

CONTINUING EDUCATION

COURSE OUTLINE – Managing in a Modern Organization

INSTRUCTOR: N/A

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PREREQUISITE(S): None

REQUIRED TEXT/RESOURCE MATERIALS:

Course materials are included.

CALENDAR DESCRIPTION:

If you're a manager and have not had any management coursework or experience, you may be looking for some foundation in management basics. This course considers the fundamentals of management and how managers can be effective in organizational settings. Starting by defining the role of a manager and how management differs from leadership and administration, the course then discusses management styles and seeks to help you identify your own management style.

This course is based on D. Quinn Mills' book, Principles of Management, a text used at Harvard Business School. Chapters of the book are available via PDF download from within the course, and no additional purchase is required.

CONTACT HOURS: 5 hours

CEUs: 0.5

PDU: 5

DELIVERY MODE: Online self-paced

TRANSFERABILITY: N/A

GRADING CRITERIA:

Upon successful completion of the course, you will receive a Certificate of Completion.

EVALUATIONS: Learners must achieve a test score of at least 70% to meet the minimum successful completion requirement and qualify to receive IACET CEUs.

The following list outlines the PDUs you will earn for completing this course, based on the certification you have.

Designation	Technical	Leadership	Strategic/Business	TOTAL
PMP®/PgMP®	1	2.5	1.5	5
PMI-RMP®	0	2.5	1.5	4
PMI-SP®	0	2.5	1.5	4
PMI-ACP®	0	2.5	1.5	4
PfMP®	1	2.5	1.5	5
PMI-PBA®	0	2.5	1.5	4

STUDENT RESPONSIBILITIES: Completion of any practice lessons, quizzes, assignments, or tests.

COURSE SCHEDULE/TENTATIVE TIMELINE:

Dates vary (refer to website for current availability).

LEARNING OUTCOMES:

Upon successful completion of this course, learners will be able to:

- Define the role of management and managers in an organization
- Distinguish between management, leadership, and administration in theory and in practice
- Explain the three general management styles (authoritarian, participative, and empowerment) and their respective uses
- Identify your views on hierarchy and management
- Understand the roles of individual contributors and managers and how they differ
- Identify your own approach toward managing (including personal effectiveness and enjoyment)