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 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:** 1/10/05 – Present

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

D. **Learning Outcomes**
   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**

F. **Learner Outcomes Assessment**
   As noted on course syllabus
G. Special Information
   None noted