

SYLLABUS

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Code: BUSI 206

Title: SUPERVISORY MANAGEMENT

Institute: Business and Social Science

Department: BUSINESS

COURSE DESCRIPTION: The student will use management theories, concepts, principles, and techniques as a foundation for acquiring an expanded knowledge of how to manage and supervise resources. This knowledge will be applied in classroom through a business simulation model, case studies, and business examples. Workable solutions to supervisory and employee problems will be discussed and developed. The Human Resources functions of a supervisor will be studied and practiced. It is recommended that you take BUSI 205 before BUSI 206.

PREREQUISITES: BUSI 105 (Introduction to Business) or permission of the instructor.

COREQUISITES: None

CREDITS: 3 LAB

LECTURE HOURS: 3

LAB/STUDIO HOURS: 0

REQUIRED MATERIALS:

Textbook Title: SUPERVISION: CONCEPTS AND SKILL BUILDING

Author: Samuel C. Certo

Publisher: Irwin, 2010; 10th Edition

COURSE LEARNING OUTCOMES:

- Students will develop a practical knowledge of management theories, concepts, principles, guidelines, and techniques; and then apply them to classroom case studies and practical exercises by analyzing information and developing workable solutions to supervisory and employee problems.
- Students will use their understanding of the need for cultural sensitivity and ethical behavior within the context of the contemporary, diverse, global workplace to enhance their decisions.
- Students will identify and analyze historical and societal issues and how they impact their decisions.
- Students will apply all this information and communicate their understanding in written and spoken forms individually and in teams.

GRADING STANDARD:

This is a practical course in the application of management theories, concepts, principles, guidelines, and techniques to the solution of supervisory management situations and problems. In addition to attendance and participation in the classroom discussions, the student must take 4 written examinations and submit 2 writing assignments. The written examinations will be administered in class.

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ASSESSMENTS:

- Four (4) unit examinations that may consist of multiple-choice, true/false, essay, and short answer or a combination of those listed = 50%. The average of the four examinations will be multiplied by 50% to compute your grade for this part of your final grade.
- Project(s) – 30% - Projects consist of Research Analysis and Writing assignments.
- Homework, assignments and Participation = 20%
 - See Instructor's Addendum for Project details and online Connect assignments.
 - All missed tests, assignments and projects earn a grade of zero.
 - The Instructor's addendum will also address additional information specific to your section.

TESTING:

Testing is conducted in class for face-to-face sections. The Business Management Department has a **NO RETEST POLICY**. However, a student may take one missed test if approved by the Instructor. This test is generally taken in the Testing Center with written permission from your instructor and may have a 10-point reduction at the discretion of the instructor. The test must be taken no later than a time specified by the instructor. Only one late excuse will be permitted per semester. **Additional missed tests will be recorded as zero when calculating the final grade.**

GRADING: Grades will be assigned as follows:

93 – 100% = A
90 – 92% = A-
87 – 89% = B+
83 – 86% = B
80 – 82% = B-
76 – 79% = C+
70 – 75% = C
65 – 69% = D
64 – below = F

REQUIREMENTS FOR A GRADE OF INCOMPLETE:

1. If you have completed 70% of your course requirements, you may be eligible for a grade of incomplete.
2. Refer to the incomplete contract for specifics.
3. You must obtain an incomplete application form and submit it to your course instructor for his/her approval on/or before the last class meeting date.

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COURSE CONTENT:

Unit One: Supervision and Leadership

- Chapter One: Supervision: Tradition and Contemporary Trends
- Chapter Two: The Supervisor as Leader
- Chapter Three: Groups, Teams, and Powerful Meetings

Unit Two: Diversity and Inclusion, Ethics, and Laws

- Chapter 4: Corporate Social Responsibility
- Chapter 5: Managing Diversity
- Appendix A: Supervision Laws

Unit Three: Functions of Supervisors,

- Chapter 6: Reaching Goals: Plans and Controls
- Chapter 8: Problem Solving, Decision Making and Creativity
- Chapter 9: Ensuring High Quality and Productivity
- Chapter 10: Communication: Theory and Modern Media

Unit Four: Human Resources Practices of Supervisors

- Chapter 11: Motivating Employees
- Chapter 12: Problem Employees: Counseling and Discipline
- Chapter 15: Selection Employees
- Chapter 17: Appraising Performance
- Supervisory management highlights, recap and conclusion

DEPARTMENT POLICIES:

ATTENDANCE AND LATE POLICY FOR STUDENTS:

In the event a student accumulates more than three (3) absences, a student's final grade will be lowered one grade level.

ACADEMIC INTEGRITY:

Any incidence of cheating will be fully processed in accordance with Brookdale Community College Regulation 6.3000 entitled STUDENT CONDUCT and the Student Conduct Code, Section V, "Academic Integrity Code" as found in the student handbook. The Business Management Department supports this regulation.

BROOKDALE E-MAIL/WEBSITE:

You are required to check your Brookdale e-mail at least (3) times per week for communication from your instructor. The Instructor's Addendum is subject to change per the rights of the instructor. These changes may be communicated to you via email.

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COLLEGE POLICIES:

As an academic institution, Brookdale facilitates the free exchange of ideas, upholds the virtues of civil discourse, and honors diverse perspectives informed by credible sources. Our College values all students and strives for inclusion and safety regardless of a student's disability, age, sex, gender identity, sexual orientation, race, ethnicity, country of origin, immigration status, religious affiliation, political orientation, socioeconomic standing, and veteran status. For additional information, support services, and engagement opportunities, please visit www.brookdalecc.edu/support.

For information regarding:

- ◆ Brookdale's Academic Integrity Code
- ◆ Student Conduct Code
- ◆ Student Grade Appeal Process

Please refer to the [BCC STUDENT HANDBOOK AND BCC CATALOG](#).

NOTIFICATION FOR STUDENTS WITH DISABILITIES:

Brookdale Community College offers reasonable accommodations and/or services to persons with disabilities. Students with disabilities who wish to self-identify, must contact the Disabilities Services Office at 732-224-2730 or 732-842-4211 (TTY), provide appropriate documentation of the disability, and request specific accommodations or services. If a student qualifies, reasonable accommodations and/or services, which are appropriate for the college level and are recommended in the documentation, can be approved.

ADDITIONAL SUPPORT/LABS:

See the Tutoring Center for information <https://www.brookdalecc.edu/academic-tutoring/tutoring-center/>.

MENTAL HEALTH:

- Mental Health Crisis Support: From a campus phone, dial 5555 or 732-224-2329 from an external line; off-hours calls will be forwarded to BCC police (2222 from a campus phone)
- Psychological Counseling Services: 732-224-2986 (to schedule an appointment during regular hours)

The syllabus is intended to give student guidance in what may be covered during the semester and will be followed as closely as possible. However, the faculty member reserves the right to modify, supplement, and make changes as the need arises.