

# Dakota County Technical College

## SMGT 2001: Management Skills I, Foundations in Management

### A. COURSE DESCRIPTION

Credits: 3

Lecture Hours/Week: 3

Lab Hours/Week: \*.\*

OJT Hours/Week: \*.\*

Prerequisites: None

Corequisites: None

MnTC Goals: None

This course is part I of three parts of the process of obtaining certification as a Certified Manager, from the Institute of Certified Professional Managers. Prerequisites: None.

**B. COURSE EFFECTIVE DATES:** 01/10/2005 - Present

### C. OUTLINE OF MAJOR CONTENT AREAS

### D. LEARNING OUTCOMES (General)

1. define functions of the management process
2. define management
3. demonstrate ethical and social responsibility
4. develop communication skills
5. discuss effects of the global environment
6. identify characteristics of managers and entrepreneurs
7. identify the role of information systems and technology
8. identify the role of the global economic systems
9. manage a diverse environment

### E. Minnesota Transfer Curriculum Goal Area(s) and Competencies

None

### F. LEARNER OUTCOMES ASSESSMENT

As noted on course syllabus

### G. SPECIAL INFORMATION

None noted