

Principles of Management (BMGT 1327 – 9S1)

CREDIT

03 Semester Credit Hours (03 hours lecture, 0 hours lab)

MODE OF INSTRUCTION

Dual Credit Face-to-face

PREREQUISITE/CO-REQUISITE:

None

COURSE DESCRIPTION

Students will discuss the concepts, terminology, principles, theories, and issues in the field of management.

LEARNING OBJECTIVES

Upon completion of this course, the student will be able to

- Explain various theories, processes, and functions of Management
- Apply theories to a business environment.
- Identify leadership roles in organizations.
- Describe the elements of the communication process.

INSTRUCTOR CONTACT INFORMATION

Instructor: Jennifer Williams
Email: jennifer.williams@silsbeeisd.org
Office Phone: (409) 980-7877 ext. 6220
Office Location: Silsbee High School, Room 220
Conference Period: 1:45 – 2:35 daily

REQUIRED TEXTBOOK AND MATERIALS

Principles of Management (OpenStax) Digital ISBN-13: 978-0-9986257-6-8

Digital PDF and Web-Access versions of the textbook are provided to students without charge through the Course Blackboard Portal.

ATTENDANCE POLICY

Students must follow the attendance policy for Silsbee ISD, which can be found in the SISD Student Handbook 2024-25 located on the [school's website](#). Attendance is taken daily for face-to-face classes.

DROP POLICY

If you wish to drop a course, you are responsible for initiating and completing the drop process. If you stop coming to class and fail to drop the course, you will earn an "F" in the course.



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COURSE CALENDAR

NOTE: This schedule is subject to change. Please stay current with Google Classroom to ensure all assignments are completed on time.

DATE	TOPIC	READINGS (Due on this Date)	ASSIGNMENTS (Due on this Date)
Week 1 (1/13/25 – 1/17/25)	Unit 1 – Introduction to Management and Business Ethics	Ch 1, sections 1, 2, and 3.	Class Notes Week 1 Assignment
Week 2 (1/21/25 – 1/24/25)	Unit 1 – Introduction to Management and Business Ethics, continued.	Ch 3, sections 3,4, 5, 6, and 7 Ch 4, sections 1 and 2	Class Notes
Week 3 (1/27/25 – 1/31/25)	Unit 1 – Introduction to Management and Business Ethics, continued.	Ch 4, section 4 Ch 8, section 5	Class Notes Week 3 Assignment
Week 4 (2/3/25 – 2/7/25)	Unit 1 Project		Unit 1 Project (Test grade)
Week 5 (2/10/25 – 2/13/25)	Unit 2 – Planning	Ch 17, sections 1, 2, 3, and 4 Ch 9, sections 1, 2, 3, and 4	Class Notes Week 5 Assignment
Week 6 (2/18/25 – 2/21/25)	Unit 2 – Planning	Ch 2, sections 2 and 4 Ch 9, sections 1, 3, and 4	Class Notes Week 6 Assignment
Week 7 (2/24/25 – 2/28/25)	Unit 2 – Planning	Ch 2, section 6 Ch 8, sections 2, 3, 4, and 6 Ch 6, section 1	Class Notes Week 7 Assignment Unit 2 Exam
Week 8 (3/3/25 – 3/7/25)	Unit 3 – Organizing	Ch 4, section 3 Ch 10, section 1	Class Notes Week 8 Assignment
Week 9 (3/10/25 – 3/13/25)	Unit 3 – Organizing	Ch 10, sections 2 and 3	Class Notes Unit 3 Exam
Spring Break (3/17/25 – 3/21/25)			
Week 10 (3/25/25 – 3/28/25)	Unit 4 – Leading	Ch 13, sections 1, 2, 3, 4, and 5	Class Notes Week 10 Assignment
Week 11 (3/31/25 – 4/4/25)	Unit 4 – Leading	Ch 11, section 4 Ch 13, sections 6 and 8 Ch 14, sections 1 and 2	Class Notes Week 11 Assignment
Week 12 (4/7/25 – 4/11/25)	Unit 4 – Leading	Ch 14, section 3 Ch 15, sections 1, 3, and 4 Ch 16, sections 1, 2, and 3	Class Notes Unit 4 Exam

Week 13 (4/14/25 – 4/17/25)	Unit 5 – Controlling	Ch 9, section 8 Ch 17, section 7 and 8	Class Notes Week 13 Assignment
Week 14 (4/21/25 – 4/25/25)	Unit 6 – Staffing	Ch 11, section 1, 3, 4, and 5	Class Notes Week 14 Assignment
Week 15 (4/28/25 – 5/2/25)	Unit 6 – Staffing	Ch 11, section 2 Ch 12, section 1	Class Notes Week 15 Assignment
Week 16 (5/5/25 – 5/9/25)	Review		Unit 5 & 6 Exam Final Exam for non-exempt students

COURSE EVALUATION

Final grades will be calculated according to the following criteria:

District

All work will be graded. A student's semester grade consists of a midterm/final and work for each term (nine weeks). The final semester grade has the following breakdown:

- Midterm/Final – 20%
- Term Grade – 80%, of which:
 - Daily Work accounts for 40%
 - Tests account for 60%

Class

Daily Work for both semesters will consist of the following activities:

- Class notes
- Weekly discussion
- Vocabulary quizzes
- Practice assignments

Test grades will consist of:

- Unit Exams
- Large Individual and Group Projects

Makeup Work – For excused absences, students will have the number of days absent to turn in makeup work. For example, if the student is absent one day, they will have one day to complete all makeup assignments, two days and they will have two days to complete assignments, etc.

Late Assignments – Students will have one day to turn in daily work late. The highest grade awarded for late work will be a 70. After one day, the student will receive a zero. For large individual and group projects, students will have ample notice of the due date, and these assignments cannot be turned in late. If a student is absent on the due date, they must contact the teacher and arrange for turning in the assignment.

GRADE SCALE

- 90-100 A
- 80-89 B
- 70-79 C
- 60-69 D
- 0-59 F

TECHNICAL REQUIREMENTS

The latest technical requirements, including hardware, compatible browsers, operating systems, etc. can be online at <https://lit.edu/online-learning/online-learning-minimum-computer-requirements>. A functional broadband internet connection, such as DSL, cable, or WiFi is necessary to maximize the use of online technology and resources.

DISABILITIES STATEMENT

The Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973 are federal anti-discrimination statutes that provide comprehensive civil rights for persons with disabilities. LIT provides reasonable accommodations as defined in the Rehabilitation Act of 1973, Section 504 and the Americans with Disabilities Act of 1990, to students with a diagnosed disability. The Special Populations Office is located in the Eagles' Nest Room 129 and helps foster a supportive and inclusive educational environment by maintaining partnerships with faculty and staff, as well as promoting awareness among all members of the Lamar Institute of Technology community. If you believe you have a disability requiring an accommodation, please contact the Special Populations Coordinator at (409)-951-5708 or email specialpopulations@lit.edu. You may also visit the online resource at [Special Populations - Lamar Institute of Technology \(lit.edu\)](#).

STUDENT CODE OF CONDUCT STATEMENT

It is the responsibility of all registered Lamar Institute of Technology students to access, read, understand and abide by all published policies, regulations, and procedures listed in the *LIT Catalog and Student Handbook*. The *LIT Catalog and Student Handbook* may be accessed at www.lit.edu. Please note that the online version of the *LIT Catalog and Student Handbook* supersedes all other versions of the same document.

ARTIFICIAL INTELLIGENCE STATEMENT

Lamar Institute of Technology (LIT) recognizes the recent advances in Artificial Intelligence (AI), such as ChatGPT, have changed the landscape of many career disciplines and will impact many students in and out of the classroom. To prepare students for their selected careers, LIT desires to guide students in the ethical use of these technologies and incorporate AI into the classroom instruction and assignments appropriately. Appropriate use of these technologies is at the

discretion of the instructor. Students are reminded that all submitted work must be their own original work unless otherwise specified. Students should contact their instructor with any questions as to the acceptable use of AI/ChatGPT in their courses.

STARFISH

LIT utilizes an early alert system called Starfish. Throughout the semester, you may receive emails from Starfish regarding your course grades, attendance, or academic performance. Faculty members record student attendance, raise flags and kudos to express concern or give praise, and you can make an appointment with faculty and staff all through the Starfish home page. You can also login to Blackboard or MyLIT and click on the Starfish link to view academic alerts and detailed information. It is the responsibility of the student to pay attention to these emails and information in Starfish and consider taking the recommended actions. Starfish is used to help you be a successful student at LIT.

ADDITIONAL COURSE POLICIES/INFORMATION

[Announcements](#)

Announcements will be posted in Google Classroom under the Stream as needed. Therefore, it is important to check Google Classroom frequently.

[Assignments](#)

All assignments will have due dates posted in Google Classroom. Please refer to the course syllabi and assignment due dates in Google Classroom. Typically, all assignments are due Friday at 11:59 CST PM.

[Lessons when Absent](#)

A video of the lesson will be provided in Google Classroom for students who are absent. It is the student's responsibility to watch the video and record any notes that were provided in class. Failure to do so will result in a lower grade for class notes.

[Professional Communication](#)

My preferred method of communication is through email. My email is jennifer.williams@silsbeeisd.org. Please provide all relevant information regarding your request (for example, the assignment or lesson name).