

# Bachelor Course Descriptions 2019

Course Number	Course Title	Audience	Course Description	Learning Objectives
101	<b>Core Concepts of Commissioner Service</b>	All Commissioners	An Introductory course to familiarize a new commissioner with the commissioner concept as perceived by the BSA.	<p><b>Define &amp; Identify</b> the role and types of Commissioners.</p> <p><b>Describe</b> the five commissioner focus areas</p> <p><b>State</b> the key skills needed to be a good commissioner</p> <p><b>Apply</b> this new knowledge and understanding for exceptional unit service</p>
102	<b>Supporting Timely Charter Renewal</b>	Unit Commissioner Assistant District Commissioner District Commissioner Assistant Council Commissioner Council Commissioner	A course to explain the Re-Charter concept/process and the commissioners' essential role.	<p><b>Outline</b> the re-charter process and duration</p> <p><b>Describe</b> the roles the Unit Leaders have in the process</p> <p><b>Describe</b> the role of the charter partner</p>
103	<b>Linking District Resources</b>	Unit Commissioner Assistant District Commissioner District Commissioner Assistant Council Commissioner Council Commissioner	This course explains the relationship between the commissioner staff and the district, linking resources.	<p><b>Explain</b> typical district structure and the functions of the district</p> <p><b>Know</b> how to use the resources of the district to better support the units they serve</p> <p><b>Utilize</b> the Unit Service Plan when assessing the unit needs by identifying district resources</p>

104	<b>Contacting Units</b>	All Commissioners	This course defines the roles of commissioner service and the importance of contacts with their units and timely recording of those contacts in Commissioner Tools	<b>Describe</b> how the concept of commissioner service is demonstrated in frequent unit contacts. <b>Identify</b> ways to demonstrate good commissioner service as we serve as a coach/mentor, and representative of the BSA <b>Explain</b> the importance of using the Commissioner Tools to record “meaningful” unit contacts
105	<b>Resolving Common Unit Issues</b>	Unit Commissioner Assistant District Commissioner District Commissioner Assistant Council Commissioner Council Commissioner	This course shows how a commissioner should use Commissioner Tools and Early Warning Signals to be alerted to unit issues	Using Commissioner Tools to <b>recognize</b> some common “needs” a unit might have <b>Discuss</b> solutions to those needs by using a unit service plan <b>Relate</b> solutions to real life red flags within their assigned units
106	<b>Coaching Leaders</b>	Unit Commissioner Assistant District Commissioner District Commissioner	This course will discuss new coaching model and how it applies to Commissioners service.	<b>Recognize</b> a given situation <b>Evaluate</b> options for resolution <b>Employ</b> coaching methods to address the situation
107	<b>Journey to Excellence</b>	Unit Commissioner Assistant District Commissioner District Commissioner Assistant Council Commissioner Council Commissioner	Learn about the elements of the Unit Journey to Excellence and what it takes to ensure success in every unit.	<b>Explain</b> the value of the unit’s use of Journey to Excellence. <b>Relate</b> the use of JTE to help the unit recognize the benefit of building their program around the Journey to Excellence criteria. <b>Identify</b> resources to help improve Journey to Excellence performance in the unit.
108	<b>Mining Internet Resources</b>	All Commissioners	Learn about “mining” the internet BSA resources that can assist all commissioners to support unit services.	<b>Recognize BSA</b> resources <b>Select</b> and use the reliable BSA approved websites <b>Summarize</b> internet resources for unit and Commissioner use.

109	<b>The Essential Element (A Servant's Heart)</b>	Unit Commissioner Assistant District Commissioner District Commissioner Assistant Council Commissioner Council Commissioner	This course will discuss will discuss servant leadership and the role it plays in commissioner service	<b>Define</b> the characteristics of servant leadership <b>Understand</b> a servant's heart <b>Apply</b> this concept in commissioner service
112	<b>Recruiting Unit Commissioners</b>	Assistant District Commissioner District Commissioner Assistant Council Commissioner Council Commissioner	This course will discuss methods of recruiting unit Commissioners.	<b>Identify</b> and <b>recruit</b> candidates for commissioner service. <b>Understand</b> the 5 P's of recruiting commissioners. <b>Explore</b> skills needed for successful commissioner service.
114	<b>Understanding &amp; Communicating with Today's Leaders</b>	All Commissioners	This course encourages understanding between the different generations to help commissioners better communicate with their units	<b>Identify</b> the characteristics of generations within scouting's leaders. <b>Understand</b> the differences in relating to generations involved in Scouting <b>Embrace</b> the differences and similarities to make the scouting program stronger.
116	<b>Collaborative Assessments</b>	All Commissioners	This course examines and discusses the need for collaboration in assessing unit's strengths and needs, build a Unit Service Plan and record in Commissioner Tools.	<b>Understand</b> the importance of the Collaborative Assessment <b>Develop</b> and <b>Utilize</b> a Unit Service Plan <b>Assess</b> and <b>record</b> results of the Unit ServicePlan in Commissioner Tools

117	<b>Commissioner &amp; Unit Key 3</b>	Unit Commissioner Assistant District Commissioner District Commissioner Assistant Council Commissioner Council Commissioner	This course examines the roles of the Unit Key 3 and how a commissioner's works and coaches each.	<b>Identify</b> the roles of the unit key 3 leadership <b>Create</b> a working bond between the key 3 and commissioner. <b>Translate</b> unit key 3 equals a stronger unit
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# Bachelor Roundtable Course Descriptions 2019

Course Number	Course Title	Audience	Course Description	Learning Objectives
150	<b>Roundtables in Commissioner Service</b>	Unit Commissioner Roundtable Commissioner Assistant Roundtable Commissioner Assistant District Commissioner District Commissioner Assistant Council Commissioner	This course will provide information on the purpose of roundtables to help units succeed by providing useful program ideas, information on policy, and current information on council and district events and training opportunities.	<b>Describe</b> how the positions of roundtable commissioners fit into the BSA commissioner service structure. <b>Define</b> the purpose of roundtable and its importance in supporting district and council operations. <b>List</b> the functions of the roundtable in providing service and supplemental training to unit leaders.
153	<b>Roundtables and Commissioner Tools</b>	Roundtable Commissioner Assistant Roundtable Commissioner Assistant District Commissioner District Commissioner Assistant Council Commissioner	This course will educate participants on the tools available in Commissioner Tools for the roundtable team to manage unit service effectively.	<b>Understand</b> the information available within Commissioner Tools. <b>Understand</b> the reports available from Commissioner Tools. <b>Understand</b> how to identify information to improve unit service.
154	<b>Cub Scout Roundtables</b>	Roundtable Commissioner Assistant Roundtable Commissioner Assistant District Commissioner District Commissioner Assistant Council Commissioner	This course will provide an understanding of the Cub Scout Roundtable process.	<b>Explain</b> the elements of a Cub Scout Roundtable. <b>Discuss</b> how to utilize the program information in the Cub Scout Roundtable Planning Guide. <b>Understand</b> how to provide Cub Scout leaders the skill to do and the will to do.

155	<b>Boy Scout Roundtables</b>	Roundtable Commissioner Assistant Roundtable Commissioner Assistant District Commissioner District Commissioner Assistant Council Commissioner	This course will provide an understanding of the Boy Scout Roundtable process.	<b>Explain</b> the elements of a Boy Scout Roundtable. <b>Discuss</b> how to utilize the program information in the Boy Scout Roundtable Planning Guide. <b>Understand</b> how to provide Boy Scout leaders the skill to do and the will to do.
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# Master Course Descriptions 2019

Course Number	Course Title	Audience	Course Description	Learning Objectives
303	<b>Managing Unit Service at the District Level (using Commissioner Tools)</b>	Unit Commissioner District Commissioners Assistant District Commissioners Assistant Council Commissioners Council Commissioners	Familiarize the student on the modules available in Commissioner Tools so that they can enhance their ability to support the unit	<p><b>Understand</b> the information available within Commissioner Tools</p> <p><b>Review</b> the reports available from Commissioner Tools</p> <p><b>Analyze</b> data to identify underperforming units and unit</p>
304	<b>Commissioner Service for Units at Risk</b>	Unit Commissioner District Commissioners Assistant District Commissioners	This course will show how to recognize the signs of a unit in crises and develop the skills to resolve the issues. It will also cover what information to input to commissioner tools.	<p><b>List</b> signs of a unit in trouble</p> <p><b>Identify</b> symptoms of and describe possible causes of a unit in trouble.</p> <p><b>Describe</b> the process of determining the problem.</p> <p><b>Describe</b> approaches to solve the problem. Indicate in commissioner tools the problems of the unit, what is needed to correct them, and to indicate clearly to the ADC/DC the unit's health. Timely entering of findings and solutions will be emphasized.</p>

305	<b>Resolving Critical Unit Issues</b>	Unit Commissioner, District Commissioners, and Assistant District Commissioners  Suggested prerequisite: MCS 304.	The course will quickly review information from MCS 304. After this introduction, various role playing scenarios and discussion scenarios will be presented for the class to work through.	<b>Review</b> the information in MCS 304. Discuss the role of commissioner tools in working through critical unit issues.  <b>Provide</b> practical experience for the commissioner in solving various issues through role playing and discussion of scenarios of units with critical issues.  <b>Demonstrate</b> how to prepare a detailed assessment and unit service plan.
307	<b>Commissioner Service for Newly Formed Units</b>	Commissioners who will be assigned to a newly formed unit.	The course will explain the role of the new unit commissioner in the establishment of a new unit and his role in providing service to that unit. It will discuss the special needs of a new unit and provide guidance in providing that service. The guidance will be made in accordance with the role as described in the Unit Performance Guide	<b>Define</b> the role of the new unit commissioner in unit development <b>Understand</b> the requirements of being a new unit commissioner. Describe the needs of a new unit that are different from a well-established unit. <b>Know</b> the role of the new unit organizer and how they work together.
309	<b>Good Commissioners Need Both Head and Heart</b>	All Commissioners	Commissioners need a balance between technical knowledge and personal relationship with their units	<b>Understand</b> the role of a commissioner relative to the unit's leadership <b>Discuss</b> the need to engage units in a guided discovery process to identify unit needs. <b>Provide</b> communication skills to work effectively with units.
311	<b>All About the ADC's Role</b>	All Commissioners	Educate the audience on the purpose of the assistant district commissioner role and how it benefits commissioner services.	<b>Review</b> the purposes and roles of a ADC <b>Define</b> types of ADCs <b>Identify</b> how ADCs can enhance good commissioner service.



312	<b>Recruiting New Commissioners</b>	All Commissioners	To be able understand and implement the 10-step process in recruiting commissioners.	<p><b>Demonstrate</b> an understanding of the 10-step process of recruiting commissioners as outlined in the Fall 2006 Commissioner newsletter.</p> <p><b>Explain</b> the job functions of the various commissioner roles that you will be recruiting for.</p> <p><b>Outline</b> a method of how the 10-step process will be implemented in your local District or Council.</p>
313	<b>Onboarding New Commissioners</b>	District Commissioners Assistant District Commissioners Assistant Council Commissioners Council Commissioners	Review the onboarding process of newly recruited commissioners.	<p><b>Explain</b> why we onboard commissioners</p> <p><b>Discuss</b> what is included in onboarding process</p> <p><b>Review</b> the onboarding process for new commissioners.</p>
316	<b>Developing the Unit Service Plan</b>	Unit Commissioner District Commissioners Assistant District Commissioners	This course builds off BCS 116 Collaborative Assessments to identify and develop unit service plans based on the collaborative assessment outcome.	<p><b>Understand</b> the District Committee's role to provide specialized resources.</p> <p><b>Know</b> what resources are available to assist units</p> <p><b>Analyze</b> collaborative assessments and detailed assessments to identify unit needs.</p> <p><b>Evaluate</b> the effectiveness of the USP for the next assessment</p>

# Master Roundtable Course Descriptions 2019

Course Number	Course Title	Audience	Course Description	Learning Objectives
351	<b>How to Conduct the Annual Planning Session</b>	Roundtable Commissioner Assistant Roundtable Commissioner Assistant District Commissioner District Commissioner Assistant Council Commissioner Council Commissioner	This course will provide a hands-on exercise in using resources to create a model roundtable year at both the district or council level.	<p><b>Identify</b> key components in a district and council roundtable year.</p> <p><b>Explain</b> the need to change or alter plans to address problems identified by a Unit.</p> <p><b>Apply</b> resources such as the roundtable guides and council and district calendars to populate components of each roundtable meeting.</p>
353	<b>The Cub Scout Breakout</b>	Roundtable Commissioner Assistant Roundtable Commissioner Assistant District Commissioner District Commissioner Assistant Council Commissioner	This course will provide an understanding of the need to have specific Cub Scout interest topics and materials to address the unique problems and challenges that Cub Scout Leaders have implementing their program.	<p><b>Develop</b> a plan to help units solve their problems using program specific interest topics and resources.</p> <p><b>Model</b> the Cub Scout Roundtable to look and feel like a pack meeting.</p> <p><b>Employ</b> breakout sessions to focus on the needs of leaders in unique positions.</p> <p><b>Apply</b> unit service resources to help pack leaders solve their own problems.</p>
354	<b>The Boy Scout Breakout</b>	Roundtable Commissioner Assistant Roundtable Commissioner Assistant District Commissioner District Commissioner Assistant Council Commissioner	This course will provide an understanding of the need to have specific Boy Scout interest topics and materials to address the unique problems and challenges that Boy Scout Leaders have implementing their program.	<p><b>Develop</b> a plan to help units solve their problems using program specific interest topics and resources.</p> <p><b>Model</b> the Boy Scout Roundtable to facilitate discussion and sharing among Boy Scout Leaders.</p> <p><b>Employ</b> breakout sessions to focus on the needs of leaders in unique positions.</p> <p><b>Apply</b> unit service resources to help Troop Leaders solve their own problems.</p>

355	<p><b>Using the Assistant District Commissioner for Roundtable in Your District</b></p>	<p>Roundtable Commissioner Assistant Roundtable Commissioner Assistant District Commissioner District Commissioner Assistant Council Commissioner</p>	<p>This course will provide an introduction of the responsibilities of this position in a district unit service plan.</p>	<p><b>Explain</b> position description for the ADC for RT. <b>Interpret</b> the specific responsibilities of this position. <b>Understand</b> the use of the Commissioner Recognition plan as a part of the ADC for RT responsibilities.</p>
358	<p><b>Roundtable and Solving Unit Problems</b></p>	<p>Roundtable Commissioner Assistant Roundtable Commissioner Assistant District Commissioner District Commissioner Assistant Council Commissioner</p>	<p>This course will provide a summary of the overall approach of using roundtables in helping units solve their own problems.</p>	<p><b>Recognize</b> when units may need additional resources. <b>Discuss</b> resources that are available to support unit service. <b>Understand</b> how to help units resolve their own problems.</p>

# Doctorate Course Descriptions 2019

Course Number	Course Title	Audience	Course Description	Learning Objectives
501	<b>Selecting Your Project or Thesis Topic</b>	All Commissioners seeking their Doctorate	This session assists doctoral candidates in selecting their project or thesis concept.	<b>Identify</b> what constitutes a good topic or focus area <b>Distinguish</b> between a project and thesis <b>Describe</b> DCS Degree and Knot requirements
502	<b>Limiting the Scope the Topic</b>	All Commissioners seeking their Doctorate	Doctoral candidates explore various procedures to reduce their topic to a workable size. A suggested approval process will also be shared.	<b>Select</b> a specific project / thesis topic <b>Complete S.M.A.R.T.</b> analysis for a selected topic
503	<b>Developing Your Project or Thesis</b>	All Commissioners seeking their Doctorate	This session covers the project or thesis outline and a variety of suggestions for writing and revising the report.	<b>Identify</b> the main parts of a project report / thesis <b>Develop</b> a first draft outline <b>Identify</b> methods of gathering information <b>Give examples</b> of common writing errors to be avoided when writing the project report or thesis
504	<b>Project / Thesis Open Workshop Forum</b>	All Commissioners seeking their Doctorate	This Q and A open forum provides doctoral candidates an opportunity to review completed projects and theses instilling confidence that this task is attainable.	<b>Describe</b> challenges / solutions faced by Doctors of Commissioner Science <b>Evaluate</b> other possible topics for project or thesis <b>Discover</b> possible solutions to concerns during Q & A period

<p>516</p>	<p><b>Succeeding With the Unit Service Plan</b></p>	<p>Administrative Commissioners          .          Suggested pre-requisites          BCS 116 and          MCS 316</p>	<p>The Unit Service Plan is the roadmap to unit success. With appropriate guidance the commissioner staff can provide significant unit assistance. The district administrative commissioners will need comprehensive data to set the course for unit success across the district.</p>	<p><b>Understand</b> the Unit Service Plan from the district point of view.  <b>Discover</b> the many sources of detailed unit performance information.  <b>Understand</b> the relationship of the district committee and unit success.  <b>Discover</b> methods to confirm unit performance over time.</p>
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# Continuing Education Course Descriptions 2019

Course Number	Course Title	Audience	Course Description	Learning Objectives
701	<b>Combatting Commissioner Stress/Burnout</b>	All Commissioners	We've all had our moments when we ask ourselves, "Why are we involved in Scouting?" This session is designed to examine indicators of stress, how stress affects those around us, and how we might overcome these negative manifestations.	<p><b>Define</b> commissioner stress/burnout.</p> <p><b>Explore</b> symptoms of stress.</p> <p><b>Explain</b> how the effects of stress can affect those around you.</p> <p><b>Construct</b> a list of things that commissioners can do to prevent or overcome possible burnout.</p> <p>Privately <b>complete</b> burnout self-evaluation survey</p>
712	<b>Friendstorming</b>	All Commissioners	Recruiting is hard work. The process described in this course will aid in finding good Commissioners.	<p><b>Discuss</b> the history of Friendstorming.</p> <p><b>Know</b> steps of Friendstorming session</p> <p><b>Demonstrate</b> how to participate in Friendstorming</p>
712A	<b>Commissioning for Sea Scouting</b>	All Commissioners or New Adult Leaders of Sea Scout Units	This provides a basic overview of the Sea Scouts for a Unit Commissioner to understand the program. It covers terminology, history, customs and traditions, membership, Safety at Sea, advancement, leadership training, and resources.	<p><b>Explain</b> the basics of the Sea Scouting program</p> <p><b>Understand</b> the role of a Unit Commissioner specifically relating to a Sea Scout Unit</p>
713	<b>Advancement for Scouts with Special Needs - The Commissioner's Role</b>	All Commissioners	<p>Virtually every unit will experience having a youth who has disAbilities.</p> <p>This course will provide Commissioners with knowledge to share with unit leaders so they can provide an Advancement program which provides these youth with the Scouting opportunities to succeed.</p> <p>Participants of this course will become familiar with the "Rules of Engagement" for advancement in each of the Scouting program areas to help them to respond to the needs of these special youth.</p>	<p><b>Explain</b> that Scouting is valuable for youth who have disAbilities</p> <p><b>Provide</b> an overview of the disAbilities you may encounter"</p> <p><b>Discuss</b> issues you may encounter</p> <p><b>Review</b> alternate requirements for each program – Cub Scouts, Boy Scouts and Venturing.</p>

716	<b>Conflict Resolution for Commissioners</b>	All Commissioners	Conflict arises from differences. It occurs whenever people disagree over their values, motivations, perceptions, ideas, or desires. Sometimes these differences look trivial, but when a conflict triggers strong feelings, a deep personal need is at the core of the problem, a need to feel safe and secure, a need to feel respected and valued.	<b>Analyze</b> the source and cause of conflict <b>Identify</b> tools to help mediate conflict <b>Learn</b> to apply the tools to specific situations
801	<b>Commissioner Tools 101</b>	All Commissioners	A basic overview and introduction to making simple contacts using Commissioner Tools in the My.Scouting site.	Accessing Commissioner Tools Basic overview of Simple Contacts Walk through recording a simple contact
810	<b>Scouts and Liability</b>	All Commissioners	Ever wonder how BSA insurance works, what it covers and how claims are handled? This course has an expert to help you understand all that. Plus even a bit of info on what's happening at the National level in terms of liability.	<b>Know</b> the different legal liabilities a BSA unit faces <b>Understand</b> the types of BSA, and other, insurance a Unit can utilize <b>Describe</b> the process of filing and processing a BSA insurance claim
811	<b>Best Practices for Girl Dens (Pack) and Troops</b>	All Commissioners	Come join us for a lively, interactive roundtable of best practices and proven tips to help your girl Dens, Packs and Troops be even more successful.	<b>Know</b> the key differences in behavior and development of girls and boys <b>Share/Discuss</b> your best practices with others in the course <b>Apply</b> the new knowledge you've obtained from the course in your Unit