

COURSE OUTLINE

Revision: Marla Lockhart Date: April, 2009

DEPARTMENT: Business (BUS)
CURRICULUM: Business Information Technology
COURSE TITLE: Diversity Issues In Business
COURSE NUMBER: BUS 113
TYPE OF COURSE: Vocational Preparatory
COURSE LENGTH: 1 quarter
CREDIT HOURS: 3
LECTURE HOURS: 33
LAB HOURS: 0
CLASS SIZE: 28
PREREQUISITES: None

COURSE DESCRIPTION:

This course introduces students to the legal, gender, racial and cultural aspects of business. Class activities and group discussions examine diversity, self-explorations a basic for understanding others, historical overviews of ethnic influences on American business, work force demographics, and cross-cultural communication.

STUDENT LEARNING OUTCOMES ADDRESSED:

1. Critical Thinking and Problem Solving – To think critically in reading and writing. Through a variety of assignments, apply thinking skills to specific situations.
2. Information Literacy – Access, evaluate, and apply information from a variety of sources and contexts.
3. Communication – Work and communicate effectively in groups. Projects will be used to develop the ability to work within group structure.

PROGRAM OUTCOMES ADDRESSED:

1. Apply standard business rules in clear, concise, and effective business communications.
7. Demonstrate time management and organization skills.
8. Identify and use appropriate resources for problem solving.
9. Receive, interpret, and follow both written and verbal instructions.
12. Demonstrate flexibility, motivation when faced with change.
13. Use the Internet for information searches.
15. Adapt to workplace practices and practice appropriate professional conduct.
16. Interact effectively with individuals and groups.
17. Create and present effective presentations (with and without software).
19. Demonstrate knowledge of laws and regulations, which affect the US workplace and work force, and an appreciation for ethics in business.
20. Understand career paths and advancement criteria typical of office occupations.

GENERAL COURSE OBJECTIVES:

At the end of the course the student will:

1. Increase ability to think critically in reading and writing
2. Increase ability to deal constructively with information, ideas and emotions associated with diversity issues.
3. Demonstrate self-awareness with regard to personal culture, history and group awareness.
4. Demonstrate and appreciation of the contributions of many cultures to American business.
5. Demonstrate knowledge of laws and government agencies which control the American work place.
6. Demonstrate improved understanding of techniques for successful cross-culture communication.
7. Increase ability to work in small groups.

TOPICAL OUTLINE:	APPROX. HOURS
I. The value of diversity in business	5
II. Know yourself to know others	3
III. Historical overview of the role of ethnic influences in the American work force	5
IV. Demographics of ethnicity, race, gender and class	5
V. Legal issues that impact the diverse U.S. work force	3
VI. Techniques to enhance the individual worker's ability to function productively in a diverse working environment	6
VII. Strategies for facing the challenges of tomorrow's work place	6
Total	<u>33</u>

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