

COURSE SYLLABUS
Spring 2025

Course Title: BMGT 1327-271, Principles of Management

Meeting Time: Section 271; LC 124

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 10:45 – 11:00 AM 12:15 – 2:45 PM	By Appt.	8:00 – 9:30 AM 10:45 – 11:00 AM	By Appt.	8:00 – 10:00 AM

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.

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!!

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:

In-Class Attendance for Guest Speakers		10%		
Chapter Assignments		25%		
Chapter Quizzes		25%		
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.

In-Class Attendance for Guest Speakers (10%)

Attendance is critical for this class in order to foster valuable class discussions and application of the material. We will have several guest speakers throughout the semester and our presence is the biggest factor in getting and keeping speakers. For the grade portion it is simple: 50 Points if you are in class, 0 points if you are absent. 50 Points for participation (which includes answering questions and contributing to class discussions), 0 points if you remain silent. If an industry leader has taken the time to be present in our classroom then your presence is not only expected, but mandatory! There are no makeups for these speaking attendance grades. You will be given at least 2 weeks heads up before speakers present.

Chapter Homework Assignments (25%) --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 Monday 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 (25%) -- Submitted in Cengage MindTap

Each chapter has a short multiple choice quiz to be submitted by the due date.

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**. 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>.

WITHDRAWAL POLICY

The last day to withdraw/drop with a grade of "W" is **April 24, 2025**. 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:	January 20 th	Introductions and Chapter 1
Week 2:	January 27 th	Chapters 2 and 3
Week 3:	February 3 rd	Chapter 4
Week 4:	February 10 th	Exam 1 and Chapter 5
Week 5:	February 17 th	Chapter 6
Week 6:	February 24 th	Chapter 7
Week 7:	March 3 rd	Chapter 8
Week 8:	March 10 th	Exam 2 and Chapter 9
Week 9:	March 17 th	Chapter 10
SPRING BREAK MARCH 17 - 21		
Week 10:	March 31 st	Chapter 11
Week 11:	April 7 th	Chapter 12
Week 12:	April 14 th	Exam 3 and Chapter 13
Week 13:	April 21 st	Chapter 14
Week 14:	April 28 th	Chapter 15
Week 15:	May 5 th	Exam 4
Week 16:	May 8 th	Final Exam (Comprehensive)

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.

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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)