

ORGANIZATIONAL SUPERVISION (SUPR)

SUPR 100 Introduction to Commerce and Organizational Structures 3 Hours

The management process, production, marketing, finance accounting, personnel and other functional activities are discussed. **Colonnade/ Statewide General Education Code E-SB | SB**
Recent Term(s) Offered: fall 2023

SUPR 102 Introduction to Ethical Issues in Organizations 3 Hours

This course will introduce students to the role of ethics of business in a complex, dynamic, global environment. This course will assist students to recognize, apply and appreciate the role of ethics in business decisions.
Recent Term(s) Offered: fall 2023

SUPR 110 Basic Bookkeeping and Performance Reporting 3 Hours

This course serves as a basic introductory accounting course for students pursuing an associate of arts degree program. It introduces the beginning concepts, principles, and procedures of accounting in a systematic fashion.
Recent Term(s) Offered: None

SUPR 200 Performance Reporting & Bookkeeping I 3 Hours

Introduction to the basic accounting theories, concepts and principles used in gathering and reporting financial data of a business organization. Course focuses on the information provided to external users through financial statements. Emphasis is placed on preparing the statements, examining the statements' components, and interpreting the information reported.

Prerequisite(s): (MATH 116 or MATH 117 or MATH 136 or MATH 119 or MATH 109 or MATH 118 or MA 109C or MA 116C or MA 117C or MATH 109E or MATH 116E)

Recent Term(s) Offered: fall 2023

SUPR 201 Performance Reporting & Bookkeeping II 3 Hours

Introduces accounting concepts, practices, and tools for managerial decision making. This course is designed to provide an understanding of how financial and non-financial data are used in decision making and control. Topics typically include activity-based costing, cost behavior, job-order costing, process costing, cost-volume-profit analysis, flexible budgeting, relevancy costing, departmental cost allocation, and profit planning.

Prerequisite(s): SUPR 200

Recent Term(s) Offered: None

SUPR 210 Organization and Supervision 3 Hours

An introduction to organizational theory and organizational behavior. The course focuses on supervising people and material resources to enhance organizational productivity and effectiveness. Attention is given to the organizational functions of planning, organizing, leading, and controlling.
Recent Term(s) Offered: fall 2023

SUPR 212 Organizational Promotions and Advertising 3 Hours

Presents the problems of marketing and the ways today's marketers solve them. The course focuses on concepts and principles of theory and practice through the use of practical examples and cases. Studies include market planning, research, strategies, distribution, promotion, pricing, market segmentation, and consumer-oriented marketing.
Recent Term(s) Offered: None

SUPR 214 Supervisory Communication 3 Hours

A study of communication processes in business with an emphasis on correct language and grammar. Included is functional correspondence which leads to effective communication, such as letters, reports, memos.
Recent Term(s) Offered: fall 2023

SUPR 225 Records and Information Supervision 3 Hours

Management of records from creation to disposal. Included are the principles and procedures of organizing, operating and controlling traditional, automated, and special records.
Recent Term(s) Offered: None

SUPR 230 Internship-Supervision 1-6 Hours (repeatable max of 6 hrs)

Provides the advanced student with an opportunity for civic engagement, explores on-site job opportunities, and enhances marketability. The internship includes a project and activities that enhance professional growth and development. Note: Director and instructor's permission and must be a sophomore with a minimum gpa of 2.0.

Restriction(s): Students with a semester level of Freshman may not enroll.

Recent Term(s) Offered: None

SUPR 244 Introduction to Human Capital Information Systems 2 Hours

This course will introduce students to the numerous concepts of Human Resources Information Systems, including topics such as hardware and software, database systems, business intelligence, information and decision support systems, and systems development.
Recent Term(s) Offered: None

SUPR 245 Supervising Diversity in the Workplace 3 Hours

This course will introduce students to the concepts of managing/ supervising employees from a supervisor's perspective in a work setting for a diverse background.
Recent Term(s) Offered: None

SUPR 248 Principles of Supervision 3 Hours

A practical approach to understanding and dealing with the problems faced by first-line supervisors.
Recent Term(s) Offered: fall 2023

SUPR 249 Employee Benefits Programs 2 Hours

Investigates and surveys employee benefits planning to include selection, cost control and viability of employee benefits programs.
Recent Term(s) Offered: None

SUPR 250 Entrepreneurship and Organizational Innovation 3 Hours

A study of small business, emphasizing the development of a written business plan. Includes legal forms of organization, strategic planning, financing, marketing research, taxation, risk management, management principles, and Total Quality Management (TQM).
Recent Term(s) Offered: fall 2023

SUPR 252 Selling and Sales Supervision 3 Hours

The role of selling and distribution, basic sales methods and techniques and management of the sales function.
Recent Term(s) Offered: None

SUPR 253 Supervision Capstone 3 Hours

Designed to assess students' learning from the courses in their major and other courses of the curriculum. Provides students with an opportunity to demonstrate that they have acquired the necessary skills for a successful integration in to the workplace. Note: 30 credit hours in the program or permission of program advisor.

Recent Term(s) Offered: None

SUPR 254 Office Administration 3 Hours

Includes work relationships, leadership roles, team membership, problem solving skills, and the use of technology.

Recent Term(s) Offered: None

SUPR 257 Human Capital Supervision 3 Hours

A course designed to emphasize the practical aspects of the management of human resources. Includes employment law, compensation, recruitment, selection, training and developing, performance appraisal, labor-management relations, and employee rights.

Recent Term(s) Offered: fall 2023

SUPR 270 Labor Relations Administration 3 Hours

This course is designed to address the legal and social context of the labor-management relationship; historical and contemporary developments in collective bargaining; work stoppages, impasse and dispute resolution; problems and anticipated developments in labor relations; union elections; union avoidance, as well as contract negotiations and preparation for bargaining. Note: Permission of instructor may be required.

Recent Term(s) Offered: None