1

Quiz 2 covers CSLOs 1 and 2
 Quiz 3 covers CSLOs 1, 2 and 3
 Quiz 4 covers CSLOs 1, 2 and 3
 Quiz 5 covers CSLOs 1 through 4
 Final covers CSLOS 1 through 4
 Assignment/Paper covers CSLOs 1 through 4

Student Success

Expect to spend at least twice as many hours per week outside of class as you do in class studying the course content. Additional time will be required for written assignments. The assignments provided will help you use your study hours wisely. Successful completion of this course requires a combination of the following:

- Reading the textbook
- Attending class in person and/or online
- Completing assignments
- Participating in class activities

There is no short cut for success in this course; it requires reading (and probably re-reading) and studying the material using the course objectives as your guide.

Instructor and Student Responsibilities

As your 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 learner-centered instructional techniques
- Provide a 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

As a student, it is your responsibility to:

- Attend class in person and/or online
- Participate actively by reviewing course material, interacting with classmates, and responding promptly in your communication with me
- Read and comprehend the textbook
- Complete the required assignments and exams
- Ask for help when there is a question or problem
- Keep copies of all paperwork, including this syllabus, handouts, and all assignments
- Be aware of and comply with academic honesty policies in the HCCS Student Handbook

Assignments, Exams, and Activities

Student Forums

There are two student forums you must respond to. 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 10 points each for a total of 20 points toward your final grade. A grading rubric is provided with each discussion posting.

Written Assignment

You are to write an essay of 750-1000 words (not including title and work cited 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:

- Citations in the body of the paper that correlate with the textbook information or external source.
- Page numbering in the upper right corner beginning with 1 on the title page
- A reference page at the end (called Work cited) in MLA format

For instructions on how to format the paper using MLA, refer to the two links below.

Purdue Owl MLA Formatting [Purdue Owl MLA Link](#)

HCC Library Research Writing. [HCC library link](#)

You may also want to submit your paper to online Upswing Tutoring. They will proof read your paper for content, grammar, presentation and MLA formatting. Allow at least a week for the paper to be proofed and returned.

Upswing Tutoring [Tutoring Resources link](#)

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

Exams

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.

MAKE-UP EXAMS WILL BE CONSIDERED ON A CASE BY CASE BASIS, WITH NO GUARANTEES.

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.

Final Exam

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.

Grading Formula

Student Forum – 2 worth 10 points each.	20 pts
Module Quizzes	300 pts
Paper	100 pts
Final	80 pts
Total	500 pts

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

HCC Grading Scale:	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
	FX (Failure due to non-attendance)	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.

FINAL GRADE OF FX: Students who stop attending class and do not withdraw themselves prior to the withdrawal deadline may either be dropped by their professor for excessive absences or be assigned the final grade of "FX" at the end of the semester. Students who stop attending classes will receive a grade of "FX", compared to an earned grade of "F" which is due to poor performance. Logging into a DE course without active participation is seen as non-attending. Please note that HCC will not disperse financial aid funding for students who have never attended class.

Students who receive financial aid but fail to attend class will be reported to the Department of Education and may have to pay back their aid. A grade of "FX" is treated exactly the same as a grade of "F" in terms of GPA, probation, suspension, and satisfactory academic progress.

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.

Incompletes: The grade of "I" (incomplete is conditional. A student receiving an "I" must arrange with the instructor to complete the course work within six months of the end of the incomplete term. After the deadline, the "I" becomes an "F". Upon completion of the coursework, the grade will be entered as I/grade on the student transcript. All "I" s must be changed to grades prior to graduation.

HCC Grading Scale can be found on this site under Academic Information:
<http://www.hccs.edu/resources-for/current-students/student-handbook/>

Course Calendar

Week	Dates	Topic/What's due
1	10/21-10/27	Module 1 – Read Chapters 1 through 3
2	10/28-11/3	Module 1 – Read Chapters 1 through 3 Module 1 Quiz available 11/1 through 11/3
3	11/4-11/10	Module 2 – Read Chapters 4 through 6 Student Forum 1 Dues 11/8 Module 2 Quiz available 11/8 through 11/10
4	11/11-11/17	Module 3 – Read Chapters 7 through 9 Module 3 Quiz available 11/15 through 11/17
5	11/18-11/24	Module 4 – Read Chapters 10 through 12 Student Forum 2 Due 11/22 Module 4 Quiz available 11/22 through 11/24
6	11/25-12/1	Thanksgiving Week – No work due
7	12/2-12/8	Module 5 – Read Chapters 13 through 15 Module 5 Quiz available 12/6 through 12/8 Paper due 12/2
8	12/9-12/15	Final available 12/9 through 12/11

Syllabus Modifications

The instructor reserves the right to modify the syllabus at any time during the semester and will promptly notify students in writing, typically by e-mail, of any such changes.

Instructor's Practices and Procedures

Missed Assignments

Make-up quizzes will be considered on a case by case basis, but not guaranteed. No make-up final exams will be given. No late assignment or student forum postings will be accepted.

Academic Integrity

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.

Scholastic Dishonesty will result in a referral to the Dean of Student Services. See the link below for details.

Here's the link to the HCC information about academic integrity (Scholastic Dishonesty and Violation of Academic Scholastic Dishonesty and Grievance):

<http://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/student-procedures/>

Attendance Procedures

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.

Student Conduct

As instructor and as a student in this class, it is our shared responsibility to develop and maintain a positive learning environment for everyone. As the instructor of the course I take 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.

Instructor's Course-Specific Information (As Needed)

Student Forum postings and assignment grades will be posted within 48 hours after the due date. Quiz and exam grades will be posted upon completion.

Electronic Devices

Not applicable to this online course.

HCC Policies

Here's the link to the HCC Student Handbook <http://www.hccs.edu/resources-for/current-students/student-handbook/> In it you will find information about the following:

Academic Information	Incomplete Grades
Academic Support	International Student Services
Attendance, Repeating Courses, and Withdrawal	Health Awareness
Career Planning and Job Search	Libraries/Bookstore
Childcare	Police Services & Campus Safety
disAbility Support Services	Student Life at HCC
Electronic Devices	Student Rights and Responsibilities
Equal Educational Opportunity	Student Services
Financial Aid TV (FATV)	Testing
General Student Complaints	Transfer Planning
Grade of FX	Veteran Services

EGLS³

The EGLS³ (Evaluation for Greater Learning Student Survey System) will be available for most courses near the end of the term until finals start. This brief survey will give invaluable information to your faculty about their teaching. Results are anonymous and will be available to faculty and division chairs after the end of the term. EGLS³ surveys are only available for

the Fall and Spring semesters. -EGLS3 surveys are not offered during the Summer semester due to logistical constraints.

<http://www.hccs.edu/resources-for/current-students/egls3-evaluate-your-professors/>

Campus Carry Link

Here's the link to the HCC information about Campus Carry:

<http://www.hccs.edu/departments/police/campus-carry/>

HCC Email Policy

When communicating via email, HCC requires students to communicate only through the HCC email system to protect your privacy. If you have not activated your HCC student email account, you can go [to HCC Eagle ID](#) and activate it now. You may also use Canvas Inbox to communicate.

Housing and Food Assistance for Students

Any student who faces challenges securing their foods or housing and believes this may affect their performance in the course is urged to contact the Dean of Students at their college for support. Furthermore, please notify the professor if you are comfortable in doing so.

This will enable HCC to provide any resources that HCC may possess.

Office of Institutional Equity

Use the link below to access the HCC Office of Institutional Equity, Inclusion, and Engagement (<http://www.hccs.edu/departments/institutional-equity/>)

disAbility Services

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/support-services/disability-services/>

Title IX

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 Institutional.Equity@hccs.edu
<http://www.hccs.edu/departments/institutional-equity/title-ix-know-your-rights/>

Office of the Dean of Students

Contact the office of the Dean of Students to seek assistance in determining the correct complaint procedure to follow or to identify the appropriate academic dean or supervisor for informal resolution of complaints.

<https://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/student-complaints/speak-with-the-dean-of-students/>

Department Chair Contact Information

Department Chair's name, email address, and office phone number

Dr. Raven Davenport

713-718-6478

raven.davenport@hccs.edu