

# North Central Michigan College

## NCMC MASTER COURSE SYLLABUS

Last Date Revised 5/9/11

**INSTRUCTIONAL AREA: Occupational**

**DEPARTMENT: Business**

**ASSOCIATE DEAN: Pete Olson, Ph.D.**

**ORIGINATOR: Pat Duffy/Robert Marsh**

**DEAN OF INSTRUCTION: Christine Hammond, Ph.D.**

**COURSE ALPHA/NUMBER: B 232**

**COURSE TITLE: Leadership Development II**

**HOURS OF INSTRUCTION: 3**

Credit hours: 3

Lecture: 3

Lab: 0

Clinical: 0

Variable Hours: 0

Total Hours of Instruction: 3

Total Contact Hours: 52.8

*(Total Contact Hours Formula: (lecture hours + lab hours) x 17.6*

### **CATALOG DESCRIPTION:**

For employees who are ready to lead within their organization and who have already had management experience and training. The course focuses on transition management, project management and financial analysis and is designed for employees who have advanced to middle or upper management, or for those who have successfully completed B 152 and B 222.

**PREREQUISITE(S): B 152 and B 222**

**COREQUISITE(S): None**

### **GENERAL EDUCATION DISTRIBUTION AREA:**

Communications, Writing

Natural Science Group A

Communications, Communications

Natural Science Group B

Humanities Group A

Social Science Group A

Humanities Group B

Social Science Group B

Mathematics

Non Applicable

### **GENERAL EDUCATION OUTCOMES:**

Write and Speak Effectively

Think Critically & Analytically

Write & Speak Effectively and Think Critically & Analytically

Non Applicable

**COURSE OBJECTIVES AND OUTCOMES:**

- Recognize and classify examples of techniques for influencing people.
- Summarize the importance of emotional intelligence in the workplace.
- Summarize Porter's competitive positioning model.
- Describe and classify examples of techniques for influencing people.
- Reproduce the work breakdown structure (WBS).
- Identify and classify examples of activities that take place during each phase of the project management process.
- Define the role of the project manager.
- Assess the benefits of using financial management to support organizational success.
- Recognize the value of managing financial risk in business.
- Analyze business profitability.

**METHODS OF INSTRUCTION:** Lecture, in-class exercises, case studies, project and homework

**METHODS OF EVALUATION:** Attendance and participation, papers, presentations, homework assignments, exam

**REQUIRED TEXT AT TIME OF COURSE ADOPTION/REVISION:**

TEXTS: SkillSoft online resources

OPTIONAL SUPPLEMENTARY MATERIALS:

**Reasonable accommodations can be provided for students with documented disabilities. Please contact Learning Support Services for assistance: (231)348-6817.**

**COURSE CONTENT AND MODULES****Transition Management module**

- Thinking Strategically
  - Strategic Principles
  - Strategic Thinking Approaches and Competencies
- Sustaining Competitive Advantage
  - Five Forces of Competitive Positioning
  - Building Around Core Competencies
- Building Your Influence as a Leader
  - Techniques for Influencing and Persuading Others

- Influence and Organizational Politics
- Influencing Others as a Leader

- Leading with Emotional Intelligence
  - Introduction to Emotional Intelligence
  - Improving Perception Competencies
- Using Self-management and Social Skills

### Project Management module

- Project Management Process
- Initiating and Planning a Project
  - Defining project and the project manager's role
  - Project planning activities
- Managing a Project
- Troubleshooting and Closing a Project
  - Problem solving and recovery plans
  - Auditing and terminating the project
  - Performance review and project closure

### Financial Impact module

- The Principles of Financial Management
  - Forecasting cash flow and capital needs
  - Type of financial risk
- The Basics of Budgeting
  - Purposes of Budgeting
  - Establishing Budget Objectives
- Creating and Analyzing an Operating Budget
- The Ins and Outs of Capital Budgeting
  - Asset Management
  - Return on Investments