Supervision, BUSI 1301
COURSE MASTER SYLLABUS
MANAGEMENT DEPARTMENT

CIP CODE AREA: 52.0201
COURSE LEVEL: Introductory
COURSE NUMBER: 1301
COURSE TITLE: Business Principles
CREDIT HOURS: 3 credit hours
PREREQUISITE: none

METHOD OF PRESENTATION: Three hour Lecture/group discussions and exercises

COURSE DESCRIPTION: The role of the supervisor. Includes managerial functions as applied to leadership, counseling, motivation, and human relations skills

SCANS (SECRETARY'S COMMISSION ON ACHIEVING NECESSARY SKILLS):
Course name: Business Principles Course number: BUSI 1301

Please go to http://www.austincc.edu/mgmt/scans.php for a complete definition and explanation of SCANS. This list summarizes the SCANS competencies addressed in this particular course.

Table 1 Scan Competencies and Foundations

RESOURCES 1.1 Manages Time: 1.2 Manages Money 1.3 Manages Material and Facility Resources: 1.4 Manages Human Resources:	INTERPERSONAL 2.1 Participates as a Member of a Team 2.2 Teaches Others 2.3 Serves clients/ customers 2.4 Exercises Leadership 2.5 Negotiates 2.6 works with Cultural Diversity	INFORMATION 3.1 Acquires and And Evaluates Information 3.2 Organizes and Maintains Information 3.4 Uses computers to process information	SYSTEMS 4.1 Understands Systems 4.2 Monitors and Corrects Performance 4.3 Improves and Designs Systems
TECHNOLOGY	BASIC SKILLS 6.1 Reading 6.2 Writing 6.5 Listening 6.6 Speaking	THINKING SKILLS 7.1 Creative Thinking Decision Making 7.2 Problem Solving 7.3 Reasoning 7.4 Knowing How To Learn 7.5 Mental Visualization	PERSONAL QUALITIES 8.1 Responsibility 8.2 Self-Esteem 8.3 Sociability 8.4 Self-Management 8.5 Integrity/Honesty

Table 2 Program Level Learning Outcomes

1	2 Understand the Application and Ramifications of law in business	3 Understand the Basic management functions of Planning Organizing Leading and Controlling
4 Understand how ethical practices are applied in Business and in life	5 Apply interpersonal and communication skills in a Business environment	6 Understand Business organization, structure, roles and responsibility.

INSTRUCTIONAL METHODOLOGY: See specific instructor's syllabus

COURSE RATIONALE: To survive and thrive, today's supervisors have to motivate and coordinate a diverse workforce. Today's customers are well educated aware of their options, and demanding of excellence. For this reason, supervisors today must think constantly about how to build a capable workforce and manage in a way that delivers the goods and services that provide the best possible value to the customer. This course is designed to activities and exercises to develop the skills necessary to thrive in today's dynamic work environment. This course also covers provide a basic understanding of the theories, principles, concepts and essentials of supervision.

COMMON COURSE LEARNING OBJECTIVES/OUTCOMES:

Explain the role, characteristics, and skills of a supervisor; identify the principles of management at the supervisory level; identify and discuss the human relations skills necessary for supervision; explain motivational techniques; and cite examples of how motivational techniques can be used by a supervisor in a working environment

1. Apply basic principles of leadership, motivation and performance managementsha
2. Apply basic management and HR principles
3. Understand the Basic management functions of Planning Organizing Leading and Controlling
4. Understand how ethical practices are applied in supervision and in life
5. Understand management theories.
6. Understand how Corporate Culture and Organizational design effect the management
7. Understand Governments role and effect on Management
8. (See specific instructor's syllabus for additional knowledge and skills based objectives)

Policies

Freedom of Expression - Each student is strongly encouraged to participate in class. In any classroom situation that includes discussion and critical thinking, there are bound to be many differing viewpoints. These differences enhance the learning experience and create an atmosphere where students and instructors alike will be encouraged to think and learn. On sensitive and volatile topics, students may sometimes disagree not only with each other but also with the instructor. It is expected that faculty and students will respect the views of others when expressed in classroom discussions.

Academic Integrity - Acts prohibited by the College for which discipline may be administered include scholastic dishonesty, including but not limited to cheating on an exam or quiz, plagiarizing, and

unauthorized collaboration with another in preparing outside work. Academic work submitted by students shall be the result of their thought, research or self-expression. Academic work is defined as, but not limited to tests, quizzes, whether taken electronically or on paper; projects, either individual or group classroom presentations or homework (Student Handbook).

Incomplete Grades - Incomplete grades will be given in rare circumstances. Generally, to receive an "Incomplete", requests must be made after the last day to withdraw, and before the end of the semester in which the request is being made. The student must be making satisfactory progress, and have a personal circumstance which prevents course completion.

Student Discipline - Classroom behavior should support and enhance learning. Behaviors disrupting the learning process will be dealt with appropriately, which may include having the student leave class for the rest of that day. In serious cases, disruptive behavior may lead to a student being withdrawn from the class. ACC's policy on student discipline can be found in the Student Handbook.

Scholastic Dishonest - Acts prohibited by the College for which discipline may be administered include scholastic dishonesty, including but not limited to cheating on an exam or quiz, plagiarizing, and unauthorized collaboration with another in preparing outside work. Academic work submitted by students shall be the result of their thought, research or self-expression. Academic work is defined as, but not limited to test, quizzes, whether taken electronically or on paper; projects, either individual or group; classroom presentations, and homework.

Students with Disabilities - "Each ACC campus offers support services for students with documented physical or psychological disabilities. Students with disabilities must request reasonable accommodations through the Office for Students with Disabilities on the campus where they expect to take the majority of their classes".

Third Attempt/ Rule of Three - "Per state law, effective spring 2006 any student taking a class for the third time or more may be charged an additional $60 per credit hour unless exempted. Click Third Attempt for additional information.

Rule of Six - Per state law, students enrolling for the first time in fall 2007 or later at any Texas college or university may not withdraw (receive a W) from more than six courses and allow a student to withdraw from a course without having it count toward this limit. Students are encouraged to carefully select courses.

Withdrawal - It is the student's responsibility to withdraw from a course. Students may withdraw from a course at any time up to the withdrawal deadline. A notification to Instructors of a student intent to withdraw does not constitute official withdrawal. Students who fail to officially withdraw from a course are at risk of receiving an "F". Instructors may withdraw students who are not making satisfactory progress but students must not rely on their instructor to withdraw them if they wish to withdraw.

Attendance Policy: Students are expected to attend classes and will be responsible for work covered in class during their absence. Regular attendance helps ensure satisfactory progress toward course completion