

COURSE SYLLABUS

BMGT 1327 (3:3:0)

PRINCIPLES OF MANAGEMENT - ONLINE

Business

Business Administration Department

Technical Education Division

Miran Rivera – Instructor; Office Administration, Business Administration

SOUTH PLAINS COLLEGE

FALL 2023

**COURSE SYLLABUS
FALL 2023**

Course Title: BMGT 1327-151, Principles of Management

Meeting Time: Section 151; ONLINE

Instructor Information:

Instructor:	Miran Rivera			
Office:	LC 120G (Lubbock Center)			
Office Telephone:	806.716.4917			
E-mail:	mriviera@southplainscollege.edu			
Office Hours:				
Monday	Tuesday	Wednesday	Thursday	Friday
8:00 - 9:30 AM	8:00 - 11:00 AM	8:00 - 9:30 AM	8:00 - 9:30 AM	8:00 - 9:00 AM

Online Disclaimer: This is to notify you that materials you may be accessing in chat rooms, bulletin boards or unofficial Web pages are not officially sponsored by South Plains College. The United States Constitution rights of free speech apply to all members of our community regardless of the medium used. We disclaim all liability for data, information or opinions expressed in these forums.

COURSE DESCRIPTION: This is a course designed to introduce the student to concepts, terminology, principles, theories, and issues in the field of management.

COURSE OBJECTIVES: The student will explain various theories, processes, and functions of management; apply theories to a business environment; identify leadership roles in organizations; and describe elements of the communication process.

HOW THIS COURSE IS CONDUCTED: This course is an online course, which means that we will not meet Face-to-Face. You will access course information and respond to me and/or other students through the use of the Internet. Blackboard is used to deliver and manage this course, as well as Cengage Mind Tap. Blackboard and Cengage are software packages that are written to help manage online courses. You are encouraged to use the Blackboard course email to ask the instructor any questions you may have about the course etc.

TEXT AND OTHER MATERIALS

Fundamentals of Management, Griffin; 9th Ed., ©2019. ISBN: 9781305970229

OneDrive or 1GB+ Flash/Jump drive

Cengage Course Access Code:

You will need to purchase Cengage Unlimited Access through the bookstore in order to access this course!!

- **Textbook:** The textbook and resources for this course are available in digital form through Cengage Unlimited and MindTap. That means the e-book edition of the textbook and/or all required resources are provided through Cengage and linked to Blackboard. You will have first day access for a limited time until you purchase your access code. Codes may be purchased from the Bookstore.

- **Upgrading to a physical textbook:** Students who prefer a printed textbook rather than an e-book may purchase a loose-leaf edition from the textbook publisher at a reduced price. You are also able to rent up to 4 physical textbooks through Cengage Unlimited for \$7.99 each.
- To access your course materials and explore Cengage Unlimited, log in to Blackboard and click on the link that says Cengage MindTap Weekly Assignments. When prompted, log in with your Cengage account and follow the prompts to complete the registration process.

EVALUATION POLICY

You will have textbook reading assignments, quizzes, exams and discussions. You will have four objective exams covering the assigned textbook chapter material. Simulation tasks are included in the textbook assignments to be completed throughout the course.

GRADING POLICY

Your semester grade will be calculated as follows:

Introduction Assignment & Discussion Board Questions					5%
Chapter Assignments					30%
Chapter Quizzes					20%
Team Task Projects					5%
Exams					30%
Final Exam					10%
90-100 = A	80-89 = B	70-79 = C	60-69 = D	Below 60 = F	

All completed weekly chapter homework assignments will automatically be submitted through *Cengage Mind Tap* – sign on instructions for this website will be posted on Blackboard in the first week of the semester.

All assignments are due by 11:55 p.m. on the date posted on the course schedule/calendar.

LATE WORK/ASSIGNMENTS WILL NOT BE ACCEPTED.

Although, 1 homework grade will be dropped at the end of the semester.

Introduction Assignment and Discussion Posts (5%)

Post your introduction in the **Discussion** tool forum in Blackboard. In the discussion forum, post in the topic “Introduction.” In the subject line put your name – example, “John Doe’s Introduction.” Please include the following in your introduction. This assignment will be keyed in the body of the message window, please feel free to say hello to your fellow classmates if you wish, and discuss anything that you might have in common.

- Name
- Major
- Spare time activities (or if you had spare time, what would you do?)
- Favorite class so far and why
- Least favorite class so far and how you would improve it
- Business or work area interests or career goals (This is a Business Course IN COLLEGE – I expect you to have plenty to say here!)

Other discussion questions will arise through the semester. You will be advised well ahead of time when a discussion questions is posted and the guidelines for response.

Team Task Project (5%)

During the third week I will be assigning Teams of 4 to work together and complete three Team Tasks throughout the semester. Instructions are in Blackboard and Cengage. There will be plenty of info given for each team task. Principles of Management is based on real world applications and working with other people is not only expected but necessary in the real world. Don't let yourselves or teammates down by not showing up.

Chapter Homework Assignments (30%) --Submitted in Cengage MindTap

These homework assignments are heavy on simulation and case studies. Weekly homework in Cengage will be outlined in the semester schedule, opening Sundays at 6 AM and due the following Sunday by 11:55PM (you will have over a week to complete these assignments, remember that I do not accept late work). Please pay close attention to your semester schedule and the Cengage schedule for due dates etc.

Chapter Quizzes (20%) -- Submitted in Cengage MindTap

Each chapter has a short multiple choice quiz to be submitted by the due date outlined in the semester schedule, opening Sundays at 5 AM and due the following Sunday by 11:55 PM (you will have over a week to complete these assignments, remember that I do not accept late work). Please pay close attention to your semester schedule and the Cengage schedule for due dates etc.

Exams (30%) and Final Exam (10%)*:** There will be 4 exams covering 2-4 chapters each over the major areas of study related to management listed under the course outline below **plus the Comprehensive Final Exam.** Each exam will be released on Sunday mornings at 6:00 AM and will close on the following Sunday at 11:55PM in Cengage Mind Tap. You will be able to click on the exam link and select the exam as soon as it is made available. There is no time limit for exams.

MAKE-UP EXAM POLICY: I do not give make-up exams or accept late exams. The **final exam** will be **comprehensive** and will either replace the lowest score of the major chapter exams **or replace one missed major chapter exam.** All students will take the final comprehensive exam. If student does not take final comprehensive exam, final grade will be lowered by one letter grade at the end of the semester.

SOFTWARE

If you do not have the appropriate software, you may download it from Microsoft at <https://products.office.com/en-us/student/office-in-education>.

ATTENDANCE POLICY

This is an online course so it's critical to manage your time well. Each week is delegated into folders in Blackboard to help you easily see what assignments are due. Please email with any questions.

WITHDRAWAL POLICY

The last day to withdraw/drop with a grade of "W" is **November 30th, 2023**. It is the student's responsibility to withdraw from this course. Otherwise, students will be assigned their earned letter grade at the end of the course. Course averages will be

updated every Friday, and guidance will be provided throughout the term to help students decide whether they need to drop the class or not. For more information regarding drops/withdrawals, please visit <https://www.southplainscollege.edu/admission-aid/apply/schedulechanges.php>.

COVID-19

For information and resources about COVID-19, please visit <https://www.southplainscollege.edu/emergency/covid19-faq.php>.

DIVERSITY, DISABILITIES, NON-DISCRIMINATION, TITLE V PREGNANCY, CAMPUS CONCEALED CARRY

For information regarding official South Plains College statements about **Diversity, Disabilities, Non-Discrimination, Title V Pregnancy Accommodations, and Campus Concealed Carry**, please visit:

<https://www.southplainscollege.edu/syllabusstatements/>

STUDENT CONDUCT

Expected student conduct is as outlined in the SPC catalog. Please note that there is an online component to this course and others will see your responses to questions. Please do not post any pictures or data that others may find offensive.

COURSE OBJECTIVES

These are the major areas of study that will comprise the chapters covered:

- Intro. To Management
- Planning
- Organizing
- Leading
- Controlling

ASSIGNMENT DUE DATES

Week 1: September 4th - Introductions and Chapter 1

Week 2: September 11th - Chapters 2 and 3

Week 3: September 18th - Chapter 4 and Team Selections

Week 4: September 25th - Chapter 5 and First Team Task

Week 5: October 2nd - Exam 1 (Chapters 1-5) and Team Task Presentation

Week 6: October 9th - Chapters 6 and 7

Week 7: October 16th - Chapters 8 and 9

Week 8: October 23rd - Exam 2 (Chapters 6-9)

Week 9: October 30th - Chapters 10 and 11

Week 10: November 6th - Chapter 12 and 2nd Team Task Presentation

Week 11: November 13th - Chapter 13

Week 12: November 20th - Exam 3 (Chapters 10-13)

Week 13: November 27th - Chapter 14

Week 14: December 4th - Chapter 15

Week 15: December 11th - Exam 4 (Chapters 14-15) and Final Team Task Presentation

Week 16: December 14th - Final Exam – Chapters 1-15

Note: All deadlines are at 11:59 PM on Monday unless you are notified differently. New Assignments open on Sunday at 5 AM.

TECHNICAL PROBLEMS/SUPPORT: If you are having computer problems, you have to let me know. I will try to help you in any way that I can. E-mail blackboard@southplainscollege.edu as your first contact with technical problems related to the Blackboard program. I am your contact with content issues for the course. Please remember that it is your responsibility to have a backup plan if your computer goes down. Please have this plan in place now and do not wait until it is a crisis situation. If you lose your assignments due to bad flash drives, computer crash, or your dog ate your homework, there is nothing I can do about it. **THIS IS YOUR WARNING TO HAVE A BACKUP PLAN IN PLACE.**

PLEASE DO NOT WAIT UNTIL THE LAST MINUTE TO TURN ASSIGNMENTS IN! Remember the saying “TECHNOLOGY HAPPENS”! So, it is strongly recommended to work on and submit assignments early before the date due. If an assignment is due and you are not able to access the Internet because the SPC server is down (which rarely happens), you have several options available:

1. Cengage will not be affected if Blackboard is down, so go ahead and complete your work in Cengage.
2. If you have to email me attachments and Blackboard is down, you can email them to my SPC email (only in an emergency!) at mhill@southplainscollege.edu Use these options only as a last resort. If you must use one of these options, email and call me to let me know.

Cengage Unlimited Access Code

You may purchase your Cengage access code in the bookstore or online. If you purchase online please select delivery of the code as -Access Delivery- do not ship it to your address. If you have questions please call immediately for help.

Checkout

1. Select Address

2. Shipping Method

Choose Shipping Method

[Show Shipping Policy](#)

Access delivery fee est. \$2.99

By choosing the Access Delivery Fee method you acknowledge that your printed access card will be unsealed and emailed to you. Orders delivered in this manner are non-refundable. Please allow one full business day to receive your emailed code.

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ACADEMIC INTEGRITY: It is the aim of the faculty of South Plains College to foster a spirit of complete honesty and a high standard of integrity. The attempt of any student to present their own work, which he or she has not honestly performed, is regarded as a most serious offense and renders the offender liable to serious consequences, possibly suspension. Students should refer to the SPC General Catalog policy regarding consequences for cheating and plagiarism and for events defined as cheating and plagiarism (see “Academic Integrity” as well as “Student Conduct” sections in college catalog).

EMERGENCY INFORMATION

In case of emergency, contact the following numbers but DO NOT leave a voice mail message
894-9611, ext. 2338 - Levelland Campus
806-716-4677 - Lubbock Center
885-3048, ext. 2923 - Reese Center (mobile 893-5705)

RESPONSE TIMES: You should expect responses from me within 24 hours to emails sent using Blackboard email. If you haven't received a response within that time, communicate to me again either through email and/or telephone. It is possible your initial communication had not been received. I will not guarantee a response to email during SPC scheduled school holidays or on weekends.

(end of document – subject to revision or addendums)