

**HALT 1345**  
**Golf/Sports Field/Park Management**  
**Western Texas College**

I. Basic Course Information

A. Course Description: Instruction in the management of golf courses, sports fields, and municipal parks department. Topics include record keeping, budgeting, labor management, maintenance programs, financial reports, personnel management, and business functions.

B. Prerequisites: None

II. Student Learning Outcomes

A. Describe maintenance standards of the modern golf course, sports field, and park facilities

B. Describe organizational structure and personnel management techniques

C. Evaluate recordkeeping methods and expenditure categories of annual budgets

III. Online Testing Requirements

A. Course exams must be proctored by an approved testing organization. (Ask your instructor for more details.)

B. Students are not allowed to use their book or notes of any kind while taking their proctored tests and exams.

IV. Major Course Requirements: The grade for this course will be determined as follows:

A. Exams: 40%

B. Lab Assignments: 50%

C. Participation: 10%

D. Grading scale:

A= (90-100%)

B= (80-89%)

C= (70-79%)

D= (60-69%)

V. Information on Books and Other Course Materials

A. Title: Turfgrass Science and Management

B. Authors: Robert Emmons & Frank Rossi

C. Edition: 5th

- D. Publisher: Cengage
- E. ISBN-13: 9781111542573

VI. Other Policies, Procedures and important dates: Please refer to the WTC Course Catalog for the following:

- A. Campus Calendar
- B. Final exam schedule
- C. How to drop a class
- D. Withdrawal information
- E. Student Conduct/Academic Integrity
- F. Class Attendance
- G. Students with disabilities

VII. Course Sequence & Content

<b>Week</b>	<b>Topic</b>
Week 1	Course Introduction
Week 2	Human Resource Management
Week 3	Hiring
Week 4	Training
Week 5	Communication
Week 6	Work Schedules
Week 7	Recordkeeping
Week 8	Purchasing
Week 9	Inventory Control
Week 10	Equipment Maintenance Records
Week 11	Project Management
Week 12	Budgets
Week 13	Regulatory Compliance
Week 14	Other Business Skills
Week 15	Course Review
Week 16	Final Exam

Disclaimer: Sequence & Content is subject to change at the instructor's discretion.