

COLLEGE OF SAN MATEO

COURSE OUTLINE

COURSE TITLE Techniques of Supervision DEPT./NUMBER MGMT 235
 UNITS OF CREDIT 3 LEC. HOURS/WEEK 3 COURSE LENGTH semester
 DEGREE APPLICABLE AA LAB. HOURS/WEEK _____
 NON-DEGREE APPLICABLE _____ OTHER HOURS/WEEK _____

1. CATALOG DESCRIPTION **TECHNIQUES OF SUPERVISION (3)**. Three lecture hours per week.
 Role of the manager: understanding and motivating employees; leadership, communications, problem solving, and decision-making; employee training, performance evaluation, and labor relations; supervising different types of workers; delegation; improving work methods; reducing costs; planning and managing time.
2. CLASS SCHEDULE DESCRIPTION (125 characters)
 Role of the manager: leadership, communications, problem solving, decision making, reducing costs, planning, and managing time.
3. PREREQUISITES AND COMPETENCY LEVELS REQUIRED (Title 5 Plan, p. 19)
 none
4. COURSE OBJECTIVES (Must include objective(s) which involve "critical thinking,"
 Title 5 Plan, p. 20.)
 - A. Describe practical applications of management theories to supervisory practice
 - B. Recognize and apply principles of management
 - C. Analyze and evaluate management cases and generate alternative solutions to case problems
 - D. Develop heightened awareness of own and others' strengths and limitations for the purpose of implementing options for increased effectiveness in work and everyday life situations
5. RECOMMENDED TEXT MATERIALS

Supervision: Techniques and New Dimensions Alfred W. Travers Prentice Hall, 1988 or equivalent per instructor	What Every Supervisor Should Know Lester Bittel McGraw Hill, latest edition
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6. SUPPLIES NEEDED
 optional per instructor
7. SCOPE OF THE COURSE (Attach topical outline)
 see attached
8. EVALUATION (Include examinations, skills demonstrations, writing assignments, and other measures of ability to apply critical analysis. Include standards of evaluation where appropriate. Examples to be on file in Division Office.)
 case studies, tests, written papers

PREPARED BY:

Ruth Szilagyi