MGT 150
FUNDAMENTALS OF SUPERVISION

Course Description
This course is a study of supervisory principles and techniques required to effectively manage human resources in an organization. First-line management is emphasized.
... <Prerequisites: ENG 100> 3 Cr (3 lect/pres, 0 lab, 0 other)

Course Focus
Focus is on giving students an understanding of and practice with, common supervisory issues.

Text and References

Course Goals
The following list of course goals will be addressed in the course. These goals are directly related to the performance objectives. (*designates a CRUCIAL goal)

1. list technology enhancements
2. chart organizational levels
3. interview immediate supervisor
4. diagram control spans
5. document performance objectives
6. describe organizing concepts
7. define entrepreneurship characteristics
8. explain continuous improvement
9. develop delegation process
10. quantify business productivity
11. enumerate recruitment process
12. justify corporate downsizing
13. justify corporate social responsibility
14. provide e-business examples
15. interpret diversity issues
16. understand global competiveness
*17. write appraisal plan
18. differentiate management skills
19. define supervisory competencies
20. explain supervisory roles
21. summarize management process
22. diagram planning process
23. identify performance results
24. conduct self appraisal
25. summarize collective bargaining process
26. document union organizing process
27. outline wellness program
28. recognize stress symptoms
29. outline OSHA roles
30. identify appraisal problems
31. post discussion question responses
32. analyze empowerment benefits & risks
33. make networking contacts
34. write ethics recommendations
35. analyze supervisory issue
36. define employee motivation
37. link motivation morale
38. delineate group decision advantages
39. recognize ethical issues
40. determine appropriate decision style
41. diagram decision-making process
42. differentiate control types
43. explain control process
44. differentiate recruiting sources
45. deliver bad-news message

**Student Contributions**
Each student will spend at least 6 hours per week preparing for class. Attendance is critical in this class. Students are expected to complete all quizzes, exams, and homework assignments according to the published schedule. For TCL attendance policy, please refer to the student handbook.

**Course Evaluation**
Your grade will be based on the percentage of points earned/the total number of points possible.

- (14) Weekly Assignments-350 points
- (1) Exam-150 points
- (1) Project-150 points

The grading scale for this course is as follows:

- 90-100=A
- 80-89=B
- 70-79=C
- 60-69=D
- 0-59=F
*The Instructor reserves the right to modify the number of assignments and/or point totals as needed. The grade scale will not be modified.

**Course Schedule**

This online course material will be posted weekly. It is the student’s responsibility to check Blackboard for new assignments, exams and projects. **Please pay attention to assignment deadlines. Late work will not be accepted.** Please see Blackboard for the schedule of coursework and assignment deadlines.

Approved by:  _Kenneth Flick_  
Developed/Revised: 08/2013
ADA STATEMENT
The Technical College of the Lowcountry provides access, equal opportunity and reasonable accommodation in its services, programs, activities, education and employment for individuals with disabilities. To request disability accommodation, contact the counselor for students with disabilities at (843) 525-8228 during the first ten business days of the academic term.

ACADEMIC MISCONDUCT
There is no tolerance at TCL for academic dishonesty and misconduct. The College expects all students to conduct themselves with dignity and to maintain high standards of responsible citizenship.

It is the student’s responsibility to address any questions regarding what might constitute academic misconduct to the course instructor for further clarification.

The College adheres to the Student Code for the South Carolina Technical College System. Copies of the Student Code and Grievance Procedure are provided in the TCL Student Handbook, the Division Office, and the Learning Resources Center.

ATTENDANCE
The College’s statement of policy indicates that students must attend ninety percent of total class hours or they will be in violation of the attendance policy.

- Students not physically attending class during the first ten calendar days from the start of the semester must be dropped from the class for NOT ATTENDING.
- Students taking an online/internet class must sign in and communicate with the instructor within the first ten calendar days from the start of the semester to indicate attendance in the class. Students not attending class during the first ten calendar days from the start of the semester must be dropped from the class for NOT ATTENDING.
- Reinstatement requires the signature of the division dean.

In the event it becomes necessary for a student to withdraw from the course OR if a student stops attending class, it is the student’s responsibility to initiate and complete the necessary paperwork. Withdrawing from class may have consequences associated with financial aid and time to completion. When a student exceeds the allowed absences, the student is in violation of the attendance policy. The instructor MUST withdrawal the student with a grade of “W”, “WP”, or “WF” depending on the date the student exceeded the allowed absences and the student’s progress up to the last date of attendance or under extenuating circumstances and at the discretion of the faculty member teaching the class, allow the student to continue in the class and make-up the work. This exception must be documented at the time the allowed absences are exceeded. Absences are counted from the first day of class. There are no "excused" absences. All absences are counted, regardless of the reason for the absence.

- A student must take the final exam or be excused from the final exam in order to earn a non-withdrawal grade.

A copy of TCL’s STATEMENT OF POLICY NUMBER: 3-1-307 CLASS ATTENDANCE (WITHDRAWAL) is on file in the Division Office and in the Learning Resources Center.

HAZARDOUS WEATHER
In case weather conditions are so severe that operation of the College may clearly pose a hardship on students and staff traveling to the College, notification of closing will be made through the following radio and television stations: WYKZ 98.7, WGCO 98.3, WGZO 103.1, WFXH 106.1, WWVV 106.9, WLOW 107.9, WGZR 104.9, WFXH 1130 AM, WLVH 101.1,
Students, faculty and staff are highly encouraged to opt in to the Emergency Text Message Alert System. [www.tcl.edu/textalert.asp](http://www.tcl.edu/textalert.asp)

**Emergency Text Message Alert**
Students, faculty and staff are highly encouraged to opt in to the Emergency Text Message Alert System. Participants receive immediate notification of emergency events and weather cancelations via text messaging on their cell phones. Participants can also opt in to receive non-emergency news and announcements. Go to [www.tcl.edu](http://www.tcl.edu). On the homepage, click on “emergency TextAlert at TCL” and fill out the form or go to [www.tcl.edu/textalert.asp](http://www.tcl.edu/textalert.asp)