

Minnesota State College Southeast

SMGT 1210: Supervision Principles

A. COURSE DESCRIPTION

Credits: 3

Lecture Hours/Week: 3

Lab Hours/Week: *.*

OJT Hours/Week: *.*

Prerequisites: None

Corequisites: None

MnTC Goals: None

This course covers an overview of the supervisory field. The course introduces aspects of the supervisor's job that are developed in depth on other courses throughout the program. Topics to be covered include: Basic skills required of managers, fundamentals of planning, organizing, delegating, communication skills, selecting and training new employees, appraising and compensating employees, discipline and exercising control, and controlling productivity, quality and safety. (Prerequisite: None) (3 credits: 3 lecture/0 lab)

B. COURSE EFFECTIVE DATES: 05/28/1998 - Present

C. OUTLINE OF MAJOR CONTENT AREAS

1. Functions of management/supervision
2. Human Relations and communications
3. Managing performance of others and yourself

D. LEARNING OUTCOMES (General)

1. Differentiate planning at top, middle, and supervisory management levels
2. Diagram the stages of organizational growth
3. Define supervision
4. Distinguish methods of improving decision making
5. Examine the role of ethics in the supervisor's decision making
6. Define decision making
7. Define effective time management tools
8. Define techniques that help overcome resistance to change
9. Name types of authority found in organizations
10. Explain the steps involved in planning
11. Identify different levels of empowerment
12. Analyze the relationships supervisory managers have with others
13. Analyze the basic skills required for effective management
14. Describe the different levels of management
15. Draw a simple PERT chart
16. Explain Maslow's hierarchy of needs theory
17. Identify the reasons that employees resist change
18. Define leadership
19. Determine which leadership style is appropriate in different situations
20. Analyze how decisions are made
21. Explain motivational practices in the best-managed companies
22. Illustrate active listening skills
23. Demonstrate the use of feedback to improve business communication
24. Analyze methods to improve communication
25. Explain barriers to communication
26. Identify the flows of formal communication within an organization
27. Explain the ways in which non-verbal communication impacts a manager's communication
28. Demonstrate the steps to effective delegation
29. Assess the importance of delegation

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

None

F. LEARNER OUTCOMES ASSESSMENT

As noted on course syllabus

G. SPECIAL INFORMATION

None noted