



## FUNDAMENTALS OF SUPERVISION COURSE SYLLABUS

Date: 11/11/11

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**COURSE NUMBER:** MGT 150

**PREREQUISITE(S):** MGT 101

**CO-REQUISITE(S):** None

**COURSE DESCRIPTIONS:** This course is a study of supervisory principles and techniques required to effectively manage human resources in an organization. First-line management is emphasized.

**TEXTBOOK(S):** Robbins, Stephen P and David A. DeCenzo. Supervision Today!. 6<sup>th</sup> Edition. Upper Saddle River: Prentice Hall, 2010. ISBN# 978-0-13-503842-0. E-book ISBN: 978-0-13-503843-7.

**REFERENCE(S):** None

**OTHER REQUIRED MATERIALS, TOOLS, AND EQUIPMENT:** Computer with Internet access, Internet Explorer 5.0 or higher or other current browser, Java, word processing software (must be able to save Word format), and anti-virus software.

**METHOD OF INSTRUCTION:** This course will be taught via the Internet using online lecture notes, discussion board, and electronic messaging.

**GRADING SYSTEM:**

90	-	100	=	A
80	-	89	=	B
70	-	79	=	C
60	-	69	=	D
Below	-	60	=	F

The standard mathematical procedure of rounding will be applied to arrive at a whole number percentage in final grade calculation.

**GRADE  
CALCULATION  
METHOD:**

Quizzes, Assignments, Discussions	=	20%
Tests/Midterm Exam	=	40%
Final Exam/Project	=	40%
	=	<u>100%</u>

**ATTENDANCE  
POLICY:**

The student is responsible for punctual and regular attendance in all classes, laboratories, clinical, practica, internships, field trips, and other required class activities. The College does not grant excused absences; therefore, students are urged to reserve their absences for emergencies. When illness or other emergencies occur, the student is responsible for notifying instructors and completing missed work if approved for late submission by instructors.

The student is tardy if not in class at the time the class is scheduled to begin and is admitted to class at the discretion of the instructor.

Instructors maintain attendance records. However, it is the student's responsibility to withdraw from a course. A student enrolling in and attending at least one course session remains enrolled until the student initiates a withdrawal.

Withdrawal Policy: During the first 75% of the course, a student may initiate withdrawal and receive a grade of W. A student cannot initiate a withdrawal during the last 25% of the course. Extenuating circumstances require documentation and approval by the appropriate department head and academic dean.

Absences for Religious Holidays: Students who are absent from class in order to observe religious holidays are responsible for the content of any activities missed and for the completion of assignments occurring during the period of absence. Students who anticipate their observance of religious holidays will cause them to be absent from class and do not wish such absences to penalize their status in class should adhere to the following guidelines:

1. Observance of religious holidays resulting in three or fewer consecutive absences: Discuss the situation with the instructor and provide written notice at least one week prior to the absence(s). Develop (in writing) and instructor-approved plan which outlines the make up of activities and assignments.

2. Observances of religious holidays resulting in four or more consecutive absences: Discuss the situation with the instructor and provide the instructor with written notice within the first 10 days of the academic term. Develop an instructor-approved plan with outlines the make up of activities and assignments.

**CLASSROOM  
CONDUCT:**

**ACADEMIC DISHONESTY:** Students are expected to uphold the integrity of the College's standard of conduct, specifically in regards to academic honesty. All forms of academic dishonesty including, but not limited to, cheating on assignments/tests, plagiarism, collusion, and falsification of information will call for disciplinary action. Disciplinary action imposed may include one or more of the following: written reprimand, loss of credit for assignment/test, termination from course, and probation, suspension, or expulsion from the College. For further explanation of this and other conduct codes, please refer to the Student Handbook.

**CELLULAR PHONES AND PAGERS/BEEPERS:** Cellular phones, pagers and beepers are not permitted to be turned on or used within the classroom. Use of these devices during classroom time will be considered a violation of the student code as it relates to "disruptive behavior."

**CLASS/LAB  
PROCEDURES:**

**The Learning Center**, located in the rooms E-2 & E-5 of the East Building, provides computers for your use. Check the website <http://www.sccsc.edu/resources/tutoring/tlc> or call 592-4968 for current semester operating hours.

**ACCOMMODATIONS:**

Students who need special accommodations in this class because of a documented disability should notify Student Disability Services by calling (864) 592-4818, toll-free 1-800-922-3679; via email through the SCC web site at [www.sccsc.edu/resources/disabilities](http://www.sccsc.edu/resources/disabilities); or by visiting the office located in the East Building Room 30-B on the SCC Central campus. Contacting Student Disability Services early in the semester gives the College an opportunity to provide necessary support services and appropriate accommodations.

**Inclement Weather Schedule:**

- Check SCC Web Site: [www.sccsc.edu](http://www.sccsc.edu)
- Tune to **Channel-7** Local T.V. Station (CBS)
- Tune to an FM/AM Local radio station

**Program Director**

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**Program Department Chair**

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**COURSE OUTCOMES  
& OBJECTIVES:**

**Upon satisfactory completion of this course, the student will be able to:**

- I. Evaluate the difference between an employee and supervisor.
  1. Relate the transition to becoming a supervisor.
  2. Develop supervisory skills
  3. Develop ways to respond to supervisor challenges.
  4. Learn skills for managing a dynamic organization in a global world.
  
- II. Apply the four principles of management to supervision.
  1. Leading your employees in the organization
  2. Organizing your environment.
  3. Planning for success in all aspects of your organization and career.
  4. Controlling the aspects you are trained to control.
  
- III. Evaluate the importance of human resources and your new role as a supervisor.
  1. The legal role of human resources.
  2. Recruitment and selection of the right employees.
  3. Understanding the importance of compensation, benefits, and performance appraisals.
  4. Develop an understanding of the importance of employee orientation, training and development.

5. Creating and maintaining a safe work environment for your employees.
  6. Explore conflict, conflict negotiation and resolution skills.
  7. Summarize labor unions and their importance in certain industries.
- IV. Apply initiatives for problem solving and conflict resolution.
1. The Decision Making Process and Model
  2. Decision making styles
  3. Ethics in decision making and conflict resolution.
- V. Apply techniques to properly motivate your workforce.
1. Understand what motivates different people and their individual differences.
  2. Designing motivating jobs
  3. Motivation challenges
- VI. Evaluate the difference between leaders and managers.
1. Understand what a good leader is from a good manager.
  2. Develop leadership skills, styles and behaviors
- VII. Develop communication skills needed in the 21<sup>st</sup> Century to become a positive change agent.
1. Understand the communication process
  2. Understand the communication role for a supervisor verses an employee
  3. Develop good listening and feedback skills
- VIII. Effectively use groups in a work setting.
1. Define what a work group is and how they can be used effectively.
  2. Understand what groups can accomplish over individuals doing the same tasks.