

COURSE SYLLABUS

LAST REVIEW	Spring 2021
COURSE TITLE	Current Topics in Supervision and Management
COURSE NUMBER	BUSN 0292
DIVISION	Math, Science, Business & Technology
DEPARTMENT	Business
CIP CODE	52.0201
CREDIT HOURS	3
CONTACT HOURS/WEEK	Class: 3
PREREQUISITES	None
COURSE PLACEMENT	Students must meet the correct placement measure for this course. Information may be found at: https://www.kckcc.edu/admissions/information/mandatory-evaluation-placement.html

COURSE DESCRIPTION

This course is designed to give students the tools and techniques for planning a productive meeting, facilitating a focused meeting, developing active participation, and effectively implementing meeting decisions. Participants will have multiple opportunities to observe and practice the actual application of skills and techniques, receive immediate feedback, and evaluate meeting effectiveness.

Effective Spring 2005, if you are a Business major, you must have a "C" or better in all business courses to meet the requirements of the business degree program.

PROGRAM LEARNING OUTCOMES

Administrative Office Professional AAS PLOs

1. Plan and collaborate with others in ways that contribute to the organization's goals.
2. Use critical thinking skills to analyze, prioritize, develop, write, and create business documents.

TEXTBOOKS

<http://kckccbookstore.com/>

METHODS OF INSTRUCTION

A variety of instructional methods may be used depending on content area. These include but are not limited to: lecture, multimedia, cooperative/collaborative learning, labs and demonstrations, projects and presentations, speeches, debates, panels,

conferencing, performances, and learning experiences outside the classroom. Methodology will be selected to best meet student needs.

COURSE OUTLINE

- I. Preparing for a meeting.
- II. Using agendas and ground rules to stay on track.
- III. Facilitating a meeting.
- IV. Developing full participation by meeting attendees.
- V. Completing agenda items, delegating responsibilities, and follow-up.
- VI. Evaluating the effectiveness of a meeting.

COURSE LEARNING OUTCOMES AND COMPETENCIES

Upon successful completion of this course, the student will:

- A. Be able to plan and organize a meeting.
 1. Describe how to determine the need for a meeting and reasons to have a meeting.
 2. Explain the importance of defining the purpose and desired outcomes for a meeting.
 3. Demonstrate writing an agenda and timeline.
 4. Be able to describe the purpose of an agenda.
- B. Be able to facilitate a meeting.
 5. Identify the roles and responsibilities of a facilitator.
 6. Explain the difference between process and content.
 7. Demonstrate establishing and referencing ground rules.
 8. Facilitate a 15-minute meeting.
- C. Be able to utilize various techniques and skills to develop meeting participation.
 9. Explain the facilitator's role in contributing opinions during a meeting.
 10. Explain the importance of using questions to solicit different viewpoints.
 11. Explain and demonstrate skills and techniques to develop group participation.
 12. Explain and demonstrate the use of acknowledgements to reinforce participation.
- D. Be able to utilize various techniques to keep a meeting focused.
 13. Demonstrate charting skills and techniques.
 14. Explain various techniques for dealing with difficult participants.
 15. Explain techniques for keeping the meeting discussion on track.
 16. Explain groupthink.
- E. Be able to utilize various techniques to insure action items are identified, delegated, and implemented.

17. Explain the rules for brainstorming.
 18. Explain how to reach consensus.
 19. Explain the steps to prioritize issues identified during brainstorming.
 20. Explain how to assign action items during a meeting.
- F. Be able to describe how to establish a comfortable meeting environment.
21. Explain the importance of meeting logistics to ensure a productive meeting environment.
 22. Explain various techniques for maintaining a safe meeting environment.
- G. Be able to evaluate the effectiveness of a meeting.
23. Will explain the importance for evaluating meetings.

ASSESSMENT OF COURSE LEARNING OUTCOMES AND COMPETENCIES

Student progress is evaluated through both formative and summative assessment methods. Specific details may be found in the instructor's course information document.

COLLEGE POLICIES AND PROCEDURES

Student Handbook

<https://www.kckcc.edu/files/docs/student-resources/student-handbook-and-code-of-conduct.pdf>

College Catalog

<https://www.kckcc.edu/academics/catalog/index.html>

College Policies and Statements

<https://www.kckcc.edu/about/policies-statements/index.html>

Accessibility and Accommodations

<https://www.kckcc.edu/academics/resources/student-accessibility-support-services/index.html>.