

**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