

# Dakota County Technical College

## BUSN 1000: Foundations of 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 will provide you with background and theories of supervision and management, and the key skills required to be successful supervisor, manager and entrepreneur. Learn to effectively manage in an ever increasingly diverse workforce. Ease the transition to supervisor or bring yourself up-to-date with todays supervisory/management practices. Study the role and responsibilities of supervisors including planning, organizing, staffing, directing, and controlling. Develop new skills in communication, correcting or rewarding performance, and overall management of resources.

**B. COURSE EFFECTIVE DATES:** 05/21/2014 - Present

### C. OUTLINE OF MAJOR CONTENT AREAS

### D. LEARNING OUTCOMES (General)

1. Demonstrate understanding of the controlling function
2. Demonstrate understanding of the leading function
3. Demonstrate understanding of the organizing function
4. Demonstrate understanding of the planning function
5. Demonstrate understanding of the staffing function
6. Develop an individual learning portfolio
7. Differentiate between supervision, management and leadership
8. Examine the historical roots of management

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

None

### F. LEARNER OUTCOMES ASSESSMENT

As noted on course syllabus

### G. SPECIAL INFORMATION

None noted