

Instructor Information

Instructor	Sheila Guillot
Email	guillsr@lamarpa.edu
Phone	(409) 984-6381
Office	Umphrey Industrial Technology Center - Room: 201B
Office Hours	Office Hours: By appointment You can call me at 409-984-6381 or 409-984-6418 Email: guillsr@lamarpa.edu

Additional Contact Information

Course Information

Description	Systems, procedures, and practices related to organizing and planning office work, supervising employee performance, and exercising leadership skills.
Required Textbooks	<i>Textbook Purchasing Statement: A student attending Lamar State College Port Arthur is not under any obligation to purchase a textbook from the college-affiliated bookstore. The same textbook may also be available from an independent retailer, including an online retailer.</i>
Additional Materials/Resources	Supervision: Concepts and Skill-building, Samuel Certo, McGraw-Hill Publishing, ISBN: 9781266579271 None.
Corequisites/Prerequisites	None.
Learning Outcomes	Outcomes 1. Identify skills and competencies of an office manager 2. Describe different forms of organizations 3. Develop processes for office operations
Program Student Learning Outcomes	1. Demonstrates professionalism in the administrative workplace environment. 2. Uses appropriate business administration skills. 3. Uses appropriate office software applications. 4. Creates effective business documents by applying ethical communication practices. 5. Evaluates business documents.

Lecture Topics Outline

- Supervision: Tradition and Contemporary Trends
- The Supervisor as Leader
- Groups, Teams, and Powerful Meetings
- Corporate Social Responsibility, Ethics, and Sustainability
- Managing Diversity
- Reaching Goals: Plans and Controls
- Organizing and Authority
- Problem Solving, Decision Making, and Creativity
- Ensuring High Quality and Productivity
- Communication: Theory and Modern Media
- Motivating Employees
- Employee Challenges: Counseling and Discipline
- Managing Time and Stress
- Managing Conflict, Change, and Politics
- Selecting Employees
- Providing Orientation and Training
- Appraising Performance

Major Assignments Schedule

Week 1: Introduction to course; syllabus; Chapter 1
 Week 2: Chapter 1 Quiz; Chapter 2; Chapter 3
 Week 3: Chapter 2 Quiz; Chapter 3 Quiz; Chapter 4
 Week 4: Chapter 4 Quiz; Chapter 5, Chapter 6
 Week 5: Chapter 5-6 Quizzes; Exam 1 (Ch 1-5)
 Week 6: Chapters 7-8
 Week 7: Chapters 7-8 Quizzes; Chapters 9-10
 Week 8: Spring Break
 Week 9: Chapters 9-10 Quizzes; Chapter 11; Exam 2 (Ch 6-10)
 Week 10: Chapter 11 Quiz; Chapter 12
 Week 11: Chapter 12 Quiz; Chapter 13
 Week 12: Chapter 13 Quiz; Chapters 14-15

OTHER IMPORTANT DATES:

Jan 28	• Apply for May 2025 graduation BEGINS
Feb 5	• Census date
Feb 24	• Last day to drop/withdraw WITHOUT penalty
March 10-14	• Spring Break; No Classes
Apr 18	• Good Friday; No Classes • Last day to drop or withdraw for semester • Last day to apply for spring graduation

- Students are required to monitor announcements, emails, and course content multiple times throughout the week.
- Assignments and due dates are posted in the course. Check the calendar; check the announcements; check email; and check the To-Do List.
- Changes may be made to course work, due dates, etc.
- *Instructor reserves the right to add or change assignments during semester. It is the student's responsibility to be active within the course and stay current with due dates as posted within the course.*

Final Exam Date

May 9, 2025 - 8:00 AM Through May 12, 2025 - 10:00 AM

Grading Scale

90 - 100=A 80 - 89=B 70 - 79=C 60 - 69=D Below 59 = F

Determination of Final Grade

Exams/Final: 50%
 Quizzes 25%
 Assignments 25%

Course Policies

Instructor Policies

- Use your LSCPA email to communicate with me by email or call me at my office number 409-984-6381.
- Assignments will be given each week. The assignments will open at 8 a.m. on each Monday morning and will be due by 10 a.m. the following Monday morning. This is subject to change.
- **LATE WORK is ONLY accepted at instructor discretion.**
- Due dates are given and enough time is given to complete all work each week.
- Students are responsible for completing all assigned homework, including reading assignments, by the required due dates and for being prepared for each class meeting.
- If you miss an exam, your lowest exam grade will count twice. If you miss more than one exam, those exams will be given a grade of zero.
- There will be a final exam. All students must take the final exam on the scheduled date and time, and failure to do so will result in a 0 on the final exam.
- Every student **MUST** have a copy of the required textbook by the end of the second week of class. The student will still be responsible for any assignments given.
- No emailed work is accepted; unless requested by instructor. **You must submit your assignments in Blackboard.**
- Students are responsible for completing all assigned reading and video viewings.
- **Academic dishonesty will result in a zero on any assignment (first offense); a second incidence of academic dishonesty will result in failure of the class.**
- Software Requirements: If you are in a course that is using a specific software, you **MUST** have the software available to you either on your home computer or you must use the open lab provided in the Gates Library.
- Reliable Internet access is required for all online courses and many traditional courses. Computer failure and lack of internet access are not acceptable excuses for missed assignments, projects, quizzes, or exams.
- DO NOT wait until the last minute to complete class work or exams.
- E-Mail/Voice Mail Etiquette: Students must use appropriate e-mail etiquette when corresponding with instructor; for example, complete sentences and a full subject line with your name/course name. Voice mail messages should be clearly spoken identifying students name, course, and any return phone number.

Attendance Policy

- Research has shown a cause-and-effect relationship between attendance and college success. With this factor in mind, the instructor monitors student course activity weekly.
- **Students are expected to login to Blackboard, check email and announcements a minimum of 2 times per week - even if they think all work is complete.**
- **Class participation is required** (and has a direct impact on your course average). It is important to be active within the course, not just login and click around on Blackboard. Additional (new) assignments may be added during the week if instructor feels it is necessary. **The instructor may use attendance (activity within the course) as a weekly participation grade.**
- It is responsibility of the student to contact their instructors by email regarding their absence. **An absence from the course does not allow students to have extensions on coursework or due dates.**

MYLSCPA USERNAME & PASSWORD ISSUES:

Call Kenneth Lisby @ (409) 984-6150

BLACKBOARD HELP AVAILABLE 24/7:

(936) 496-5379

bbhelp@lamarpa.edu

THIS COURSE WAS DESIGNED TO COMPLETE ON A LAPTOP OR DESKTOP COMPUTER.

Students consistently overlook vital information and assignments when trying to use a mobile device.

Students may use the computers in the LSCPA computer lab if needed. They will need to see your student ID. LSCPA also has a laptop loan program available to students who need to borrow a computer for the semester.

METHODS OF PRESENTATION:

Several methods of presentation may be used and may include any of the following:

- Lecture (through PowerPoint slides, interactive notes, video, or audio sources)
- Computer Assisted Learning (blackboard, publisher websites, etc.)
- Lab Exercises, Discussion Boards, etc.
- Internet

LAPTOP LOAN PROGRAM:

LSCPA has a laptop loan program available on a first come, first served basis. Fill out the online application on the LSCPA website. Search "Laptop loan program" in the search bar.

SOFTWARE REQUIREMENTS:

The student is required to have all required course materials including but not limited to any software, e-books, key codes, etc. needed for class to complete required readings, work, etc.

Reliable Internet access is required for all online courses. Students may use the LSCPA open computer lab provided.

COMPUTER FAILURE AND LACK OF INTERNET ACCESS ARE NOT ACCEPTABLE EXCUSES FOR MISSED ASSIGNMENTS, PROJECTS, QUIZZES, EXAMS, ETC.

Students may use the computer lab on LSCPA campus if they do not have reliable internet access.

DROP/WITHDRAWAL POLICY

* If a student decides to drop/withdraw, the student should also verify that the drop/withdrawal is submitted before the final withdrawal date.

* It is the responsibility of each student to ensure that their name is removed from the roll should they decide to drop/withdraw from the class.

* The student is strongly encouraged to retain their copy of the drop/withdrawal form for their records.

* The student is required to turn in any books, equipment or items that belong to the department. Failure to do so may compromise their standing with LSCPA.

* **State law permits students to withdraw from no more than 6 courses during their entire undergraduate career at Texas public colleges or universities.** With certain exceptions, all course withdrawals automatically count towards this limit. Details regarding this policy can be found in the LSCPA college catalog. Students may drop/withdraw on or before the last day to drop/withdraw WITHOUT penalty, and it will not count towards the 6 drops. Drop/withdrawals after that date will count towards the 6 allowed drops. (See important dates.)

E-Mail/Voice Mail Etiquette:

* Students must use appropriate e-mail etiquette when corresponding with instructor; for example, complete sentences and a full subject line with your name/course name/section number.

* Voice mail messages should be clearly spoken identifying student's name, course, and a return phone number.

DRESS FOR SUCCESS (FOR FACE-TO-FACE CLASSES):

As future professionals, it is important to utilize this time to practice dressing appropriately. Learning to dress for success may set the stage for your greatest achievements. Keeping this in mind, remember to dress appropriately when coming to class. Students may wear clothing to express their individuality, but they should dress in a way of expressing respect for the situation and those around them. One's attire and grooming habits should not be off-putting to your environment or those in the surrounding area. Your look may change depending on the circumstances.

Students may attend class in casual attire, but if dressed inappropriately, or in inappropriate or distracting attire, they may be instructed to leave class. *This will be considered an absence.*

The following attire should not be worn to class: Clothing that exposes intimate parts of the body, only underclothing without outerwear (such as sports bras or men's boxers), sleepwear such as pajamas, robes, and house slippers, clothing that is too tight or too loose, clothing with inappropriate logos or text, etc.

***Exceptions and/or changes may be made to information in this syllabus at the instructor's discretion.**

MyLSCPA

Be sure to check your campus email and Course Homepage using MyLSCPA campus web portal. You can also access your grades, transcripts, academic advisors, degree progress, and other services through [MyLSCPA](#).

ADA Considerations

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you believe you have a disability requiring an accommodation, please contact the [the Office for Disability Services Coordinator](#), Room 231, in the Madison Monroe Building. The phone number is (409) 984-6241.

COVID 19 Information

The Lamar State College Port Arthur (LSCPA) Student Code of Conduct COVID 19 Policy requires students who have been diagnosed with COVID 19 to report their condition directly to their local health department. Students should also contact their course faculty to report their quarantine status. In addition, this policy requires all students to wear face coverings when directly exposed to COVID 19 in compliance with the criteria included in the policy. For more information please refer to the COVID 19 link on the LSCPA website.

Institutional Policies

Academic Honesty	Academic honesty is expected from all students, and dishonesty in any form will not be tolerated. Please consult the LSCPA policies (Academic Dishonesty section in the Student Handbook) for consequences of academic dishonesty.
ADA Considerations	The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you believe you have a disability requiring an accommodation, please contact the Disability Services Coordinator , Room 117, in the Student Success Center. The phone number is (409) 984-6241.
COVID 19 Information	The Lamar State College Port Arthur (LSCPA) Student Code of Conduct COVID 19 Policy requires students who have been diagnosed with COVID 19 to report their condition directly to their local health department. Students should also contact their course faculty to report their quarantine status. In addition, this policy requires all students to wear face coverings when directly exposed to COVID 19 in compliance with the criteria included in the policy. For more information please refer to the COVID 19 link on the LSCPA website.
Facility Policies	No food or tobacco products are allowed in the classroom. Only students enrolled in the course are allowed in the classroom, except by special instructor permission. Use of electronic devices is prohibited.
HB 2504	This syllabus is part of LSCPA's efforts to comply with Texas House Bill 2504.
Mandatory Reporting of Child Abuse and Neglect	As per Texas law and LSCPA policy, all LSCPA employees, including faculty, are required to report allegations or disclosures of child abuse or neglect to the designated authorities, which may include a local or state law enforcement agency or the Texas Department of Family Protective Services. For more information about mandatory reporting requirements, see LSCPA's Policy and Procedure Manual .
Title IX and Sexual Misconduct	LSCPA is committed to establishing and maintaining an environment that is free from all forms of sex discrimination, including sexual harassment, sexual violence, and other forms of sexual misconduct. All LSCPA employees, including faculty, have the responsibility to report disclosures of sexual misconduct, including sexual harassment, sexual assault (including rape and acquaintance rape), domestic violence, dating violence, relationship violence, or stalking, to LSCPA's Title IX Coordinator, whose role is to coordinate the college's response to sexual misconduct. For more information about Title IX protections, faculty reporting responsibilities, options for confidential reporting, and the resources available for support visit LSCPA's Title IX website .
Clery Act Crime Reporting	For more information about the Clery Act and crime reporting, see the Annual Security & Fire Safety Report and the Campus Security website .
Grievance / Complaint / Concern	If you have a grievance, complaint, or concern about this course that has not been resolved through discussion with the Instructor, please consult the Department Chair.
Department Information	Business and Industrial Technology Chair: Sheila Guillot Email: guillsr@lamarpa.edu Phone: (409) 984-6381