

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

*Faculty are required to have the outline submitted to the Academic Affairs Office. The course outline is the form used for approval of new courses by the Collegewide Curriculum Committee.*

**DEPT.** SBM                      **COURSE NO.** 1315  
**NUMBER OF CREDITS:** 3  
**COURSE TITLE:** Principles of Supervisory Leadership

**CATALOG DESCRIPTION**            This course will assist the student to become better acquainted with realistic problems, which must be confronted along with practical advice for solutions. The focus will be on explanation and translation of management principles and theories into tools that can be used in the everyday practice of supervision.

**AUDIENCE** Business Owners, Employees, Entrepreneurs, Manager, Supervisors

**FUFILLS MN TRANSFER CURRICULUM AREAS(S)** (Leave blank if not applicable)

Area : by meeting the following competencies:

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**PREREQUISITES OR NECESSARY ENTRY SKILLS/KNOWLEDGE:** Student is a business owner, employee or entrepreneur or by special permission of the instructor.

**LENGTH OF COURSE:** 16 WEEKS

**THIS COURSE IS USUALLY OFFERED:**

Every other year ☐ Fall ☒ Spring ☒ Summer ☒ Undetermined ☐

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

- 1) **ACADEMIC CONTENT:** Read text.
- 2) **THINKING SKILLS:** Use critical-thinking techniques to supervise staff.
- 3) **COMMUNICATIONS SKILLS:** Define management skills every supervisor must possess and apply.
- 4) **HUMAN DIVERSITY:**

**TOPICS TO BE COVERED:**            The main focus of this course is for the student to be able to identify current supervisory challenges and concepts and be able to apply these them to a business setting. The student will be able to demonstrate an understanding of the supervisory functions and analyze human resource issues related to supervisory responsibilities. The course is for students actively engaged in the area of management and supervision.

**LIST OF EXPECTED COURSE OUTCOMES:**

1. Define management skills every supervisor must possess and apply.

2. Explain the concepts of empowerment and effectiveness.
3. Define decision-making and identify at least four elements involved.
4. Explain Maslow's hierarchy of needs theory and Herzberg's theory of motivation.
5. Explain the supervisor's role in helping employees achieve satisfaction of their needs.
6. State the relationship among money, motivation and the expectancy theory.
7. Define and explain other theories of motivation, such as equity, positive reinforcement, and goal-setting theories.
8. Describe steps supervisors can take to increase productivity.
9. Identify important tools in managing quality and describe employee involvement in managing quality.
10. Describe the steps in the employee selection procedure, including the proper orientation of new employees.
11. Define discipline and discuss the difference between positive and negative discipline.

LEARNING/TEACHING TECHNIQUES used in the course are:

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

ASSIGNMENTS AND ASSESSMENTS FOR THIS CLASS INCLUDE:

- |  |  |  |
|--|--|--|
| <input checked="" type="checkbox"/> Reading            | <input checked="" type="checkbox"/> Tests      | <input checked="" type="checkbox"/> Individual Projects    |
| <input checked="" 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 checked="" type="checkbox"/> Group Problems     | <input type="checkbox"/> Term Paper            |  |
| <input type="checkbox"/> Other                         |  |  |

EXPECTED STUDENT LEARNING OUTCOMES:

See expected course outcomes.

**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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