HCC | HOUSTON COMMUNITY COLLEGE

Business Center of Excellence
Business Management Department
https://www.hccs.edu/programs/areas-of-study/business/business/

BMGT: 1327 Principles of Management
Online | Lecture | #14404
Summer 2020 | 5 Weeks (07.13.2020-08.16.2020)
3 Credit Hours | 48 hours per semester

Instructor Contact Information

Instructor: Steven Woodland   Cell Phone:832-729-9034
Office: Adjunct Faculty   Office Hours: By Appointment
HCC Email: steven.woodland@hccs.edu

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

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) to supplement in-class assignments, exams, and activities. 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.
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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

Do not purchase a book or access code for this course. You have already paid for your course materials through the registration process since this course is part of the First Day Inclusive Access Program. The cost of digital course materials for this class were included in your student bill and are guaranteed to be the lowest cost available to purchase your required materials. Your course materials for this class will be accessed digitally through this Canvas site. NO other purchase is necessary. For students who wish to have a printed copy of the text an optional print copy is available for purchase at the Houston Community College Bookstore at Central Campus.

It is NOT recommended that you opt-out of these materials, as they are required to complete the course. You may choose to opt-out prior to [Insert Opt Out Date: Census Date], but you will then be responsible for purchasing your course materials at the full retail price and access to your materials may be suspended. The opt-out process would be for students who already have an access code because they are repeating the course.

Other Instructional Resources

Connect will be used in this course and is available under Navigation in the course.

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 can be found at:

Video Conference Discussions, News Articles, and Group Project 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

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

Written assignments will be in the form of two current news articles and a group project.

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.

In-Class Activities

Video Conference Activities (there will be a weekly video conferences to discuss the following:

Weekly Class Discussion:

The requirement is for each student to bring to the meeting an idea, concept, or principle that you learned from each assigned chapter. Each student presentation must be different from all students that have gone before you.

News Articles:
During the semester, each student is to present in a video conference 2 current news articles about business management showing a new concept, principle, idea, innovation or problem found in the current news media. The news articles are also to be submitted on Canvas under Assignments. The submission should be a good quality one-page report in your own words, not just copied from the news media. These articles are not to be used for the required articles in the group project.

Group Project:

Teams are to conduct research on a current business management
issue, innovation or problem found in the business media and present your findings in a video conference as a PowerPoint presentation. (You will save your PPT to your desktop and share the file on during the conference).
Only the team leader will post on Assignments for the team. The requirements for this project are:
1. Instructor will assign teams.

2. The group should choose a team leader. The team leader will make assignments and post the group's work on Assignments when the project is completed.
NOTE: Only the team leader will post the assignment for the team.
The team leader is to note on the Assignment submission the group members that participated on the project. Only those participating will receive a grade. The topic should be selected from one of the chapters in the text, approved by the instructor and the articles used in the PPT should be directly related to the topic chosen from the text. You should have a minimum of 4
current articles from the business media. Each presenter should have at least one current article included in his/her slides that are presented on Zoom.
3. Length is 15 - 20 slides not including charts, graphs, pictures etc. unless imbedded on the slides.
4. Each slide should have no more than 5 bullet points and each bullet should be no more than two sentences. You may also use the contemporary method of illustrating an image and a short paragraph about the image instead of bullet points.

Final Exam

All the students will be taking a Departmental Final Exam covering all the SLO's.

Grading Formula

2133-2370	A
1896-2132	B
1659-1895	C
1422-1658	D
Below 1422	F

Group Project	100 pts
News Articles – 2 worth 10 points each.	20 pts
Module Quizzes	300 pts
Module Exercises	1870 pts
Final	80 pts
Total	2370 pts

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:

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. 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	07/13-07/19	Module 1 – Read Chapters 1 through 3 Module 1 Quiz available 07/13 through 08/11 Module 1 Exercises available 07/13 through 8/11
2	07/20-07/27	Video Conference 7/20 (invitation to be sent by instructor) Module 2 – Read Chapters 4 through 6 News Article 1 Due 07/20 Module 2 Quiz available 07/13 through 08/11 Module 2 Exercises available 07/13 through 08/11
3	08/03-08/09	Video Conference 08/03 (invitation to be sent by instructor) Module 3 – Read Chapters 7 through 9 Module 3 Quiz available 07/13 through 08/11 Module 3 Exercises available 07/13 through 08/11 Group Project Presentations
4	08/10-08/11	Video Conference 08/10 (invitation to be sent by instructor) Module 4 – Read Chapters 10 through 13 News Article 2 Due 08/10 Group Project Presentations Module 4 Quiz available 07/13 through 08/11 Module 4 Exercises available 07/13 through 08/11
5	08/11-08/14	Module 5 – Read Chapters 14 through 15 Module 5 Quiz available 07/13 through 08/11 Module 5 Exercises available 07/13 through 08/11 Final available 08/11 through 08/14

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 and final will be considered on a case by case basis, but not guaranteed. No late assignments 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)

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
- 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

EGLS[3]

The EGLS[3] (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. EGLS[3] 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

713-718-6478

Raven.davenport@hccs.edu