

NC-032, AFJROTC COURSE SYLLABUS

LEADERSHIP EDUCATION 400: PRINCIPLES OF MANAGEMENT

The textbook is a guide to understanding the fundamentals of management, managing yourself, and others. Emphasis is placed on allowing the student to see themselves as a manager. Every organization, regardless of size, faces the challenge of managing operations effectively. No matter how well a manager carries out his or her job, there are always ways of doing at least part of the task more effectively. There are four building blocks of leadership considered in this text from the military and civilian perspective. Attention to these four areas will form a strong foundation for a capability to lead others – something that can be very valuable to you for the rest of your life. The four areas are Management Techniques, Management Decisions, Management Functions, and Managing Self and Others. Monday is uniform day unless changed by the Instructor.

The Course Objectives are: Effective Aug. 2017-18

1. Comprehend the importance of management
2. Comprehend the techniques and skills involved in making management decisions.
3. Comprehend the concepts and skills of problem solving, decision-making, and negotiating.
4. Comprehend the importance of managing yourself and others.

Course Materials:

1. Textbook: Leadership Education 400: Principles of Management (2008) Units 1-4, Chapters 1-10
2. Student Workbook or selected excerpts
3. Selected Audiovisual Aids
4. Guest speakers
5. NC-032 Cadet Handbook

Units Covered and Assignments:

- A. Units One, Two, Three, and Four. All chapters when taught.
1. Cadets will Command the NC-032 Corp using leadership and management skills previously learned in JROTC classes.
 2. Cadets will demonstrate learned skills through assigned officer and NCO positions within the corp.
 3. Cadets will read assigned chapters, accomplish selected chapters in Student Workbook which corresponds to textbook chapters, and participate in oral quiz games.
 4. Cadets will prepare oral presentations and written reports corresponding to textbook chapters and assigned officer/nco positions.
 5. Cadets will prepare for unannounced quizzes and announced tests.

Tutoring will be scheduled by the student and will be available on Wednesday and Thursday from 1600 to 1800.

GRADING:

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| 1. Academic/Leadership Tests | 25% | Instructors: Capt. Peedin
Chief Bridgers |
| 2. Workbook Assignments, Class work, Quizzes | 20% | |
| 3. Uniform Inspections | 35% | |
| 4. Drill/Health & Wellness | 20% | |

