**Leadership BMGT 2309**

### COURSE MASTER SYLLABUS

**MANAGEMENT DEPARTMENT**

**CIP CODE AREA:** 52.0201

**COURSE LEVEL**:Intermediate

**COURSE NUMBER**: 2309

**COURSE TITLE:** Leadership

**CREDIT HOURS**: 3 credit hours

**PREREQUISITE**: 12 hours of courses from one or more of the following departments: Management, Marketing, Finance, or approval from Management department advisor.

**METHOD OF PRESENTATION:** Three hour Lecture/group discussions and exercises

**COURSE DESCRIPTION:** . Concepts of leadership and its relationship to management. Prepares the student with leadership and communication skills needed to motivate and identify leadership styles.

**REQUIRED** **TEXTBOOKS/ MATERIALS:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **ISBN** | **Title** | **Edition** | **Publisher** | **Author** |
| 978-1-5390-4211-3 | **The Leadership Experience** | 5e | South-WesternCengage | Daft |

**SCANS (SECRETARY’S COMMISSION ON ACHIEVING NECESSARY SKILLS)**:

Course name: Leadership Course number: BMGT 2309

Please go to [http://www.austincc.edu/mgmt/scans.php](http://www.austincc.edu/mgmt/scans.php%20) for a complete definition and explanation of SCANS.  This list summarizes the SCANS competencies addressed in this particular course.

Table 1 Scan Competencies and Foundations

|  |
| --- |
|  |
| RESOURCES1.1 Manages Time: 1.2 Manages Money 1.3 Manages Material and Facility Resources: 1.4 Manages Human Resources:  | INTERPERSONAL2.1 Participates as a Member of a Team2.2 Teaches Others2.3 Serves clients/ customers 2.4 Exercises Leadership2.5 Negotiates2.6 works with Cultural  Diversity | INFORMATION3.1 Acquires and And Evaluates Information3.2 Organizes and Maintains  Information3.4 Uses computers  to process information  | SYSTEMS4.1 Understands  Systems4.2 Monitors and  Corrects  Performance4.3 Improves and  Designs Systems |
| TECHNOLOGY  | BASIC SKILLS6.1 Reading6.2 Writing6.5 Listening6.6 Speaking | THINKING SKILLS1. Creative Thinking
2. Decision Making
3. Problem Solving
4. Reasoning
5. Knowing How To Learn
6. Mental Visualization
 | PERSONAL QUALITIES8.1 Responsibility8.2 Self-Esteem8.3 Sociability8.4 Self-Management 8.5 Integrity/Honesty |
|  |

Table 2 Program Level Learning Outcomes

|  |
| --- |
|  |
| 1 | 2 Understand the Application and Ramifications of law in business | 3 Understand the Basic management functions of Planning Organizing Leading and Controlling |
| 4 Understand how ethical practices are applied in Business and in life | 5Apply interpersonal and communication skills in a Business environment | 6Understand Business organization, structure, roles and responsibility. |

**INSTRUCTIONAL METHODOLOGY:** See specific instructor’s syllabus

**COURSE RATIONALE:** Concepts of leadership and its relationship to management. Prepares the student with leadership and communications skills needed to inspire and influence. This course may be taken as the capstone course for the Science degree in Management. See college course catalog for additional info.

**COMMON COURSE LEARNING OBJECTIVES/OUTCOMES:**

Determine individual leadership styles as related to self and others; distinguish differences between leadership and management; explain the effects of leadership style on organizational environment and its members and apply principles of leadership with individuals, groups and organizations.

1. Discover personal leadership characteristics
2. Define primary qualities associated with leaders
3. Develop an understanding of the leader-follower relationship
4. Encourage acceptance of different approaches to leadership
5. Match leadership approaches to organizational needs
6. Improve communication and conflict management techniques
7. Meet the challenges of today's team-oriented workplace
8. Recognize the strengths in shared leadership
9. (See specific instructor’s syllabus for additional knowledge and skills based objectives)

**Policies**

Freedom of Expression - Each student is strongly encouraged to participate in class. In any classroom situation that includes discussion and critical thinking, there are bound to be many differing viewpoints. These differences enhance the learning experience and create an atmosphere where students and instructors alike will be encouraged to think and learn. On sensitive and volatile topics, students may sometimes disagree not only with each other but also with the instructor. It is expected that faculty and students will respect the views of others when expressed in classroom discussions.

Academic Integrity - Acts prohibited by the College for which discipline may be administered include scholastic dishonesty, including but not limited to cheating on an exam or quiz, plagiarizing, and unauthorized collaboration with another in preparing outside work. Academic work submitted by students shall be the result of their thought, research or self-expression. Academic work is defined as, but not limited to tests, quizzes, whether taken electronically or on paper; projects, either individual or group classroom presentations or homework [(Student Handbook).](http://www.austincc.edu/handbook/policies4.php)

Incomplete Grades - Incomplete grades will be given in rare circumstances. Generally, to receive an “Incomplete”, requests must be made after the last day to withdraw, and before the end of the semester in which the request is being made. The student must be making satisfactory progress, and have a personal circumstance which prevents course completion.

Student Discipline - Classroom behavior should support and enhance learning. Behaviors disrupting the learning process will be dealt with appropriately, which may include having the student leave class for the rest of that day. In serious cases, disruptive behavior may lead to a student being withdrawn from the class. ACC’s policy on student discipline can be found in the [Student Handbook](http://www.austincc.edu/handbook/policies4.php).

Scholastic Dishonest - Acts prohibited by the College for which discipline may be administered include scholastic dishonesty, including but not limited to cheating on an exam or quiz, plagiarizing, and unauthorized collaboration with another in preparing outside work. Academic work submitted by students shall be the result of their thought, research or self-expression. Academic work is defined as, but not limited to test, quizzes, whether taken electronically or on paper; projects, either individual or group; classroom presentations, and homework.

Students with Disabilities - "Each ACC campus offers support services for students with documented physical or psychological disabilities. Students with disabilities must request reasonable accommodations through the [Office for Students with Disabilities](http://www.austincc.edu/support/osd/) on the campus where they expect to take the majority of their classes".

 Third Attempt/ Rule of Three - "Per state law, effective spring 2006 any student taking a class for the third time or more may be charged an additional $60 per credit hour unless exempted. Click [Third Attempt](http://www.austincc.edu/support/admissions/thirdattempt/index.php) for additional information.

Rule of Six - Per state law, students enrolling for the first time in fall 2007 or later at any Texas college or university may not withdraw (receive a W) from more than six courses and allow a student to withdraw from a course without having it count toward this limit. Students are encouraged to carefully select courses.

Withdrawal - It is the student's responsibility to withdraw from a course. Students may withdraw from a course at any time up to the withdrawal deadline. A notification to Instructors of a student intent to withdraw does not constitute official withdrawal. Students who fail to officially withdraw from a course are at risk of receiving an “F”. Instructors may withdraw students who are not making satisfactory progress but students must not rely on their instructor to withdraw them if they wish to withdraw.

**Attendance Policy:**  Students are expected to attend classes and will be responsible for work covered in class during their absence. Regular attendance helps ensure satisfactory progress toward course completion