

**Common Course Outline**  
**CONT 166**  
**Construction Supervision and Leadership**  
**3 Semester Hours**

**The Community College of Baltimore County**

**Description**

**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.

3 credits: 3 lecture hours per week. Credit by exam available. Offered fall semester only

**Overall Course Objectives**

Upon completion of this course the student will be able to:

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

Analyze the challenges facing American businesses in an increasingly diverse, highly technical, and increasingly global environment

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

Apply problem-solving and decision-making models

Analyze the ethical consideration of all concepts presented in class

Compare the human resource planning functions of organizing, staffing, and employee development

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

Compare effective leadership styles as they are affected by various situations

Examine different methods of communication and the barriers to their effectiveness

Describe how conflict and politics affect the supervisor's job, and how to deal with change and stress

Examine the limitations of a supervisor's management of unionized employees and the concepts involved in labor relations

Compare career planning as they examine the difference between traditional career paths and contemporary ones.

### **Major Topics**

Definition of a Supervisor  
Supervisory Challenges for the 21<sup>st</sup> Century; Establishing Goals  
Problem Solving & Decision-Making  
Designing & Implementing Controls  
Organizing an Effective Department  
Acquiring the Right People; Appraising Employee Performance  
Motivating Your Employees; Disciplining Employees  
Communicating Effectively  
Providing Effective Leadership  
Conflict, Politics, and Negotiation; the Supervisor's Role in Labor Relations  
Dealing with Change and Stress  
Building Your Career

### **Course Requirements**

Grading/exams: Grading procedures will be determined by the individual faculty member and will include at least 4 out of the 7 categories that follow:

Homework  
Projects  
Mid term  
Term paper/oral report  
Classwork  
Team project  
Quizzes  
Final exam

There will be a minimum of 8 graded assignments.

Writing: The individual faculty member will determine specific writing assignments.

### **Other Course Information**

This course is a \_\_\_\_\_ core course and a   X   elective.

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

Individual faculty members may include additional course objectives, major topics, and other course requirements to the minimum expectations stated in the Common Course Outline.

Date Revised: MM/DD/YY