



**Business Center of Excellence
Business Management Department**

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

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

Fall/Spring Semester | **8 Weeks**
HCC Online | Online College |
3 Credit Hours | **48 hours** per semester

Instructor Contact Information

Instructor: Mia D. Taylor

Office: Business Technology

HCC Email: Canvas Inbox eMail



Office Phone: 713.718.2238

Office Hours: Virtual 10am-11am

Office Location: Eastside Center

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 the 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

Use your experience to "Accelerate" your completion to a Bachelor's Degree

- *8-Week Classes (Pre and post assessments)*
- *100% Online*
- *3-years work experience in the public sector**
- *Finish in 3 years or less with a BAAS-AA from UHD*
- *Receive college credit for work experience (PLA)*

This Principles of Management course is designed to meet the scope and sequence requirements of the introductory course on management. This is a traditional approach to management using the leading, planning, organizing, and controlling approach. Management is a broad business discipline, and the Principles of Management course covers many management areas such as human resource management and strategic management, as well behavioral areas such as motivation.

My Personal Welcome

Welcome to the class 😊! I'm delighted that you have chosen this course. One of my passions is to know as much as I can about a subject and I can hardly wait to pass that on to you. I will present the information in the most exciting way I know, so that you can grasp the concepts and apply them now and hopefully throughout your life. As you read and wrestle with new ideas and facts that may challenge you, I am available to support you. The fastest way to reach me is by Canvas Inbox eMail. My goal is for you to complete the course with a better understanding and ensuring that YOU SUCCEED! Remember to contact me by Canvas Inbox eMail whenever you have a question.

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>) to supplement in-class assignments, exams, and activities. **This course is 100% online.**

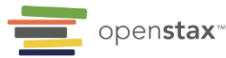
HCCS Open Lab locations may be used to access the Internet and Eagle Online Canvas. It is recommended that you **USE FIREFOX OR CHROME AS YOUR BROWSER.**

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



Principles of Management by OpenStax, March 20, 2019

**This textbook can be found at

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

Further instructions are included within the Eagle Online Course Textbook and Testing Instructions page

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

Learning Objectives for each CSLO - The students will be able to:

- 1.10 Discuss the roles that managers play in organizations
- 1.20 Analyze the difference between programmed and non-programmed decisions
- 1.30 Describe the strategic management process and why it is important to managers
- 1.40 Analyze how managers plan and why are goals important in the planning process
- 1.50 Discuss how companies use rewards strategies to influence employee performance and motivation
- 1.60 Describe the process theories of motivation
- 1.70 Identify the main content theories of motivation: manifest needs theory, learned needs theory, Maslow's hierarchy of needs, Alderfer's ERG theory, Herzberg's motivator-hygiene theory, and self-determination theory
- 1.80 Compare and contrast the main process theories of motivation: operant conditioning theory, equity theory, goal theory, and expectancy theory
- 1.90 Identify the planning and controlling processes
- 1.10 Summarize the seven functions of management
- 1.11 Identify management by objectives as a philosophy and as a management tool/technique and identify its effects
- 1.12 Differentiate between the execution of the planning and controlling activities under control- and involvement-oriented management practices

- 2.10 Define the external environment of organizations
- 2.20 Discuss different types of organizational structures and their strengths and weaknesses

- 2.30 Explain how organizations organize to meet external market threats and opportunities
- 2.40 Compare and contrast environmental trends, demands, and opportunities facing organizations
- 2.50 Define ethics and business ethics
- 2.60 Explain how ethical leadership is important to organizations
- 2.70 Identify the differences between values-based ethics and compliance in organizations
- 2.80 Summarize the advantages and disadvantages facing owners of small businesses
- 2.90 Define strategic analysis
- 2.10 Analyze the firm's competitive environment
- 2.11 Discuss what makes up a firm's external macro environment
- 2.12 Discuss tools strategists use to understand external macro environment
- 2.13 Identify how managers conduct an internal analysis of their firms
- 2.14 Determine what elements go into determining a firm's strategic position
- 2.15 Define diversity
- 2.16 Identify how diversity impacts companies and the workforce
- 2.17 Define workplace discrimination and how it affects different social identity groups
- 2.18 Explain key theories that help managers understand the benefits and challenges of managing the diverse workforce

- 3.10 Compare and contrast mechanistic versus organic organizational structures
- 3.20 Identify how managers deal with change
- 3.30 Explain the nature of leadership and the leadership process
- 3.40 Identify processes associated with people coming to leadership positions
- 3.50 Identify how leaders influence and move their followers to action
- 3.60 Discuss trait perspectives on leadership
- 3.70 Discuss how behavioral and situational perspectives affect leadership
- 3.80 Summarize characteristics of transactional, transformational, and charismatic leadership
- 3.90 Analyze how different approaches and styles of leadership impact what is needed now
- 3.10 Explain the benefit of working in teams and what makes teams effective
- 3.11 Identify key considerations in managing team
- 3.12 Discuss how team diversity enhances decision-making and problem-solving
- 3.13 Identify challenges and best practices for managing and working with multicultural teams
- 3.14 Analyze why is it important to understand and appreciate the importance of international management in today's world

- 4.10 Define culture
- 4.20 Identify how culture is understood through Hofstede's cultural framework
- 4.30 Identify steps you can undertake to be better prepared for cross-cultural assignments
- 4.40 Describe the communication process

- 4.50 Summarize the types of communications that occur in organizations
- 4.60 Discuss how power, status, purpose, and interpersonal skills affect communications in organizations
- 4.70 Describe how corporate reputations are defined by how an organization communicates to all of its stakeholders
- 4.80 Examine and explain each communication tool (talking, listening, reading, and writing) and how they are vital to managing effectively
- 4.90 Identify how organizations develop technology and innovation
- 4.10 Discuss the external and internal sources of technology and innovation development and when are they best used
- 4.11 Summarize skills you need to successfully manage technology and innovation

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 a 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 making up assignments
- Provide the course outline and class calendar that 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
- Attain a raw score of at least 50% on the departmental final exam
- Be aware of and comply with academic honesty policies in the HCCS Student Handbook

Assignments, Exams, and Activities

Written Assignment

Create a graphic organizer, infographic, multimedia poster, or other visual to summarize the information you learned about the theories of motivation.

Exams

Module Assessments - This assessment will be 50 questions worth 1 point each. You will have 60 minutes to complete the assessment. The questions will be based on readings, videos, discussions, and assignments from all of module.. Once you have completed all of module, you will be allowed to access the next module.

**If you have questions, please contact your instructor via canvas inbox.

Final Exam

Principles of Management – Pre & Post-Assessment

This assessment consists of 100 questions each worth 1 point. You will have 2 hours to complete the assessment. Each question is based on readings, videos, discussions, and assignments that are covered during the course. **You are required to take this assessment. Passing this assessment with 90% or above before the start of the course will allow you to skip to the Signature Assignment and complete it for credit.** If your score is **below 90% you are required to complete the tasks within each module before taking the Final Assessment and submitting the Signature Assignment.**

**If you have questions, please contact your instructor via canvas inbox.

Grading Formula

Start Here Activities (4)	100 pts (10%)
Discussions (8)	120 pts (12%)
Assignments (5)	300 pts (30%)
Assessments (6)	400 pts (40%)
Reflections (4)	80 pts (8%)

Total Points	1000 pts (100%)
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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.

Incomplete Policy:

In order to receive a grade of Incomplete ("I"), a student must have completed at least 85% of the work in the course. In all cases, the instructor reserves the right to decline a student's request to receive a grade of Incomplete

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

Course Calendar

BMGT 1327 – Principles of Management 8 Week Calendar / Tentative Calendar	
Unit	AGENDA / ASSIGNMENTS Assignments are due by dates indicated unless prior approval has been obtained.
1-2	<ul style="list-style-type: none"> • Unit 1: <ul style="list-style-type: none"> ○ <i>Preview and Begin: Signature Assignment</i> ○ Read: OpenStax - Principles of Management <ul style="list-style-type: none"> ▪ <i>Chapters 1, 2, and 9</i> ○ <i>Review: Chapter PowerPoint Slides</i> ○ <i>Watch to Understand</i> ○ <i>Discussion: Roles of Managers</i>
	<ul style="list-style-type: none"> • Unit 2: <ul style="list-style-type: none"> ○ Read: OpenStax - Principles of Management <ul style="list-style-type: none"> ▪ <i>Chapters 11, 14 and 17</i> ○ <i>Review: Chapter PowerPoint Slides</i> ○ <i>Watch to Understand</i> ○ <i>Discussion: Reward Strategies</i> ○ <i>Module 1 Assignment, Assessment, and Reflection</i>
	Theories, Processes, and Functions Graphic Organizer – Sunday, 01/24/21 by 11:59 pm Module 1 Assessment – Sunday, 01/24/21 by 11:59 pm Module 1 Reflection – Sunday, 01/24/21 by 11:59 pm
3-4	<ul style="list-style-type: none"> • Unit 3: <ul style="list-style-type: none"> ○ Read: OpenStax - Principles of Management <ul style="list-style-type: none"> ▪ <i>Chapters 4, 5 and 7</i> ○ <i>Review: Chapter PowerPoint Slides</i> ○ <i>Watch to Understand</i> ○ <i>Discuss: Organizational Structures</i> • Unit 4: <ul style="list-style-type: none"> ○ Read: OpenStax - Principles of Management <ul style="list-style-type: none"> ▪ <i>Chapters 8 and 12</i> ○ <i>Review: Chapter PowerPoint Slides</i> ○ <i>Watch to Understand</i> ○ <i>Discuss: External Macro Environment</i> ○ <i>Module 2 Assignment, Assessment, and Reflection</i>
	Business Environment Graphic Organizer – Sunday, 02/07/21 by 11:59 pm Module 2 Assessment – Sunday, 02/07/21 by 11:59 pm Module 2 Reflection – Sunday, 02/07/21 by 11:59 pm
5-6	<ul style="list-style-type: none"> • Unit 5: <ul style="list-style-type: none"> ○ <i>Read: OpenStax - Principles of Management</i> <ul style="list-style-type: none"> ▪ <i>Chapters 10 and 13</i> ○ <i>Review: Chapter PowerPoint Slides</i> ○ <i>Watch to Understand</i> ○ <i>Discuss: Perspectives on Leadership</i>

	<ul style="list-style-type: none"> • Unit 6: <ul style="list-style-type: none"> ○ Read: OpenStax - Principles of Management <ul style="list-style-type: none"> ▪ Chapter 15 ○ Review: Chapter PowerPoint Slides ○ Watch to Understand ○ Discuss: Team Diversity ○ Module 3 Assignment, Assessment, and Reflection <p style="text-align: center;">Leadership Roles Graphic Organizer – Sunday, 02/14/21 by 11:59 pm</p> <p style="text-align: center;">Module 3 Assessment – Sunday, 02/14/21 by 11:59 pm</p> <p style="text-align: center;">Module 3 Reflection – Sunday, 02/14/21 by 11:59 pm</p>
7-8	<ul style="list-style-type: none"> • Unit 7: <ul style="list-style-type: none"> ○ Read: OpenStax - Principles of Management <ul style="list-style-type: none"> ▪ Chapters 6 and 16 ○ Review: Chapter PowerPoint Slides ○ Watch to Understand ○ Discuss: Communication in Organizations • Unit 8: <ul style="list-style-type: none"> ○ Read: OpenStax - Principles of Management <ul style="list-style-type: none"> ▪ Chapter 18 ○ Review: Chapter PowerPoint Slides ○ Watch to Understand ○ Discuss: Sources of Technology ○ Module 4 Assignment, Assessment, and Reflection <p style="text-align: center;">Communication Graphic Organizer – Sunday, 02/21/21 by 11:59 pm</p> <p style="text-align: center;">Module 4 Assessment – Sunday, 02/21/21 by 11:59 pm</p>
Signature Assignment	<p style="text-align: center;">Signature Assignment – Sunday, 03/07/21 by 11:59 pm</p> <p style="text-align: center;">Post-Assessment – Sunday, 03/07/21 by 11:59 pm</p>
<p>This calendar may change; any updates will be posted in Eagle Online in a timely manner.</p> <p>You are responsible for obtaining and reading any updated course calendars.</p>	

This calendar may change; any updates will be posted in Eagle Online in a timely manner. You are responsible for obtaining and reading any updated course calendars.

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

Please note that I DO NOT generally accept late work or offer make-up exams. However, there may be an exception made which is determined on a case-by-case basis. If you miss a major assignment, talk to me about your unique situation – but be aware that exceptions to this are rare and require very drastic circumstances or emergencies. If a make-up exam is offered, please note that this is not a “retake”. A make-up exam applies only to those who missed an exam.

Academic Integrity

Students are responsible for conducting themselves with honor and integrity in fulfilling course requirements. Penalties and/or disciplinary proceedings may be initiated by college district officials against a student accused of scholastic dishonesty. “Scholastic Dishonesty” includes, but is not limited to, cheating on a test, plagiarism and collusion. Any instance of scholastic dishonesty may be reported to the Maxiant system. Possible punishments for scholastic dishonesty include a grade of “0” or “F” on the particular assignment, failure in the course, and/or recommendation for probation or dismissal from the college district. A recommendation for suspension or expulsion will be referred to the college Dean of Students for disciplinary disposition. Students have the right to appeal the decision.

All graded assignments in this course are to be **completed independently by the student**. Ultimately, cheating, colluding, or plagiarizing on any exam/assignment results in a “0” and depending on the circumstances, a formal report in the Maxient system. A subsequent incident of academic dishonesty will also receive a “0” for the exam/assignment, additional formal report in Maxient, and potentially an “F” for the entire course.

If it is determined that a student has committed an academic integrity offense, I will attempt to communicate with the student to determine the best course of action for that situation. The goal of the interaction will be to hear the student’s perspective before determining if it is appropriate to proceed. In most cases this meeting will need to be scheduled in person. If I am not able to reach the student for any reason, then I will proceed with the consequences described above.

If the issue is in regard to plagiarism, I will work to determine the process used by the student in order to help facilitate necessary skill development in academic writing. As stated above, this will still result in a “0” for the original submission, but depending on the circumstances (blatant copy/pasting vs. misuse of supporting evidence) it opens up the possibility of an alternative assignment with a reduced grade value. These opportunities are at my discretion.

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

To be marked present in the online course, students must log-in on the **first day of class** and at least three different days each week. Students must also progress through the material (online modules) and submit the assignments due. If any of these elements are missing in any given week, students will be marked absent. Be advised that instructors must drop students

who fail to attend class by the official date of record enrollment ("Census Day"). In addition, instructors may drop students who miss six hours of class time.

IMPORTANT: Look at the academic calendar on this syllabus and find the OE day for this course. That is an official "drop date" that we are legally required to abide by for attendance records. In person attendance will be taken in class, and to verify online attendance, at a minimum the course orientation in Eagle Online must be fully completed prior to OE Census date. Failure to complete the course orientation prior to that deadline will result in you being dropped from this course.

Student Conduct

Students are expected to present themselves in a professional, respectful manner. Behavior inappropriate to the collegiate setting (including but not limited to abusive, derogatory, threatening, or harassing language directed at the instructor or towards other students, staff or administrators) will not be tolerated, and may result in removal from the course if severe and/or repeated.

Written communication should not be in the format of a text message - use complete sentences and appropriate punctuation. Include a salutation and a closure in your message. Remember that everything you put in writing is a reflection of you. Be at your best.

Instructor's Course-Specific Information (As Needed)

I monitor your progress on a weekly basis to help ensure you are meeting the course expectations. It is very important that you take a proactive approach to being successful in this class. Know what is expected each week, and work to incorporate these requirements into your schedule. The feedback will help guide you in upcoming work, and indicate where points were earned/lost.

Electronic Devices

The use of the school's technology resources (devices, software and network) is a privilege, not a right. All technology used in school is for educational purposes. Technology is to be used in a school appropriate manner at all times.

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
- Academic Support
- Attendance, Repeating Courses, and Withdrawal
- Career Planning and Job Search
- Childcare
- disAbility Support Services
- Electronic Devices
- Equal Educational Opportunity
- Financial Aid TV (FATV)
- General Student Complaints
- Grade of FX

- Incomplete Grades
- International Student Services
- Health Awareness
- Libraries/Bookstore
- Police Services & Campus Safety
- Student Life at HCC
- Student Rights and Responsibilities
- Student Services
- Testing
- Transfer Planning
- 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 long and short term conditions, 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
Raven.davenport@hccs.edu
 713-718-6478