MGMT C144: INTRODUCTION TO LEADERSHIP

Item	Value
Curriculum Committee Approval Date	12/08/2023
Top Code	220710 - Student Government
Units	3 Total Units
Hours	54 Total Hours (Lecture Hours 54)
Total Outside of Class Hours	0
Course Credit Status	Credit: Degree Applicable (D)
Material Fee	No
Basic Skills	Not Basic Skills (N)
Repeatable	No
Open Entry/Open Exit	No
Grading Policy	Standard Letter (S), • Pass/No Pass (B)
Local General Education (GE)	• Area 7E Self-Development (CE1)

Course Description

This is an introductory participative course designed for individuals wanting to improve their current leadership and management skills. Interpersonal skills topics include defining leadership, assessing one's own personality and leadership style in the workplace. Team topics include building effective teams, influence and adaptive leadership, situational power, developing followers and goal setting, fostering diversity, equity, and inclusion in the team environment, motivation, and decision-making. Supervisory and management topics include leadership ethics, running effective projects and meetings, motivating and coaching team members, gaining power and influence, managing conflict, leading through change, and developing future leaders. Transfer Credit: CSU.

Course Level Student Learning Outcome(s)

1. Evaluate your own emotional intelligence, identifying your strengths, weaknesses, self-regulation skills, and empathy quotient.
2. Plan and execute both formal and informal meetings including designing agendas.
3. Identify one or more ethical dilemmas in a scenario and propose solutions that align with personal and organizational ethical principles and values.
4. Develop and present a change management plan that addresses an organizational change by identifying challenges, proposing strategies for effective change implementation, and assessing the potential outcomes.

Course Objectives

• 1. Summarize diverse definitions of leadership by distilling key concepts and perspectives.
• 2. Identify and assess your personality traits and how they impact your leadership style and ability.
• 3. Summarize personal experiences and feedback to demonstrate self-awareness in the context of effective leadership.
• 4. Define what makes a meeting effective and describe how this is accomplished.
• 5. Evaluate the importance of power and influence.
• 6. Examine the levels of ethics and how they relate to leadership.
• 7. Identify and assess your personal core values and their application to leadership situations.
• 8. Explain conflict resolution strategies, assessing their applicability and impact within organizational leadership contexts.
• 9. Discuss and evaluate various motivational theories to analyze how they influence individuals and teams within the realm of leadership and organizational dynamics.
• 10. Devise a structured process integrating empowerment strategies and engagement techniques to foster active involvement and motivation.
• 11. Propose strategies to foster diversity, equity, and inclusion within organizational settings, address biases, promote cultural awareness, and implement inclusive practices to enhance leadership effectiveness.
• 12. Assess the significance of leadership in facilitating transformative change.
• 13. Compare and contrast solutions to solve problems analytically and creatively.

Lecture Content

Foundations of Leadership Introduction to Leadership, Management, and Followership Emotional Intelligence and Self-Reflection Assessing and developing Interpersonal Skills Leadership Ethics Leadership Theories, Styles, and the Use of Influence Ethical Leadership levels of ethics Team Development and Implementation Building Teams Direction Setting Meeting Management Team Diversity, Equity, and Inclusion Effective Decision Making Employee Performance Management Developing Employees Managing Performance Motivation and Influence Leading Change Operational Leadership Influencing Company Culture Leading Through Change Developing Future Leaders

Method(s) of Instruction

• Lecture (02)
• DE Live Online Lecture (02S)
• DE Online Lecture (02X)

Instructional Techniques

This course may be taught using multiple methods of support including classroom, video, audio, multi-media, and online strategies. Instructors utilize learning strategies, including lectures; cooperative learning groups; written homework assignments; self-paced independent study using textbooks, video lessons, audio segments, computer software, or online systems; demonstrations or discussions; presentations by students to software or online systems; demonstrations or discussions; presentations by students to the instructor or for class presentation; research projects; journals and various types of assessment by quiz and exam, including open-ended, close-ended, multiple choice, and essay.

Reading Assignments

Students will read from the course textbook as well as any other primary and/or secondary readings assigned by the instructor.

Writing Assignments

Students will be required to complete written assignments and a research paper, write essays on the midterm and/or final exam based on information learned in the course.

Out-of-class Assignments

Outside of the classroom, students will complete the required readings; work on assigned papers, reports, and projects; study for tests; conduct research; and communicate with the instructor and/or fellow students through email and discussion boards.

Demonstration of Critical Thinking

A written critical thinking analysis related to text material or as workbook supplements for students to determine data comparability and statistical analysis

Required Writing, Problem Solving, Skills Demonstration

Techniques used may include Discussion Questions, Team building, Planning, Time Management, and Presentations.

Eligible Disciplines

Business: Master's degree in business, business management, business administration, accountancy, finance, marketing, or business education OR bachelor's degree in any of the above AND master's degree in economics, personnel management, public administration, or Juris Doctorate (J.D.) or Legum Baccalaureus (LL.B.) degree OR bachelor's degree in economics with a business emphasis AND master's degree in personnel management, public administration, or J.D. or LL.B. degree OR the equivalent. Master's degree required. Management: Master's degree in business administration, business management, business education, marketing, public administration, or finance OR bachelor's degree in any of the above AND master's degree in economics, accountancy, taxation, or law OR the equivalent. Master's degree required.

Textbooks Resources

1. Required Portolese, L., Upperman, P., Trumpy, R.. The Art of Leadership and Supervision, 2.0 ed. Boston, MA: FlatWorld Knowledge, 2023

Other Resources

1. Instructor prepared materials. 2. Coastline Library