

**J. Sargeant Reynolds Community College
Course Content Summary**

Course Prefix and Number: BUS 111

Credits: 3

Course Title: Principles of Supervision I

Course Description (including lecture hours, lab hours, total contacts)

Introduces factors relating to the work of supervisor and subordinates. Covers aspects of leadership, job management, work improvement, training and orientation, performance evaluation, and effective employee/supervisor relationships. Lecture 3 hours per week.

General Course Purpose

Teaches the fundamentals of supervision, including the primary responsibilities of the supervisor

Course Prerequisites/Corequisites (*Entry-level competencies **required** for enrollment*)

None

Course Objectives

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

- a. Exhibit competency in supervisory fundamentals needed by the first-level supervisor, including the primary responsibilities of the supervisor.
- b. Discuss techniques of handling factors related to the work of the supervisor and subordinate leadership, job management, work improvement, training and orientation, performance evaluation, and effective employee/supervisor relationships.

Major Topics to be Included

- a. The Supervisor's Challenge
- b. The Supervisor and the Organization
- c. The Supervisor and the Employees
- d. The Supervisor and Special Interest

Effective Date: August 25, 2009