MGMT 214 Personnel Supervision

Credit Hours: 3
Scheduled hours per week 3
Lecture: # Lab: #
Other: May be taught as e-course, hybrid, or traditional

Catalog Course Description: Leadership skills, employee development and evaluation, communication skills, and communication skills, and selected employer/employee current issues are the major topics covered. This course does not count toward the BSBA degree.

Pre-requisites: None

Co-requisites: N/A

Course Learning Outcomes:
- Understand the process of recruiting, managing, and evaluating personnel for any business enterprise.
- Be able to explain methods for creating an applicant pool for positions.
- Writing and communicating job openings including job descriptions, postings, and advertising techniques.
- Conduct strategic planning for the human resources area and provide budget information to middle-and upper-managers.
- Understand theories of leadership, communication, decision making, motivation, managing teams, and performance appraisal.
- Be familiar with conflict negotiation and management, disciplinary processes, supervising change, and labor/management issues.
- Be familiar with workplace health and safety issues.

Topics to be studied:
- Supervision as a first-line manager. Organizational structure, hierarchy and chain of command.
- Challenges of first line supervisors, goal setting, planning.
- Staffing and recruiting personnel.
- Motivation
- Leadership
- Communications theory
- Developing and managing teams and groups.
- Performance Appraisal.
- Workplace health and safety.
- Discipline and organizational politics.
- Change supervisor.
- Labor relations.

Relationship of Course to Program or Discipline Learning Outcomes:

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<th>Associate of Applied Science in Business Administration (AAS/BA) Program Outcomes:</th>
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At the conclusion of the AAS in Business Administration program, students will:

- Communicate effectively and professionally both orally and in writing within the context of the business world.
- Demonstrate competence in the use of electronic tools—hardware and software—to research, manage, and present information.
- Demonstrate use of quantitative and qualitative strategies to support organizational decision-making based on analysis of functional business areas including accounting, management, and marketing.
- Demonstrate the ability to solve problems using programmed and non-programmed decision techniques using logical reasoning for evaluating information and data.
- Demonstrate the ability to work ethically, effectively, and respectfully with people of diverse backgrounds and with people who have different roles, social affiliations, and personalities.
- Be prepared for admission to the Bachelor of Applied Science in Business Administration degree at WVU at Parkersburg.

Relationship of Course to General Education Learning Outcomes:

**Composition and Rhetoric** Students illustrate a fundamental understanding of the best practices of communicating in English and meet the writing standards of their college or program-based communication requirements.

**Science & Technology** Students successfully apply systematic methods of analysis to the natural and physical world, understand scientific knowledge as empirical, and refer to data as a basis for conclusions.

**Mathematics & Quantitative Skills** Students effectively use quantitative techniques and the practical application of numerical, symbolic, or spatial concepts.

**Society, Diversity, & Connections** Students demonstrate understanding of and a logical ability to successfully analyze human behavior, societal and political organization, or communication.

**Human Inquiry & the Past** Students interpret historical events or philosophical perspectives by identifying patterns, applying analytical reasoning, employing methods of critical inquiry, or expanding problem-solving skills.

**The Arts & Creativity** Students successfully articulate and apply methods and principles of critical and creative inquiry to the production or analysis of works of art.

10/20/2017

Special requirements of the course:
Depending on delivery method used, software that is provided with the textbook may be required. Example: “Manager’s Hot Seat,” Test Your Knowledge,” and “Self-Assessment Exercises.”

Additional information:
Anything else that may be useful.

Prepared by: Wooten

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