**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.