

BMG 66.1 Course Outline as of Fall 2009**CATALOG INFORMATION**

Dept and Nbr: BMG 66.1 Title: DECISION MAKING
 Full Title: Decision Making
 Last Reviewed: 1/25/2021

Units	Course Hours per Week		Nbr of Weeks		Course Hours Total	
Maximum	1.00	Lecture Scheduled	1.00	17.5	Lecture Scheduled	17.50
Minimum	1.00	Lab Scheduled	0	2	Lab Scheduled	0
		Contact DHR	0		Contact DHR	0
		Contact Total	1.00		Contact Total	17.50
		Non-contact DHR	0		Non-contact DHR	0

Total Out of Class Hours: 35.00

Total Student Learning Hours: 52.50

Title 5 Category: AA Degree Applicable

Grading: Grade or P/NP

Repeatability: 00 - Two Repeats if Grade was D, F, NC, or NP

Also Listed As:

Formerly:

Catalog Description:

This course provides the knowledge, skills, and tools to solve organizational problems and to make effective decisions. Topics include selecting problems, using the rational decision-making process, selling the solution, and determining your own decision-making style.

Prerequisites/Corequisites:**Recommended Preparation:**

Eligibility for ENGL 100 or ESL 100

Limits on Enrollment:**Schedule of Classes Information:**

Description: This course provides the knowledge, skills, and tools to solve organizational problems and to make effective decisions. Topics include selecting problems, using the rational decision-making process, selling the solution, and determining your own decision-making style. (Grade or P/NP)

Prerequisites/Corequisites:

Recommended: Eligibility for ENGL 100 or ESL 100

Limits on Enrollment:

Transfer Credit: CSU;

Repeatability: Two Repeats if Grade was D, F, NC, or NP

ARTICULATION, MAJOR, and CERTIFICATION INFORMATION:

AS Degree:	Area	Effective:	Inactive:
CSU GE:	Transfer Area	Effective:	Inactive:
IGETC:	Transfer Area	Effective:	Inactive:
CSU Transfer:	Transferable	Effective: Fall 1998	Inactive:
UC Transfer:		Effective:	Inactive:

CID:

Certificate/Major Applicable:

Certificate Applicable Course

COURSE CONTENT

Outcomes and Objectives:

Upon completion of the course, students will be able to:

1. Evaluate and select situations (problems) needing the problem-solving and decision-making process.
2. Define the problem and create a problem statement.
3. Generate alternative solutions and decide on the best solution.
4. Construct an action plan.
5. Justify the solution.
6. Determine their own decision-making style and explain its consequences.

Topics and Scope:

1. Problem selection.
2. Defining the problem: creating a problem-statement.
3. Alternative solutions.
 - A. Brainstorming solutions.
 - B. Pro-and-con or force-field analysis.
4. Action plan.
 - A. Steps to implement a solution.
 - B. Prioritizing steps.
 - C. Henry Gantt's control systems chart.
 - D. Program Evaluation and Review Techniques (PERT) chart.
5. The solution.
 - A. Consequence analysis by cost and waste.
 - B. Solution analysis by cost and improvement.
6. Decision-making styles.
 - A. Intellectual.
 - B. Conflict types.
 - C. Pros and cons of your style.

Assignment:

1. In-class written assignments.
2. Homework.
3. Group activities.
4. Role-playing.
5. Workbook exercises.
6. Case studies.
7. Skill demonstrations.
8. Participation in classroom activities.
9. Examination(s).

Methods of Evaluation/Basis of Grade:

Writing: Assessment tools that demonstrate writing skills and/or require students to select, organize and explain ideas in writing.

Written homework, In-class written assignments, short essay question

Writing
25 - 35%

Problem Solving: Assessment tools, other than exams, that demonstrate competence in computational or non-computational problem solving skills.

Problem-solving in groups, workbook exercises

Problem solving
20 - 25%

Skill Demonstrations: All skill-based and physical demonstrations used for assessment purposes including skill performance exams.

Class performances, Role playing

Skill Demonstrations
20 - 40%

Exams: All forms of formal testing, other than skill performance exams.

Multiple choice, True/false, Short essays

Exams
1 - 20%

Other: Includes any assessment tools that do not logically fit into the above categories.

Participation in classroom activities

Other Category
10 - 30%

Representative Textbooks and Materials:

Instructor-prepared materials.

Hammond, Keeney and Raiffa. SMART CHOICE: A PRACTICAL GUIDE TO MAKING BETTER DECISIONS, HBS Press, 1999, (classic text for the field).