COURSE OUTLINE

Course Number	Course Title	Credits
BUS 225	Employee Motivation and Leadership	3

Hours: Lecture/Lab/Other	Co- or Pre-requisite	Implementation Semester & Year
3	ENG101 or equivalent background	Fall 2022

Catalog description: Draws together cutting-edge theory and significant achievements in the study of work motivation and leadership, equipping students for success in the business world as team leaders and members. From a workshop format incorporating practical real-world applications and examples, students learn the theoretical importance of leadership principles, ethics, and empowering and developing others.

General Education Category:
Not GenEd

Course coordinator:
Dr. Andrea Lynch, 609-570-3652, lyncha@mccc.edu

Required texts & Other materials:
Book: *Manning, G. and Curtis, K., (2022). The Art of Leadership, 7th Edition. New York: McGraw Hill. ISBN: 13: 978-1-260-68132-1*

Course Student Learning Outcomes (SLO):
Upon successful completion of this course the student will be able to:
1. Describe leadership as a process and assess and measure its effects. [Supports ILG #1, 5,9,11 and PLO #1]
2. Differentiate between leading and managing. [Supports ILG #1, 5, 11 and PLO #1, 3]
3. Identify and explain leadership values, traits and behaviors. [Supports ILG #1, 5 and PLO #1, 3, 5]
4. Describe the relationship between leaders, followers, team performance, and how they contribute to productivity. [Supports ILG #1, 5,9,11 and PLO #1, 3]
5. Explain at least two theories of leadership and of motivation. [Supports ILG #1, 5 and PLO #1, 3]
6. Discuss the various types of teams that are used in the workplace. [Supports ILG #5 and PLO #2, 3]
7. Understand and explain the process of team development. [Supports ILG #1, 5 and PLO #1]
8. Discuss the sources of power and the challenges of leadership. [Supports ILG #1, 5 and PLO #1, 2, 5]
9. Master the tools that teams use to make decisions by applying them to solve problems. [Supports ILG #1, 5, 10,11 and PLO #1, 2, 5]
10. Describe the many challenges of cross-cultural/global teams [Supports ILG #1, 8 and PLO #1, 2, 4]

Course-specific Institutional Learning Goals (ILG):

Institutional Learning Goal 1. Written and Oral Communication in English. Students will communicate effectively in both speech and writing.

Institutional Learning Goal 5. Social Science. Students will use social science theories and concepts to analyze human behavior and social and political institutions and to act as responsible citizens.

Institutional Learning Goal 8. Diversity and Global Perspective: Students will understand the importance of a global perspective and culturally diverse peoples

Institutional Learning Goal 9. Ethical Reasoning and Action. Students will understand ethical frameworks, issues, and situations.

Institutional Learning Goal 10. Information Literacy: Students will recognize when information is needed and have the knowledge and skills to locate, evaluate, and effectively use information for college level work.

Institutional Learning Goal 11. Critical Thinking: Students will use critical thinking skills understand, analyze, or apply information or solve problems.

Program Learning Outcomes for Business Studies AAS Program (PLO)
1. Use effective verbal and written communication in conducting business;
2. Analyze/resolve problems common to entry-level business positions;
3. Apply management skills in a variety of business functions;
4. Comprehend how the global economy and international events affect domestic and international business decisions;
5. Identify unethical behavior in a business setting and formulate appropriate action;

Units of study in detail – Unit Student Learning Outcomes:

Unit 1 Leadership Variables [Supports Course SLOs #1, 2, 3, 4, 5]
The student will be able to:
- Describe the variables that determine leadership effectiveness
- Understand trait and behavior theories of leadership
- Assess qualities that distinguish a leader
- Understand the impact of negative leadership behavior
- Know how susceptible you are to leadership influence
- Identify situations in which you are likely to lead
- Know your natural kind of intelligence and leadership strength

Unit 2 The Power of Vision [Supports Course SLOs #1, 3]
The student will be able to:
- Know the power of vision for leadership success
- Describe how a leader creates and implements a powerful vision
- Understand the importance of alignment, prioritization, and execution
- Know your motive for assuming the tasks of leadership
- Understand the impact of organizational culture
- Develop an organizational climate that attracts and keeps good people
- Describe the elements of true community

Unit 3 The Importance of Ethics [Supports Course SLOs #3]
The student will be able to:
- Know the importance of ethics at work
- Identify the levels and stages of moral development
- Understand why leadership by values is important
- Understand the role of courage in character formation
- Describe the values that guide you in moral dilemmas

- Know the role of the leader in setting the moral tone and ethical climate of the workplace

Unit 4 The Empowerment of People [Supports Course SLOs # 4]
The student will be able to:
- Describe the philosophy and practice of participative leadership
- Understand leadership as a calling to serve
- Know the sources and types of leadership power
- Communicate effectively for leadership success
- Identify practical steps a leader can take to empower others and develop a high-performance workplace
- Know the historical roots of the quality movement
- Improve performance through quality initiatives

Unit 5 Leadership Principles [Supports Course SLOs #5, 7]
The student will be able to:
- Apply principles and practices of effective leadership
- Develop a high morale, high performance workforce
- Understand the importance of good human relations in the work setting
- Demonstrate the art of effective listening
- Identify the elements of an enlightened workplace
- Demonstrate the characteristics of a high-performance group
- Demonstrate and reinforce positive versus negative group member roles
- Know what a leader can do to develop communication, teamwork, and a one-team attitude

Unit 6 Understanding People [Supports Course SLOs #4, 5, 6, 7, 10]
The student will be able to:
- Understand why people do what they do
- Tap the transformational power of human motivation
- Achieve employee engagement
- Assess your level of emotional intelligence
- Know the power of words when spoken from the heart
- Manage conflict effectively
- Know why diversity is an important subject for leadership effectiveness
- Understand gender, age, and cultural diversity
- Describe what the leader can do to reduce prejudice and achieve the benefits of diversity

Unit 7 Multiplying Effectiveness [Supports Course SLOs #7, 8, 9, 10]
The student will be able to:
- Multiply personal effectiveness by delegating authority
- Know the rules for effective delegation
- Know how to give orders
- Know the types of skills needed at each level of management
- Understand the importance of person-position fit based on personality makeup and job families
- Deal effectively with different types of people
- Know the strengths of your own personality

Unit 8 Developing Others [Supports Course SLOs # 8, 9]
The student will be able to:
- Describe the role of the leader as coach and developer of people
- Identify the conditions conductive to growth
- Know what employers want in an employee

- Know what employees want in a company
- Know how a leader can help people through change,
- Identify where you are in the burnout process

Unit 9 Performance Management [Supports Course SLOs #7, 8, 9]
The student will be able to:
- Know how to set goals, provide feedback on progress, and correct performance problems
- Know your level of performance in the areas of statesmanship, working through others, entrepreneurship, achieving results, and innovation
- Model and reinforce high standards of professional conduct
- Improve performance through behavior modification

Evaluation of student learning:

Weekly Quizzes	20%
Homework Assignments	10%
Case/Chapter Presentation	10%
Final Assignment	15%
(3) Exams*	45%

*All test questions will relate to the chapter learning objectives indicated in the course outline. The "student learning outcomes" will be accomplished with at least a 60% accuracy. Outcomes will be measured utilizing at least one (1) of the following methods:

a)   Essay questions
b)   Objective – true, false, matching, or multiple choice type questions
c)   A combination of Essay and Objective type questions

Grading Scale:

Letter Grade	Nominal %
A	93-100
A-	90-92
B+	87-89
B	83-86
B-	80-82
C+	77-79
C	70-76
D	60-69
F	0-59