

Morgan Community College MASTER SYLLABUS

(This format will be used as the foundation of a class syllabus.)

Course Number:	ABM 154	Course Title:	Leadership/Human Resource Mngmt II		
Credits:	9	Lecture Hours:	15	Private Hours:	22.5
		Co-op Hrs:			Competency based

Course Description:

The focus of this course is the evaluation and analysis of management practices in the current business environment. Concepts in the development of a leadership and evaluation plan will be looked at.

Text(s)/Study Guides(s), Manuals:

Class materials are available on CD-ROM or hard copy and are provided with enrollment. The instructor may suggest supplemental resource material for individual students.

Expected Student Outcomes or Competencies:

Instructional Goal: Student will implement/improve the leadership process in the business. (20%)

Expected Outcomes:

- Explain the concept of team building as it relates to your business.
- Identify ways to develop and maintain effective relationships in the work environment.
- Promote understanding of individual styles and strengths.
- Recognize the importance of goal setting and attainment.
- Establish a framework for accountability/consequences.
- Evaluate the interaction between leaders and team members.

Instructional Goal: Student will utilize leadership skills to manage the team. (20%)

Expected Outcomes:

- Implement skills associated with conducting effective meetings.
- Experiment with ways to delegate effectively.
- Utilize various methods for conflict resolution.
- Define negotiation and explain its use.
- Define problem solving and its importance.
- Identify ways to improve creativity/productivity within the business.
- Explain the value of coaching/mentoring in creation/retention of a successful team.
- Align individuals within the business with leadership skills/strengths.
- Define empowerment and its importance.
- Development of leadership/team plan for the business.

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			Spring		First Semester Offered	

Instructional Goal: Student will analyze existing teams in the business and develop a plan to optimize. (20%)

Expected Outcomes:

- Identify teams within the work environment.
- Evaluate their functionality and strengths.
- Review ways to identify areas of improvement.
- Develop a plan to optimize the strength(s) of the team(s).
- Assess effectiveness of team(s).

Instruction Goal: Student will evaluate stress in the workplace and develop a stress management plan. (20%)

Expected Outcome:

- Analyze stress concepts/situations occurring in the business.
- Evaluate ways to effectively deal with stressful situations.
- Analyze leader and team member roles.
- Develop a stress reduction/management plan.

Instructional Goal: Student will review and analyze human resource tools currently in place in the business. (20%)

Expected Outcomes:

- Evaluate/develop an employee handbook.
- Analyze/develop the hire/fire/retention policy for the business.
- Ensure that proper employee rights, benefits, insurance, etc. are in place.
- Follow timely filing of payroll requirements.
- Prepare a leadership development plan and a method of evaluation.

Requisites for the course: None

Integration of Critical Skills:

The skills learned in this class are attached as competencies. Critical skills of reading, writing, speaking/listening, technology, and diversity are integrated through the materials and skill development.

Requirements for course outline:

Attendance and Assessment: Classroom attendance, participation in private instruction, and coop are components for this course. It is the student's responsibility to notify the instructor if a scheduling conflict for the on-site instruction arises. The assessment tool will be a performance-based checklist addressing the concepts of leadership, ethics, team building, human resource tools plus a final product agreed on between student and instructor. Ability of student skills will be observed. The important attribute is that the student works to his/her fullest potential.

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Topical Outline:

- I. Leadership Process
 - A. Team building
 - B. Maintain/improve relationships
 - C. Promote understanding
 - D. Goal setting
 - E. Accountability
- II. Leadership Skills
 - A. Meeting skills
 - B. Delegation
 - C. Conflict resolution
 - D. Problem solving
 - E. Mentoring
 - F. Empowerment
- III. Team Management
 - A. Team functionality
 - B. Optimization of strengths
 - C. Evaluation of effectiveness
- IV. Stress Management
 - A. Stress concepts and causes
 - B. Stress tolerance
 - C. Leadership and team member roles
 - D. Plan Development
- V. Human Resource Tools
 - A. Employee Handbook
 - B. Hiring/firing/retaining policies
 - C. Employee rights
 - D. Payroll requirements
 - E. Development and evaluation of leadership plan

Drop Policy: Students dropping a course during the first 15% of the course will be allowed a refund and no grades will be entered on their permanent record. Students dropping a course after the first 15% of the course will not be eligible for a refund. Students may withdraw anytime within the first 80% of a term and a grade of "W" will be placed on their transcript.

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