

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:

Associate of Applied Science in Business Administration (AAS/BA) Program Outcomes:	

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.	X
• Demonstrate competence in the use of electronic tools –hardware and software-to research, manage, and present information.	X
• Demonstrate use of quantitative and qualitative strategies to support organizational decision- making based on analysis of functional business areas including accounting, management, and marketing.	X
• Demonstrate the ability to solve problems using programmed and non-programmed decision techniques using logical reasoning for evaluating information and data.	X
• 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.	X
• Be prepared for admission to the Bachelor of Applied Science in Business Administration degree at WVU at Parkersburg.	X

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.	X
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.	X
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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