Course Syllabus   Fall 2018

ET 474 – Supervisory Management   **CRN # 10174**

1111 Science & Technology Building   **3 credit hours**

Monday, Wednesday & Friday 2:00 -2:50 pm

Instructor: Alvan Okeh

Catalog Description:

ET 474 – Supervisory Management: This course is to prepare students to be effective supervisors and leaders.

Lecture – 50 mins. Total 3 hours per week

Course Objectives:

This course will allow students develop their abilities using skill-building exercises, and provide students with the foundation to skill and personal qualities needed for job performance.

Textbook: Supervisory Management- the art of inspiring, empowering, and developing people by Mosely, Donald C. Jr. et al. Edition: 8e -10e

Student Learning Outcomes: Students will learn

1. The roles and challenges of management in an organization
2. The role of planning in supervisory management
3. The role of leading in supervisory management
4. The role of skill development in supervisory management
5. The role of controlling in supervisory management
6. Managing human resources and diversity

Course Requirements for ET474:

The course will focus on lectures, assignments and case studies. The Assignments will display a knowledge of the course concept, and case studies will display application of the concepts. As a result, the learner will

- Attend class regularly and on time
- Complete assignments accurately and on time

Grade Standards and Weights for ET 474:

a) Assignments must be submitted for grading at the start of every week. It can be submitted online or in class.
b) Late submission of assignment will result to score deduction.
c) The Mid-Term Examination will be on materials covered up to the mid-term.
d) The Final Examination will be on materials covered through the second part of the term.

Assessment Item	Points	%
Attendance	14	13
Assignment	40	38
Mid-Term Exam	20	19
Final Exam	30	29

Office Hours: Hours may be arranged with instructor.

CLASS POLICIES

I. Students are expected to attend class. Any absentee should inform the instructor with a valid excuse.
II. Students are expected to be punctual to class
III. Professional language is expected in class during communication. Conducts and respect for peers and the instructor are basic requirement.
IV. No disruptive behavior will result to penalties by the instructor
V. No electronic devise unless being used for class work.