

**Course Outline of Record**

1. Course Code: AGBU-059A
2.
  - a. Long Course Title: Leadership
  - b. Short Course Title: LEADERSHIP
3.
  - a. Catalog Course Description:  
 This course emphasizes basic principles of group and personal leadership for students within applied technology areas. Students study parliamentary procedure, organizational structure and meeting formats. Opportunities are provided for students to develop leadership skills, such as planning, communication, facilitation and problem solving through small group and formal meeting settings. In addition, concepts of personal leadership are explored including: mission statements, defining roles, goal setting, time management, weekly planning and self-evaluation.
  - b. Class Schedule Course Description:  
 This course emphasizes basic principles of group and personal leadership for student within applied technology areas. Students study parliamentary procedure, organizational structure and meeting formats.
  - c. Semester Cycle (if applicable): N/A
  - d. Name of Approved Program(s):
    - ENVIRONMENTAL HORTICULTURE AS Degree and Transfer Preparation
    - ENVIRONMENTAL HORTICULTURE AS Degree for Employment Preparation
    - ENVIRONMENTAL HORTICULTURE Certificate of Achievement
    - TURFGRASS MANAGEMENT AS Degree for Employment Preparation
    - TURFGRASS MANAGEMENT Certificate of Achievement
4. Total Units: 1.00      Total Semester Hrs: 18.00  
 Lecture Units: 1      Semester Lecture Hrs: 18.00  
 Lab Units: 0      Semester Lab Hrs: 0  
 Class Size Maximum: 36      Allow Audit: No  
 Repeatability No Repeats Allowed  
 Justification 0
5. Prerequisite or Corequisite Courses or Advisories:  
*Course with requisite(s) and/or advisory is required to complete Content Review Matrix (CCForm1-A)*  
N/A
6. Textbooks, Required Reading or Software: (List in APA or MLA format.)
  - a. Covey, S. (2004). Seven Habits of Highly Effective People New York Simon & Schuster, Inc.. ISBN: -  
 College Level: Yes  
 Flesch-Kincaid reading level: 12
7. Entrance Skills: *Before entering the course students must be able:*
8. Course Content and Scope:

**Lecture:**

1. Introduction to meetings
2. Keys to a successful meeting
3. Basic parliamentary procedure Robert's Rules of Order
4. Planning and establishing objectives for meetings
5. Preparing an agenda
6. Conducting and/or participating in a meeting
7. Composing minutes and group memos
8. Personal leadership and time management
9. Developing a personal mission statement

- |   |
|---|
| <ol style="list-style-type: none"><li>10. Identifying personal roles and expressing goals</li><li>11. Time management/weekly planning based on personal mission and goals.</li><li>12. Evaluating a personal plan</li></ol> |
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Lab: (if the "Lab Hours" is greater than zero this is required)

9. Course Student Learning Outcomes:

1.  
The student will be able to describe the method of parliamentary procedure and it's proper use in any type of business meeting.
2.  
The student will develop leadership skills, such as planning, communication, facilitation and problem solving.
3.  
The student will explore mission statements, defining roles, goal setting, time management, weekly planning and self evaluation.

10. Course Objectives: *Upon completion of this course, students will be able to:*

- a. Demonstrate an understanding of and the ability to use basic parliamentary procedure.
- b. Explain different types of meeting formats.
- c. Prepare an agenda.
- d. Create minutes of a meeting.
- e. Demonstrate the ability to run an effective meeting.
- f. Create a personal mission statement.
- g. Identify current roles and express personal goals.
- h. Design, implement and evaluate a personal plan based on their goals and mission.
- i. Demonstrate an understanding of weekly planning as a component of time management.

11. Methods of Instruction: *(Integration: Elements should validate parallel course outline elements)*

- a. Demonstration, Repetition/Practice
- b. Discussion
- c. Individualized Study
- d. Lecture
- e. Participation

12. Assignments: *(List samples of specific activities/assignments students are expected to complete both in and outside of class.)*

In Class Hours: 18.00

Outside Class Hours: 36.00

a. In-class Assignments

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| <ol style="list-style-type: none"><li>1. Run mock agenda and meeting in front of class</li></ol> |
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b. Out-of-class Assignments

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| <ol style="list-style-type: none"><li>1. Prepare agenda for meeting to include several topics in a specified format</li><li>2. Prepare minutes of meeting as followed in agenda</li><li>3. Prepare weekly planning assignments with clearly defines goals and objectives.</li><li>4. Define strengths and weakness speaking in public and enhance or modify behavior to become proficient at running meetings.</li></ol> |
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13. Methods of Evaluating Student Progress: *The student will demonstrate proficiency by:*

- Written homework
- Group activity participation/observation
- True/false/multiple choice examinations
- Mid-term and final evaluations

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- Student participation/contribution
- Student preparation

14. Methods of Evaluating: Additional Assessment Information:

15. Need/Purpose/Rationale -- *All courses must meet one or more CCC missions.*

PO - Career and Technical Education

Fulfill the requirements for an entry- level position in their field.

Apply critical thinking skills to execute daily duties in their area of employment.

Apply critical thinking skills to research, evaluate, analyze, and synthesize information.

Display the skills and aptitude necessary to pass certification exams in their field.

Exhibit effective written, oral communication and interpersonal skills.

IO - Personal and Professional Development

Self-evaluate knowledge, skills, and abilities.

IO - Aesthetics

Value appearance in terms of how pleasing it is in movement, form, and function.

IO - Critical Thinking and Communication

Utilizing various communication modalities, display creative expression, original thinking, and symbolic discourse.

16. Comparable Transfer Course

University System	Campus	Course Number	Course Title	Catalog Year
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17. Special Materials and/or Equipment Required of Students:

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18. Materials Fees:  Required Material?

**Material or Item**

**Cost Per Unit**

**Total Cost**

19. Provide Reasons for the Substantial Modifications or New Course:

Delete English 70

20. a. Cross-Listed Course (*Enter Course Code*): *N/A*

b. Replacement Course (*Enter original Course Code*): *N/A*

21. Grading Method (*choose one*): Letter Grade Only

22. MIS Course Data Elements

a. Course Control Number [CB00]: CCC000067659

b. T.O.P. Code [CB03]: 11200.00 - Agriculture Business, Sal

c. Credit Status [CB04]: D - Credit - Degree Applicable

d. Course Transfer Status [CB05]: B = Transfer CSU

e. Basic Skills Status [CB08]: 2N = Not basic skills course

f. Vocational Status [CB09]: Possibly Occupational

g. Course Classification [CB11]: Y - Credit Course

h. Special Class Status [CB13]: N - Not Special

i. Course CAN Code [CB14]: *N/A*

j. Course Prior to College Level [CB21]: Y = Not Applicable

k. Course Noncredit Category [CB22]: Y - Not Applicable

l. Funding Agency Category [CB23]: Y = Not Applicable

m. Program Status [CB24]: 1 = Program Applicable

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Name of Approved Program (if program-applicable): ENVIRONMENTAL HORTICULTURE, ENVIRONMENTAL HORTICULTURE, ENVIRONMENTAL HORTICULTURE, TURFGRASS MANAGEMENT, TURFGRASS MANAGEMENT

*Attach listings of Degree and/or Certificate Programs showing this course as a required or a restricted elective.)*

23. Enrollment - Estimate Enrollment

First Year: 36

Third Year: 36

24. Resources - Faculty - Discipline and Other Qualifications:

a. Sufficient Faculty Resources: Yes

b. If No, list number of FTE needed to offer this course: *N/A*

25. Additional Equipment and/or Supplies Needed and Source of Funding.

N/A

26. Additional Construction or Modification of Existing Classroom Space Needed. (*Explain:*)

N/A

27. FOR NEW OR SUBSTANTIALLY MODIFIED COURSES

Library and/or Learning Resources Present in the Collection are Sufficient to Meet the Need of the Students Enrolled in the Course: Yes

28. Originator Jeffrey, W Place Origination Date 10/27/17