Date Prepared: July 7, 2000

COURSE OUTLINE

___ New **_x_ Revised** **Effective Date: August 22, 2000**

1. **COURSE PREFIX NUMBER**: BUS 117 **CREDIT HOURS**: 3

2. **COURSE TITLE**: Leadership Development

3. **PREREQUISITES**: None

4. **COURSE DESCRIPTION:** Covers interpersonal relations in hierarchical structures. Examines the dynamics of teamwork, motivation, handling change and conflict and how to achieve positive results with others. Lecture 3 hours per week.

5. **CONTENT**: (Major Headings)

   a. Introduction
   b. History and motivation
   c. Motivation
   d. Interpersonal behavior
   e. Leadership
   f. Communication
   g. Informal organization and change
   h. Attitude and job enrichment
   i. MBO, counseling and problem solving
   j. Perspective

6. **GENERAL COURSE OBJECTIVES**:
   Upon successful completion of the course, the student will be able to:

   a. Recognize needs that require satisfying.
   b. Outline existing social systems in a given situation.
   c. Describe various leadership skills.
   d. Outline alternatives for effective utilization of human resources.
   e. Given a situation, describe how a manager can create a motivating environment.
   f. Describe various methods of communicating with employees while listing advantages and disadvantages of each.
   g. Demonstrate skills in listening and communicating with persons of opposite view points.
   h. Demonstrate skills for dealing with people when the objective is change, discipline, direction, evaluation, or recognition.
   i. Recognize one's weaknesses and strengths and develop programs for improvement.