



# Broward Community College

## Course Outline

STATUS:   A  

COMMON COURSE NUMBER:   HFT 1210  

COURSE TITLE:   Supervisory Development  

CREDIT HOURS:           3          

**CONTACT HOURS BREAKDOWN:**

Lecture/Discussion           48          

Lab   

Other   

Contact Hours/Week           3          

**CATALOG COURSE DESCRIPTION:**

Prerequisite:   None

Corequisite:   None

This course provides training in the art of supervising employees and the development of sound relations with other departments. It covers methods of controlling costs, development of cost consciousness, cost improvements, techniques in the supervision of employees, and developing sound relations with other departments.

General Education Requirements - Associate of Arts Degree, meets Area(s):  
 General Education Requirements - Associate in Science Degree, meets Area(s):

**UNIT TITLES:**

1. The Management Process
2. Job and Employee Analysis
3. Employee Selection and Training
4. Payroll Cost Control

## **I. Course Overview:**

Upon successful completion of the course, the students should possess the requisite knowledge, skills, abilities, and attitudes necessary to perform successfully as a supervisor.

## **II. Units:**

### **Unit 1. The Management Process**

#### General Outcome:

1.0 The students should be able to define the basic principles of management as they exist in the Hotel/Food Service/Tourism Industries today and trace them back to their historical roots.

#### Specific Learning Outcomes:

Upon successful completion of this unit, the students should be able to:

- 1.1 Recount the basic principles of management.
- 1.2 Apply the correct principle of management in a problem solving exercise.
- 1.3 Exhibit competence in the decision-making process by indicating the correct decision in case incidents.

## Unit 2. Job and Employee Analysis

### General Outcome:

- 2.0 The students should demonstrate competence at creating and implementing a coordinated program of job and employee analysis.

### Specific Learning Outcomes:

Upon successful completion of this unit, the students should be able to:

- 2.1 Carry out a job analysis for a specific job in a specific segment of the Hotel/Food Service/Tourism Industries.
- 2.2 Write a job description for a specific job in a specific segment of the Hotel/Food Service/Tourism Industries.
- 2.3 Write a job specification for a specific job in a specific segment of the Hotel/Food Service/Tourism Industries.

### Unit 3. Employee Selection and Training

#### General Outcome:

3.0 The students should demonstrate competence in the employee selection process of recruiting, selecting, training, and appraising employees for given jobs in a given segment of the Hotel/Food Service/Tourism Industries.

#### Specific Learning Outcomes:

Upon successful completion of this unit, the students should be able to:

- 3.1 Draw up a recruitment of employees program for a specific unit of Hotel/Food Service/Tourism Industries.
- 3.2 Select the best employee from a pool of applicants for a specific job in a specific unit of Hotel/Food Service/Tourism Industries.
- 3.3 Train an employee in the Hotel/Food Service/Tourism Industries in selected skills on a selected job.
- 3.4 Conduct a performance appraisal of a specific employee in a specific job in a specific segment of Hotel/Food Service/Tourism Industries.

## Unit 4. Payroll Cost Control

### General Outcome:

4.0 The students should demonstrate competence at creating and implementing a coordinated Payroll Cost Control System for a given segment of the Hotel/Food Service/Tourism Industries.

### Specific Learning Outcomes:

Upon successful completion of this unit, the students should be able to:

- 4.1 Conduct a pre-cost program for a specified unit of Hotel/Food Service/Tourism Industries.
- 4.2 Perform a pre-control analysis including recommendations for corrective action as indicated for a specific unit of Hotel/Food Service/Tourism Industries.
- 4.3 Perform a concurrent control analysis including recommendations for corrective action as indicated for a specific unit of Hotel/Food Service/Tourism Industries.
- 4.4 Perform a post-control analysis including recommendations for corrective action as indicated for a specific unit of Hotel/Food Service/Tourism Industries.

**Special Student Projects:**

1. Create a job description and job specification.
2. Videotaped employment interviews.
3. Videotaped exit interviews.
4. Visits to industry operations.
5. Visits to industry association conferences.