

**Business Administration**  
**BMGT 1327 - Principles of Management**  
**CRN 54406**  
**Spring 2018 – F8A**  
**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:** 3/3 – 3/9

**LAST DAY FOR ADMINISTRATIVE & STUDENT WITHDRAWALS:** February 20<sup>th</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 Discussion Due	Jan. 26th
Module 1 Quiz – Available Jan. 26 <sup>th</sup> through Jan 28th	Jan. 28th
<b>Module 2</b>	
Read chapters 4 through 6	
Module 2 Discussion Due	Feb. 2nd
Module 2 Quiz – Available Feb. 2 <sup>nd</sup> through Feb. 4th	Feb. 4th
<b>Module 3</b>	
Read chapters 7 through 9	
Module 3 Discussion Due	Feb. 9th
Module 3 Quiz – Available Feb. 9 <sup>th</sup> through Feb. 11th	Feb. 11th
<b>Module 4</b>	
Read chapters 10 through 13	
Module Discussion Due	Feb. 16th
Module 4 Quiz – Available Feb. 16 <sup>th</sup> through Feb. 18th	Feb. 18th
<b>Module 5</b>	
Read chapters 14 and 15	
Module Discussion Due	Feb. 23rd
Module 5 Quiz – Available Feb. 23 <sup>rd</sup> through Feb. 25th	Feb. 25th
<b>Paper</b>	March 2nd
<b>Departmental Assessment Final – Available March 3rd through March 9<sup>th</sup>.</b>	March 9th

**Student Evaluation**

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

Discussions	40 pts.
Module Quizzes	300 pts.
Paper	100 pts.
Departmental Assessment Final – covers chapters 1 through 15	160 pts.
Total	600 pts.

## Grading Rubric

540-600	A
480-549	B
420-479	C
360-419	D
Below 360	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 8 points each for a total of 40 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 4 points each for a total of 160 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 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 student's 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 Principles of Management 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/support-services/career-planning/>

## **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/resources-for/current-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](mailto:Institutional.Equity@hccs.edu)

**Qualified 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/support-services/disability-services/>

**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/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 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/resources-for/current-students/student-handbook/>

### **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:**

Access CE Policies on their Web site:

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

### **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.

## **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 POLICIES**

### **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 weekly 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.

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

### **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.**