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Management (MGMT) 1505 Principles of Supervision (3 Units) CSU
[formerly Management 11]

Advisory: Eligibility for English 1000 and Reading 1005 strongly recommended

Hours and Units Calculations:

48 hours lecture. 96 Outside of Class Hours (144 Total Student Learning Hours) 3 Units

Catalog Description: This course is designed to provide the student with certain key principles and practices of management from the line supervisor level. Principles of employee-management relations and use of systematic approach to problem-solving will be discussed. Functions of the supervisor concerning interpretation of organizational policies, introducing new employees to their jobs, transfers, promotions and discharges, safety, training, and human resources. Case studies in the functional areas of supervision will be discussed and reviewed.

Type of Class/Course: Degree Credit

Text: Mosley, Donald, Jr., Donald C. Mosley, Sr., Paul H. Pietri. *Supervisory Management: The Art of Inspiring, Empowering, and Developing People*. 9th ed., Cengage, 2015.

Course Objectives:

By the end of this course, a student will be able to:

1. explain the daily challenges encountered by supervision in the organization/business world,
2. apply supervisory skills necessary for success in modern day organizations,
3. analyze case problems to determine facts, identify reasons, and apply the concepts learned in making decisions, and
4. utilize problem solving techniques in dealing with supervisory situations.

Course Scope, and Content:

- Unit I Foundation of Supervision
- A. The role of management
 - B. Skills required for effective management
 - C. Supervisory managers
- Unit II Planning and Organizing
- A. Fundamentals of planning
 - B. Decision making, problem solving, and ethics

- C. Fundamentals of organizing
- D. Delegating authority and empowering employees

- Unit III Leading
- A. Communication
 - B. Motivation
 - C. Leadership
 - D. Group development and team building

- Unit IV Skill Development
- A. Meetings and facilitation skills
 - B. Coaching for higher performance
 - C. Managing conflict, stress, and time

- Unit V Controlling
- A. Exercising control
 - B. Controlling, productivity, quality, and safety

- Unit VI Managing Human Resources and Diversity
- A. Selecting, appraising, and disciplining employees
 - B. The supervisor, labor relations, and legal issues

Learning Activities Required Outside of Class:

The students in this class will spend a minimum of 6 hours per week outside regular class time doing the following:

1. Studying class notes
2. Answering questions
3. Completing required reading
4. Performing problem solving activities or exercises
5. Doing written work
6. Participating in group projects

Methods of Instruction:

1. Lectures
2. Demonstrations
3. Assigned problems from the text
4. Multimedia presentations
5. Group explorations
6. Case studies and scenarios

Methods of Evaluation:

1. Writing assignments, including:

- a. written homework from chapters
 - b. group reports
 - c. topic paper written under American Psychological Association (APA) style guide
 - d. chapter critical analysis reflections
 - e. case studies
 - f. scenarios
 - g. simulations
2. Problem-solving demonstrations, including:
- a. exams
 - b. homework problems
 - c. laboratory reports
 - d. case study recommendations and solutions
3. Other summative examinations using combinations of:
- a. multiple choice questions
 - b. matching items
 - c. true/false questions
 - d. short answer questions
 - e. fill in the blank responses
4. Participation including:
- a. role-playing and group activities
 - b. oral presentations and demonstrations
 - c. discussion responses
 - d. scenario reflections
5. Project including:
- a. multimedia presentations
 - b. business scenario responses
 - c. action plans
 - d. formal written reports
 - e. portfolios
 - f. community service projects
 - g. building new case studies

Supplemental Data:

TOP Code:	050630: Management Development and Sup
SAM Priority Code:	C: Clearly Occupational
Distance Education:	Online; Offline

Funding Agency:	Y: Not Applicable(funds not used)
Program Status:	1: Program Applicable
Noncredit Category:	Y: Not Applicable, Credit Course
Special Class Status:	N: Course is not a special class
Basic Skills Status:	N: Course is not a basic skills course
Prior to College Level:	Y: Not applicable
Cooperative Work Experience:	N: Is not part of a cooperative work experience education program
Eligible for Credit by Exam:	E: Credit By Exam
Eligible for Pass/No Pass:	C: Pass/No Pass
Taft College General Education:	NONE
Discipline:	Management