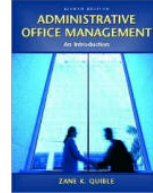


**BMGT 1325.720 Administrative Office Management
Spring 2011
Syllabus**

Instructor: Sue Jones
E-mail: sjones@odessa.edu
Office: Sedate Hall 209
Phone: 432-335-6454



Meeting Time and Place:
7:00 - 9:50 pm - T
Sedate Hall Room 210-2

Required Text: Administrative Office Management An Introduction, Zane K. Quible, Person/Prentice Hall Publisher, ISBN: 0-13-124510-4

Notice: It is the student's responsibility to check the syllabus for updates and changes during the semester.

Course Description (Catalog Description): Systems, procedures, and practices related to organizing and planning office work, controlling employees' performance, and exercising leadership skills. Lab fee required.
Prerequisites/Co-requisites: None. SCANS: 4,6,7,9,11 (3 Credit Hours)

Course Learning Outcomes: Upon completion of this course, student should be able to:

- Define the concepts of office management
- Identify the necessary skills and required competencies of an office manager
- Describe the different forms of organizations
- Design effect processes for office operations

Course Expectations: This is a college level course and you will, therefore, be expected to uphold established college standards as outlined in the most recent Odessa College Bulletin. Your final grade will be based upon a combination of the following factors:

1. Preparedness
2. Purposeful participation in the classroom discussion
3. Ability to relate and apply the concepts discussed in the course
4. Scores on exams, projects, and other assignments
5. Score on final exam

Note that preparedness and purposeful participation are the first two elements of the grading criteria. This is **not** strictly a lecture course. Students will be required to actively participate in the discussions, both individually and in assigned groups. You cannot participate if you are not present in class, and purposeful participation is difficult to achieve if you are not prepared. If you must be absent, please contact your instructor before the absence if possible or as soon after the missed class as possible to make arrangements for the make-up work or missed assignments. **This is your responsibility.** Show respect to everyone in the class by communicating appropriately - do not sleep or put your head or feet on the tables or chairs.

The instructor's office hours and phone numbers are listed above. Please do not hesitate to utilize this time to discuss any course-related topic.

Management students are encouraged to make an appointment with Connie Nichols or Sue Jones to discuss both academic and career goals toward the end of each long semester.

Departmental and Instructor Course Requirements, Evaluation Methods and Grading Policy: There are projects and/or assignments associated with this course as well as a Final Exam. The assignments must be completed and turned in by due date. Students are required to attend a minimum of 4 community leadership meetings during each semester. Check the calendar page located on the instructor's website for a list of organizations, meeting dates and times, and instructions.

Your grade will be a compilation of the following categories:

1. Attendance	30%
2. Homework/Research	20%
3. Tests	15%
4. Presentations	15%
5. Community Leadership Meetings	10%
6. Final Exam	10%

The projected cutoff point for A's, B's, C's, and D's are based on a 90%, 80%, 70%, and 60%, respectively. At the end of the semester these projected cutoff points will be adjusted (i.e. raised or lowered) in order to reflect the overall performance of the class. Thus the actual grade will not be known with certainty until after the semester is over.

Information regarding withdrawals, dropping a class or receiving an incomplete can be found in the current Odessa College Catalog.

Management students should be aware that a grade of a "C" or better is necessary to meet the degree or certificate requirements.

Student E-mail: If you have not already accessed your Odessa College Student E-mail, please follow the link to set up your account: <http://odessa.edu/gmail/>

Objective of the Management Department: The primary object of the management program is to prepare each student for full time employment in supervision. The management program is not intended to serve as preparatory work toward a baccalaureate degree. Students planning to pursue a four-year degree should consult the upper level institution of their choice regarding transferability of courses.

Department Web site: <http://www.odessa.edu/dept/management/>

Learning Contract: Each student is expected to make a commitment to learn. Example below:

On this day, _____ I, _____ commit to learn.

Information regarding student support services, academic dishonesty, disciplinary actions, special accommodations, or students' and instructors' right to academic freedom can be found in the Odessa College Student Handbook.

Special Needs: Odessa College complies with Section 504 of the Vocational Rehabilitation Act of 1973, and the American with Disabilities Act of 1990. If you have any special needs or issues pertaining to your access to and participation in this class, please contact me to discuss your concerns. You may also call the Office of Disability Services at 335-6861 to request assistance and accommodations. Students with disabilities are expected to carry out their obligations in completing coursework required of all students.

Accrediting: Odessa College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate degrees and certificates. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Odessa College.

General inquiries about Odessa College, such as admission requirements, financial aid, educational programs, etc., should be addressed directly to the College and not to the Commission’s office.

BMGT 1325.304 - Office Management Spring 2011 Tentative Schedule			
Date	Topic	Assignment	
Part 1: Principles of Administrative Office Management			
Week 1 1-18-11	Introductions, Course Overview Chapter 1	Read Chapters 1, 2, & 3	
Week 2 1-25	Chapters 2-3		
Part 2: Management of the Office Environment			
Week 3 2-1-11	Chapters 4	Case Chapter 4: Office Layout Templates	
Week 4 2-8	Chapters 5-6	Crossword Puzzle (Print from Browser)	
Week 5 2-15	Chapter 7	Chapter 7 Quiz Take the quiz and submit grade to me at sjones@odessa.edu	
Part 3 - Management of Office Employees			
Week 6 2-22	Chapters 8 - 9	Chapter 9 Quiz Take the quiz and submit to me at sjones@odessa.edu	
Week 7 3-1	Chapters 10, 11	Chapter 10 Quiz Take the quiz and submit grade to me at sjones@odessa.edu	

Week 8 3-8	Chapters 12, 13, 14,	Chapters 12 & 13 Assignment Chapter 14 Quiz Take the quiz and submit to me at sjones@odessa.edu	
Week 9 3-14/20	Spring Break - No Class		
Week 10 3-22	Chapters 15, 16	Classroom discussion/Videos	
Part 4 - Management of Office Systems			
Week 11 3-29	Chapters 17 - Systems Chapter 18		
Week 12 4-5	Chapters 19 Chapter 20	Chapter 19 Quiz	
Week 13 4-12	Chapter 20 Chapter 21	Chapter 20 Project/Presentations Chapter 21 Quiz	
Part 5 - Management of Office Functions			
Week 14 4-19	Chapters 22-24	Instructions: Final Exam Presentations	
Week 15 4-26	Chapter 25		
Week 16 5-3		Final Exam Presentations	
Week 17 5-10	Final Exam Due		

Holidays: January 17, 2011 Martin Luther King Day (College Closed)
Spring Break: March 14-20, 2011 (College Closed)

Last Day to Drop: April 14, 2011
Graduation: May 13, 2011