

Virginia Western Community College

BUS 111

Principles of Supervision

Prerequisites

none

Course Description

Teaches fundamentals of supervision, including primary responsibilities of supervisors. Introduces factors relating to the work of supervisor and subordinates. Covers aspects of leadership, job management, work improvement, training/orientation, performance evaluation, and effective employee/supervisor relationships.

Semester Credits: 3 Lecture Hours: 3 Lab/Clinical/Internship Hours: 0

Required Materials

Textbook:

Supervision, 12th Edition. (2013) Leonard. Cengage Learning .ISBN# 9781111969790

Other Required Materials:

none

Course Outcomes

At the completion of this course, the student should be able to:

- Have a broad introduction to the functioning of employee supervision within the broad U.S. economic framework.
- Limited exposure to topics dealing with:
 - Planning, organizing, staffing, leading and controlling,
 - Supervision and management,
 - Essential elements of business organization,
 - Motivation,
 - Human resource management and staffing,
 - Performance management and resolving conflict,
 - Communication,
- Develop a broader business vocabulary
- Understand the differences between leadership, supervision and management

Topical Description

January

12 – Introduction and Chapter 1 – History and Supervisory Overview

19 – Chapter 2 – Management Functions – Paper # 1

26 – Chapter 3 – Communications

February

02 – Test # 1 – Chapters 1,2,3 - then Chapter 4 – Motivation

09 – Chapter 5 – Solving Problems

16 - Chapter 6 – Positive Discipline

23 – Test # 2 – Chapters 4,5, 6, then - Chapter 7 – Planning

March

01 - Chapter 8 – Organizing

08 - Spring Break – No Class Meeting

15 – Chapter 9 - Staffing

22 - Test # 3 – Chapters 7.8, 9, then Chapter 10 – Leadership

29 - Chapter 11 – Work Groups – Paper # 2

April

05 - Chapter 12 – Diverse Workforce

12 –Test # 4 – Chapters 10,11,12, Then Chapter 13 - Controlling

19 - Chapter 14 – Performance Management

26- Chapter 15 – Resolving Conflicts

May

03 – Test # 5 - Final Exam – Chapters 13,14,15

Notes to Instructors

- All instructors teaching this course will use the same text book.
- Course Content within this course may be covered at the instructor's discretion but with all topics being understood.
- A unified comprehensive final exam prepared with the approval of the Program head will be given during exam week with not extra credit points being added to the test.
- At the end of the semester, all instructors will give the outcome assessment as it relates to the final exam to the program head at the same time they prepare there student final grades.