#### BMG 66.1 Course Outline as of Fall 2021

# **CATALOG INFORMATION**

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

Units		Course Hours per Week	•	Nbr of Weeks	<b>Course Hours Total</b>	
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, make effective decisions, and implement organizational change. Topics include selecting problems, using the rational decision-making process, selling the solution, and determining one's own decision-making style. The course provides the manager with the knowledge and the skills to create a work environment that is both proactive and rational.

#### **Prerequisites/Corequisites:**

#### **Recommended Preparation:**

Eligibility for ENGL 100 or ESL 100 or appropriate placement based on AB705 mandates

#### **Limits on Enrollment:**

#### **Schedule of Classes Information:**

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knowledge and the skills to create a work environment that is both proactive and rational. (Grade or P/NP) Prerequisites/Corequisites: Recommended: Eligibility for ENGL 100 or ESL 100 or appropriate placement based on AB705 mandates Limits on Enrollment: Transfer Credit: CSU; Repeatability: Two Repeats if Grade was D, F, NC, or NP

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

AS Degree: CSU GE:	Area Transfer Area	ı	Effective: Effective:	Inactive: Inactive:	
<b>IGETC:</b>	Transfer Area			Effective:	Inactive:
CSU Transfer	:Transferable	Effective:	Fall 1998	Inactive:	
UC Transfer:		Effective:		Inactive:	

CID:

# **Certificate/Major Applicable:**

Certificate Applicable Course

# **COURSE CONTENT**

# **Student Learning Outcomes:**

At the conclusion of this course, the student should be able to:

- 1. Demonstrate the rational decision-making process.
- 2. Generate alternatives and construct an action plan.
- 3. Determine your individual decision-making style.
- 4. Design strategy to bring about organizational change.

# **Objectives:**

At the conclusion of this course, the student should 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. Describe the characteristics of the change process.
- 5. List the positive and negative consequences of change.
- 6. List the factors that create a proactive change environment.

# **Topics and Scope:**

- 1. Defining the Problem: Creating a Problem-Statement with Focus on Requirements for Change
- 2. Alternative Solutions
  - A. Brainstorming solutions
  - B. Pro-and-con or force-field analysis
- 3. 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
- E. Consequence analysis by cost and waste
- F. Solution analysis by cost and improvement
- 4. Decision-Making Styles
  - A. Intellectual
  - B. Conflict types
  - C. Pros and cons of your style
- 5. Create an Action Plan for Change
  - A. How to introduce change to your employees selling the change
  - B. How to involve your employees in the change process
  - C. Building a feedback loop in the change process
  - D. Reinforcing the change
  - E. Identify forces supporting the change and forces against the change

#### Assignment:

- 1. Written assignments
- 2. Group activities (1 3)
- 3. Role-playing, class performances
- 4. Workbook exercises (1 5)
- 5. Case studies and/or simulations
- 6. Exam(s) (1 3)
- 7. Read 20-60 pages

# 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 assignments

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

Problem-solving in groups; workbook exercises, case studies and/or simulations

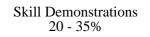
**Skill Demonstrations:** All skill-based and physical demonstrations used for assessment purposes including skill performance exams.

Class performances and/or role playing

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

Writing 25 - 35%

Problem solving 20 - 25%



Exams 10 - 20%

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

Participation in class activities

Other Category 10 - 25%

# **Representative Textbooks and Materials:**

Instructor-prepared materials.

Smart Choice: A Practical Guide to Making Better Decisions. Hammond, John and Keeney, Ralph and Raiffa, Howard. HBS Press. 2002 (classical)