

# Alexandria Technical and Community College

## ADMN 2601: Supervisory Management

### A. COURSE DESCRIPTION

Credits: 3

Lecture Hours/Week: 3

Lab Hours/Week: \*.\*

OJT Hours/Week: \*.\*

Prerequisites: None

Corequisites: None

MnTC Goals: None

This course introduces learners to the responsibilities of a supervisor and identifies how they relate to employee performance. This course acquaints the learner with realistic problems that must be confronted along with practical advice for a solution. Learners are introduced to manager responsibilities related to desired employee performance. This includes areas of communication (coaching skills, hiring, firing, and management styles).

**B. COURSE EFFECTIVE DATES:** 08/30/2004 - Present

### C. OUTLINE OF MAJOR CONTENT AREAS

1. Discuss the functions and elements of management.
2. Examine personality characteristics.
3. Create a strategic plan.
4. Discuss organizational structures and climate.
5. Solve problems.
6. Create staffing and training plans.
7. Apply leadership skills.
8. Discuss appraisal, motivation, team-building and counseling.
9. Examine formal and informal workplace communication.
10. Present a training plan.

### D. LEARNING OUTCOMES (General)

1. The learner will understand supervision concepts.
2. The learner will construct staffing components.
3. The learner will exhibit effective leadership traits.
4. The learner will be able to solve problems.

### E. Minnesota Transfer Curriculum Goal Area(s) and Competencies

None

### F. LEARNER OUTCOMES ASSESSMENT

As noted on course syllabus

### G. SPECIAL INFORMATION

None noted