Course Description: Investigate the role of the supervisor, which includes managerial functions as applied to leadership, counseling, motivation, and human relations skills.

Course Pre-requisites: None

Statement of Workplace and Foundation (SCANS) Competencies: Mountain View College is committed to preparing you with the knowledge and skills that you need to succeed in today's dynamic work environment. Toward this goal, the following workplace competencies and foundation skills have been integrated into this course:

Workplace Competencies
• Manage Resources: time
• Exhibit Interpersonal Skills: teach others, and negotiate with others
• Work with Information: acquire and evaluate data, organize information, and interpret and communicate data
• Apply Systems Knowledge: work within social systems, work within organizational systems, and monitor and correct system performance

Foundation Skills
• Demonstrate Basic Skills: reading, writing, and listening
• Demonstrate Thinking Skills: creative thinking, decision making, problem solving, and thinking logically
• Exhibit Personal Qualities: individual responsibility, and self-management

Course Materials/Supplies Needed

Student Learning Outcomes
Upon the successful completion of this course, you should be able to:
1. Explain the role, characteristics, and skills of a supervisor; identify the principles of management at the supervisory level;
2. Explain the human relations skills necessary for supervision;
3. Explain motivational techniques; and cite examples of how motivational techniques can be used by a supervisor in a working environment.

Course Outline:
The topical outline is designed to give the student a clear summary of the subject matter to be covered in the course. It should not be implied that equal emphasis and time will be allotted to each topic.

TOPOICAL OUTLINE
PART ONE What Is a Supervisor?
Chapter 1 Supervision: Tradition and Contemporary Trends
PART TWO Modern Supervision Challenges
Chapter 2 Ensuring High Quality and Productivity
Chapter 3 Groups, Teams, and Powerful Meetings
Chapter 4 Corporate Social Responsibility, Ethics, and Sustainability
Chapter 5 Managing Diversity

PART THREE Functions of the Supervisor
Chapter 6 Reaching Goals: Plans and Controls
Chapter 7 Organizing and Authority
Chapter 8 The Supervisor as Leader
Chapter 9 Problem Solving, Decision Making, and Creativity

PART FOUR Skills of the Supervisor
Chapter 10 Communication: Theory and Modern Media
Chapter 11 Motivating Employees
Chapter 12 Problem Employees: Counseling and Discipline
Chapter 13 Managing Time and Stress
Chapter 14 Managing Conflict and Change

PART FIVE Supervision and Human Resources
Chapter 15 Selecting Employees
Chapter 16 Providing Orientation and Training
Chapter 17 Appraising Performance

Evaluation Procedures:
The evaluation system will be based on grades earned through the examinations and all other assignments.
The weight of assignments is as follows:

<table>
<thead>
<tr>
<th>Assignments</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exams</td>
<td>50%</td>
</tr>
<tr>
<td>Homework/Practice</td>
<td>40%</td>
</tr>
<tr>
<td>Discussion/Quizzes</td>
<td>10%</td>
</tr>
</tbody>
</table>

Grading Scale:
The grading scale is:
- A (90% +)
- B (80-89%)
- C (70-79%)
- D (60-69%)
- F (59% & below)

Certification Procedures:
For state reporting purposes, this lecture course will capture attendance data. The student must log onto eCampus and access the course content to meet certification requirements. During the fall and spring terms the state reporting date is the 12th class day, and during the summer terms, the date is the fourth class day. February 2, 2016 @ 11:55 am CST.

If you find that you are unable to complete the course, it is your responsibility to withdraw. The last day to drop with a grade of “W” is April 14, 2016.

Students must begin attendance in all classes of enrollment. No exceptions. Financial Aid will not be granted to students who have been certified as not attending, by the certification date. For this lecture course, your physical participation in class, on or before the certification date will allow you to receive credit for FA purposes. For certification dates, check with the division or FAO for further information. Students, who are not certified as beginning class, are responsible for any payments due as a result of non-certification, to include the dropping of courses.

Late Work Policy:
Late work not accepted. The only exception is a medically documented emergency.
Makeup Exam Policy:
Late work not accepted. The only exception is a medically documented emergency.

College Sponsored Events:
It is your responsibility to arrange for course responsibilities one week prior to the event. Failure to do so will result in zero credit for any missed assignments.

Electronic Devices: (N/A for Online Instruction)
Silent all electronic devices (telephones) during class. You must exit the room to answer any calls. If your calls become an interruption to the class, I reserve the right to dismiss you from the classroom.

Academic Dishonesty:
Students that caught plagiarizing an assignment will be subject to an “F” in the course and possible expulsion from the college.

Academic honesty is expected, and integrity is valued in the Dallas County Community Colleges. Scholastic dishonesty is a violation of the Code of Student Conduct. Scholastic dishonesty includes, but is not limited to, cheating on a test, plagiarism, and collusion. As a college student, you are considered a responsible adult. Your enrollment indicates acceptance of the DCCCD Code of Student Conduct published in the DCCCD Catalog. More information is available at https://www1.dcccd.edu/catalog/ss/code.cfm.

Institution Policies: Please visit http://www.mountainviewcollege.edu/Academics/Documents/Institutional%20Policies.pdf for a complete list of institutional policies (Stop Before You Drop; Withdrawal Policy; Repeating a Course; Financial Aid; Academic Dishonesty; Americans with Disabilities Act Statement; Religious Holidays; and Campus Emergency Operation Plan and Contingency Plan.).