

Syllabus

Course Code: BUSI 206

Title: Supervisory Management

Institute: Business and Social Science

Department: Business

Course Description: The student will use management theories, concepts, principles, and techniques as a foundation for acquiring an expanded knowledge of how to manage and supervise resources. This knowledge will be applied in the classroom through a business simulation model, case studies, and business examples. Workable solutions to supervisory and employee problems will be discussed and developed. The Human Resources functions of a supervisor will be studied and practiced.

Prerequisites: BUSI 105 (Introduction to Business) or permission of instructor.

Corequisites: None

Prerequisites or corequisites:

Credits: 3

Lecture Hours: 3

Lab/Studio Hours: 0

Required Textbook/Materials:

Title: Supervision: Concept and Skill Building

Author: Certo

Publisher: Irwin, 10th Edition

Additional Time Requirements: For information on Brookdale's policy on credit hour requirements and outside-class student work, please refer to the [Academic Credit Hour Policy](#).

Additional Support/Labs:

See <https://www.brookdalecc.edu/academic-tutoring/>

Course Learning Outcomes:

Upon completion of this course, students will be able to:

- Students will develop a practical knowledge of management theories, concepts, principles, guidelines, and techniques and then apply them to classroom case studies and practical exercises by analyzing information and developing workable solutions to supervisory and employee problems.
- Students will use their understanding of the need for cultural sensitivity and ethical behavior within the context of the contemporary, diverse, global workplace to enhance their decisions.

- Students will identify and analyze historical and societal issues and how they impact their decisions.
- Communicate their understanding of the subject matter through written and spoken form.
- Develop practical team/interpersonal skills.

Course Content:

Unit 1: Supervision and Leadership

- Chapter 1 – Supervision: Traditional and Contemporary Trends
- Chapter 2 – The Supervisor as Leader
- Chapter 3 – Groups, Teams, and Powerful Meetings

Unit 2: Diversity and Inclusion, Ethics, and Laws

- Chapter 4 – Corporate Social Responsibility
- Chapter 5 – Managing Diversity
- Appendix A – Supervision Laws

Unit 3:

- Chapter 6 – Reaching Goals: Plans and Controls
- Chapter 8 – Problem-Solving, Decision Making, and Creativity
- Chapter 9 – Ensuring High Quality and Productivity
- Chapter 10 – Communication: Theory and Modern Media

Unit 4:

- Chapter 11 – Motivating Employees
- Chapter 12 – Problem Employees: Counseling and Discipline
- Chapter 15 – Employee Selection
- Chapter 17 – Appraising Performance

Department Policies:

TESTING:

Exams and quizzes will be administered online and are tightly timed with randomized questions and answers. The Business Management Department has a NO RETEST POLICY. However, a student may make up one missed test if the instructor approves it. Attendance is required on the testing dates or at your instructor's discretion. A "0" will be recorded for tests missed on a testing day. An approved make-up test, if granted, is generally taken in the Testing Center with written permission from your instructor and may have a ten-point reduction at the instructor's discretion. Only one late excuse will be permitted per semester. The test must be taken no later than the time specified by the Instructor.

ATTENDANCE:

If a student accumulates more than three (3) absences, a student's final grade will be lowered by one grade level.

ACADEMIC INTEGRITY:

Any incidence of cheating will be fully processed following Brookdale Community College [Regulation 6.3000R Academic Integrity Code Regulation](#) as found in the student handbook.

BROOKDALE EMAIL/CANVAS LMS:

Students must check their Brookdale e-mail at least (3) times per week for communication from their instructor. The syllabus is subject to change per the instructor's rights. These changes will/may be communicated to you via e-mail or a Canvas announcement.

WIRELESS PHONE, TABLET, LAPTOP, OR OTHER ELECTRONICS USAGE:

Cell phones must be turned off or placed in a "silent" mode. Cell phone usage during the lecture, including conversations and text messaging, is strictly prohibited. The student must leave the lecture if an emergency call or text is received. Portable computers may be utilized for notes and academics. Prohibited activities include emailing, shopping, instant messaging, web surfing, and social networking. Remediation may include being asked to leave the lecture or surrendering your device to a table or desk without access.

Grading Standard:Unit Examinations (50%):

- Exams combine multiple-choice, true/false, short answers, and fill-in-the-blank (all or some formats may apply).

Term Project (25%):

- May consist of a scholarly report/paper using APA formatting and citations, demonstrating mastery of the course content. The term project will develop research and analytical skills as students investigate and draw conclusions regarding complex management situations utilizing various theoretical models.

Other Assignments (50%):

- Will consist of case studies, group projects, online quizzes/assignments, and additional assignments designated by your instructor. Case studies will develop students' research and analytical skills as they investigate and draw conclusions regarding actual complex management situations, comparing them with various theoretical models.

Grades will be assigned as follows:

- 93 – 100% = A
- 90 – 92% = A
- 87 – 89% = B+
- 83 – 86% = B
- 80 – 82% = B
- 76 – 79% = C+
- 70 – 75% = C
- 65 – 69% = D
- 64 – below = F

Requirements for a Grade of Incomplete:

- If you have completed 70% of your course requirements, you may be eligible for a grade of incomplete.
- Refer to the incomplete contract for specifics.
- You must obtain an incomplete application form and submit it to your course instructor for their approval on/or before the last class meeting date.

See Instructor’s Addendum for specifics and deadline dates for tests, assignments, homework, case studies, quizzes, online assignments, and projects. All missed tests, assignments, and projects earn a grade of zero. Final grades will be computed by their respective weights.

College Policies:

As an academic institution, Brookdale facilitates the free exchange of ideas, upholds the virtues of civil discourse, and honors diverse perspectives informed by credible sources. Our College values all students and strives for inclusion and safety regardless of a student’s disability, age, sex, gender identity, sexual orientation, race, ethnicity, country of origin, immigration status, religious affiliation, political orientation, socioeconomic standing, and veteran status. For additional information, support services, and engagement opportunities, please visit www.brookdalecc.edu/support.

For information regarding:

- Academic Integrity Code
- Student Conduct Code
- Student Grade Appeal Process

Please refer to the [student handbook](#) and [catalog](#).

Notification for Students with Disabilities:

Brookdale Community College offers reasonable accommodations and/or services to persons with disabilities. Students with disabilities who wish to self-identify must contact the Accessibility Services Office at 732-224-2730 (voice) or 732-842-4211 (TTY) to provide appropriate documentation of the disability and request specific accommodations or services. If a student qualifies, reasonable

accommodations and/or services, which are appropriate for the college level and are recommended in the documentation, can be approved.

Mental Health:

24/7/365 Resources:

- Monmouth Medical Center Psychiatric Emergency Services at **(732) 923-6999**
- 2nd Floor Youth Helpline – Available to talk with you about any problem, distress, or hardship you are experiencing. Call or text at **888-222-2228** or visit the website at <https://www.2ndfloor.org/>

Faculty Counselors:

- Students who need to make an appointment with a faculty counselor can do so by calling 732-224-1822 (non-emergency line) during business hours. Faculty counselors are licensed mental health professionals who can assist students and refer them to other mental health resources.

Diversity Statement:

Brookdale Community College fosters an environment of inclusion and belonging. We promote a safe and open culture, encourage dialogue respecting diverse perspectives informed by credible sources, and uphold the virtues of civil discourse. We celebrate all identities with the understanding that ultimately, diversity, equity, and inclusion cultivate belonging and make us a stronger Brookdale community.

**The syllabus is intended to give student guidance in what may be covered during the semester and will be followed as closely as possible. However, the faculty member reserves the right to modify, supplement, and make changes as the need arise.*