



**Business Center of Excellence
Business Management Department**

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

**BMGT: 1327 Principles of Management
Online | Lecture | #23283**

Fall 2020 | 8 Weeks (8.24.2020-10.18.2020)
3 Credit Hours | 48 hours per semester

Instructor Contact Information

Instructor: Christy Shell, MBA, MA
Office: Virtual
HCC Email: christy.shell@hccs.edu

Office Phone: 713-718-2991
Office Hours: M-F. 9 am to 5 pm
Office Location: Virtual

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 it 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.

OER – OpenStax

Principles of Management

You may either purchase a hard copy of the book or view the e-book from OpenStax at the following link.

<https://openstax.org/details/books/principles-management>

The above link and a downloadable PDF file for the textbook are located in the Canvas course shell.

Free Access to E-Book

Here is the link to get [Principles of Management](#) free access to a digital version of the text from OpenStax.

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

- CSLO 1.0 Explain the various theories, processes, and functions of management.
- 1.1 Describe the origins of management.

- 1.2 Describe the five classical approaches to management and the main contributors.
- 1.3 Describe the four contemporary approaches to management.
- 1.4 Explain each of the four functions of management.
- 1.5 Describe the four different levels of managers.

CSLO 2.0 Apply theories to a business environment.

- 2.1 Explain how the theories or approaches to management have been utilized in business.
- 2.2 Identify at least four leaders who have influenced modern business management thought and describe their contributions.

CSLO 3.0 Identify leadership roles in organizations.

- 3.1 Explain what a vision is and why is it important.
- 3.2 Describe the trait approach to leadership and the five personality characteristics.
- 3.3 Describe the behavioral approach to leadership and the task performance behaviors, group maintenance behaviors, and LMX theory.
- 3.4 Describe the situational approach to leadership and the five situational models.
- 3.5 Describe the differences and similarities between leading and managing.
- 3.6 Describe the five power sources in an organization.

CSLO 4.0 Describe elements of the communication process.

- 4.1 Define one-and two-way communication and the advantages of each.
- 4.2 Describe the important functions of downward, upward, and horizontal communication.
- 4.3 Identify communications problem to avoid.

CSLOs obtained in the following:

- Module 1 Discussion, Assignment and Quiz cover CSLO 1
- Module 2 Discussion, Assignment and Quiz cover CSLO 2
- Module 3 Discussion, Assignment and Quiz cover CSLO 3
- Module 4 Discussion, Assignment and Quiz cover CSLO 4
- Final 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

Start Here Module and Syllabus Quiz

You are expected to click on all the links in the Start Here Module and read the content. Each link provides valuable information that you will find beneficial to successfully complete this course. After viewing all the links and reading the content you are required to complete the two module tasks at the bottom of the Start Here Module. The two tasks are the Syllabus quiz and Ice Breaker. Upon successful completion of the two task you will then be given access to the remaining modules in the course.

Discussion Topic/Postings

There are four discussion topics 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 two well-developed paragraphs (approximately 200 words or more). Replying to fellow student's posts is required. You must respond to at least one other person's post. Your response post should be a minimum of one paragraph. A paragraph is a minimum of 5 sentences or approximately 100 words. Your replies should offer new substantiated ideas or thoughtful questions. 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. If you post to the topic late you will receive a zero for the posting.** Each discussion posting is worth 25 points each for a total of 100 points toward your final grade. A grading rubric is provided with each discussion posting.

Written Assignments

Each module contains a written assignment. The written assignments are designed to stimulate your creative thinking and refine your writing skills in application to how you will use the information learned in this course. Each written assignment has instructions in the online course module. For your reference a grading rubric is included for each assignment.

The assignment due dates are provided in the calendar. NO LATE ASSIGNMENTS WILL BE ACCEPTED. IF YOU SUBMIT THE ASSIGNMENT LATE YOU WILL RECEIVE ZERO FOR THE ASSIGNMENT.

Practice Quizzes, Quizzes and Exams

Practice Quizzes

The module practice quizzes are optional. They are designed to prepare you for the module quizzes. The practice quizzes are comprised of 10 multiple choice questions. You will have 3 attempts and 30 minutes for each attempt. Do not open the quiz until you are ready to complete it. You cannot open it to look at and then go back later to complete. The practice quiz does not affect your grade. It is simple for practice to better prepare you for the actual quiz.

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.

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

Module Quiz 1 covers chapters 1, 3 and 13 and is comprised of 25 questions worth 1 point each for a total of 25 points. You have 60 minutes.

Module Quiz 2 covers chapter 10, 14, 15 and 17 and is comprised of 25 questions worth 1 point each for a total of 25 points. You have 60 minutes.

Module Quiz 3 covers chapter 13 and is comprised of 25 questions worth 1 point each for a total of 25 points. You have 60 minutes.

Module Quiz 4 covers chapter 16 and is comprised of 25 questions worth 1 point each for a total of 25 points. You have 60 minutes.

Final Exam

The final will be comprised of 40 multiple choice questions worth 2.5 points each for a total of 100 points. It will cover chapters 1,3, 10, 13, 14, 15,16 and 17. 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

Discussion Topics – 4 worth 25 pts each	100pts
Module Quizzes – 4 worth 25 pts each	100 pts
Assignments - 4 worth 50 pts each	200 pts
Final	100 pts
Total	500 pts

450 and above	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

Module	Dates	Topic/What's due
1	8/24-9/6	Complete Start Here Module Icebreaker and Syllabus Quiz by 8/31 Module 1 – Read Chapters 1, 3 and 13 Discussion 1 and Assignment 1 Due 9/4 Module 1 Quiz available 9/4 through 9/6
2	9/7-9/20	Module 2 – Read Chapters 10, 14, 15 and 17 Discussion 2 and Assignment 2 Due 9/18 Module 2 Quiz available 9/18 through 9/20

3	9/21-9/27	Module 3 – Read Chapter 13 (again) Discussion 3 and Assignment 3 Due 9/25 Module 3 Quiz available 9/25 through 9/27
4	9/28-10/11	Module 4 – Read Chapter 16 Discussion 4 and Assignment 4 Due 10/9 Module 4 Quiz available 10/9 through 10/11
5	10/12-10/14	Final available 10/12 through 10/14

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

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