

**MINNESOTA WEST COMMUNITY & TECHNICAL COLLEGE
COURSE OUTLINE**

Faculty are required to have the outline submitted to the Academic Affairs Office. The course outline is the form used for approval of new courses by the Collegewide Curriculum Committee.

DEPT. SBM **COURSE NO.** 1325

NUMBER OF CREDITS: 2

COURSE TITLE DECISION MAKING AND PROBLEM SOLVING

CATALOG DESCRIPTION This course will provide learners with an opportunity to explore the essential concepts of problem solving and decision-making. Learners will learn how thinking differently can help them solve problems and make decisions. Learners will break complex problems into workable components, and will learn to go beyond preconceived limitations when developing solutions.

AUDIENCE Business Owners, Employees, Entrepreneurs, Manager, Supervisors

FUFILLS MN TRANSFER CURRICULUM AREAS(S) (Leave blank if not applicable)

Area : by meeting the following competencies:

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PREREQUISITES OR NECESSARY ENTRY SKILLS/KNOWLEDGE: Student is a business owner, employee or entrepreneur or by special permission of the instructor.

LENGTH OF COURSE: 16 WEEKS

THIS COURSE IS USUALLY OFFERED:

Every other year Fall Spring Summer Undetermined

Four goals are emphasized in course at Minnesota West Community & Technical College:

- 1) **ACADEMIC CONTENT:** Read manual.
- 2) **THINKING SKILLS:** Use critical-thinking techniques to solve problems and make decisions.
- 3) **COMMUNICATIONS SKILLS:** Explain how to overcome barrier and decision-making obstacles.
- 4) **HUMAN DIVERSITY:**

TOPICS TO BE COVERED: This course focuses on tools for thinking creatively, making decisions, solving problems, evaluating information, interpreting and communicating..

LIST OF EXPECTED COURSE OUTCOMES:

1. Understand how decision-making, problem solving and risk taking are necessary skills.
2. Recognize the level of risk learners are willing to accept.
3. Realize that the current rate of change requires individuals to make decisions and solve problems faster than ever before.
4. Use critical-thinking techniques to solve problems and make decisions.
5. Realize that critical thinking is a blend of creativity and good information.
6. Understand the need for accurate information in the decision-making process.
7. Realize that making no decision is itself a decision.
8. Differentiate between real problems and systems.
9. Differentiate between trends and take action based on those trends.
10. Discover the value of taking risk in decision-making and problem solving.
11. Explain how to overcome barrier and decision-making obstacles.
12. Define accountability and responsibility.
13. Understand the importance of accountable and taking responsibility in the workplace.

LEARNING/TEACHING TECHNIQUES used in the course are:

- | | |
|--|--|
| <input checked="" type="checkbox"/> Collaborative learning | <input checked="" type="checkbox"/> Problem Solving |
| <input checked="" type="checkbox"/> Student Presentation | <input checked="" type="checkbox"/> Interactive Lectures |
| <input checked="" type="checkbox"/> Creative Projects | <input checked="" type="checkbox"/> Individual Coaching |
| <input checked="" type="checkbox"/> Lecture | <input checked="" type="checkbox"/> Films/Videos/Slides |
| <input checked="" type="checkbox"/> Demonstrations | <input type="checkbox"/> Other (describe below) |
| <input checked="" type="checkbox"/> Lab | |

ASSIGNMENTS AND ASSESSMENTS FOR THIS CLASS INCLUDE:

- | | | |
|--|--|--|
| <input checked="" type="checkbox"/> Reading | <input checked="" type="checkbox"/> Tests | <input checked="" type="checkbox"/> Individual Projects |
| <input checked="" type="checkbox"/> Oral Presentations | <input checked="" type="checkbox"/> Worksheets | <input checked="" type="checkbox"/> Collaborative Projects |
| <input checked="" type="checkbox"/> Textbook Problems | <input checked="" type="checkbox"/> Papers | <input type="checkbox"/> Portfolio |
| <input checked="" type="checkbox"/> Group Problems | <input type="checkbox"/> Term Paper | |
| <input type="checkbox"/> Other | | |

EXPECTED STUDENT LEARNING OUTCOMES:

See expected course outcomes.

The information in this course outline is subject to revision

Veteran Services: Minnesota West is dedicated to assisting veterans and eligible family members in achieving their educational goals efficiently. Active duty and reserve/guard military members should advise their instructor of all regularly scheduled military appointments and duties that conflict with scheduled course requirements. Instructors will make every effort to work with the student to identify adjusted timelines. If you are a veteran, please contact the Minnesota West Veterans Service Office.

To receive reasonable accommodations for a documented disability, please contact the campus Student Services Advisor or campus Disability Coordinator as arrangements must be made in advance. In addition, students are encouraged to notify their instructor.

This document is available in alternative formats to individuals with disabilities by contacting the Student Services Advisor or by calling 800-658-2330 or via your preferred Telecommunications Relay Service.

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