**BARTON COUNTY COMMUNITY COLLEGE**

**FORT RILEY CAMPUS**

**COURSE SYLLABUS**

**SEMESTER YEAR**

**I. GENERAL COURSE INFORMATION**

Course Number: LEAD 1003

Course Title: Leadership and Management Seminar II

Credit Hours: 3 Credit Hours

Prerequisite: None

Division and Discipline: Humanities Division /Leadership

Course Description: This course is a leadership and management Seminar/Workshop. It is designed to enhance the productivity and effectiveness of the civilian management team on Fort Riley Kansas. The workshop seminars content was designed under the guidance of the Fort Riley Garrison Staff and is tailored to specific needs of the installation. The Leadership & Management Seminars are designed to target three specific skill sets as articulated by the current needs of the Fort Riley Garrison. This course is taught by a team of instructors and incorporates subject matter guest speakers from the Fort Riley Garrison. The seminars are offered in levels I, II and III.

**II. CLASSROOM POLICY**

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, which is based upon courtesy, integrity, common sense, and respect for others both within and outside the classroom.

The College reserves the right to suspend a student for conduct, which is detrimental to the College’s educational endeavors as outlined in the College catalog.

Plagiarism on any academic endeavors at Barton Community College will not be tolerated.  Learn the rules of and avoid instances of intentional or unintentional plagiarism.

Anyone seeking an accommodation under provisions of the Americans with Disabilities Act should notify Student Support Services and the instructor. Additional information about academic integrity can be found at the following link:

<http://academicintegrity.bartonccc.edu/>

Please visit the BCC Fort Riley website at [http://fr.bartonccc.edu](http://fr.bartonccc.edu/)

Specific college policy and notices concerning:  Non-Discrimination, Civil Rights Act of 1964, (FERPA) Family Educational Rights and Privacy Act, Sexual Harassment, Academic Clemency Policy, and Academic Suspension.

***Student grievance procedure:***

Barton Community College policy is to secure, at the lowest possible level, equitable solutions to problems which may arise during the conduct of our LSEC, College, BSEP or bartonline academic programs.  Student academic concerns that cannot be resolved with the course instructor should be directed to Gene Kingslien (LSEC/BSEP/FAST), 785-784-6606 ext 710 or email kingslieng@bartonccc.edu (Gene Kingslien, Dean Fort Riley).  For student service issues please contact  Reynald Domingo, Assistant Dean of Fort Riley Support, domingor@bartonccc.edu  or 785-784-6606 ext 728.

**Kathy Bassett, Workforce Development Program Manager, Building 8388 Room 110
Fort Riley, KS 66442 is the Point of Contact for Civilian Employees and coordinator of activates between Barton and the Garrison of Fort Riley: 785-239-2205**kathlene.k.bassett.civ@mail.mil **.**

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

The Leadership and Management Seminar II is not an integral part a specific Barton Degree plan. The course is targeted to specific workplace skills as articulated by the Fort Riley Garrison Command Group. Seminar II is the second of three leadership and management courses. Seminar II is designed to cover the following topics in relation to the Fort Riley environment and mission:

Implementing Change

Knowledge Management and Technology

Organizational Structure and Behavior

Emotional Intelligence

Communication Techniques – Electronic, Briefings, Meetings

Personality Types and the Workplace

The Seminars are targeted to the specific needs of the Fort Riley civilian workforce and may not transfer to or fit degree requirements at Kansas Four-year institutions.

Students shall assume the responsibility to obtain relevant, current information from their intended transfer institutions during their tenure at BCCC to ensure that they enroll in the most appropriate set of courses for the transfer program.

**IV. ASSESSMENT OF STUDENT LEARNING/COURSE OUTCOMES**

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.

1. Discuss the role of a leader in initiating change and helping others to adjust to change.
2. Apply the concept of Knowledge Management to improve organizational effectiveness.
3. Understand the theory of Organizational Behavior and concepts of organizational structure.
4. Understand the concept of Emotional Intelligence in relation to successful leadership and management.
5. Apply Communication Techniques – Electronic, Personal, Briefings and Meetings.
6. Describe how Personality Types effect leader interaction in the workplace.

**OUTCOMES/COMPETENCIES**

1. ***Discuss the role of a leader in initiating change and helping others to adjust to change.***
	1. Identify two ways to successfully implement change.
	2. Explain ways to overcome resistance to change.
	3. Identify positive and negative effects of change within an organization.
	4. Clarify the change process and develop a plan for dealing with the emotional aspects of change.
	5. Identify the key points in the book Who Moved my Cheese?
2. ***Apply the concept of Knowledge Management to improve organizational effectiveness.***
	1. Define Knowledge Management.
	2. Articulate the value of Knowledge Management.
	3. Explain the key Knowledge Management Drivers.
	4. Identify Software and electronic technology that enhances the concept of Knowledge Management.
	5. Compare and Contrast the value of Microsoft SharePoint.
3. ***Understand the theory of Organizational Behavior and concepts of organizational structure.***
	1. Define Organizational Behavior.
	2. Identify the elements of Organizational Behavior and four models of Organizational Behavior.
	3. Explain the interaction of Social Systems, Culture and Individualization on Organizational Behavior.
	4. Explain the impact of organizational development, Quality of Work Life, Action Learning and Change on Organizational Behavior.
	5. Describe basic organizational structures-Pyramid, Web Theory, Combination, Process oriented or function oriented.
4. ***Understand the concept of Emotional Intelligence in relation to successful leadership and management.***
	1. Define Emotional Intelligence.
	2. Explain *Daniel Goleman’s*  theory of emotional intelligence.
	3. Explain why Emotional Intelligence is needed in Leadership.
	4. Identify how to use Emotional Intelligence in developing Leadership.
5. ***Apply Communication Techniques – Electronic, Personal, Briefings and Meetings.***
	1. Demonstrate effective briefing techniques.
	2. Understand the key concepts in electronic communication.
	3. Manage Meetings.
	4. Describe the value of written communications.
6. ***Describe how Personality Types effect leader interaction in the workplace.***
	1. Identify Personality Indicator evaluations like the Briggs Meyer and Keirsey Scale.
	2. Describe and identify the four major personality type groupings.
	3. Personality traits and job selection/team selection.
	4. Complete a temperament test.
7. **INSTRUCTOR'S EXPECTATIONS OF STUDENTS IN CLASS**
8. **TEXTBOOKS AND OTHER REQUIRED MATERIALS**
9. **REFERENCES**
10. **METHODS OF INSTRUCTION AND EVALUATION**
11. **ATTENDANCE REQUIREMENTS**
12. **COURSE OUTLINE**