Northwest Arkansas Community College
Business and Computer Information Systems Division

Discipline Code
BADM

Course Number
2533

Course Title
Supervision

Catalog Description
An introduction to the theory, principles, and practice of supervision. This course introduces the roles and functions of the first-line manager. Course content focuses on the human interaction in supervision. Students will study core supervisory skills such as supervisory communication and successful meetings, goal-setting and expectations, generational supervision issues, working with special populations, performance appraisals and staff motivation.

Prerequisites
None

Credit Hours
3 credit hours

Contact hours
45 lecture/lab/contact hours

Load hours
3 load hours

Semesters Offered
Spring

ACTS Equivalent
None

Grade Mode
A-F

Learning Outcomes

Students completing this course will:

- Describe theories of motivation.
- Prepare pay plans using financial incentives.
- Summarize positive and negative aspects of conflict.
- Distinguish between the types of groups that exist in the workplace.
- Discuss the advantages and disadvantages of group decision making.
- Assess methods of administering discipline to identify effective methods.
- Use reasoning skills to solve supervisory problems that will further their understanding of the roles of a supervisor.
- Define diversity and describe how the growing diversity of the workforce affects the supervisor's role.
- Explain how hiring decisions are affected by the Americans with Disabilities Act (ADA).

General Education Outcomes Supported

Standard Practices

Topics list
- Planning, organizing, staffing and controlling
- Establishing goals
- Acquiring the right people
- Solving problems and making decisions
- Stimulating individual and group performance.
- Motivating employees
- Providing effective leadership
- Supervising groups and work teams
- Coping with workplace dynamics
- Appraising employee performance
- Handling conflict
- Dealing with change.

Learning activities
This course requires additional work that may need to be completed out of class or in a virtual or on-campus lab.

Assessments
Written exams, quizzes, projects, presentations, exercises, and case studies.

Grading guidelines
A = 90-100
B = 80-89
C = 70-79
D = 60-69
F = 59 & below

Last Revision Date: Spring 2022