

# 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; spring 2024; fall 2024*

## **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; fall 2024*

## **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: spring 2024*

## **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; fall 2024*

## **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: fall 2024*

## **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: spring 2024*

## **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; fall 2024*

## **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: spring 2024*

**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: spring 2024*