MINNESOTA WEST COMMUNITY & TECHNICAL COLLEGE
COURSE OUTLINE

DEPT. ADSA   **COURSE NUMBER: 1145**

NUMBER OF CREDITS: 3   **Lecture: 3 Lab: 0   OJT 0**

Course Title:
Supervisory Management

Catalog Description:
Supervisory Management enhances participants ability to learn the skills required to effectively direct the work of others in the business world by working through people to develop and empower them. Important supervisory management concepts are stressed as well as how to apply the principles of management in the real world.

Prerequisites or Necessary Entry Skills/Knowledge:
None

FULFILLS MN TRANSFER CURRICULUM AREA(S) *(Leave blank if not applicable)*

☐Goal 1: Communication: By meeting the following competencies:

☐Goal 2: Critical Thinking: By meeting the following competencies:

☐Goal 3: Natural Sciences: By meeting the following competencies:

☐Goal 4: Mathematics/Logical Reasoning: By meeting the following competencies:

☐Goal 5: History and the Social and Behavioral Sciences: By meeting the following competencies:

☐Goal 6: The Humanities and Fine Arts: By meeting the following competencies:

☐Goal 7: Human Diversity: By meeting the following competencies:

☐Goal 8: Global Perspective: By meeting the following competencies:

☐Goal 9: Ethical and Civic Responsibility: By meeting the following competencies:

☐Goal 10: People and the Environment: By meeting the following competencies:

Topics to be Covered
Levels of management
Managerial functions
Managerial theories
Motivation methods
Supervisory communication
Workforce diversity
Decision making and problem solving
Employee appraisal

Student Learning Outcomes

Describe levels of management
Explain basic skills required for management
Identify methods of supervisory communication
Discuss topics associated with workforce diversity
Determine how and when to delegate
Apply the steps associated with strategic problem solving and decision making
Apply managerial theories
Explain progressive discipline
Evaluate employees through an employee appraisal process

Is this course part of a transfer pathway: Yes ☐   No ☒

Revised Date: 6/2021