

BMG 63.4 Course Outline as of Fall 2014**CATALOG INFORMATION**

Dept and Nbr: BMG 63.4 Title: MANAGERIAL LEADERSHIP

Full Title: Managerial Leadership

Last Reviewed: 3/24/2014

Units		Course Hours per Week		Nbr of Weeks	Course Hours Total	
Maximum	1.50	Lecture Scheduled	1.50	17.5	Lecture Scheduled	26.25
Minimum	1.50	Lab Scheduled	0	3	Lab Scheduled	0
		Contact DHR	0		Contact DHR	0
		Contact Total	1.50		Contact Total	26.25
		Non-contact DHR	0		Non-contact DHR	0

Total Out of Class Hours: 52.50

Total Student Learning Hours: 78.75

Title 5 Category: AA Degree Applicable

Grading: Grade or P/NP

Repeatability: 00 - Two Repeats if Grade was D, F, NC, or NP

Also Listed As:

Formerly:

Catalog Description:

This course provides the knowledge, skills, and tools to increase management leadership effectiveness. Topics include successful leadership characteristics, situational leadership styles, and setting direction with vision, mission, and policies within the organization's culture.

Prerequisites/Corequisites:**Recommended Preparation:**

Eligibility for ENGL 100 or ESL 100

Limits on Enrollment:**Schedule of Classes Information:**

Description: This course provides the knowledge, skills, and tools to increase management leadership effectiveness. Topics include successful leadership characteristics, situational leadership styles, and setting direction with vision, mission, and policies within the organization's culture. (Grade or P/NP)

Prerequisites/Corequisites:

Recommended: Eligibility for ENGL 100 or ESL 100

Limits on Enrollment:

Transfer Credit: CSU;

Repeatability: Two Repeats if Grade was D, F, NC, or NP

ARTICULATION, MAJOR, and CERTIFICATION INFORMATION:

AS Degree:	Area	Effective:	Inactive:
CSU GE:	Transfer Area	Effective:	Inactive:
IGETC:	Transfer Area	Effective:	Inactive:
CSU Transfer:	Transferable	Effective: Fall 2008	Inactive:
UC Transfer:		Effective:	Inactive:

CID:

Certificate/Major Applicable:

Both Certificate and Major Applicable

COURSE CONTENT

Student Learning Outcomes:

Upon completion of the course, students will be able to:

1. Define and demonstrate knowledge of situational leadership styles.
2. Define and articulate ethical standards in an organizational setting.
3. Determine the effectiveness of various leadership styles.

Objectives:

1. Examine and differentiate between successful and unsuccessful management leadership characteristics and evaluate their impact on employees and leadership styles.
2. Explain and demonstrate the use of situational leadership style for the purpose of increasing productivity.
3. Describe different organizational cultures and assess their impact on ethics and productivity.
4. Describe how vision, mission, and policies create the ideal future for an organization.

Topics and Scope:

1. Analyze successful management/leadership characteristics
 - a. Research overview on leadership
 - b. Evaluating effective leadership characteristics
 - c. Developing and emulating successful characteristics of leadership
2. Effective use of situational leadership styles
 - a. Theory of effective leadership
 - b. Use of power in organizations
 - c. Directing performance of others
 - d. Coaching others for improvement
3. Evaluate and analyze organizational cultures
 - a. Organizational cultural styles and ethics
 - b. Positive and negative politics
4. Understand and explain the significance of organizational vision, mission, and policies

- a. Establishing goals and objectives to achieve the vision
- b. Generating enthusiasm for goals and objectives

Assignment:

1. Reading approximately 20-40 pages per week, plus workbook exercises
2. Write and develop a model for organizational leadership 3-5 pages per week
3. Role-playing:
 - a. Practice various leadership styles such as autocratic, participative and consultive
 - b. Demonstrate ability to manage in a variety of ethical conflict situations
4. 1-3 Case studies with in-class participation and analysis
5. 1-2 Quizzes

Methods of Evaluation/Basis of Grade:

Writing: Assessment tools that demonstrate writing skills and/or require students to select, organize and explain ideas in writing.

Model for organizational leadership	Writing 25 - 35%
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Problem Solving: Assessment tools, other than exams, that demonstrate competence in computational or non-computational problem solving skills.

Group activities, workbook exercises, case studies	Problem solving 20 - 25%
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Skill Demonstrations: All skill-based and physical demonstrations used for assessment purposes including skill performance exams.

Role-playing	Skill Demonstrations 20 - 40%
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Exams: All forms of formal testing, other than skill performance exams.

1-2 quizzes	Exams 10 - 20%
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Other: Includes any assessment tools that do not logically fit into the above categories.

Participation in classroom activities	Other Category 5 - 15%
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Representative Textbooks and Materials:

Chapman and O'Neil. Leadership: Essential Steps Every Manager Should Know, third edition, Prentice Hall, 1999 and Instructor prepared materials (classic)