

**COURSE SYLLABUS  
SPRING 2024  
ONLINE**

**Course Title:** BMGT 1325-151, Office Management

**Meeting Time:** Section 151; ONLINE

**Instructor Information:**

<b>Instructor:</b>	Miran Rivera				
<b>Office:</b>	LC 120G (Lubbock Center)				
<b>Office Telephone:</b>	806.716.4917				
<b>E-mail:</b>	<a href="mailto:mriviera@southplainscollege.edu">mriviera@southplainscollege.edu</a>				
<b>Office Hours:</b>					
	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
	9:00 - 9:30 AM	8:15 - 11:00 AM	9:00 - 9:30 AM	8:15 - 11:00 AM	8:30 - 10:00 AM

**COURSE DESCRIPTION:** This course includes systems, procedures, and practices related to organizing and planning office work, supervising employee performance, and exercising leadership skills.

**TEXT AND OTHER MATERIALS**

*Supervisory Management*, Mosley, Mosley, & Petri; 10<sup>th</sup> Ed., ©2019. ISBN: 97813377622950  
OneDrive or 1GB+ Flash/Jump drive

\*\*See the last page for important info on setting up Cengage MindTap connection\*\*

**EVALUATION POLICY**

You will have textbook reading assignments and textbook writing assignments. 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:

<b>Introduction Assignment &amp; Syllabus Summary</b>					<b>5%</b>
<b>Chapter Homework Assignments &amp; Quizzes</b>					<b>45%</b>
<b>Exams</b>					<b>40%</b>
<b>Final Exam</b>					<b>10%</b>
<b>90-100 = A</b>	<b>80-89 = B</b>	<b>70-79 = C</b>	<b>60-69 = D</b>	<b>Below 60 = F</b>	

**\*Absolutely no late work accepted. I will not reopen assignments. \*\***

## **ATTENDANCE POLICY**

This is an online course, so please be advised that your timely participation is extremely important. Don't put off for tomorrow what you can get done today!

If you do not complete the first assignment prior to the 12<sup>th</sup> day of class you will be dropped as "Never attended". So, make sure you get in and get to work.

We can see when you last logged into Blackboard so don't wait until the last minute – there will be no extensions.

## **WITHDRAWAL POLICY**

The last day to withdraw/drop with a grade of "W" is **April 25<sup>th</sup>, 2024**. 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**

The goal of Supervisory Management continues to be that of preparing students to be effective supervisors and leaders. The common thread throughout this course is that supervision is working with people to inspire, empower, and develop them so that they become better and more effective in their working roles. Coverage is provided of the management functions of planning, organizing, staffing, and controlling, we devote significant time to leadership as well.

## ASSIGNMENT DUE DATES

Week 1: January 22<sup>nd</sup> – Chapter 1  
Week 2: January 29<sup>th</sup> – Chapter 2  
Week 3: February 5<sup>th</sup> – Chapters 3 and 4  
Week 4: February 12<sup>th</sup> – Exam 1 (Chapters 1-4) and Chapter 5  
Week 5: February 19<sup>th</sup> – Chapter 6  
Week 6: February 26<sup>th</sup> – Chapter 7  
Week 7: March 4<sup>th</sup> – Chapter 8  
Week 8: March 11<sup>th</sup> – Exam 2 (Chapters 5-8) and Chapter 9  
SPRING BREAK: MARCH 11 - 15  
Week 9: March 25<sup>th</sup> – Chapter 10  
Week 10: April 1<sup>st</sup> – Chapter 11  
Week 11: April 8<sup>th</sup> – Chapter 12  
Week 12: April 15<sup>th</sup> – Exam 3 (Chapters 9-12) and Chapter 13  
Week 13: April 22<sup>nd</sup> – Chapter 14  
Week 14: April 29<sup>th</sup> – Chapters 15 and 16  
Week 15: May 6<sup>th</sup> – Exam 4 (Chapters 13-16)  
Week 16: May 9<sup>th</sup> - Final Exam – Chapters 1-16

Note: All deadlines are at 11:59 PM on Monday unless you are notified differently. New Assignments open on Sunday at 6 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](mailto: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 [mrivera@southplainscollege.edu](mailto:mrivera@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.



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