PELLISSIPPI STATE COMMUNITY COLLEGE
MASTER SYLLABUS

SUPERVISION
BKG 2450

Class Hours: 3.0  Credit Hours: 3.0
Laboratory Hours: 0.0  Date Revised: Spring 00

NOTE: This course is not designed for transfer credit.

Catalog Course Description:
A study of principles of management, including planning, organizing, staffing, directing, and controlling.

Entry Level Standards:
None

Prerequisites:
None

Textbook(s) and Other Course Materials:
Supervision: Working with People, latest edition, Richard D. Irwin

I. Week/Unit/Topic Basis:

<table>
<thead>
<tr>
<th>Week</th>
<th>Topic</th>
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<tbody>
<tr>
<td>1</td>
<td>Chapter 1 - The Supervisory Environment</td>
</tr>
<tr>
<td>2</td>
<td>Chapter 2 - Supervisory Functions; Chapter 3 - Supervisors as Leaders</td>
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<tr>
<td>3</td>
<td>Chapter 4 - Setting Objectives and Making Decisions; Chapter 5 - Managing Time</td>
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<td>4</td>
<td>Chapter 6 - Training and Professional Development</td>
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<tr>
<td>5</td>
<td>Examination (Chapters 1-6)</td>
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<td>6</td>
<td>Chapter 7 - Promoting Job Satisfaction; Chapter 8 - Supervisors as Communicators</td>
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<tr>
<td>7</td>
<td>Chapter 9 - Practicing Effective Communication; Chapter 10 - Developing Effective Interpersonal Relations</td>
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<tr>
<td>8</td>
<td>Chapter 11 - Working with Groups; Chapter 12 - Motivation</td>
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<tr>
<td>9</td>
<td>Examination (Chapters 7-12)</td>
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<tr>
<td>10</td>
<td>Chapter 13 - Conducting Interviews and Selecting Employees</td>
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<tr>
<td>11</td>
<td>Chapter 14 - Appraising and Compensating Employees; Chapter 15 - Handling Conflict</td>
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II. Course Objectives*:

A. Demonstrate an understanding of the fundamental role of supervision. I,II,III

B. Demonstrate an understanding of the importance of maintaining effective relationships through effective communication. I,II,III

C. Demonstrate through understanding of the leadership function in developing and motivating employees. I,II,III,IV

*Roman numerals after course objectives reference goals of the Business and Community Services department.

III. Instructional Processes*:

Students will:

1. Use critical thinking skills to interpret and evaluate the financial statements of existing companies and make informed judgements about these statements to facilitate in decision making and problem solving strategies. Problem Solving and Decision Making Outcome, Numerical Literacy Outcome, Information Literacy Outcome, Active Learning Strategies

2. Discuss the impact of social, political, economic, and environmental issues on the financial statements of selected companies. Communication Outcome, Problem Solving and Decision Making Outcome, Cultural Diversity and Social Adaptation Outcome, Numerical Literacy Outcome, Information Literacy Outcome, Active Learning Strategies, Transitional Strategy

3. Use electronic mail to correspond with the instructor and other students enrolled in the course. Communication Outcome, Technological Literacy Outcome

*Strategies and outcomes listed after instructional processes reference TBRs goals for strengthening general education knowledge and skills, connecting coursework to experiences beyond the classroom, and encouraging students to take active and responsible roles in the educational process.

IV. Expectations for Student Performance*:

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

1. Gain an understanding of the participants role as a supervisor. A

2. Identify leadership styles and give examples of the most effective styles. A

3. Identify obstacles to effective communication within an organization workplace, and themselves. A

4. Increase participants awareness of how personality conflicts can affect a job. B
5. Understand and apply effective motivating techniques. B, C

6. Improve participants decision making processes and ability to solve problems within their work environment. B, C

7. Improve objective setting, time management, priority setting, and delegating abilities. C

8. Acquire skills, through role play in handling various situations that may occur in the bank environment. A, C

9. Improve participants ability to handle problems by effectively using bank policies and practices. B, C

10. Provide participant with basic strategies for developing their employees through training, coaching, and counseling. C

*Letters after performance expectations reference the course objectives listed above.

V. Evaluation:

A. Testing Procedures:

The instructor's policies on exams, quizzes, homework, and grades will be provided on a supplement to the course syllabus.

B. Laboratory Expectations:

N/A

C. Field Work:

N/A

D. Other Evaluation Methods:

N/A

E. Grading Scale:

<table>
<thead>
<tr>
<th>Score Range</th>
<th>Grade</th>
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<tbody>
<tr>
<td>90-100</td>
<td>A</td>
</tr>
<tr>
<td>80-89</td>
<td>B</td>
</tr>
<tr>
<td>70-79</td>
<td>C</td>
</tr>
<tr>
<td>60-69</td>
<td>D</td>
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<tr>
<td>Below 60</td>
<td>F</td>
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VI. Policies:

A. Attendance Policy:

Pellissippi State Community College expects students to attend all scheduled instructional activities. As a minimum, students in all courses must be present for at least 75 percent of their scheduled class and laboratory meetings in order to receive credit for the course.

B. Accommodations for disabilities:

Students who need accommodations because of a disability, have emergency medical information to share, or need special arrangements in case the building must be evacuated
should inform the instructor immediately, privately after class or in her or his office. Students must present a current accommodation plan from a staff member in Services for Students with Disabilities (SSWD) in order to receive accommodations in this course. Services for Students with Disabilities may be contacted by going to Goins 127, 132, 134, 135, 131 or by phone: 539-7153 or TTY 694-6429. More information is available at www.pstcc.edu/departments/swd/.