MANAGEMENT SKILLS I, FOUNDATIONS IN MANAGEMENT — SMGT 2001

A. Course Description
   ○ Credits: 3.00
   ○ Lecture Hours/Week: 3.00
   ○ Lab Hours/Week: 0.00
   ○ OJT Hours/Week: 0
   ○ 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: 1/10/05 – Present

C. Outline of Major Content Areas
   As noted on course syllabus

D. Learning Outcomes
   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

F. Learner Outcomes Assessment
   As noted on course syllabus

G. Special Information
   None noted