

California State University East Bay

Course Outline

Principles of Management & Supervision - Fall 2008

Extension EXSP 8710-CA - 3 Units

By: Peter Furst

September 23 – November 25, 2008
Tuesdays 7:00 – 10:00 PM

Course Description / Requirements

This course is intended to be a survey course that provides an overview of management principles, with an emphasis from the point of view of the supervisor at the front line of management. This is a generic management course and is applicable to all industries, business environments, and situation, where the end product or service depends on getting people to work together to make it happen!

This course is designed to offer practical techniques that can be used in real-life-situations, cover all the vital aspects of supervision, and to provide useful insights to management issues,

To add value to the class we will discuss the most recent theories and developments in management, leadership, organizational culture as well as concepts from the behavioral and social sciences.

A. Course Outline & assignment

Class	Date	Assignment	chapters
1. 9/23	---	Introduction	---
2. 9/30	Part 1	Supervisory Management	Ch 1 - 2
3. 10/7	Part 2	Planning & Problem Solving	Ch 3 - 4
4. 10/14	Part 3	Organizing Staffing & Training	Ch. 5 - 7
5. 10/21	Part 4	Leading the Workforce	Ch. 8 - 10
6. 10/28	-----	MID-TERM – lecture	-----
7. 11/4	Part 5	Working with Individuals & Teams	Ch. 11 - 13
8. 11/11	Part 6	Controlling	Ch. 14 - 15
9. 11/18	Part 7	Contemporary Concerns	Ch 16 - 18
10. 11/25	---	Final	---

B. Method of instruction & Evaluation

1. Instruction	
a. Lecture	
b. Class work	
c. Handouts	
2. Grading	
a. Class attendance & participation	10 %
b. Case studies	20 %
c. Quizzes	20 %
d. Midterm	20 %
e. Final	<u>30 %</u>
	100 %

You must achieve 70% in your grade to pass the class

C. Testing and quiz schedule

Quizzes - will be unscheduled and based on the reading assignments. Read in preparation for that evening. Quizzes can only be made up before the following session – you must call me and make arrangements.

You must read the assignments (about 50-80 pages per week) prior to coming to class. Be prepared to discuss the material, the case studies, and/or be tested on it by a Pop Quiz!

Tests

Test date test

1. 10/28 Midterm - chapters 1 – 10
2. 11/25 Final - whole book chapters 1 - 18

If you have a problem attending on these dates – you must let me know and make alternate arrangements!

Participation is important – your view of the reading material and its application to you job may be very valuable to others in the class; so it is vital that you be here, and share in class. Participation counts as 10% and case study review counts as 20% of your grade. If you can not come – you must call and let me know! (925) 367- 4567 or e-mail peter.furst@gmail.com or thefurstgroup@gmail.com for an excused absence.

D. Text

Supervision – Managing for Results, 9th ed. By J W Newstrom, Published by McGraw-Hill.