MINNESOTA WEST COMMUNITY & TECHNICAL COLLEGE
COURSE OUTLINE

DEPT. ADSA  COURSE NUMBER: 1145

NUMBER OF CREDITS: 3  Lecture: 3  Lab: 0

<table>
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<th>Course Title:</th>
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<td>Supervisory Management</td>
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<th>Catalog Description:</th>
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<td>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.</td>
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FULFILLS MN TRANSFER CURRICULUM AREA(S)
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:

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<th>Prerequisites or Necessary Entry Skills/Knowledge:</th>
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<td>None</td>
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### 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
1. Describe levels of management
2. Explain basic skills required for management
3. Identify methods of supervisory communication
4. Discuss topics associated with workforce diversity
5. Determine how and when to delegate
6. Apply the steps associated with strategic problem solving and decision making
7. Apply managerial theories
8. Explain progressive discipline
9. Evaluate employees through an employee appraisal process

### Is this course part of a transfer pathway: Yes [ ] No [ ]

Revised 10/19