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 a 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


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. Preforming 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:  

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