

**BOT 154.12 Course Outline as of Spring 2012****CATALOG INFORMATION**

Dept and Nbr: BOT 154.12 Title: DECISION MAKING

Full Title: Decision Making and Problem Solving

Last Reviewed: 9/19/2011

Units		Course Hours per Week		Nbr of Weeks	Course Hours Total	
Maximum	0.50	Lecture Scheduled	0.50	17.5	Lecture Scheduled	8.75
Minimum	0.50	Lab Scheduled	0	4	Lab Scheduled	0
		Contact DHR	0		Contact DHR	0
		Contact Total	0.50		Contact Total	8.75
		Non-contact DHR	0		Non-contact DHR	0

Total Out of Class Hours: 17.50

Total Student Learning Hours: 26.25

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 is designed to introduce participants to decision making and problem solving in the office environment. Emphasis will be placed on decision-making and problem-solving techniques and steps in the decision-making process.

**Prerequisites/Corequisites:****Recommended Preparation:****Limits on Enrollment:****Schedule of Classes Information:**

Description: This course is designed to introduce participants to decision making and problem solving in the office environment. Emphasis will be placed on decision-making and problem-solving techniques and steps in the decision-making process. (Grade or P/NP)

Prerequisites/Corequisites:

Recommended:

Limits on Enrollment:

Transfer Credit:

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

## **ARTICULATION, MAJOR, and CERTIFICATION INFORMATION:**

<b>AS Degree:</b>	<b>Area</b>	Effective:	Inactive:
<b>CSU GE:</b>	<b>Transfer Area</b>	Effective:	Inactive:

<b>IGETC:</b>	<b>Transfer Area</b>	Effective:	Inactive:
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<b>CSU Transfer:</b>	Effective:	Inactive:
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<b>UC Transfer:</b>	Effective:	Inactive:
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**CID:**

**Certificate/Major Applicable:**

Not Certificate/Major Applicable

## **COURSE CONTENT**

### **Outcomes and Objectives:**

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

1. Recognize and apply differences between problem solving and decision making.
2. Explain blocks to problem solving.
3. Apply at least three problem-solving techniques used in class.
4. Recognize pitfalls to avoid when making decisions.
5. Encourage creativity in problem solving.
6. Recognize and apply barriers to creativity and develop plans to combat them.

### **Topics and Scope:**

1. The role of decision makers
2. Decision making techniques
3. Types of decisions to be made
4. Steps in the decision-making process
5. Individual and group decision making
6. Factors to keep in mind when making decisions
7. Problem solving techniques
8. Blocks to problem solving
  - a. Perceptual
  - b. Cultural
  - c. Environmental
  - d. Emotional

### **Assignment:**

1. Two to three written assignments and critiques of case studies or scenarios
2. Team role plays or projects
3. Multiple choice or short answer quizzes
4. Participation in class discussion

## 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, case studies

Writing  
10 - 40%

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

None

Problem solving  
0 - 0%

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

Team role plays

Skill Demonstrations  
10 - 25%

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

Exams to include multiple choice, true/false, matching items, completion

Exams  
20 - 50%

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

Attendance and participation.

Other Category  
15 - 20%

## Representative Textbooks and Materials:

Instructor prepared materials