Course Syllabus

Department: Business

Date: 2/11/13

I. Course Prefix and Number: BUS 220

Course Name: Principles of Supervision

Credit Hours and Contact Hours: 3 credit hours and 3 contact hours

Catalog Description including pre- and co-requisites:

Practical application of planning, organizing meetings and committees, communicating with subordinates and supervisors, employee orientation training and appraisal, the supervisor and labor relations, problem solving, decision making, and management of time. No pre- or co-requisites

Relationship to Academic Programs and Curriculum including SUNY Gen Ed designation if applicable:

This course is a Business elective.

II. Course Student Learning Outcomes:

By the end of the Principles of Supervision course students should:

• Identify the duties and responsibilities of the supervisor in modern organizations;
• Discuss the challenges and problems faced by supervisors;
• Demonstrate knowledge of the basic ideas of four important management theories;
• Demonstrate skills in communication, problem solving, and discipline administration;
• Analyze the four functions of supervision/management;
• Apply the principles of planning and organizing;
• Apply able to apply the basic principles of staffing;
• Apply the basic principles of leading;
• Apply the basic principles of controlling;
• Be able to use factual information to support opinions about problems in supervision;
• Apply the case study analysis process.
• Express the writings of experts in management theory.

College Learning Outcomes Addressed by the Course: (check each College Learning Outcome addressed by the Student Learning Outcomes)

writing X computer literacy
X oral communications ethics/values
X reading citizenship
III. Assessment Measures (Summarize how the college and student learning outcomes will be assessed): For each identified outcome checked, please provide the specific assessment measure.

<table>
<thead>
<tr>
<th>List identified College Learning Outcomes(s)</th>
<th>Specific assessment measure(s)</th>
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<tbody>
<tr>
<td>Reading</td>
<td>Tests and Quizzes will assess textbook reading comprehension and knowledge of content.</td>
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<tr>
<td>Oral Communications and Critical Thinking</td>
<td>Formal presentations will assess content knowledge and critical thinking skills.</td>
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<tr>
<td>Computer Literacy and Information Resources</td>
<td>Assignments requiring research will assess content material. Computer applications will be used to solve problems.</td>
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IV. Instructional Materials and Methods

Types of Course Materials:

Textbook and current periodicals.

Methods of Instruction (e.g. Lecture, Lab, Seminar ...):

Instruction will be conducted through lectures, class discussion, audiovisual and computer presentations, case study assignments, and group problem solving assignments. Asynchronous online distance learning technology may be used for some course sections.

V. General Outline of Topics Covered:

a. Supervisory and management functions.
b. Communication
c. Planning and organizing
d. Meetings and labor relations
e. Staffing
f. Leading
g. Controlling