**BARTON COMMUNITY COLLEGE**

**COURSE SYLLABUS**

1. **GENERAL COURSE INFORMATION**

Course Number: BUSI 1602

Course Title: Introduction to Leadership Concepts

Credit Hours: 3

Prerequisite: None

Division and Discipline: Workforce Training and Community Education, Business

Course Description: This course emphasizes the research findings about leadership, the practices of leaders, and skill development. This course is designed to fit with courses in management development that emphasize the leadership function of management. The student will acquire a feel for how leadership is practiced and gain insights and information to enhance his/her leadership skills.

1. **INSTRUCTOR INFORMATION**
2. **COLLEGE POLICIES**

Students and faculty of Barton Community College constitute a special community engaged in the process of education. The College assumes that its students and faculty will demonstrate a code of personal honor that is based upon courtesy, integrity, common sense, and respect for others both within and outside the classroom.

Plagiarism on any academic endeavors at Barton Community College will not be tolerated. The student is responsible for learning the rules of, and avoiding instances of, intentional or unintentional plagiarism. Information about academic integrity is located in the Student Handbook.

The College reserves the right to suspend a student for conduct that is determined to be detrimental to the College educational endeavors as outlined in the College Catalog, Student Handbook, and College Policy & Procedure Manual. (Most up-to-date documents are available on the College webpage.)

Any student seeking an accommodation under the provisions of the Americans with Disability Act (ADA) is to notify Student Support Services via email at [disabilityservices@bartonccc.edu](mailto:disabilityservices@bartonccc.edu).

1. **COURSE AS VIEWED IN TOTAL CURRICULUM**

Introduction to Leadership is required of those students seeking a degree in Business Management & Leadership with an emphasis in Pension Administration and Banking. The course also offers numerous practical applications for students employed in any business setting.

Transferability varies among institutions, and perhaps even among departments, colleges, or programs within an institution. Also, these requirements may change from time to time and without notification. Therefore, it shall be the student’s responsibility to obtain relevant information from intended transfer institutions during his/her tenure at Barton Community College to insure that he/she enrolls in the most appropriate set of courses for transferability.

The learning outcomes and competencies detailed in this syllabus meet, or exceed the learning outcomes and competencies specified by the Kansas Core Outcomes Project for this course, as sanctioned by the Kansas Board of Regents.

1. **ASSESSMENT OF STUDENT LEARNING**

Barton Community College is committed to the assessment of student learning and to quality education. Assessment activities provide a means to develop an understanding of how students learn, what they know, and what they can do with their knowledge. Results from these various activities guide Barton, as a learning college, in finding ways to improve student learning.

Course Outcomes, Competencies, and Supplemental Competencies:

1. Explain the concept of leadership and the skills manifest in effective leaders.
2. Define the nature of leadership.
3. Explain three basic leadership theories.
4. Compare and contrast three leadership styles.
5. Explain situational leadership theory.
6. Demonstrate effective techniques and strategies for articulating a vision.
7. Explain the importance of creating and articulating a vision.
8. Identify the elements of successful intergroup communication.
9. Describe the steps involved in setting goals.
10. Explain the necessity of goals.
11. Describe methods to define goals and identify priorities and establish objectives.
12. Identify the elements and processes involved in decision making.
13. Explain the rational problem-solving process.
14. Describe how inference and observation impact on decision making.
15. **Articulate how time management is a critical leadership skill.**
16. Describe the link between effective time management and effective leadership.
17. Describe three time management factors that impact on leadership.
18. Identify the elements of effective team building.
19. Describe the role of the leader in directing teams.
20. Describe the forces of trust and team dynamics.
21. Distinguish leadership from other forms of influence that affect group performance.
22. Identify barriers to effective teamwork.
23. Distinguish among homogenized, institutionalized, autocratic, and intentional groups.
24. Explain the roles of empowering and delegating as effective leadership skills.
25. Compare the pros and cons of empowering people.
26. Describe the mistakes committed by leaders in the process of delegating and empowering.
27. Evaluate the relationship between power, delegation, and empowerment of subordinates.
28. Describe the role of a leader in initiating change and helping others to adjust to change.
29. Identify two ways to successfully implement change.
30. Explain ways to overcome resistance to change.
31. Identify positive and negative effects of change within an organization.
32. Describe the various types of conflict and the role the leader can play in managing conflict.
33. Describe two methods of resolving conflict.
34. Describe two theories of conflict resolution.
35. Describe the complexities inherent in ethical leadership.
36. Define the elements of ethical leadership.
37. Describe the concept of institutional ethics.
38. Evaluate personal ethical priorities.
39. Define and evaluate the servant-leader’s role in leadership.
40. Articulate the concept of servant leadership.
41. List the qualities of a servant leader.
42. Identify a personal leadership orientation and philosophy.
43. Synthesize and apply course content by articulating a written personal philosophy of leadership.

#### INSTRUCTOR’S EXPECTATIONS OF STUDENTS IN CLASS

1. **TEXTBOOKS AND OTHER REQUIRED MATERIALS**
2. **REFERENCES**
3. **METHODS OF INSTRUCTION AND EVALUATION**
4. **ATTENDANCE REQUIREMENTS**
5. **COURSE OUTLINE**