

Clackamas Community College

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Section #1 General Course Information

Department: Business & Computer Science: Business

Submitter

First Name: Sharon

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Course Prefix and Number: BA - 251

Credits: 3

Contact hours

Lecture (# of hours): 33

Lec/lab (# of hours):

Lab (# of hours):

Total course hours: 33

For each credit, the student will be expected to spend, on average, 3 hours per week in combination of in-class and out-of-class activity.

Course Title: Supervisory Management

Course Description:

Addresses the role and responsibilities of the first-line supervisor or manager. Includes analyzing business, dealing with change, staffing and scheduling, leadership, decision-making, motivational skills, legal considerations, and managing teams.

Type of Course: Lower Division Collegiate

Is this class challengeable?

Yes

Can this course be repeated for credit in a degree?

No

Is general education certification being sought at this time?

No

Does this course map to any general education outcome(s)?

No

Is this course part of an AAS or related certificate of completion?

No

Are there prerequisites to this course?

Yes

Pre-reqs: Pass RD-090 or placement in RD-115

Have you consulted with the appropriate chair if the pre-req is in another program?

No

Are there corequisites to this course?

No

Are there any requirements or recommendations for students taken this course?

No

Are there similar courses existing in other programs or disciplines at CCC?

No

Will this class use library resources?

Yes

Have you talked with a librarian regarding that impact?

No

Is there any other potential impact on another department?

No

Does this course belong on the Related Instruction list?

No

GRADING METHOD:

A-F or Pass/No Pass

Audit: Yes

When do you plan to offer this course?

- ✓ Fall
- ✓ Winter
- ✓ Spring

Is this course equivalent to another?

If yes, they must have the same description and outcomes.

No

Will this course appear in the college catalog?

Yes

Will this course appear in the schedule?

Yes

Student Learning Outcomes:

Upon successful completion of this course, students should be able to:

1. identify effective supervisory strategies for motivation, goal setting, coaching, leadership, communication, decision making, and/or problem solving for individual and group situations;
2. self-assess and analyze their own supervisory aptitude/capacity/style related to supervisory skills such as organizing, delegating, problem solving, planning, leading, training, mentoring/coaching, communicating, motivating, team management, controlling, managing conflict, and/or managing diversity.

This course does not include assessable General Education outcomes.

Major Topic Outline:

1. Supervisory management roles
2. Planning and objective setting
3. Decision making and problem solving
4. Organizing
5. Delegating
4. Communication
5. Motivation and performance management
6. Leadership
7. Teams
8. Managing conflict, stress, and time
9. Controlling
10. The supervisor's role in safety and health.

Does the content of this class relate to job skills in any of the following areas:

- | | |
|--------------------------------------|-----------|
| 1. Increased energy efficiency | No |
| 2. Produce renewable energy | No |
| 3. Prevent environmental degradation | No |
| 4. Clean up natural environment | No |
| 5. Supports green services | No |

Percent of course: 0%

Section #2 Course Transferability

Concern over students taking many courses that do not have a high transfer value has led to increasing attention to the transferability of LDC courses. The state currently requires us to certify that at least one OUS school will accept a new LDC course in transfer. Faculty should communicate with colleagues at one or more OUS schools to ascertain how the course will transfer by answering these questions.

1. Is there an equivalent lower division course at the University?
2. Will a department accept the course for its major or minor requirements?
3. Will the course be accepted as part of the University's distribution requirements?

If a course transfers as an elective only, it may still be accepted or approved as an LDC course, depending on the nature of the course, though it will likely not be eligible for Gen Ed status.

Which OUS schools will the course transfer to? (Check all that apply)

✓ OIT (Oregon Institute of Technology)

Identify comparable course(s) at OUS school(s)

How does it transfer? (Check all that apply)

✓ other (provide details): Applies as program elective in AAS Business to BAS in Operations Management at OIT.,

First term to be offered:

Next available term after approval

:
