Faculty is 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 Academic Affairs and Standards Council.

DEPT.: Industrial Technology

COURSE NUMBER: INDT2115

NUMBER OF CREDITS: 2 credits (2 Lecture)

COURSE TITLE: Organizational Effectiveness

CATALOG DESCRIPTION: The content, materials, and application-based instruction and exercises presented in this course will generate learning and skills that introduce participants to the principles of Organizational Effectiveness as well as results-oriented practical skills that will enhance their individual and collective efforts in their present and future workplace roles.

AUDIENCE: Industrial Technology Students

FULFILLS MN TRANSFER CURRICULUM AREA(S) *(Leave blank if not applicable)*

Area: by meeting the following competencies:
Area: by meeting the following competencies:
Area: by meeting the following competencies:

PREREQUISITES OR NECESSARY ENTRY SKILLS/KNOWLEDGE: None

LENGTH OF COURSE: 1 Semester

THIS COURSE IS USUALLY OFFERED:
Every other year □ fall □ spring □ summer □ undetermined x

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

1) ACADEMIC CONTENT: The academic objectives of this course are:
   Students shall be provided with and be capable of demonstrating proficiency in the effective application of skills relating to interpersonal relationships, workplace communication, team building and collaboration, conflict management, goal-setting, time management, delegation, job enrichment and self-development. Classroom instruction is supplemented by in-class role-playing and the evaluation of skills applied and outcomes of workplace project assignments to be completed between class sessions.
2) THINKING SKILLS: This course will help students improve the effectiveness of their thinking skills through:
   a. Participating in classroom discussions and activities
   b. In-class self/group evaluation and assessment, addressed via targeted instruction, break-out group activities, and application-based exercises.
   c. Applying learned skills in the work setting as the platform for in-class discussion and evaluation.
   d. Taking closed book quizzes and tests

3) COMMUNICATIONS SKILLS: This course will help students improve their oral and written communication skills through:
   a. Participating in class discussions and reports
   b. Participating in assignments, worksheets, and reports
   c. Participating in and presenting the results of collaborative group exercises and assignments.

4) HUMAN DIVERSITY: This course will help students recognize, understand, and appreciate human diversity through:
   a. Participating in classroom discussions and group exercises
   b. Working with other students on activities
   c. Working with students from other cultures
   d. Collaborating with students who maintain widely-varying education levels, job experience, and skill sets.

TOPICS TO BE COVERED:
   1. Workplace Communication
   2. Team Building
   3. Collaboration
   4. Conflict Management
   5. Goal-Setting
   6. Time Management
   7. Delegation and Coaching
   8. Job Enrichment and Self Development

LIST OF EXPECTED COURSE OUTCOMES:

LEARNING/TEACHING TECHNIQUES used in the course are:
- Collaborative Learning
- Problem Solving
- Student Presentations
- Interactive Lectures
- Creative Projects
- Individual Coaching
- Lecture
- Films/Videos Slides
- Demonstrations
- Other (describe below)
- Lab

ASSIGNMENTS AND ASSESSMENTS FOR THIS CLASS INCLUDE:
- Reading
- Tests
- Individual Projects
- Oral Presentations
- Worksheets
- Collaborative Projects
- Textbook Problems
- Papers
- Group Problems
- Portfolio
- Other (describe below)
EXPECTED STUDENT LEARNING OUTCOMES:
Students shall be provided with and be capable of demonstrating proficiency in the effective application of skills relating to interpersonal relationships, workplace communication, team building and collaboration, conflict management, goal-setting, time management, delegation, job enrichment and self-development.

The information in this course outline is subject to revision

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.

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.

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.

A Member of the Minnesota State Colleges and Universities System
An Affirmative Action Equal Opportunity Educator/Employer

7/30/13