COURSE: MGT 150
EFFECTIVE DATE: Summer 2014
NEXT REVIEW DATE: Summer 2015

TITLE: Fundamentals of Supervision
CREDITS: 3
CONTACTS: CLASS - 3, LAB - 0, TOTAL - 3

PREREQUISITES: None

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

Level II: Study of entry level manager's duties and responsibilities enhancement of the underlying fundamentals of leadership, human resource management including organizing, staffing and controlling.


MATERIALS (specifying those to be purchased by student):

COLLATERAL READING:

CLASS MANAGEMENT ACTIVITIES (Attendance, tardies, testing, etc.):
Academic Honesty: During a test, as well as on any written assignment, paper, or project, anyone caught exchanging information or copying someone else's work will be given a grade of "F" on that work and face further disciplinary action. Collusion is defined as the unauthorized collaboration with any other person in preparing work offered for credit. This, as well as plagiarism, the appropriation of any other person's work and the unacknowledged incorporation of that work in one's own work offered for credit, will also be subject to a grade of "0" on the work and further disciplinary action. Please refer to the "Student Code Book" on "Academic Dishonesty". Copies of the Student Code are available in Student Services. In addition copies may be posted in instructional areas.

Absences: Twenty percent of assigned hours will be the maximum number allowed. There are no unexcused absences except those verified by other instructors for field trips or school related assignments. A student with a doctor's excuse will be able to make up missed work, but the absence is still counted toward the number of allowed absences.

In the event that the student misses more than the allowable absences, the student will be dropped by the instructor, who will complete a withdrawal form, with a grade of "F". If the student wishes to withdraw from the class, the student must
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complete a withdrawal form which can be found in the Student Development Office of the College. The student will receive a grade of "W" if the work completed to date is acceptable; a grade of "WF" will be assigned if the work is unacceptable.

Tardies: A student is tardy is he/she arrives for class after the instructor has checked the class roll. Three tardies count as one absence. Any student who shows up for class more than ten minutes late will be counted absent for that class. Any student who is tardy more than the allowed absences will be dropped from the class.

Assigned Work: If an assignment is given to the class while a student is absent, he/she is required to turn in the work on the first day back to class.

Classroom Etiquette: An integral part of an education is developing a sense of integrity and responsibility not only toward ourselves but also towards others. In the classroom, as on the job or in the home, exhibiting appropriate behavior reflects on your maturity. Arriving late to class, being unprepared, inappropriate talking while class is in session, etc., negatively reflects on you and your fellow students. Please be considerate.

Student ID: It is mandatory that every student wear his or her student ID at all times. The instructor will dismiss students without ID from class. The student may get his/her ID and return to class before the midpoint of the class. If the student cannot get his/her ID and return to class by the midpoint, the instructor will record the absence.

Disabilities Statement: Students with disabilities are encouraged to contact the Dean of Student Services to discuss needs or concerns as they pursue an academic program and participate in campus life. The Dean of Student Services will provide guidance regarding official documentation of disabilities and/or accommodation of needs. (See College Catalog)

RESOURCES (A-V, persons, tools/equipment):
- Videos on management
- Professional managers as guest speakers

COURSE TOPICAL OUTLINE (List topics and sub-topics of course) and Calendar or approximate length of time devoted to topic.

I. Fundamentals of Planning
II. Organizing and Delegating
III. Leading and Directing
COURSE TOPICAL OUTLINE: (Continued)
IV. Managing Human Resources

V. Controlling

VI. Team Building and Participative Management

OBJECTIVES OF COURSE:
1. The student will be able to describe the planning, organizing, and control functions of management.
2. The student will be able to apply techniques in establishing objectives.
3. The student will be able to describe how to accomplish the objectives with and through people.
4. The student will be able to show distinctions between lower and CEO managerial functions.

INSTRUCTIONAL METHODS TO COMPLETE OBJECTIVES:
1. Lecture
2. Speakers
3. Videos, DVD’s, Internet Research
4. Case Discussions

EVALUATIVE METHODS TO APPRAISE OBJECTIVES:
Regular Assigned Test 95%
Class Participation and Attendance 5%

GRADING SCALE:
A = 100 - 90
B = 89 - 80
C = 79 - 70
D = 69 - 60
F = 59 - BELOW