

## ***SJC – Certified Manager® Program***

The Certified Manager Program is offered by San Jacinto College District in partnership with the Institute of Certified Professional Managers (ICPM), an educational institute at James Madison University and sponsor of the internationally recognized Certified Manager® (CM®) certification. CM certification distinguishes managers from their peers and provides a competitive edge in employee selection and advancement.

Through a comprehensive, 3-module program of training and assessment, ICPM certifies a level of management competency and leadership potential which is recognized worldwide by the CM® professional credential. CM certification is achieved by meeting [eligibility requirements](http://www.icpm.biz/?page=eligibility) (<http://www.icpm.biz/?page=eligibility>) for education and experience and by successfully passing 3 CM certification exams. Applicants have a maximum of 15 months to complete all CM Program requirements.

The 3-modules of the CM certification program include:

Module I – Management  
Fundamentals  
Length: 21 hours  
CEUs: 3.0  
Tuition: \$500

Module II – Planning +  
Organizing  
Length: 21 hours  
CEUs: 3.0  
Tuition: \$500

Module III – Leading +  
Controlling  
Length: 21 hours  
CEUs: 3.0  
Tuition: \$500

### **TOPICS COVERED**

- roles, skills, functions
- managers v. leaders
- ethics/social responsibility
- managing globally
- managing sustainability
- communication
- decision making
- information technology
- risk management
- economics

### **TOPICS COVERED**

- org structure + culture
- formulating strategy
- operations management
- project management
- high performance teams
- HR management
- managing diversity
- coaching + feedback
- networking + mentoring
- running effective meetings

### **TOPICS COVERED**

- leading effectively
- motivation
- managing change
- conflict + negotiation
- managing misbehavior
- time/stress management
- operations control
- quality management
- financial statements/ratios
- financial management

### **LEARNING OUTCOMES**

After completing all three modules participants should be able to:

- Demonstrate enhanced management and leadership knowledge
- Perform with greater managerial confidence
- Employ ethical decision making on-the-job
- Utilize continuing professional development to maintain current skills
- Represent their organization's commitment to quality management