

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	8.00	4	Lecture Scheduled	32.00
Minimum	1.00	Lab Scheduled	0	2	Lab Scheduled	0
		Contact DHR	0.80		Contact DHR	3.20
		Contact Total	8.80		Contact Total	35.20
		Non-contact DHR	0		Non-contact DHR	0

Total Out of Class Hours: 64.00

Total Student Learning Hours: 99.20

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:**

<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:
<b>CSU Transfer:</b>	Transferable	Effective: Fall 1998	Inactive:
<b>UC Transfer:</b>		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.