

College of San Mateo
Official Course Outline

1. **COURSE ID:** MGMT 235 **TITLE:** Leadership and Supervision

Units: 3.0 units **Hours/Semester:** 48.0-54.0 Lecture hours; and 96.0-108.0 Homework hours

Method of Grading: Letter Grade Only

Recommended Preparation:

Eligibility for ENGL 100, or Eligibility for ENGL 105

2. **COURSE DESIGNATION:**

Degree Credit

Transfer credit: CSU

3. **COURSE DESCRIPTIONS:**

Catalog Description:

This course focuses on the importance of leadership and supervision with emphasis on communication, motivation, delegation, problem solving and decision-making as well as effectiveness of theories and practices of various leadership styles.

4. **STUDENT LEARNING OUTCOME(S) (SLO'S):**

Upon successful completion of this course, a student will meet the following outcomes:

1. Compare and contrast leadership theories and styles and how they may apply to different organizational scenarios
2. Explain competencies of leaders and supervisors and identify their specific roles as part of a management team
3. Apply various supervisory tools and methodologies

5. **SPECIFIC INSTRUCTIONAL OBJECTIVES:**

Upon successful completion of this course, a student will be able to:

1. Understand various supervisory tools and methodologies, and their application.
2. Demonstrate effective verbal and written supervisory communication skills.
3. Compare and contrast leadership theories and styles and how they may apply to different organizational scenarios
4. Explain competencies of leaders and supervisors and identify their specific roles as part of a management team
5. Apply various supervisory tools and methodologies

6. **COURSE CONTENT:**

Lecture Content:

- The Nature and Importance of Leadership
- Traits, Motives, and Characteristics of Leaders
- Charismatic and Transformational Leadership
- Leadership Behaviors, Attitudes, and Styles
- Contingency and Situational Leadership
- Leadership Ethics and Social Responsibility
- Power, Politics, and Leadership
- Influence Tactics of Leaders
- Developing Teamwork
- Motivation and Coaching Skills
- Creativity, Innovation, and Leadership
- Communication and Conflict Resolution Skills
- Strategic Leadership and Knowledge Management
- International and Culturally Diverse Aspects of Leadership
- Leadership Development and Succession

7. **REPRESENTATIVE METHODS OF INSTRUCTION:**

Typical methods of instruction may include:

- A. Lecture
- B. Activity

- C. Discussion
- D. Guest Speakers

8. REPRESENTATIVE ASSIGNMENTS

Representative assignments in this course may include, but are not limited to the following:

Writing Assignments:

Use of management case studies with written analysis. Write a personal Supervisory Development Plan.

Reading Assignments:

Weekly student required reading of textbook or supplemental materials.

Other Outside Assignments:

Research paper about the evolution of a leadership theory.

9. REPRESENTATIVE METHODS OF EVALUATION

Representative methods of evaluation may include:

- A. Class Participation
- B. Class Work
- C. Exams/Tests
- D. Group Projects
- E. Homework
- F. Oral Presentation
- G. Papers
- H. Projects
- I. Quizzes
- J. Research Projects
- K. Written examination

10. REPRESENTATIVE TEXT(S):

Possible textbooks include:

- A. Mosley, D.C., Mosley Jr., D.C., Pietri, P.H.. *Supervisory Management*, 10th ed. Cengage, 2018

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Course Originator: Peter von Bleichert