
COURSE DESCRIPTION:

This course is a study of supervisory functions from the viewpoint of the first-line supervisor. Emphasis will be placed on the concepts of supervision and the practices used by first-line supervisors in putting them into effect. It gives students actual practice through discussions of case problems arising from work situations.

COURSE OBJECTIVES:

Upon successful completion of BA 29, students will be able to:

1) Demonstrate an understanding of the activities involved in the management Function, in general, and of the first-line manager’s important role in planning, organizing, staffing, directing and controlling contemporary American business operations;

2) Demonstrate techniques for problem solving using role playing and case study approaches;

3) Apply oral and written communication skills in the performance of supervisory Management duties;

4) Recognize national and international changes in the American economy and Evaluate their impact on the American workplace;

5) Demonstrate leadership styles and skills and be able to apply them in realistic situations.
Your final grade will be calculated using the following formula:

- Two exams: 30% each………………..60%
- Research Paper 20% ……………………..20%
- Quiz 10%................................10%
- Attendance/Participation 10%.........................10%

**ATTENDANCE POLICY:**

All students are expected to attend EVERY class session for which they are registered. Students are responsible for all that transpires in class whether or not they are in attendance. The college defines excessive absence or lateness as more than equivalent to one week of class meetings during the semester. Excessive absence or lateness may lead to failure or removal from the class roster. Please keep me informed of any anticipated situation or health issue that may cause you to be away from class. If possible, please call me to let me know you will be unable to attend any class session.

**NOTES:**

Topics for Research Paper will be provided including due date.
(2 typed pages)

**CLASS ACADEMIC CALENDAR – FALL – 04:**

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<th>Month</th>
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<td>November</td>
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<td>December</td>
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- Mid Term Exam: October 27th
- Final Exam: December 20th