MEMO TO: Mary Goya, Social Sciences Department Chair

FROM: Robert Yamane, Business Technology Program Coordinator

DATE: July 2, 2010

SUBJECT: Social Environment Elective Approval

The Business Technology program will be submitting a curriculum proposal (attached draft) to add a new course (BUSN 164) and delete BUS 71. The new course will be used as a required Social Environment elective similar to how BUS 71 is currently used. I am requesting your approval to use BUSN 164 as a Social Environment elective for the AAS degree only.

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CCCM# 6004 (Revised February 1, 2002)

Social Environment:

Students will be able to:
- understand issues involved in ethnocentrism;
- understand the issues in the formation of ethical principles;
- understand the relationships between political and economic institutions;
- understand economic cause and effect and how economic systems influence the behavior of individuals and groups;
- understand and utilize the processes involved in personal and career goal-setting and decision making;
- understand the significance of work in our lives and how work patterns reflect values and shape the social climate of culture;
- identify, understand, and appreciate the uniqueness of oneself.

The following are the BUSN 164 course objectives which clearly addresses many of the social environment competencies.

a. Identify work ethics and attitudes needed for successful career development.
b. Define codes of conduct required in the workplace (including ethical issues).
c. Describe organizational behavior.
d. Improve communication skills and personal presentation techniques.
e. Evaluate the effect of a variety of employee attitudes applied to different work situations.
f. Analyze conflict resolution methods.
g. Demonstrate appropriate behaviors needed to work successfully with individuals in a diverse workforce (including cultural differences, ethnocentrism).
h. Identify intrinsic/extrinsic rewards related to effective work performance.
i. Evaluate proper levels of job-related commitment and productivity.
j. Recognize the importance of setting personal and professional goals.
k. Develop a strategy for lifelong learning.
l. Identify effective self-management techniques.
m. Identify personal attributes needed for success.

☐ Approve ☐ Disapprove

Mary Goya, Social Science Department Chair

8/9/16

Date

Mary Goya

July 2, 2010