

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**

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 elements of the communication process.

**INSTRUCTOR CONTACT INFORMATION**

Instructor: Jennifer Williams  
Email: [jennifer.williams@silsbeeisd.org](mailto:jennifer.williams@silsbeeisd.org)  
Office Phone: (409) 980-7877 ext. 6220  
Office Location: Silsbee High School, Room 220  
Conference Period: 9:33 – 10:29 daily

**REQUIRED TEXTBOOK AND MATERIALS**

***Textbook Purchasing Statement: A student attending Lamar Institute of technology is not under any obligation to purchase a textbook from the college-affiliated bookstore. The same textbook may also be available from an independent retailer, including an online retailer.***

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.

## COURSE CALENDAR

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

DATE	UNIT	LESSONS	ASSIGNMENTS (Due on this Date)
Week 1 (8/25/25 – 8/29/25)	Unit 1 – Introduction to Management and Business Ethics	Lesson 1 – Introduction to Management Lesson 2 – Levels of Management Lesson 3 – Roles of Management Lesson 4 – History and Evolution of Management	Weekly Notes Quiz
Week 2 (9/2/25 – 9/5/25)		Lesson 5 – History and Evolution of Management, cont. Lesson 6 – Introduction to Ethics Lesson 7 – Corporate Social Responsibility	Weekly Notes Quiz
Week 3 (9/8/25 – 9/12/25)		Unit 1 Review	Unit 1 Exam
Week 4 (9/15/25 – 9/19/25)	Unit 2 – Planning	Lesson 1 – Introduction to Planning Lesson 2 – The Planning Process	Weekly Notes Quiz
Week 5 (9/23/25 – 9/26/25)		Lesson 3 – Developing an Awareness of the Present State	Weekly Notes Quiz
Week 6 (9/29/25 – 10/3/25)		Lesson 4 – Strategic Management – Types of Strategy Lesson 5 – Mission, Vision, Goals, and Objectives Lesson 6 – Decision-Making	Weekly Notes Quiz
Week 7 (10/6/25 – 10/10/25)	Unit 3 – Organizing	Lesson 7 – Globalization Lesson 8 – The Impact of Culture	Weekly Notes Quiz Unit 2 Exam
Week 8 (10/15/25 – 10/17/25)		Lesson 1 – Organizational Structures Lesson 2 - Building Blocks of the Organization Lesson 3 - Organizational Design Lesson 4 – Organizational Change	Weekly Notes Quiz Unit 3 Exam

DATE	UNIT	LESSONS	ASSIGNMENTS (Due on this Date)
Week 9 (10/20/25 – 10/24/25)	Unit 4 – Leading	Lesson 1 – Traits of Leaders Lesson 2 – Elements of the Leadership Process Lesson 3 – Traditional Leadership Styles Lesson 4 – Contemporary Leadership Styles	Weekly Notes Quiz
Week 10 (10/27/25 – 10/31/25)		Lesson 5 – Employee Attitudes and Personality Lesson 6 – Perception Lesson 7 – Motivating and Rewarding Employees Lesson 8 – Motivational Theories – Process-Based	Weekly Notes Quiz
Week 11 (11/3/25 – 11/7/25)		Lesson 9 – Teams and Teamwork Lesson 10 – Communication	Weekly Notes Quiz Unit 4 Exam
Week 12 (11/10/25 – 11/14/25)	Unit 5 – Controlling	Lesson 1 – The Controlling Function Lesson 2 – Costs and Benefits of Control Lesson 3 – Primary Methods of Control	Weekly Notes Quiz
Week 13 (11/17/25 – 11/21/25)	Unit 6 – Staffing	Lesson 1 – What is human resource management? Lesson 2 – Selection and Placement	Weekly Notes Quiz Laws and Regulations Assignment
(11/25/26 – 11/28/25) – Thanksgiving Break			
Week 14 (12/1/25 – 12/5/25)	Unit 6 – Staffing, continued	Lesson 3 – Talent Development and Succession Planning Lesson 4 – Performance Management Lesson 5 – Compensation and Benefits	Weekly Notes Quiz
Week 15 (12/8/25 – 12/12/25)		Lesson 6 – Ethics and Human Resources Review	Unit 5 & 6 Exam Final Exam

## 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](mailto:specialpopulations@lit.edu). You may also visit the online resource at [Special Populations - Lamar Institute of Technology \(lit.edu\)](https://www.lit.edu/specialpopulations).

### **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](http://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](mailto:jennifer.williams@silsbeeisd.org). Please provide all relevant information regarding your request (for example, the assignment or lesson name).