

Business Department Course Outline

BADM 2533 Supervision (S)

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.

Prerequisite(s): None.

Credit Hours/Contact Hours/Load Hours: 3/3/3

Target Audience & Transfer:

This course is designed for students seeking an AAS in any area of business. This course WILL NOT transfer to the Walton College of Business and might not transfer to other 4-year institutions.

Student 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.
- 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).

Topics:

- 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.

Forms of Assessment:

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

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