

**COURSE SYLLABUS
SPRING 2026
ONLINE**

Course Title: BMGT 1325-151, Office 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
7:45 - 9:30 AM 12:15 - 1:00 PM	By Appt.	7:45 - 9:30 AM 12:15 - 1:00 PM	By Appt.	9:00 AM - Noon

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 30th, 2026**. 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 19th – Chapter 1
Week 2: January 26th – Chapter 2
Week 3: February 2nd – Chapters 3 and 4
Week 4: February 9th – Exam 1 (Chapters 1-4) and Chapter 5
Week 5: February 16th – Chapter 6
Week 6: February 23rd – Chapter 7
Week 7: March 2nd – Chapter 8
Week 8: March 9th – Exam 2 (Chapters 5-8) and Chapter 9
SPRING BREAK: MARCH 16 - 20
Week 9: March 23rd – Chapter 10
Week 10: March 30th – Chapter 11
Week 11: April 6th – Chapter 12
Week 12: April 13th – Exam 3 (Chapters 9-12) and Chapter 13
Week 13: April 20th – Chapter 14
Week 14: April 27th – Chapters 15 and 16
Week 15: May 4th – Exam 4 (Chapters 13-16)
Week 16: May 7th - 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 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 mriviera@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 have questions please call immediately for help.