

PALOMAR COLLEGE
COURSE OUTLINE OF RECORD FOR
NONCREDIT COURSE

(Use this form only for Noncredit courses)

COURSE NUMBER AND TITLE: CSA 48 – Decision Making and Problem Solving

MINIMUM NUMBER OF SEMESTER HOURS: 6.0

SCOPE OF COURSE:

Designed to introduce students to decision making and problem solving as a supervisor.

SPECIFIC COURSE OBJECTIVES:

Upon completion of this course, the successful student will be able to:

1. Identify the role of decision makers.
2. Identify what is involved in decision making.
3. Choose the best approach for specific situations.
4. Identify the types of decisions.
5. Evaluate a decision-making situation and utilize the steps of decision making.
6. Identify aids available to assist in decision making.
7. Compare and contrast the elements involved with individual decision making as opposed to group decision making.
8. Identify factors to keep in mind when making decisions.
9. Identify how this course can improve decision making.

CONTENT IN TERMS OF SPECIFIC BODY OF KNOWLEDGE:

- I. Decision-making Process
 - A. Supervisors' role
 - B. Types of decisions
 1. Individual decisions
 2. The group process
- II. Influencing Factors
 - A. Environment
 - B. Tools/aids/resources
- III. Evaluative Process
 - A. Cause
 - B. Effect
 - C. Consequence

MATERIALS REQUIRED: None.

TEXTS RECOMMENDED OR REQUIRED:

Hilgert, Raymond L., and Edwin C. Leonard. Supervision: Concepts and Practices of Management. Cincinnati, OH: South-Western Thompson Learning, 2000.

INSTRUCTIONAL METHODOLOGY:

Check all that apply:

- lecture
- laboratory
- lecture-laboratory combination

DISTANCE LEARNING:

This course may be offered as a distance learning course and meets Title 5 regulations 55370, 55372, 55374, 55376, 55378, and 55380.

Yes No

If yes, check all that apply.

- Television Course (Video one-way, e.g. ITV, video cassette, etc.)
- Online Course (Text one-way, e.g. newspaper, correspondence, electronic file, etc.)
- Two-Way Video Conferencing (Two-way interactive video and audio)
- One-Way Video Conferencing (One-way interactive video and two-way interactive audio)
- Computer Assisted Instruction (A specialized form of mediated instruction relying primarily on student access to information and prepared lessons or teaching materials through a computer terminal, but not under immediate supervision of a qualified instructor.)

METHODS OF DETERMINING WHETHER THE STATED OBJECTIVES HAVE BEEN MET BY STUDENTS:

Class Participation.

CONTACT PERSON: Mollie Smith

SIGNATURES ON FILE