



# Supervisory Management

Program No: 10-196-1

Associate Degree in Applied Science

Degree Completion Time: Nine Terms

Degree completion time may vary based on student scheduling needs and class availability.

2011-2012

Catalog No.	Class Title	Credit(s)
<b>Term 1</b>		
10105124	Portfolio Introduction	1.00
10196164	Personal Skills for Supervisors	3.00
10196191	Supervision	3.00
10196190	Leadership Development	3.00
10801195	Written Communication	3.00
10801198	Speech	3.00
	<b>Total</b>	<b>16.00</b>
<b>Term 2</b>		
10196189	Teambuilding and Problem Solving	3.00
10196193	Human Resource Management	3.00
10105128	Career Exploration	2.00
10804123	Math with Business Applications	3.00
10809195	Economics	3.00
10809198	Introduction to Psychology	3.00
	<b>Total</b>	<b>17.00</b>
<b>Term 3</b>		
10101155	Accounting for Professionals	3.00
10102182	Business Operations	3.00
10196134	Legal Issues for Supervisors	3.00
10196104	Labor Relations and Negotiations	3.00
10196192	Managing for Quality	3.00
10809196	Introduction to Sociology OR 10809172 Race, Ethnic, & Diversity Studies	3.00
	<b>Total</b>	<b>18.00</b>
<b>Term 4</b>		
10196168	Organizational Development	3.00
10196188	Project Management	3.00
10196117	Portfolio Assessment-Supervisory Management	1.00
10196136	Safety in the Workplace	3.00
10809122	Intro to American Government OR 10806112 Principles of Sustainability	3.00
	<b>Total</b>	<b>13.00</b>
	<b>Program Total</b>	<b>64.00</b>

**Note:** Classes run year-round; check with your program counselor for details.

Catalog numbers assigned to "elective" classes are for administrative use only. Consult with program counselor regarding your elective selection.

Program start dates vary; check with your counselor for details.

Curriculum and program acceptance requirements are subject to change.

## About the Career

The Supervisory Management program is designed to upgrade current supervisors through mid-managers and aspiring individuals who desire to successfully meet the challenges of change and the ever-increasing demands for proficient leadership in today's workplace. This program addresses skills to improve work morale and productivity and introduces business management concepts. Courses are offered in an evening flexible delivery format for working adults.

## Careers

- Management
- Supervisory Positions
- Team Leader
- Various Business and Industry Careers

## Admissions Steps

- Application
- Application Fee
- Entrance Assessment Scores
- Transcripts
- Program Advising Session
- Microsoft Skills Check Form (Word, PowerPoint, Excel)
- Functional Abilities Statement of Understanding Form

## Program Outcomes

You'll learn to:

- Effectively manage time and resources to ensure success in meeting personal and organizational goals.
- Minimize the stress on oneself and employee conflict to increase overall productivity.
- Display respect for individual differences and work cooperatively to build rapport and to achieve team goals.
- Perform successfully in the supervisory roles of planning, organizing, staffing, leading, and controlling.
- Develop and manage teams to enhance work productivity.
- Negotiate internal problems and work relationships between groups of employees.
- Implement better decision-making skills and utilize successful problem-solving processes.
- Delegate appropriately to responsible, capable workers to motivate people and enhance work morale and productivity.
- Understand the impact of ethical and legal aspects and the functions of HRM.

## Approximate Costs

- \$120 per credit (resident)
- \$173 per credit (out-of-state resident)
- Other fees vary by program (books, supplies, materials, tools, uniforms, health-related exams, etc.)

## Special Note

This program is only offered in an evening delivery format or on a request basis with secured enrollment.

## Functional Abilities

Functional abilities are the basic duties that a student must be able to perform with or without reasonable accommodations. At the postsecondary level, students must meet these requirements, and they cannot be modified.

## Entrance Assessment Scores

Accuplacer	ACT
Arithmetic - 79	Mathematics - 18
Reading - 74	Reading - 18
Sentence Skills - 86	English - 18

## Transfer agreements are available with the following institutions:

Capella University  
Cardinal Stritch University  
Concordia University  
Franklin University  
Lakeland College  
Marian College

MSOE Rader School of Business  
Silver Lake College  
University of Phoenix  
Upper Iowa University  
UW-Green Bay  
UW-Oshkosh  
UW-Stout

IMPORTANT: For more information on these agreements, visit [gotoltc.edu/transfer](http://gotoltc.edu/transfer).

**ALERT: Beginning with Summer 2011, many General Education course prerequisites have changed. Check the LTC website at [gotoltc.edu](http://gotoltc.edu) and click on "Find a Class" for updated prerequisite information.**

### **10101155 Accounting for Professionals**

...is the study of the information that can be interpreted from financial statements. Students analyze financial statements and apply managerial accounting concepts in an accelerated format.

**COREQUISITE:** Microsoft Excel skills or equivalent

### **10102182 Business Operations**

...assesses the role of business, its internal structure and its relationship to the external environment. Each learner analyzes the supervisor's role in the functions of business planning, information systems, operations management, information technology, marketing and how they interact and drive business activities.

### **10105124 Portfolio Introduction**

...prepares the student to develop a personal and professional portfolio, to identify self-awareness through various self-assessments and apply these results to the workplace and other environments, to write goal statements and understand their value, to develop an individual history of events and achievements, and to identify significant learning experiences throughout the student's life.

### **10105128 Career Exploration**

...prepares the student to develop a career plan, write a resume, create a cover letter, prepare for an interview, search for work on the Internet, adapt a resume for an electronic scan, and post a resume and cover letter on the Internet.

**PREREQUISITE:** 10105124 Portfolio Introduction

### **10196104 Labor Relations and Negotiations**

...introduces the participant to the history of the labor movement and includes the legal collective bargaining processes while applying the learned skills with case studies, a mock negotiation of a realistic collective bargaining contract, and the simulation of a grievance arbitration.

### **10196117 Portfolio Assessment-Supervisory Management**

...prepares the student to identify what they have learned throughout the Supervisory Management program, write career goals, re-examine their resume, research and collect project samples of their achievements, and analyze their achievements within the college core abilities.

**PREREQUISITES:** 10105124 Portfolio Introduction and 10105128 Career Exploration

### **10196134 Legal Issues for Supervisors**

...applies the skills and tools necessary for a supervisor to effectively function in today's legal work environment. Learners will demonstrate the application of legal practices in both union and nonunion environments, analysis of the impact of U.S. employment laws, the impact of the global economy, the appeal process, reacting to legal charges, documenting the hiring/firing process, dealing with harassment issues, privacy issues, and summarizing legal issues facing contemporary supervisors.

### **10196136 Safety in the Workplace**

...applies the skills and tools necessary to provide a safe and secure work environment. Each learner will demonstrate the application of safety awareness, federal/state/local compliance, incident investigation and documentation, human relations techniques, safety orientation, inspections, and risk analysis, issues of workplace violence, substance abuse, and health hazards, first aid and CPR, fire and electrical safety, emergency preparedness, and liaison with external agencies.

### **10196164 Personal Skills for Supervisors**

...will allow the participants to learn time management techniques and utilize personal planning processes for daily activities and continuous learning. Valuing the rights of others is emphasized while the participants are learning assertive behaviors. Finally, organizational and personal sources or stress are analyzed and a strategy and a strategy for coping is designed.

### **10196168 Organizational Development**

...describes what organizations do and how managers contribute to the success of organizational activities and structures. Organizations and their managers make up a significant portion of our contemporary society and culture. From the technical college down the street to the large multinational companies make and sell the products and services we use every day; organizations touch almost every aspect of our daily lives.

**CONDITION:** Verification of student having completed at least 14 credits of 196 courses prior to take this class

### **10196188 Project Management**

...will explore the role of projects and the importance of project management in business environments. Learners will create and develop successful proposals. They will also plan, schedule, and budget for a project.

**COREQUISITE:** Microsoft Excel skills or equivalent

### **10196189 Teambuilding and Problem Solving**

...applies the skills and tools necessary to facilitate problem solving in a team environment. Each learner will demonstrate the application of the benefits and challenges of group work, necessary roles in a team, stages of team development, different approaches to problem solving, consensus, a systematic process of problem definition, data acquisition, analysis, developing alternative solutions, solution implementation, and evaluation.

### **10196190 Leadership Development**

...allows the learner to apply the skills and tools necessary to fulfill his/her role as a modern leader. Each learner will demonstrate the application of evaluating leadership effectiveness and organization requirements, individual and group motivation strategies, implementing mission and goals, ethical behavior, personal leadership style and adaptation, impacts of power, facilitating employee development, coaching, managing change, and effective conflict resolution.

**COREQUISITE:** Microsoft PowerPoint skills or equivalent

### **10196191 Supervision**

...allows the learner to apply the skills and tools necessary to perform the functions of a frontline leader. Students learn the application of strategies and transition to a contemporary supervisory role including day-to-day operations, controlling, staffing, leadership, problem-solving, team skills, motivation, and training.

**COREQUISITE:** Microsoft Word skills or equivalent

### **10196192 Managing for Quality**

...is designed to examine the role of the supervisor in assisting an organization to produce a quality product or service. The meaning and benefits of quality, the cost of quality, how to interact with customers, and problem solving tools for continuous improvement will be covered.

### **10196193 Human Resource Management**

...applies the skills/tools necessary to effectively value and apply employees' abilities and needs to organization goals. Learners will demonstrate the application of the supervisor's role in contemporary human resources management, impacts of EEOC, writing job descriptions, recruitment, selection, conducting job interviews, orientation, developing policies/procedures, training, performance management, employee counseling/development, and effective use of compensation and benefit strategies.

### **10801195 Written Communication**

...teaches the writing process, which includes prewriting, drafting, revising, and editing. Through a variety of writing assignments, the student will analyze audience and purpose, research and organize ideas, and format and design documents based on subject matter and content. Keyboarding skills are required for this course. It also develops critical reading and thinking skills through the analysis of a variety of written documents.

**PREREQUISITE:** 10831103 Intro to College Writing or **CONDITION:** Accuplacer Writing minimum score of 86 or Equivalent

### **10801198 Speech**

...explores the fundamentals of effective oral presentation to small and large groups. Topic selection, audience analysis, methods of organization, research, structuring evidence and support, delivery techniques, and other essential elements of speaking successfully, including the listening process, form the basis of the course.

### **10804123 Math w Business Apps**

...covers real numbers, basic operations, linear equations, proportions with one variable, percents, simple interest, compound interest, annuity, apply math concepts to the purchasing/buying process, apply math concepts to the selling process, and basic statistics with business/consumer applications.

**PREREQUISITE:** Accuplacer Math minimum score of 79 or Equivalent or 10804100 Math Proficiency

### **10809122 Introduction to American Government**

...introduces American political processes and institutions. It focuses on rights and responsibilities of citizens and the process of participatory democracy. Learners examine the complexity of the separation of powers and checks and balances. It explores the role of the media, interest groups, political parties and public opinion in the political process. It also explores the role of state and national government in our federal system.

### **10809195 Economics**

...provides the participant with an overview of how a market-oriented economic system operates, and it surveys the factors which influence national economic policy. Basic concepts and analyses are illustrated by reference to a variety of contemporary problems and public policy issues. Concepts include scarcity, resources, alternative economic systems, growth, supply and demand, monetary and fiscal policy, inflation, unemployment and global economic issues.

### **10809196 Introduction to Sociology**

...introduces students to the basic concepts of sociology: culture, socialization, social stratification, multi-culturalism, and the five institutions, including family, government, economics, religion, and education. Other topics include demography, deviance, technology, environment, social issues, social change, social organization, and workplace issues.

### **10809198 Intro to Psychology**

...introduces students to a survey of the multiple aspects of human behavior. It involves a survey of the theoretical foundations of human functioning in such areas as learning, motivation, emotions, personality, deviance and pathology, physiological factors, and social influences. It directs the student to an insightful understanding of the complexities of human relationships in personal, social, and vocational settings.