**Course Outline**

**DEPT.** ADSA  |  **COURSE NUMBER:** 1145
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**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