

**Collin College - Continuing Education
COURSE SYLLABUS**

COURSE INFORMATION

Course Number: MEDI 7545

Course Title: NEGOTIATION SKILLS

Course Description:

THIS CLASS WILL COVER THE FUNDAMENTALS OF NEGOTIATION THEORY AND PRACTICE; LEADERSHIP PRINCIPLES AND THEIR ROLE IN SHARED INTEREST; THE VALUE OF TRUST AND REACHING CONSENSUS; AND THE BARGAINING TOOLS FOR GAINING ADVANTAGE.

Suggested Course Prerequisite(s): UNDERSTANDING CONFLICT AND RESOLUTION STRATEGIES; MEDIATION

Course Resources: (Required)

**GETTING TO YES by Roger Fisher, William L. Ury, Bruce Patton
ISBN 978-0143118756**

**BARGAINING FOR ADVANTAGE by G. Richard Shell
ISBN-10 0143036971.**

Student Learning Outcomes:

1. Identify strengths and weaknesses in negotiation
2. List components of the negotiation process
3. Demonstrate negotiation strategies in a conflict management context
4. Develop a negotiation plan and conduct a negotiation
5. Reach closure and commitment

Certification Notes:

This class is one in a series taken to complete the Certificate in Conflict Management.

Next course recommendation: Certificate in Conflict Management

Withdrawal Policy: See the current Collin Registration Guide for the last day to withdraw and tuition refund policy

Americans with Disabilities Act: Collin College will adhere to all applicable federal, state and local laws, regulations and guidelines with respect to providing reasonable

accommodations as required to afford equal opportunity. It is the student's responsibility to contact the ACCESS office, SCC-D140 or 972.881.5898 (V/TTD: 972.881.5950) to arrange for appropriate accommodations. See the current *Collin Student Handbook* for additional information.

Course Sessions: Listed are guidelines to indicate all topics that will be covered during your course. Do not plan your personal calendar based on these sessions. Your instructor will give you a calendar for your class that will indicate specific topics, assignments, and days.

Lesson Plan – by week or session:

If a Web, Blended, or Hybrid course, add any relevant information regarding:

Minimum Technology Requirement:

CANVAS:

To check the browsers that Canvas supports. (Note: hyperlink to <https://community.canvaslms.com/docs/DOC-1284>)

The basic computer specifications for Canvas (Note: hyperlink to <https://community.canvaslms.com/docs/DOC-2059>)

Minimum Student Skills: 1. Ability to use word processing programs on a personal computer and Collin College's version the CANVAS learning management system.

2. The student is entirely responsible and accountable for their pace and completion of course requirements.
3. Beyond routine course management, the student is required to initiate any necessary communication(s) with the Instructor.
4. Text files can be submitted as Microsoft Word documents (.doc) or in rich text format (.rtf).