

**AUSTIN COMMUNITY COLLEGE
CONTINUING EDUCATION**

**LEADERSHIP AND MANAGEMENT SERIES
(40 hours)**

BUSX 3017

COURSE SYLLABUS

Course Description: Become a more effective leader, manager, or supervisor through practical, skill-based learning in the Leadership and Management Series. Grounded in the practical aspects of day-to-day management, the curriculum develops knowledge and skills useful to a position of influence, whether that be new, seasoned, or aspiring managers and leaders.

Objectives: Every student will be able to:

1. Understand and identify management functions, theories, and decision-making processes including planning, organizing, leading, staffing, and controlling while becoming familiar with critical management issues in the contemporary world
2. Learn skills needed to communicate effectively in a complex business environment.
3. Discover how to design and manage change more effectively in organizations and with employees and teams.
4. Learn the strategies and tactics needed to influence others and reach long-lasting, profitable agreements
5. Understand concepts and skills of leadership in the work setting the including evaluation of leadership performance

Rationale: In this ultra-competitive economy, manager and leaders need to understand contemporary management challenges stemming from changing organizational structures, complex environmental conditions, new technological developments, and increasingly diverse workforces. This series highlights critical management issues involved in business negotiation, change management, organizational communication, managing and leading teams, staff, and organizations. This series will help you understand some of the critical issues involved in both managing and being managed and equip you to become more effective contributors to organizations that you join or currently work in.

Required Material: None

Type of Course: Short Course

Evaluation: Students will be evaluated on their competency in performing a variety of hands-on exercises throughout the course. In order to grant CEU credit for a course the

**AUSTIN COMMUNITY COLLEGE
CONTINUING EDUCATION**

**LEADERSHIP AND MANAGEMENT SERIES
(40 hours)**

BUSX 3017

COURSE SYLLABUS

students must be able to complete assessment exercises for each part of the course given by the instructor. The instructor will validate each participant's achievement of the course objectives by signing and awarding individual certificates of completion.

Course Outline:

BMGT 1012 Fundamentals of Management	8 hrs
BUSX 3018 Business Negotiation and Strategic Decision Making	8 hrs
BMGT 1020 Leadership Skills for Supervisors/Managers	8 hrs
BUSX 3019 Managing Change in the Workplace and Environment	8 hrs
BUSX 3020 Organizational Communication Strategies for Managers	8 hrs