

# Dakota County Technical College

## SMGT 2002: Management Skills II, Planning & Organizing

### 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 2 of three parts of the process of obtaining certification as a Certified Manager, from the Institute of Certified Professional Managers. Gain knowledge planning and organizing, and apply skills related to planning and strategy, operations management, project management, decision making, team management, organizational structure and human resources management.

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

### C. OUTLINE OF MAJOR CONTENT AREAS

### D. LEARNING OUTCOMES (General)

1. conducting effective meetings
2. discuss the relationship between operations management and planning
3. effectively organize work
4. examine Human Resource Management principles
5. explore the role of manager as planner and strategist
6. give and receive feedback
7. manage teams
8. use decision making processes
9. utilize project management skills

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

None

### F. LEARNER OUTCOMES ASSESSMENT

As noted on course syllabus

### G. SPECIAL INFORMATION

None noted