# 8/12/2020

# brcc keystone logo

Baton Rouge Community College

*Academic Affairs Master Syllabus*

Date Approved: 1 September 2020

Term and Year of Implementation: Fall 2020

**Course Title:** Supervisory Management

**BRCC Course Rubric:** MANG 2243

**Previous Course Rubric**: MANG 224

**Lecture Hours per week-Lab Hours per week-Credit Hours**: 3-0-3

**Per semester: Lecture Hours-Lab Hours-Instructional Contact Hours**: 45-0-45

**Louisiana Common Course Number:**

**CIP Code:** 52.0204

**Course Description:** : Provides an opportunity for present and prospective supervisors to learn about and put into practice management theories related to day-to-day supervision of employees. Students will receive an overview, concepts, skills and assessment techniques to prepare them for the changing and challenging role of supervisors.

**Prerequisites:**  BUSN 1003 (or BUSN 110) with a grade of C or better

**Co-requisites:** None

**Suggested Enrollment Cap:** 35

**Learning Outcomes.** *Upon successful completion of this course, the students will be able to:*

1. Demonstrate an understanding of the importance of communication and its impact on effective supervisory management.

2. Analyze workplace situations to apply problem solving techniques for team building and conflict resolution purposes.

3. Interpret the role of the supervisor in organizational planning.

4. Choose appropriate methods of organizing effectively to optimize organizational success.

5. Demonstrate effective interviewing and selection techniques.

6. Identify appropriate performance appraisal activities.

7. Differentiate activities appropriate for delegation.

8. Demonstrate techniques to build morale and improve teamwork.

9. Analyze factors affecting management of a diverse workforce.

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**Assessment Measures.** Assessment of all learning outcomes will be measured using the following methods:

1. Homework, projects, presentations, and/or class work

2. Exams and/or quizzes

3. Common questions will be administered by all sections of the course at the end of the semester assessing the student's knowledge of the learning outcomes.

**Information to be included on the Instructor’s Course Syllabi:**

* ***Disability Statement*:** Baton Rouge Community College seeks to meet the needs of its students in many ways. See the Office of Disability Services to receive suggestions for disability statements that should be included in each syllabus.
* ***Grading:*** The College grading policy should be included in the course syllabus. Any special practices should also go here. This should include the instructor’s and/or the department’s policy for make-up work. For example in a speech course, “Speeches not given on due date will receive no grade higher than a sixty” or “Make-up work will not be accepted after the last day of class”.
* ***Attendance Policy*:** Include the overall attendance policy of the college. Instructors may want to add additional information in individual syllabi to meet the needs of their courses.
* ***General Policies*:** Instructors’ policy on the use of things such as beepers and cell phones and/or hand held programmable calculators should be covered in this section.
* ***Cheating and Plagiarism*:** This must be included in all syllabi and should include the penalties for incidents in a given class. Students should have a clear idea of what constitutes cheating in a given course.
* ***Safety Concerns:*** In some courses, this may be a major issue. For example, “No student will be allowed in the lab without safety glasses”. General statements such as, “Items that may be harmful to one’s self or others should not be brought to class”.
* ***Library/ Learning Resources:*** Since the development of the total person is part of our mission, assignments in the library and/or the Learning Resources Center should be included to assist students in enhancing skills and in using resources. Students should be encouraged to use the library for reading enjoyment as part of lifelong learning.

**Expanded Course Outline:**

I. Supervisory Management Overview

A. Supervising in Uncertain Times

B. The Managerial Functions

II. Supervisory Essentials

A. Communication: The Vital Link in Supervisory Management

B. Principles of Motivation

C. Solving Problems: Decision Making and the Supervisor

D. Positive Discipline

III. Planning and Organizing

A. Supervisory Planning

B. Supervisory Organizing at the Departmental Level

IV. Staffing

A. The Supervisor and Employee Recruitment, Selection, Orientation, and Training

B. Performance Management

V. Leading

A. Supervisory Leadership and the Management of Change

B. Managing Work Groups: Teamwork, Morale, and Counseling

C. Supervising a Diverse Workforce

VI. Controlling

A. Fundamentals of Controlling

B. Resolving Conflicts in the Workplace