

COURSE OUTLINE

Allen Stowers Date: January 09

DEPARTMENT:	Supervision & management (SMG)
CURRICULUM:	Supervision and Management
COURSE TITLE:	Leadership and Supervision
COURSE NUMBER:	SMG 100
TYPE OF COURSE:	Vocational Preparatory
COURSE LENGTH:	1 Quarter
CREDIT HOURS:	3
LECTURE HOURS:	33
LAB HOURS:	None
CLASS SIZE:	25
PREREQUISITES:	None

COURSE DESCRIPTION:

A dynamic introductory management class covering leadership theories and styles; utilization of leadership skills in various organizational settings; and techniques for developing productive work groups; managing a diverse work force; motivating employees; handling difficult people and situations; running effective meeting; and handling the challenging role and responsibilities of being a leader, manager, and supervisor. SMG 100 may be taken concurrently with other SMG courses.

STUDENT LEARNING OUTCOMES ADDRESSED:

1. Human Relations:
 - Students will learn about the characteristics and responsibilities of leadership as a supervisor/manager.
 - Students will develop human relations skills for managing a diverse workforce.
2. Critical Thinking and Problem-Solving
 - Students will learn to use appropriate data and techniques for providing leadership in supervising a diverse workforce.
3. Information Literacy
 - Students will access and evaluate current information regarding leadership, leadership styles and motivation.

- Students will read and understand concepts and principles related to leadership and management within both profit and nonprofit organizations.
4. Communication
 - Students will read a listen actively to learn and communicate by asking questions related to the course subject.
 - Students will speak and write effectively in preparation for being a manager.
 5. Technology
 - Students will learn to access data and information via computers and how to use such information when managing a diverse workforce.
 6. Personal Responsibilities
 - Students will be motivated to learn about leadership and how that supports and nurtures a diverse workforce.
 - Students will learn about their own leadership styles and how that may impact interpersonal and organizational relationships.
 - Students will learn to recognize their own values and to respect the values of others.
 - Students will learn how to take pride in their work and to encourage others to take pride in their work too.
 - Students will become aware of the power of leadership in mentoring and modeling behaviors for workforce partners and the need to continue to learn in order to be responsible managers.

Supervision & Management Program Outcomes

1. Explain the function and role of supervisor in contemporary business. (Sao 1.2)
2. Discuss implications of diverse populations in the workplace. (SLO 3.2)
3. Discuss the supervisor's role in each aspect of staffing. (SLO 7.1)
4. Describe each step of project management from planning to cost benefit analysis. (SLO 2.2, 3.1, 4.1 & 5.1)
5. Evaluate various principles and techniques of employee performance systems (SLO 7.1)
6. Assess needs planning and development of training within an organization. (SLO 4.1, 7.1, & 7.2)
7. Explain the influence a leader and an employee behavior have on an organization. (SLO 4.1 & 7.2)
8. Discuss the role of labor within an organization. (SLO 4.1,& 7.2)
9. Define the role of marketing, promotion, advertising and public relations in business. (SLO 1.2)
10. Demonstrate ability to communicate and work effectively within a group. (SLO 3.1)
11. Access and apply labor and management standards/laws relating to specific business situations. (SLO 6.4, 6.5 & 7.1)
12. Prepare a budget at the organizational level using both private sector and public organizational formats and formulas. (SLO 2.3, 5.1 & 7.1)
13. Present a project, budget, or marketing plan to a group. (SLO 3.1 & 5.1)

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GENERAL COURSE OBJECTIVES:

Upon completion of the course the student will be able to:

1. Describe and discuss leadership characteristics and styles.
2. Evaluate the effectiveness of specific leadership styles in a given situation.
3. Describe how leadership impacts motivation and the workplace.
4. Compare and contrast how leadership differs within various organizational settings:
 - a. Profit and nonprofit organizations.
 - b. Public and private sector
 - c. Product versus service based organizations.
5. Explain the use of effective communications in supervising a diverse workforce along with describing barriers to effective communications and strategies to avoid and/or overcome them.
6. Discuss the nature of conflict and practice appropriate techniques for managing and resolving conflict in the work place.
7. Describe and discuss the value of diversity within the workforce.
8. Demonstrate the skills to plan, set-up and run an effective meeting.

TOPICAL OUTLINE:	APPROX. HOURS
I. Course Overview	1.0
II. Leadership Characteristics and Styles	9.0
III. Leadership and Motivation	
IV. Leadership and the Supervisor/Manager	9.0
A. Leadership and Management	
B. Leadership and Decision-Making	
C. Leadership and Workplace Values	
V. Supervision and the Workforce	9.0
A. The Leader as Manager	
B. Developing Work Groups	
C. Handling Difficult People and Situations	
D. Supervising a Diverse Workforce	
VI. Leadership and Meeting	4.0
VII. Course Evaluation	1.0
	33
Total	

Originated or Revised BY: Allen Stowers
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