

CONT 166

Construction Supervision and Leadership

3 Credits (3 Lecture hours per week)

Community College of Baltimore County

Common Course Outline

Description

CONT 166 – Construction Supervision and Leadership: Covers the principles and skills required of a supervisor to develop sound managerial practices; employs a humanistic approach to management problems and studies its influence on efficiency, productivity, and employee morale. Credit by exam available. Offered fall semester only.

Overall Course Objectives

Upon completion of this course, students will be able to:

1. Describe the nature of supervision, including the roles supervisors are expected to play, the environment in which supervisors works, and the competencies they are expected to possess and use;
2. Analyze the challenges facing American businesses in an increasingly diverse, highly technical, and increasingly global environment;
3. Compare the relationship between planning and controlling in organizations, including the necessity to establish goals, set standards of performance, and develop systematic methods to make certain that organizational objectives are being accomplished as planned;
4. Apply problem-solving and decision-making models;
5. Analyze the ethical consideration of all concepts presented in class;
6. Compare the human resource planning functions of organizing, staffing, and employee development;
7. Discuss the current theories of individual and group motivation, and compare each as they apply to the broad ranges of employee and group ability, education, and experience;
8. Compare effective leadership styles as they are affected by various situations;
9. Examine different methods of communication and the barriers to their effectiveness;
10. Describe how conflict and politics affect the supervisor's job, and how to deal with change and stress;
11. Examine the limitations of a supervisor's management of unionized employees and the concepts involved in labor relations; and
12. Compare career planning as they examine the difference between traditional career paths and contemporary ones.

Major Topics

- I. Definition of a Supervisor
- II. Supervisory Challenges for the 21st Century; Establishing Goals
- III. Problem Solving & Decision-Making
- IV. Designing & Implementing Controls

The Common Course Outline (CCO) determines the essential nature of each course.

For more information, see your professor's syllabus.

- V. Organizing an Effective Department
- VI. Acquiring the Right People; Appraising Employee Performance
- VII. Motivating Your Employees; Disciplining Employees
- VIII. Communicating Effectively
- IX. Providing Effective Leadership
- X. Conflict, Politics, and Negotiation; the Supervisor's Role in Labor
- XI. Relations
- XII. Dealing with Change and Stress
- XIII. Building Your Career

Course Requirements

Grading will be determined by the individual faculty member, but shall include the following, at minimum:

- Homework
- Projects
- Mid term
- Term paper/oral report
- Classwork
- Team project
- Quizzes
- Final exam
- There will be a minimum of 8 graded assignments

Written assignments and research projects: Students are required to use appropriate academic resources in their research and cite sources according to the style selected by their professor.

Other Course Information

This course is an elective.

This course is taught in a computerized environment.

This course is the first course in a required two-course sequence.

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