

**J. Sargeant Reynolds Community College
Course Content Summary**

Course Prefix and Number: BUS 111

Credits: 3

Course Title: Principles of Supervision I

Course Description: Teaches the fundamentals of supervision, including the primary responsibilities of the supervisor. Introduces factors relating to the work of supervisor and subordinates. Covers aspects of leadership, job management, work improvement, training and orientation, performance evaluation, and effective employee/supervisor relationships. Lecture 3 hours per week.

General Course Purpose: This career technical course is a requirement for the Management AAS student. Teaches the fundamentals of supervision, including the primary responsibilities of the supervisor

Course Prerequisites and Co-requisites:

None

Student Learning Outcomes:

Upon completing the course, the student should be able to

- a. Exhibit competency in supervisory fundamentals needed by the first-level supervisor, including the primary responsibilities of the supervisor;
- b. Identify human, technical, and personal problems and dilemmas faced by supervisors;
- c. Discuss techniques of handling factors related to the work of the supervisor and subordinate leadership, job management, work improvement, training and orientation, performance evaluation, and effective employee/supervisor relationships; and
- d. Relate results from self-assessments and case study analysis to the problems and issues supervisors face daily at work.

Major Topics to Be Included:

- a. The Supervisor's Role in Creating a Positive Workplace
- b. Planning, Problem-solving, and Decision-making
- c. Organizing, Staffing, and Training
- d. Motivating Employees to Perform
- e. Conflict Resolution
- f. Managing a Diverse Workforce
- g. Labor-Relations Management
- h. Managing Groups and Building Teams

Effective Date of Course Content Summary: June 11, 2018