

Dakota County Technical College

SMGT 1000: Principles of Supervision

A. COURSE DESCRIPTION

Credits: 3

Lecture Hours/Week: 3

Lab Hours/Week: *.*

OJT Hours/Week: *.*

Prerequisites: None

Corequisites: None

MnTC Goals: None

Ease the transition to supervisor or bring yourself up to date with today's supervisory/management practices. Study the role and responsibilities of supervisors including planning, organizing, staffing, directing and controlling. Develop new skills in communication, correcting or rewarding performance and overall management of resources.

B. COURSE EFFECTIVE DATES: 04/07/1998 - Present

C. OUTLINE OF MAJOR CONTENT AREAS

D. LEARNING OUTCOMES (General)

1. demonstrate understanding of the controlling function
2. demonstrate understanding of the leading function
3. demonstrate understanding of the organizing function
4. demonstrate understanding of the planning function
5. demonstrate understanding of the staff function
6. develop an individual learning portfolio
7. differentiate between supervision, management and leadership
8. explain the historical roots of management

E. Minnesota Transfer Curriculum Goal Area(s) and Competencies

None

F. LEARNER OUTCOMES ASSESSMENT

As noted on course syllabus

G. SPECIAL INFORMATION

None noted