SPRING 2010

MFGT 350—INDUSTRIAL SUPERVISION  [3 units]

PREREQUISITE: Junior class standing

CLASS MEETINGS: Mon, Wed, & Fri, 1:00-1:50 pm, O’CNL 121

INSTRUCTOR: Daren Otten
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OFFICE HOURS: Monday 9am -12pm Wednesday 10:00-12pm and by appointment.

CATALOG DESCRIPTION:
Current supervisory and managerial procedures used in industry for supervisors, managers, field and sales representatives, and inspectors.

COURSE OBJECTIVES:
This course prepares future supervisors for the day-to-day management of facilities, equipment, materials, work processes, and people. Upon completion of this course, you should be able to identify and apply the basic principles of:

• Communicating with people
• Dealing with people’s behavior
• Influencing people’s performance
• Managing a productive workforce
• Developing employees within an organization
• The roles and responsibilities of managers in industry

REQUIRED TEXTBOOK:

Book Report for Extra Credit (+5% Possible):

Grading:

1 Midterm Exam  20%
1 Final Exam  40%
Unannounced Quizzes  10%
Homework  10%
1 Paper  10%
Class Participation  10%

100%

Note: Quizzes and tests can have 1 page of notes. Make-up exams and quizzes are closed book and notes unless prior arrangements are made.

Note: All written assignments will be typed 12 font, New Roman Times, double spaced with 1” margins.

Note: Late assignments, will not be accepted. No make up work is permitted.

Exams will be given on scheduled dates in our regular lecture room. Make-up exams will only be given for documented emergencies.