



TRINITY VALLEY COMMUNITY COLLEGE
ADMINISTRATIVE-MASTER SYLLABUS

Course Title:

Supervision

Course Prefix and Number:

BMGT 1301

Department – Division:

Business and Computer Science Division

Course Type – select from one of the following categories.

- Academic General Education Course (from ACGM – but not in TVCC Core)
- Academic TVCC Core Course
- WECM Courses

Semester Credit Hours: Lecture Hours: Lab/other hours

Semester Credit Hours	Lecture Hours	Lab/Other* Hours
3	3	0

Other hours include practicum, clinical or other types of non-lecture instruction. *If other, please specify: _____

Course Catalog Description

This course is a study of today's supervisors and their problems. The practical concepts of modern-day, first-line supervision are described. Emphasis is placed on the supervisor's major functions, such as facilitating relations with others, leading, motivating and communicating.

Prerequisites/co requisites

None

Topical Outline

- 1. Supervisory Management Overview**
- 2. Communication: The Vital Link in Supervisory Management**
- 3. Motivational Principles as Applied to Supervision**
- 4. Decision Making and the Supervisor**
- 5. Positive Discipline**
- 6. Supervisory Planning**
- 7. Supervisory Organizing at the Departmental Level**
- 8. The Supervisor and Employee Recruitment, Selection, Orientation, and Training**
- 9. Supervisory Leadership and the Management of Change**
- 10. Managing Work Groups**
- 11. Supervising a Diverse Workforce**
- 12. Fundamentals of Controlling**
- 13. Resolving Conflicts in the Workplace**

Course Learning Outcomes

- 1. Explain the role, characteristics, and skills of a supervisor.**
- 2. Discuss how the supervisor must have a working knowledge of leadership, organizational change, and communication.**
- 3. Describe the importance of interpersonal skills in the work environment.**
- 4. Discuss various motivational theories and explain their importance for understanding employee behavior.**
- 5. Explain the importance of problem-solving and decision-making skills.**
- 6. Describe the supervisor's role in organizational planning.**
- 7. Explain why meetings, committees, and being able to lead meetings are important components of supervision, even in an age of electronic communication.**
- 8. Structure a working environment which will provide a variety of ways for employees to be motivated.**

Relationship to General Education Outcomes – In addition to the core competencies, Trinity Valley Community College has established ten general education goals which specify knowledge and skills that students should gain from completing courses in the various component areas of the core curriculum. Information regarding curriculum and assessment as a means for the improvement of student learning through the general education component. (Select all that apply.)

Mark with an "X"	General Education Outcome
	A. To communicate clearly and effectively in both oral and written English.
	B. To improve reading skills focused on comprehending, analyzing, interpreting, and evaluating printed materials.
	C. To understand mathematical information and utilize mathematical skills.
	D. To demonstrate qualitative and quantitative critical thinking skills.
X	E. To understand and appreciate cultural and ethnic diversity.
	F. To utilize computer based technology in accessing information, solving problems, and communicating.
	G. To recognize and evaluate artistic achievements in the visual and performing arts.
	H. To improve basic understanding of political, economic, and social systems.
	I. To demonstrate knowledge of the physical universe and living systems.
X	J. To develop skills and strategies to become an engaged learner.

Required Text(s)

Supervision & Concepts and Practices of Management; Leonard & Hilgert, Thomson South-Western Publishing Co., 10th Edition, 2007. ISBN: 0324316240

Optional Text(s)

none

Material/Technology to be supplied by the student.

Internet tools will be utilized in the completion of this course.

Course Requirements/Grading System – describe any course specific requirements such as research papers or reading assignments and the generalized grading format for the course; not intended to restrict the individual nature by which each faculty member who teaches the course determines course requirements and final student performance, but should offer consistency within reason for all sections taught for those departments without a standardized format.

METHODS OF INSTRUCTION: Instruction will be by lecture/computer application/demonstration/discussion, with emphasis on student- teacher interaction.

METHODS OF EVALUATION: The evaluation process will consist of four tests and a final project, six textbook assignments which includes a case study, attendance, and class participation.

Approvals – the contents of this document have been reviewed and are found to be accurate.

Prepared by	Signature	Date
Department Head	Signature	Date
Division Chair	Signature	Date
Vice President	Signature	Date