

Dakota County Technical College

SMGT 2003: Management Skills III, Leading and Controlling

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 3 of three parts of the process of obtaining certification as a Certified Manager, from the Institute of Certified Professional Managers. Gain knowledge leading & controlling, and apply skills related to leadership principles, empowerment and delegation, managing change, conflict and culture, operations control, quality management and financial management. Prerequisites: SMGT2002, Management Skills II, Planning & Organizing

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

C. OUTLINE OF MAJOR CONTENT AREAS

D. LEARNING OUTCOMES (General)

1. apply empowerment and delegation practices
2. differentiate between leadership and management
3. discuss the controlling process
4. examine the importance of financial management
5. explore operational controls
6. identify conflict sources and solutions
7. learn theories of motivation
8. manage change and organizational culture

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

None

F. LEARNER OUTCOMES ASSESSMENT

As noted on course syllabus

G. SPECIAL INFORMATION

None noted