BOT 154.8 Course Outline as of Spring 2012

CATALOG INFORMATION

Dept and Nbr: BOT 154.8   Title: TEAM BUILDING
Full Title: Team Building for Office Workers
Last Reviewed: 9/19/2011

Units			Course Hours per Week		Nbr of Weeks	Course Hours Total		
Maximum	0.50		Lecture Scheduled	0.50	17.5	Lecture Scheduled		8.75
Minimum	0.50		Lab Scheduled	0	2	Lab Scheduled		0
			Contact DHR	0		Contact DHR		0
			Contact Total	0.50		Contact Total		8.75
			Non-contact DHR	0		Non-contact DHR		0

Total Out of Class Hours: 17.50   Total Student Learning Hours: 26.25

Title 5 Category: AA Degree Applicable
Grading: Grade or P/NP
Repeatability: 00 - Two Repeats if Grade was D, F, NC, or NP
Also Listed As:
Formerly:

Catalog Description:
This course is designed to provide the participant with an understanding of how teams work together, common problems teams encounter, and how to solve them. Participants will learn to recognize various team player styles as well as gain exposure to the stages of team growth. Tips and techniques for team building in the workplace will also be covered.

Prerequisites/Corequisites:

Recommended Preparation:

Limits on Enrollment:

Schedule of Classes Information:
Description: This course is designed to provide the participant with an understanding of how teams work together, common problems teams encounter, and how to solve them. Participants will learn to recognize various team player styles as well as gain exposure to the stages of team growth. Tips and techniques for team building in the workplace will also be covered.   (Grade or P/NP)

Prerequisites/Corequisites:
Recommended:
Limits on Enrollment:
Transfer Credit:
Repeatability: Two Repeats if Grade was D, F, NC, or NP

ARTICULATION, MAJOR, and CERTIFICATION INFORMATION:

			Effective:	Inactive:
AS Degree:	**Area**		Effective:	Inactive:
CSU GE:	**Transfer Area**		Effective:	Inactive:
IGETC:	**Transfer Area**		Effective:	Inactive:
CSU Transfer:		Effective:	Inactive:	
UC Transfer:		Effective:	Inactive:	

CID:

Certificate/Major Applicable:
Not Certificate/Major Applicable

COURSE CONTENT

Outcomes and Objectives:
Upon completion of this course, students will be able to:
1. Recognize and apply characteristics of an effective team.
2. Identify specific team member types.
3. Recognize stages of team growth.
4. Recognize team problems.
5. Apply appropriate team building techniques.
6. Participate in teamwork building techniques.

Topics and Scope:

1. Characteristics of an effective team
2. Stages of team growth
3. Team player survey
4. Common team problems
5. Team building goals
6. Roles of team members
7. Teamwork building techniques

Assignment:

1. Two to three written assignments and critiques of case studies or scenarios
2. Team role plays or projects
3. Multiple choice or short answer quizzes
4. Participation in class discussion

Methods of Evaluation/Basis of Grade:

Writing: Assessment tools that demonstrate writing skills and/or require students to select, organize and explain ideas in writing.

Written homework, case studies	Writing 10 - 40%

Problem Solving: Assessment tools, other than exams, that demonstrate competence in computational or non-computational problem solving skills.

None	Problem solving 0 - 0%

Skill Demonstrations: All skill-based and physical demonstrations used for assessment purposes including skill performance exams.

Team role plays	Skill Demonstrations 30 - 50%

Exams: All forms of formal testing, other than skill performance exams.

Quizzes to include multiple choice, true/false, matching items	Exams 10 - 30%

Other: Includes any assessment tools that do not logically fit into the above categories.

Attendance and participation	Other Category 15 - 20%

Representative Textbooks and Materials:
Instructor prepared materials