



MASTER COURSE OUTLINE

Prepared By: Ryan Duvall

Date: May 2013

COURSE TITLE

Supervision

GENERAL COURSE INFORMATION

Dept.: BUS

Course Num: 200

(Formerly:)

CIP Code: 45.9998

Intent Code: 21

Program Code: 547

Credits: 5

Total Contact Hrs Per Qtr.: 55

Lecture Hrs: 55

Lab Hrs:

Other Hrs:

Distribution Designation: General Elective (GE)

COURSE DESCRIPTION (as it will appear in the catalog)

The student will look at management in organizations and the information, tools, qualities, and skills needed to successfully manage others while fostering a positive work environment and contributing to organizational success.

PREREQUISITES

BUS 120, or SOC&101, or PSYC&100 or Instructor Permission

TEXTBOOK GUIDELINES

A supervision text as determined by BIM Faculty (Example: *Supervision: Setting People Up for Success* by Cassidy & Kreitner)

COURSE LEARNING OUTCOMES

Upon successful completion of the course, students should be able to demonstrate the following knowledge or skills:

1. Define the supervisory roles and functions
2. List essential skills and knowledge needed for a successful supervisor
3. Identify current trends impacting business and the effect on the supervisory position
4. Identify and discuss leadership theories
5. Describe and discuss the characteristics of groups and teams
6. Explain delegation
7. Explain the importance of SMART (specific, measurable, achievable, realistic, time bound) goal setting
8. Explain recruitment and retention
9. Describe the importance of employee orientation and training programs
10. Explain the performance and the importance of performance evaluation
11. Discuss motivation, discipline, and feedback techniques
12. Identify and describe legal and ethical challenges for the supervisor

INSTITUTIONAL OUTCOMES

IO3 **Human Relations/Workplace Skills:** Students will be able to demonstrate teamwork, professionalism, and/or workplace specific skills.

COURSE CONTENT OUTLINE

1. Successful Supervisors
2. Leadership & Teamwork
3. Planning & Goal Setting
4. Employee Recruiting, Selecting, and Retaining
5. New Hire Orientation
6. Performance Appraisals
7. Employee Training
8. Coaching & Motivation
9. Positive, Creative, & Productive Work Environments
10. Communication
11. Difficult Employees, Discipline, & Negative Conflict
12. Staffing
13. Legal & Ethical Issues
14. Technology
15. Self-awareness

DEPARTMENTAL GUIDELINES *(optional)*

Due to the subject matter, this course must be taught with collaborative/group projects that account for at least 40% of a student's final grade. The syllabus must contain evaluation/grading guidelines, class environment/expectations/rules, course learning outcomes, and a disability services statement. A schedule must be provided to students that contains content covered (text chapters, topics, etc.), tentative test dates (to include final date/time). If an LMS or similar site is used for the course, it must be created following the Quality Matters (QM) principals outlined in the QM workbook questions. These documents should be reviewed with the BIM instructor at least two weeks prior to class start.

DIVISION CHAIR APPROVAL

DATE