

**NOVA COLLEGE-WIDE COURSE CONTENT SUMMARY
BUS 117 - LEADERSHIP DEVELOPMENT (3 CR.)**

Course Description

Covers interpersonal relations in various structures. Examines the dynamics of teamwork, motivation, handling change and conflict and how to achieve positive results through others. Lecture 3 hours per week.

General Course Purpose

BUS 117 is an introductory course in the fundamental principles and theories involved in solving the human problems of supervision in contemporary organizations. Within this context the course emphasizes both the methods and findings of the behavioral sciences on the human problems involved in employee supervision. The course is available as an elective.

Entry Level Competencies

An ability to read, comprehend, analyze material written at a college level. An ability to write and present ideas using standard English.

Course Objectives

The objectives of Human Relations and Leadership Development are that the student will:

- A. Accept and relate to others satisfactorily
- B. Indicate an awareness of the different leadership techniques and the impact these techniques have on need satisfaction and behavior of workers
- C. Indicate an awareness of how human activities outside an organization create human relations problems inside the organization
- D. Indicate an awareness and appreciation of individual motivation and behavior
- E. Indicate an understanding of teamwork and the implications for both individual and organizational performance
- F. Indicate an understanding of the change process and how to effectively manage change in an organizational context
- G. Indicate an understanding of conflict and appropriate conflict management techniques
- H. Indicate an understanding of the communication process and the implications for human behavior in an organizational context
- I. Indicate an understanding of cultural diversity and the implications for organizations

Major Topics To Be Covered

- A. Human needs and motivation
- B. Communication
- C. Leadership
- D. Teamwork
- E. Change Process
- F. Conflict Management
- G. Communication
- H. Cultural Diversity

Optional Topics

- A. Decision Making and Problem Solving Techniques
- B. Legal Environment