

Brazosport College  
500 College Drive  
Lake Jackson, TX 77566

**BMGT 1327**  
*Principles of Business Management*

**COURSE DESCRIPTION**

This course focuses on management theories; personnel, budget, and resource allocation; oral and written communication; business ethics, and information technology as they relate to being a manager in business today.

**COURSE FOCUS**

The focus of this course will include management theories, management by objectives, planning for effectiveness, organization theory, directing the activities of the enterprise, and control function.

**COURSE MATERIALS:**

Required: Kinicki, Angelo and Brian K. Williams. Management: A Practical Introduction, 6e.  
Boston:

**PREREQUISITES**

*None*

**COURSE POLICIES**

Material will be presented via face-to-face and the internet, readings assignments from the text, and occasionally films. Assignments will cover the points to be learned and will direct your study from the text. Thus, you should read each chapter carefully, and pay attention to unfamiliar learning objectives. The material in the latter part of the course will be based upon material presented in the first part of the course; therefore you will have to commit the material to long term memory. In addition, the final exam is comprehensive.

**Circumstances may require the instructor to make modifications  
to the course in order to facilitate a quality learning environment.**

## **COURSE GOALS**

The following list of course goals will be addressed in the course. These goals are directly related to the performance objectives:

1. Discuss the history of management as it relates to management functions; managerial levels and roles; and the evolving management viewpoints (classical, behavioral, quantitative, systems, contingency, and quality-management).
2. Discuss the contemporary changes in management as it relates to stakeholders; ethics; social responsibility; workforce diversification; globalization; international expansion; economic, political-legal and cultural differences.
3. Explore the function of planning as it relates to uncertainty; goal setting; formulating, carrying out, and controlling strategy; decision making; ethics; and working with others.
4. Explore the function of organizing as it relates to organizational culture; structure; human resources; change; organizational development; and innovation.
5. Explore the function of leading as it relates to work values, attitudes, and behaviors; perception; motivation; managing conflict; uses of effective groups and teams; leadership; and effective communication.
6. Explore the function of controlling as it relates to productivity; employee performance; styles; and tools.

## **COURSE STRATEGIES**

All assignments will be assigned on a weekly basis. Exams will be added per the course outline schedule. When necessary, outside information will be provided to enhance your learning. Course Format - Class members are required to access the course materials posted on the college online platform on a regular basis, listen to the pre-recorded chapter information lectures when available, complete weekly chapter readings and related homework and other assignments. The course is organized into weekly units (*see course outline*). In each weekly unit there are sub-units for chapter objectives, lectures and assignments.

## **ATTENDANCE AND WITHDRAWAL POLICIES**

Students are expected to attend class and make normal progress toward completion of the course. If it is determined by the instructor that any student is not making satisfactory progress in the course (*i.e. missing weekly assignments, not meeting deadlines*) the student will be administratively removed from the course.

## **SCOLASTIC DISHONESTY**

BC assumes that students eligible to perform on the college level are familiar with the ordinary rules governing proper conduct including academic honesty. The principle of academic honesty is that all work presented by you is yours alone. Academic dishonesty including, but not limited to, cheating, plagiarism, and collusion shall be treated appropriately. Please refer to the BC Student Guide for more information, this is available online at <http://www.brazosport.edu>, click on the link found on the left side of the homepage.

## **HONOR CODE**

The honor code is strictly enforced in this course. All aspects of students' work are subject to the provisions of the code and suspected violations will be promptly reported to the honor system for adjudication.

Such violations include, but are not limited to

- requesting or providing assistance on quizzes
- use of class notes, books or other resources while completing exams
- participating in work-for-hire arrangements
- use of commercially produced notes or class aids

## **MEDICAL DISCLAIMER**

Brazosport College does not carry medical insurance on students covering injury in class / laboratories. Any expense incurred as a result of injury will be the student's responsibility.

## **COMPUTER USE & LAB SAFETY**

When used, students are expected to take care of the college computer lab and equipment. Students will not in any way experiment with the security of the Brazosport College computers. Users will not alter the setup of the computer printer in any way, nor they to attempt to download upgrades to the computer.

Use of computers, peripherals, and supplies in the lab should be limited to activity directly related to course work at Brazosport College. Please refrain from any activity that does not meet this requirement.

## **How to Succeed!** *Want to do well in this class?*

First and foremost you must keep up with the weekly assignments. Because this is a web-based course it is easy to put off doing the assignments until the last minute. You must exercise discipline and read the chapters every week and stay ahead. A course like this one requires the student to effectively manage their study time and balance course requirements

## ASSIGNMENT PROCEDURES AND POLICIES

**Assignment submission:** unless otherwise posted all assignments are due by 11:55 pm on the Sunday the week of the assignment e.g. week one begins Monday January 14<sup>th</sup> assignments are due by 11:55 pm the Sunday at the end of the section (*please refer to the class schedule*). Any work submitted beyond the due time and date is considered late, due to the nature of this course work submitted late cannot be accepted.

Please become familiar with the online platform to learn how to submit your assignments on time and in the proper manner. No grace will be given for late work due to the student not being familiar with the software. All work should be submitted in a Microsoft document – Word, or Excel. Your work must be turned in through the designated drop box. If you have technical difficulties please contact tech support for assistance and not the instructor.

Make sure that your work is properly labeled so that you can identify it as the correct work that you want to submit for each week. It is the student's responsibility to submit the correct assignment. You will not be given a make-up assignment because you submitted the wrong work. If by chance you do submit the wrong work or need to make a change just email the instructor to have the assignment reset. Please use only black font when submitting your work.

## QUIZZES

There will be a chapter quiz at the end of each chapter; these quizzes will be made available at the beginning of the period. The student will be expected to make time to take each quiz before the allotted time expires for each quiz. The grade for each quiz will automatically be updated into the students online grade book. The total points for all quizzes will be 200 points.

## DISCUSSION QUESTIONS

Each week you will be given a discussion question that relates to the topics in the chapter. Under the weekly module, you will see the discussion each week. You must respond to each question with a well thought out answer that is a minimum of 75 words or more. Answers with less than 75 words will receive less than the maximum of 20 points. *No question must be answered via e-mail or fax.*

## WRITING ASSIGNMENTS

During the semester there will be several assignments. These assignments require you to research on a specific topic and writing a paper based on your research. The instructions for each individual writing assignment will be given to each prior to the due date. You are expected to complete these assignments as a major part of your grade for this course.

You will use the online platform to access your homework assignments the forms can be downloaded and must be returned using the designated drop box. The completion of these assignments will prepare you for the examinations given during this course. You are also expected to turn in all assignments on time.

## ORAL PRESENTATION

Your final writing assignment requires you to do a five-minute oral presentation. This presentation will be done in the class to your classmates. In addition, to the presentation you are also required to put together a PowerPoint presentation using Microsoft PowerPoint. Each student will be given specific instructions prior to the assignment due date. This assignment will count for 200 points toward your final grade.

## COURSE EVALUATION

- Students will be given an opportunity to evaluate the course and the method of presentation at the end of the semester.
- Determining factors for final evaluation are:

Assignment	Total Points
Quizzes	200
Discussion	200
Writing Assignment	200
Group Assignments	300
Research Project	300
Final Exam	200
<b>Total Points</b>	<b>1,600</b>

- **The student is expected to take responsibility of their own situation, do not make excuses for what happens to you.**

## EXAMINATIONS

There will be one final exam as part of this course. The final examination is comprehensive and will count for 200 points. The questions on the final will come from a bank of questions with include the questions from the chapter quizzes

## MAKE-UP POLICY

There will not be an opportunity to make-up any test or a quiz that was missed. Please make sure you pay attention to the dates to complete all course work when it is due

## INSTRUCTOR CONTACT

Because this course is an internet course the students have several options to contact me. First I am available by using the email feature. I am also available via campus e-mail (*please use e-mail first*) then by telephone 979.230.3510. In accordance with college policy, every effort will be made to respond to your e-mail within 24 hours. If you have not received a response within that time period please feel free to call and leave a message on my voicemail. **Because this is a hybrid course office hours are an option by appointment.**

## Chapter Instructions

Each chapter has a set of chapter instructions. These instructions are given to the student to provide a snap shop of what is required from each chapter. The instructions have the following information at your disposal.

- **Reading** – This section provides the student with the pages that should be read prior to beginning any chapter assignments.
- **Homework Problems** – This section gives the student the homework problems for the chapter. Included in this section is information on how to complete and turn in the assignment.
- **Power Point Slides** – Power Point slides are provided to help enhance the learning for each chapter. The student is encouraged to use these slides as needed.
- **Review Quiz** – Each chapter comes with a question. This quiz is designed to help the student review what they learned from the chapter reading.
- **Discussion Question** – each chapter comes with a discussion you should read the chapter and be prepared to give a response to the weekly discussion question.
- **Additional Instructions** – from time to time additional instructions will be made available to assist the students with special instructions on how to turn in assignments.

## INSTRUCTOR INFORMATION

Lonnie Mathews

Phone: (979) 230 – 3510

Office: D223

Email: [lonnie.mathews@brazosport.edu](mailto:lonnie.mathews@brazosport.edu)

*The instructor reserves the right to make changes as necessary*