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.

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