

Master Syllabus

OPT 1126 - Supervision, Team Leadership & Project Management

Division: Science, Mathematics and Engineering

Department: Operations Technology

Credit Hour Total: 3.0

Lecture Hrs: 3.0

Date Revised: October 2013

Course Description:

Introduction to the fundamental techniques of industrial supervision and team leadership and the effective management of projects. Includes the five functions of supervision, team leadership functions, leadership styles and the Project Management Body of Knowledge.

General Education Outcomes:

- ▣ Oral Communication Competency
- ▣ Written Communication Competency
- ▣ Critical Thinking/Problem Solving Competency
- ▣ Computer Literacy Competency
- ▣ Values/Citizenship/Community Competency
- ▣ Information Literacy Competency

Course Outcomes:

Functions of a supervisor

Demonstrate functions of a supervisor from planning, organizing, staffing and directing the group activities toward the goals and objectives.

Assessment Method: Locally developed exams

Performance Criteria: Correctly answer at least 70% of applicable exam questions

Leadership Styles

Evaluate leadership styles, motivation techniques, group dynamics and supervision of union personnel.

Assessment Method: Locally developed exams

Performance Criteria: Correctly answer at least 70% of applicable exam questions

Assessment Method: Performance appraisals

Performance Criteria: Receive a grade of 70% or better on Class Project

Project Plan

Given information about a specific project, a team must develop a plan for implementing the specified project.

Assessment Method: Locally developed exams

Performance Criteria: Correctly answer at least 70% of applicable exam questions

Assessment Method: Performance appraisals

Performance Criteria: Receive a grade of 70% or better on Class Project

Outline:

Various theories of management
Fayol's Functions of Management
Difference between management and Leadership
Motivation Theories (Maslow, Herzberg, etc)
Organizational Structures
Changing workplace demographics
Conflict resolution
Supervising in a union environment
Employee appraisals
Interview skills
Discipline
Managing in a team environment
Differentiate between programs, projects and operations
Project phases and life cycle
Project scope management
Project time management (Gantt Charts, PERT Diagrams, flow charts)
Project Management Body of Knowledge