



Reviewed by: K. Bandy  
 Reviewed by: D. Layne  
 Reviewed by: S. Aunai  
 Date reviewed: December 15, 2008  
 Board approved: December 13, 2007

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

Advisory: Eligibility for English 1000 and Reading 1005 strongly recommended

Total Hours: 48 hours lecture

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, Donald C. Mosley, Jr, Paul H. Pietri. *Supervisory Management: The Art of Inspiring, Empowering, and Developing People*. 7<sup>th</sup> ed. Mason, OH: Thomson Higher Education, 2008. Print.

Course Objectives:

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

1. explain the daily challenges of supervision they will face in the organization/business world, and
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, Content, and Student Learning Outcomes:

Unit I            Foundation of Supervision

Learning Outcomes	Assessment
Describe the purpose of a supervisor	Discussion, observation, essay question
Describe the role of a supervisor	Discussion
Identify challenges for a supervisor	Discussion
Explain opportunities for a supervisor	



Unit II            Duties, Responsibilities, and Role

Learning Outcomes	Assessment
Identify duties of a supervisor	Discussion, essay question/case study analysis
Explain principles of employee/management relations	Discussion, essay question/case study analysis
Explain functions of a supervisor in interpreting organizational policies	Discussion, essay question/case study analysis
Describe the role of a supervisor in discipline	Discussion, essay question/case study analysis
Identify methods of promotion with the workplace	Discussion, essay question/case study analysis
Describe assessment of training needs	Discussion, essay question/case study analysis

Unit III            Addressing Challenges

Learning Outcomes	Assessment
Identify training methods	Discussion, essay question/case study analysis
Describe coaching techniques	Discussion, essay question/case study analysis
Develop plans of action staff development	Discussion, exam, case study analysis
Identify motivation and development opportunities	Discussion, essay question/case study analysis
Identify ways to address challenges	Discussion, essay question/case study analysis

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. Analyze case problems
2. Obtain articles from outside publications
3. Critical thinking activities
  - a. Analyze case problems to determine facts, identify reasons, and apply the concepts learned in making decisions
  - b. Utilize problem solving techniques in dealing with supervisory situations

Methods of Instruction:

1. Lecture
2. Individual and group problem solving
3. Case analysis
4. Class discussion and participation
5. Role playing and classroom simulations
6. Guest speakers
7. Group and class discussions
8. Field trips
9. Observations



10. Power Point presentations

Methods of Evaluation:

1. Oral and/or written case analysis
2. Oral and/or written action plan
3. Class participation
4. Grading scale specified in syllabus
5. Analytical projects
6. Class presentations
7. Essay exams
8. Objective exams and quizzes
9. Observation