

Course Abstract

Course ID and Name: MGT 200, Principles of Supervision

Department: Business and Computer Science

Chairperson or Course Coordinator: Dr. Aslihan Cakmak

Office Location: ED 123

E-mail Address: ACakmak@middlesexcc.edu

Telephone: 732.906.2594

Prerequisites: None

Co-requisites: None

Course Description:

Supervisory practices and principles with maximum opportunities for practical involvement in applying theory to real-life situations. Emphasizes first and middle-level supervisory positions. Stresses the aspects of job leadership and effective human relations. Includes procedures for dealing with interpersonal relationships among and between employees and management, quality circles, quality of work life, conflict management, cost-benefit analysis, organization development, time management and stress management.

Recommended for persons employed in or seeking entry-level employment in supervisory positions in business, industry, or public service.

Credits: 3

If you need accommodations due to a disability, contact Disability Services in Edison Hall Room 100, 732.906.2546.

To foster a productive learning environment, the College requires that all students adhere to the Code of Student Conduct which is published in the college catalog and website.

Learning Outcomes:

Upon successful completion of the course, students will be able to:

1. Explain the role, characteristics and skills of a supervisor and the principles of leadership, controlling, staffing, and organizing at the supervisory level.
2. Identify and discuss human skills necessary for supervisors, explain motivational techniques and give examples of how a supervisor can utilize these in a working environment.
3. Recognize the interpersonal relationships among and between employees and management.

Course Content Areas:

- The supervisor's role: management concepts, functions and styles of leadership, communication, building relationships and managing conflict
- Team organization and leading change, training, diversity, and performance management
- Complaints, grievances, unions, and training
- Security, safety and health