

Course Outline for BUSN 87

ORGANIZATIONAL MANAGEMENT AND LEADERSHIP

Effective: Fall 2021

I. CATALOG DESCRIPTION:

BUSN 87 — ORGANIZATIONAL MANAGEMENT AND LEADERSHIP — 3.00 units

This course examines the special case of detailed planning and implementation of management decisions in strategic business units. Attention is focused on three areas: developing action plans and implementation strategies, developing awareness of the contingencies to be considered in taking strategic actions, and investigating how different academic disciplines interpret the leadership phenomenon. This course highlights key criteria used in assessing the viability of an organizational action plan, and the role of leadership in managing constructive change processes.

3.00 Units Lecture

Strongly Recommended

BUSN 40 - Introduction to Business
 with a minimum grade of C

Grading Methods:

Letter or P/NP

Discipline:

- Business or
- Management

	MIN
Lecture Hours:	54.00
Expected Outside of Class Hours:	108.00
Total Hours:	162.00

II. NUMBER OF TIMES COURSE MAY BE TAKEN FOR CREDIT: 1

III. PREREQUISITE AND/OR ADVISORY SKILLS:

Before entering this course, it is strongly recommended that the student should be able to:

A. BUSN40

1. Identify the different organizational structures of business and discuss the strengths and weaknesses of each;
2. Identify the functions of management and discuss how they relate to business decisions;
3. List the different managerial styles and discuss how the managerial skills and functions of management are used in each;
4. List the theories of motivation and discuss the appropriate circumstances for using each to motivate employees;

IV. MEASURABLE OBJECTIVES:

Upon completion of this course, the student should be able to:

- A. Identify differences between leadership and management theory.
- B. Provide analysis and knowledge of self and leadership through real life situations.
- C. Diagnose causes of organizational problems and their judgement through analysis.
- D. Demonstrate management and leadership skills for chaos and change.
- E. Illustrate methods for motivating and empowering others.
- F. Apply creativity to all aspects of leadership, including problem solving.

V. CONTENT:

- A. Introduction to Practical Leadership and Management
 1. Define the differences between leadership and management
 2. Definition of desirable traits of leaders
 3. Definition of desirable traits of managers
 4. Understand the ability each person holds in managing and leading in everyday life
 5. Power of vision
- B. Reframing Leadership
 1. Introduce leadership tool of reframing
 2. Improving organizations from a structural, human resources, political, and symbolic perspective

3. Bridging the two worlds of leadership and management
- C. Theory and Organizational Leadership
 1. Understanding theory and application to organizational leadership
 2. Change in society and organizations
 3. Issues of chaos and leadership
 4. Developing the skills necessary to deal with change and chaos
- D. Conflict and Conflict Resolution
 1. Advantages and challenges of organizational conflict
 2. Types of conflicts leaders face
 3. Effective and ineffective responses to conflict
- E. Power, Influence, and Leadership
 1. Uses and abuses of power
 2. Leadership principles
 3. The personal mastery and influence
 4. Difference between power and influence
 5. Determining your style of influence
- F. Diversity and Leadership
 1. Diversity in organizations- advantages and challenges
 2. Determining diversity issues leaders face
 3. Creating values and tools for detailing with diversity issues
- G. Motivating Followers and Team Building
 1. Importance of motivating in organizations
 2. Learning to motivate others
 3. Defining teamwork and team building
 4. Determine skills necessary to meet individual, team, and organizational goals
 5. New roles for team leaders: Coach, Facilitator, Conductor
- H. Leadership, Stewardship, and Empowerment
 1. Concepts and practices of stewardship
 2. Empowering others
 3. Holistic approach to leadership and management
 4. Leading as a whole person

VI. METHODS OF INSTRUCTION:

- A. **Lecture** -
- B. **Audio-visual Activity** -
- C. **Projects** -
- D. **Written Exercises** -
- E. **Discussion** -
- F. **Student Presentations** -

VII. TYPICAL ASSIGNMENTS:

- A. **Reading assignments**- 6-8 hours of homework and reading assignments
- B. **Out-of-class assignments**- students spend time a minimum of 6 hours per week completing homework and group work for papers, exams, and research.
- C. **Writing assignments**- essays, reflections, analysis and evaluation, and application of theoretical information to practical scenarios, case studies, and plans. These assignments would be utilized both in class and out of class.

VIII. EVALUATION:

Methods/Frequency

- A. Exams/Tests
2-3 Essay on various content discussed in the class
- B. Papers
Research papers on case studies
- C. Group Projects
Work on case studies
- D. Home Work
complete weekly assignments
- E. Final Class Performance
Present teamwork on case study

IX. TYPICAL TEXTS:

1. Hughes, R.L. (2019). *Leadership: Enhancing the lessons of experience* (9th ed.). New York, NY: McGraw-Hill.
2. McGraw-Hill McGraw-Hill (2018). *The Art of Leadership* (6th ed.). Columbus, Ohio: McGraw-Hill.
3. Drucker's Lost Art of Management by Joseph Maciareillo & Karen Linkletter will be used in the class for content

X. OTHER MATERIALS REQUIRED OF STUDENTS: