

**COURSE SYLLABUS
SPRING 2023
ONLINE**

Course Title: BMGT 1325-151, Office Management

Meeting Time: Section 151; ONLINE

Instructor Information:

| | | | | | |
|--------------------------|--|----------------|--------------------|-----------------|--------------------|
| Instructor: | Miran Faulks Hill | | | | |
| Office: | LC 120G (Lubbock Center) | | | | |
| Office Telephone: | 806.716.4917 | | | | |
| E-mail: | mhill@southplainscollege.edu | | | | |
| Office Hours: | | | | | |
| | Monday | Tuesday | Wednesday | Thursday | Friday |
| | 8:00 AM - 11:00 AM | By Appt. | 8:00 AM - 11:00 AM | By Appt. | 8:00 AM - 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; 10th 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:

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

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 12th 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 27th, 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

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 22nd – Chapter 1
- Week 2: January 29th – Chapter 2
- Week 3: February 5th – Chapters 3 and 4
- Week 4: February 12th – Exam 1 (Chapters 1-4) and Chapter 5
- Week 5: February 19th – Chapter 6
- Week 6: February 26th – Chapter 7
- Week 7: March 5th – Chapter 8
- Week 8: March 12th – Exam 2 (Chapters 5-8) and Chapter 9
- Week 9: March 26th – Chapter 10
- Week 10: April 2nd – Chapter 11
- Week 11: April 9th – Chapter 12
- Week 12: April 16th – Exam 3 (Chapters 9-12) and Chapter 13
- Week 13: April 23rd – Chapter 14
- Week 14: April 30th – Chapters 15 and 16
- Week 15: May 7th – Exam 4 (Chapters 13-16)
- Week 16: May 11th - Final Exam – Chapters 1-16

Note: All deadlines are at 11:59 PM on Sunday 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 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.



[Textbooks](#) ▾ [Merchandise](#) ▾ [Graduation](#) ▾ [Alumni](#) [Fan](#)

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.

[Continue](#)