

## 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

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#### 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