

**College of Commissioner Science 2017
Course Descriptions**

Course #	Period	Title	Description/objective	Some of what the participant will learn
BCS 101	3	The Commissioner Concept	Understanding that the only reason for having commissioners is to help units succeed.	<ul style="list-style-type: none"> • History and concept of commissioner service • Key duties of the commissioner positions • Ways we serve the unit. • The Commissioner Field Book aids service.
BCS 102	4	Supporting Timely Unit Charter Renewal	Since Commissioners are responsible for on-time unit charter renewal, this course explains the charter concept and steps in the annual process.	<ul style="list-style-type: none"> • Describe the charter concept, and typical timeline. • Ways to guide units and chartered organization through the renewal process from membership inventory to use of the online charter renewal tool
BCS 103	3	Commissioner and the District	Understanding that Scouting is a volunteer movement whose success is due to the relationship of volunteers and the professional staff	<ul style="list-style-type: none"> • District structure and functions • Relationship of District professional staff and volunteers; • Use of District resources to support units • Qualities of a successful district using the Journey to Excellence scorecard
BCS 104	1	Contacting Units	Commissioners' primary role as a friend to the unit is to help the unit succeed. At the core of unit service and the most basic task is the unit visit. This is where the unit can experience the caring and support that the commissioner offers.	<ul style="list-style-type: none"> • Describe how the concept of commissioner service is demonstrated in monthly unit visits; • Identify ways to demonstrate good commissioner service • Explain the importance of using the Commissioner Worksheets and UVTS to record and manage unit visits
BCS 105	1	Practical Solutions to Common Unit Needs	A Commissioner's primary purpose is to help units succeed, develop a better program, and operate effectively. Frequently Commissioners are called upon to assist units with concerns that could hinder the unit's success.	<ul style="list-style-type: none"> • Participants of this course will become familiar with how to respond to these concerns using Commissioner Helps and Early Warning Signals.
BCS 106	6	Commissioner Priorities	KNOW YOUR UNITS—OUR NO. 1 PRIORITY	<ul style="list-style-type: none"> • Understanding your unit • Prioritize unit needs • Typical priorities • Steps in handling a problem

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BCS 107	5	Unit Journey to Excellence	Learn about the elements of the Unit Journey to Excellence and what it takes to ensure success in every unit.	<ul style="list-style-type: none"> Identify the key categories of performance for Journey to Excellence. Tell how the commissioner staff affects Journey to Excellence performance. Identify resources to help improve Journey to Excellence performance.
BCS 110	2	Commissioner Style	A commissioner's <i>style</i> — <i>how they</i> provide service—is as important as what they do in the service process.	<ul style="list-style-type: none"> Be a frontline diplomat Providing exceptional service Roots and Wings Service recovery
BCS 112	1	What Would You Do?	Practice resolving problems commissioners encounter	<ul style="list-style-type: none"> Evaluating situations Responding to them
BCS 113	3	Essentials of Serving Scouts w/ Disabilities	This course will provide Commissioners with knowledge to share with unit leaders so they can design a program providing these youth with the Scouting opportunities to succeed.	<ul style="list-style-type: none"> Participants of this course will become familiar with key factors that will help them to respond to the need of these special youth. Methods of Understanding – Patience – Common Sense Resources: Tool kit – Guide – Manual Individualized Scout Achievement Plan
BCS 114	2	Volunteer & Professional Relationships	Both commissioners and professionals share responsibility for building good working relationships in Scouting.	<ul style="list-style-type: none"> Importance regardless of job of position. Qualities of a good relationship Tips for better relationships
BCS 115	4	Commissioner and Diversity	Understanding the differences among the people in our community.	<ul style="list-style-type: none"> Diversity is a scouting value Positive types of diversity Diversity within unity
BCS 117	6	Selecting Quality Leaders	Learn a better method of recruiting unit leaders	<ul style="list-style-type: none"> The process from listing the unit needs through working with a steering committee, meeting with the prospect, and completing a membership application. Following up with welcoming the new leader and scheduling training.
BCS 119	4	Webelos to Scout Transition	This course will provide Commissioners with knowledge to share with unit leaders so they can assist their units in	<ul style="list-style-type: none"> Transition timetable Sociology of Webelos, and culture of Boy Scout Troops Troop Choice is individual and personal

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			seamless transitioning of Webelos into Boy Scouts.	<ul style="list-style-type: none"> Commissioner's role and that of other key players' responsibilities
BCS 129	2	Emphasizing Duty to God	The purpose of this course is to explain how and why Scouting encourages boys to be reverent	<p>Learn how Scouting teaches boys to do their duty to God through:</p> <ul style="list-style-type: none"> Program Delivery, Special Observances, Faith-based Partnerships, and BSA Religious Support and Baden-Powell's Thoughts on Scouting
BCS 150	3	Roundtables in Commissioner Service	The course discusses how Roundtable is to help units succeed by providing useful program ideas, information on policy, and current information on council and district events and training opportunities.	<ul style="list-style-type: none"> How the Roundtable Staff fits into the Commissioner Structure The purpose of Roundtable and its importance in supporting district and council operations <p>The functions of the Roundtable in providing service and supplemental training to unit leaders.</p>
BCS 151	4	The Roundtable Commissioner Team	During this course we will review the duties and responsibilities of the Roundtable Commissioner Team. We will do this by looking at the individual responsibilities of each member of the Roundtable Commissioner Team	<ul style="list-style-type: none"> Identify what should unit leaders expect from a Roundtable The characteristics of a successful Roundtable The qualities Roundtable Commissioner Team members should have The positions of a Roundtable Commissioner Team Identify what the duties of each Roundtable Commissioner Team member <p>Understand the leadership roles of Roundtable Commissioner Team</p>
BCS 152	5	Using the Roundtable Program Guide	Review Roundtable Planning Guides for Cub Scouts, Boy Scouts and Venturing Program Forum.	<ul style="list-style-type: none"> Identify the Planning Guides for the different Programs Why using the Roundtable Guide is Important Review parts of the Roundtable Planning Guides
BCS 153	6	Promoting Roundtable		<ul style="list-style-type: none">
MCS 301	1	Commitment to On-Time Charter Renewal	Learn what is a "No lapse – No drop commitment" and why it is important	<ul style="list-style-type: none"> Why units lapse or drop and how to prevent it.

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				<ul style="list-style-type: none"> Why continuity of tenure is important.
MCS 303	1	Commissioner Lifesaving I	This session sets the stage for saving a unit and reviews the basic unit lifesaving steps.	Getting to know your units will help you identify when, and how to address issues they face in keeping the units strong and successful
MCS 304	2	Commissioner Lifesaving II	This is an in-depth continuation of MCS 303	How to recognize the seven typical unit “hurry cases” and how to prioritize the issues in order to help the unit continue successfully.
MCS 306	6	Counseling Skills	How to use counseling skills to help unit leaders develop their potential.	<ul style="list-style-type: none"> What is counseling Elements of good counseling How to make suggestions Leadership styles
MCS 308	4	Venturing and the Commissioner	Establishing that being a key advocate and committed to this program is essential, and good service is vital.	<ul style="list-style-type: none"> How commissioners support the crew program Using resources to assist with the challenges of youth in this program.
MCS 309	5	Good Commissioner Needs Both Head & Heart	Help Commissioners with at least one year of experience reflect on important qualities of a good commissioner service.	<ul style="list-style-type: none"> Provides a variety of inspirational anecdotes for Commissioners to share with Unit Adults as well as other Commissioners.
MCS 311	4	All About ADC’s	ADCs are responsible for an assigned share of units in the district, and they supervise the commissioners who serve those units	<ul style="list-style-type: none"> ADC Responsibilities Good People Skills ADC Work Session – how to plan and evaluate
MCS 312	3	Recruiting New Commissioners	Learn to develop and put into action a suitable recruiting plan.	<ul style="list-style-type: none"> Step by step instructions of recruiting new commissioners, both in an individual or group setting. Recruiting is a journey, not a final destination.
MCS 316	6	Effective Unit Service in Remote Rural Areas	This course discusses how to implement a Scouting program in remote rural areas.	<ul style="list-style-type: none"> Defining “remote”, and what works in each People considerations in recruiting adults Adapting Scouting to rural environment Who services a rural area, and what are the advantages.
MCS 318	5	Top 10 Ways to Ensure Good	This session summarizes key factors in good commissioner service found in other courses.	Summarize our tasks in a few simple words in this top 10 list, counting down from #10, to the most important #1.

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MCS 319	4	District Commissioner Basics	The district commissioner directs a team of commissioners to assure that all units of the district have a quality program.	<ul style="list-style-type: none"> • District Commissioner Responsibilities • Recruit, train, and direct commissioners to help units retain youth membership. • Considerations in assigning unit commissioners • Monthly staff meeting
MCS 321	6	Service to New Units	The commissioner plays a vital role not only in the creation of new units, but in their continued growth and success.	<ul style="list-style-type: none"> • The Four Pillars of High Performing units • New-Unit Commissioner (NUC) duties • The NUC and New-Unit-Organizer Team • Who makes a good NUC • Using the Unit Performance Guide
MCS 322	2	Advanced Special Needs Scouting	This course focuses on an overview of disabilities among Scouts and Scouters, with emphasis on strategies to enhance the Scouting experience.	<ul style="list-style-type: none"> • Identifying various abilities and challenges • Disability characteristics and strategies • How to assist units in working with these youth and adults. • Advancement Plan • Collaborative partnership
DCS 501	1	Selecting a Thesis / Project Topic	This session introduces the participants to the thesis or project.	<ul style="list-style-type: none"> • What constitutes a good topic or project • Difference between thesis and project, and associated reports • Help in selecting the general topic • Preliminary steps and approval process
DCS 502	2	Limiting the Scope of the Topic	Participants receive help in reducing the thesis/project topic to a workable size and get ideas for their thesis or project research.	<ul style="list-style-type: none"> • Select a viable thesis/project • Methods used to limit the scope and size • Methods of gathering information for thesis/project.
DCS 503	3	Developing the Thesis / Project	This session covers the thesis/project outline and a variety of suggestions for writing and revising the report.	<ul style="list-style-type: none"> • Important parts of a thesis/project report. • Doing the research or project • Writing the thesis or project report
DCS 504	4	Thesis – Project Workshop	This course is for those who feel they need more help getting started on or completing their thesis/project.	<ul style="list-style-type: none"> • Scouters who have completed their DCS will discuss their challenges and solutions • Question and Answer period.

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				<ul style="list-style-type: none"> Evaluate possible topics for your thesis / project, and select your topic.
DCS 514	6	The Commissioner and the Professional	Learn more about the relationship between the commissioner and the BSA professional.	<ul style="list-style-type: none"> Roles of the volunteer and professional Professional goal setting and evaluation Qualities of good working relationships Meaning of “volunteer-driven and professionally guided.” Major Tasks for Volunteer Success Training for Professionals and Volunteers
DCS 520	5	Assessing District Health	Learn how to use resources to assist in identifying strengths and bring improvements to weaknesses found in the district.	<ul style="list-style-type: none"> Who is involved in assessing district health Two primary tools in accessing health How district goal setting guides success Commit to meeting District JTE standards
CED 709	1	LDS Church Organization	Overview of Scouting in the LDS Church.	<ul style="list-style-type: none"> Provide basic principles about the LDS Church Overview and Organization of the LDS Church Common Values and Methods
CED 710	2	Scouting in the LDS Church	This is an overview of the materials provided for discussion on Scouting in the LDS Church. This course has been reviewed and approved by the LDS Church	<ul style="list-style-type: none"> Link to LDS website – LDS Relationships with the Boy Scouts of America Multiple resources for training, awards, handbooks, and membership
CED 711	3	International Scouting	This course gives the commissioner staff an overview of the International Scouting programs available.	<ul style="list-style-type: none"> Program information to share with units Resources identified
CED 712	6	Sea Scouting	Overview of Sea Scouting materials.	<ul style="list-style-type: none"> Terms, organization, training, advancement, High Adventure opportunities What a commissioner can do
CED 713	5	Working with Scouts with Special Needs – Advancement	This course will provide knowledge to share with unit leaders to provide a special needs advancement program.	<ul style="list-style-type: none"> become familiar with the “Rules of Engagement” for advancement Examples of Dis-Abilities, and issues

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				<ul style="list-style-type: none"> • Individual Scout Achievement Plan
CED 721	3	Valuing Diversity in Generation X	The purpose of this course is to increase knowledge and understanding of Americans born from 1965 to 1976.	<ul style="list-style-type: none"> • Characteristics of Generation X population in such things as education, income, living arrangements, family size, and volunteerism. • Marketing Scouting to these families
CED 723	1	Reaching the Next Multicultural Generation	This course will give you a better understanding of the various ethnic groups and their participation in youth groups.	<ul style="list-style-type: none"> • Learn what is important to each ethnicity. • How does Scouting fit in • How to reach parents and youth, with focused marketing
CED 801	4	Commissioner Tools	Learn how to use and the latest on Commissioner Tools	<ul style="list-style-type: none"> • Learn how to use Basic Commissioner Tools • Latest and future of Commissioner Tools
CED 802	5	On-Line Invitation & Registration	This course will teach you how to set up and use the Online Invitation and Registration system and understand functional roles within My.Scouting.	<ul style="list-style-type: none"> • Learn how to setup Online Registration Settings • Learn functional roles and privileges in My.Scouting • Learn how to process online invitations and applications
CED 803	2	How the Generations Think	This course will go over the basic approach and how the different Generations Think	<ul style="list-style-type: none"> • Learn the makeup and background of the different Generations • How to deal with the characteristics of each Generation

BCS 100s – Bachelors
MCS 300s – Masters
DCS 500s - Doctorate
CED 700s – Continuing Education