

**MINNESOTA WEST COMMUNITY & TECHNICAL COLLEGE
COURSE OUTLINE**

DEPT. SBM

COURSE NO. SBMT1541

NUMBER OF CREDITS: 3

COURSE TITLE: Introduction to Supervisory Management

CATALOG DESCRIPTION: This course emphasizes the theories, methods, and techniques of supervision, and addresses such topics as goal-setting, productivity, managing human resources, team building, leadership, motivation, delegation, and appraisal. The course focuses on providing students with a practical application of supervision skills through the use of practical case studies, learning objectives, and video examples. Students will explore each of these skills as they apply to supervising employees.

AUDIENCE: Small Business Owners & Managers

FULFILLS MN TRANSFER CURRICULUM AREA(S): N/A

PREREQUISITES OR NECESSARY ENTRY SKILLS/KNOWLEDGE: None

LENGTH OF COURSE: Semester

THIS COURSE IS USUALLY OFFERED:

Every other year ☐ fall ☐ spring ☐ summer ☐ undetermined X

Four goals are emphasized in course at Minnesota West Community & Technical College:

1) ACADEMIC CONTENT:

- a. Describe supervisors responsibility
- b. Describe supervision styles
- c. Describe team building concepts
- d. Describe the organizational role of a supervisor
- e. Describe the communication process in achieving business goals
- f. Describe employee conflict resolution techniques
- g. Describe the importance of developing morale building techniques
- h. Describe handling employee disciplinary problems

2) THINKING SKILLS:

- a. Explain team building concepts
- b. Explain the importance of delegating authority
- c. Explain the importance of employee motivation
- d. Explain settling conflict through the grievance process
- e. Explain the relationship between worker ability, motivation, and recognition
- f. Identify ways to build employee morale
- g. Identify causes of poor work performance

3) COMMUNICATIONS SKILLS:

- a. Discuss ways to improve job performance with employees
- b. Discuss the role of the supervisor with employees

4) HUMAN DIVERSITY:

- a. Create an atmosphere where employees can succeed regardless of social or economic circumstance.

TOPICS TO BE COVERED:

- 1) Team building, conflict resolution, employee morale, disciplinary resolution, work performance

LIST OF EXPECTED COURSE OUTCOMES:

- 1) See above

LEARNING/TEACHING TECHNIQUES used in the course are:

- | | |
|--|--|
| <input checked="" type="checkbox"/> Collaborative Learning | <input checked="" type="checkbox"/> Problem Solving |
| <input type="checkbox"/> Student Presentations | <input checked="" type="checkbox"/> Interactive Lectures |
| <input type="checkbox"/> Creative Projects | <input checked="" type="checkbox"/> Individual Coaching |
| <input type="checkbox"/> Lecture | <input type="checkbox"/> Films/Videos/Slides |
| <input checked="" type="checkbox"/> Demonstrations | <input type="checkbox"/> Other (describe below) |
| <input type="checkbox"/> Lab | |

ASSIGNMENTS AND ASSESSMENTS FOR THIS CLASS INCLUDE:

- | | | |
|--|--|--|
| <input checked="" type="checkbox"/> Reading | <input type="checkbox"/> Tests | <input checked="" type="checkbox"/> Individual Projects |
| <input type="checkbox"/> Oral Presentations | <input checked="" type="checkbox"/> Worksheets | <input checked="" type="checkbox"/> Collaborative Projects |
| <input checked="" type="checkbox"/> Textbook Problems | <input checked="" type="checkbox"/> Papers | <input type="checkbox"/> Portfolio |
| <input type="checkbox"/> Group Problems | <input type="checkbox"/> Term Paper | |
| <input type="checkbox"/> Other (describe below) | | |
| <input checked="" type="checkbox"/> Online discussions and chats | | |

EXPECTED STUDENT LEARNING OUTCOMES: See above

The information in this course outline is subject to revision

Veteran Services: Minnesota West is dedicated to assisting veterans and eligible family members in achieving their educational goals efficiently. Active duty and reserve/guard military members should advise their instructor of all regularly scheduled military appointments and duties that

conflict with scheduled course requirements. Instructors will make every effort to work with the student to identify adjusted timelines. If you are a veteran, please contact the Minnesota West Veterans Service Office.

To receive reasonable accommodations for a documented disability, please contact the campus Student Services Advisor or campus Disability Coordinator as arrangements must be made in advance. In addition, students are encouraged to notify their instructor.

**This document is available in alternative formats to individuals with disabilities by contacting the
Student Services Advisor or by calling 800-658-2330 or
Minnesota Relay Service at 800-627-3529 or by using your preferred relay service.**

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