

PALOMAR COLLEGE
COURSE OUTLINE OF RECORD FOR
DEGREE CREDIT COURSE

X Transfer Course X A.A. Degree applicable course
(check all that apply)

COURSE NUMBER AND TITLE: PWM 125 Supervision

UNIT VALUE: 3

MINIMUM NUMBER OF SEMESTER HOURS: 48

BASIC SKILLS REQUIREMENTS: Appropriate language and computational skills.

ENTRANCE REQUIREMENTS

PREREQUISITE: None.

COREQUISITE: None.

RECOMMENDED PREPARATION: None.

SCOPE OF COURSE:

Managerial aspects of public utilities including organization, decision making, coordination, communication, and public relations. Personnel management including recruiting, training, evaluation, discipline, promotion, morale, and grievances. Safety programs and encouraging safe conditions, actions and attitudes.

SPECIFIC COURSE OBJECTIVES:

The student will be able to:

1. Evaluate a business case study to determine the facts of the case and apply the correct methods of management to come up with a feasible solution to the problem.
2. Apply the necessary skills and abilities to become a valuable member of the management team.
3. Anticipate the problems of on-the-job motivational factors and how they relate to situations involving human behavior.
4. Apply various supervisory techniques in an effort to increase job morale.
5. Analyze and make recommendations using standard management procedures.
6. Analyze the business community to increase motivation and production.

CONTENT IN TERMS OF SPECIFIC BODY OF KNOWLEDGE:

- I. The Supervisor's Role & Responsibilities
- II. Your Future as a Supervisor
- III. Management Concepts & Time Management
- IV. Management Functions
- V. Communications
- VI. Public Speech & Presentation Skills
- VII. Leadership and Management Styles
- VIII. Human Motivation
- IX. Change Management
- X. Building & Maintaining Relationships
- XI. Supervising Groups/Teams
- XII. Selection & Orientation
- XIII. Training
- XIV. Appraisal Process
- XV. Discipline
- XVI. Complaints, Grievances, and the Union
- XVII. Security, Safety, and Health

REQUIRED READING:

Plunkett, Richard. Supervision – Diversity and Teams in the Workplace. 10th edition. Boston: Allyn and Bacon, Inc., 2002.

SUGGESTED READING:

Bennis, Warren. On Becoming a Leader. 1st edition. Cambridge: Perseus Books Group, 1994.

American Waterworks Association Journal

American Public Works Association (APWA) Reporter

REQUIRED WRITING:

A two-page type written paper is required on an approved waterworks related topic. The format for the paper will be discussed in class and include a cost vs. benefits analysis. The results of the cost vs. benefits analysis will be presented to the class.

OUTSIDE ASSIGNMENTS:

Students are expected to spend a minimum of three hours per unit per week in class and on outside assignments, prorated for short-term classes.

Read textbook assignments. Study lecture notes. Research and prepare typewritten paper. Prepare oral presentation.

INSTRUCTIONAL METHODOLOGY:

Check all that apply:

- lecture
- laboratory
- lecture-laboratory combination
- directed study

DISTANCE LEARNING:

This course may be offered as a distance learning course and meets Title 5 regulations 55370, 55372, 55374, 55376, 55378, and 55380.

Yes No

If yes, check all that apply:

- Television Course (Video one-way, e.g. ITV, video cassette, etc.)
- Online Course (Text one-way, e.g. newspaper, correspondence, electronic file, etc.)
- Two-Way Video Conferencing (Two-way interactive video and audio)
- One-Way Video Conferencing (One-way interactive video and two-way interactive audio)
- Computer Assisted Instruction (A specialized form of mediated instruction relying primarily on student access to information and prepared lessons or teaching materials through a computer terminal, but not under immediate supervision of a qualified instructor.)

GRADING POLICY AND STANDARDS (include methods of determining whether the stated objectives have been met by students):

The course grading policy will be determined by individual instructors and may include the following:

- Exams
- Quizzes
- Research projects
- Writing assignments
- Classroom presentations
- Research papers
- Lab assignments
- Journal writing
- Classroom participation & discussion
- Homework

IS COURSE REPEATABLE FOR REASON(S) OTHER THAN DEFICIENT GRADE?

Yes No Number of times course may be taken for credit: 1

If yes, identify specific provision of Title 5 Division 2 section(s), 55761-55763 and 58161 which qualifies course as repeatable:

CONTACT PERSON: Director, Occupational & Noncredit Programs, Ext. 2286

SIGNATURES ON FILE: