BMG 62.4 Course Outline as of Spring 2020

CATALOG INFORMATION

Dept and Nbr: BMG 62.4 Title: MANAGING WORKGROUPS
Full Title: Managing Workgroups
Last Reviewed: 1/25/2021

Units		Course Hours per Week		Nbr of Weeks	Course Hours Total	
Maximum	1.50	Lecture Scheduled	1.50	17.5	Lecture Scheduled	26.25
Minimum	1.50	Lab Scheduled	0	3	Lab Scheduled	0
		Contact DHR	0		Contact DHR	0
		Contact Total	1.50		Contact Total	26.25
		Non-contact DHR	0		Non-contact DHR	0

Total Out of Class Hours: 52.50 Total Student Learning Hours: 78.75

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 will enable students to determine characteristics of effective team leadership and participation after analyzing stages of group development and group roles, and to examine strategies for creating, participating in, and leading high performance teams.

Prerequisites/Corequisites:

Recommended Preparation:
Eligibility for ENGL 100 or ESL 100

Limits on Enrollment:

Schedule of Classes Information:
Description: This course will enable students to determine characteristics of effective team leadership and participation after analyzing stages of group development and group roles, and to examine strategies for creating, participating in, and leading high performance teams. (Grade or P/NP)
Prerequisites/Corequisites:
Recommended: Eligibility for ENGL 100 or ESL 100

Limits on Enrollment:
Transfer Credit: CSU;
Repeatability: Two Repeats if Grade was D, F, NC, or NP

ARTICULATION, MAJOR, and CERTIFICATION INFORMATION:

AS Degree:	**Area**			Effective:	Inactive:
CSU GE:	**Transfer Area**			Effective:	Inactive:
IGETC:	**Transfer Area**			Effective:	Inactive:
CSU Transfer:	Transferable	Effective:	Fall 2008	Inactive:	
UC Transfer:		Effective:		Inactive:	

CID:

Certificate/Major Applicable:
Certificate Applicable Course

COURSE CONTENT

Student Learning Outcomes:
At the conclusion of this course, the student should be able to:
1. Identify and summarize the elements of high performance teams.
2. Examine the stages of group development and the best techniques for progressing through the stages.
3. Determine group and leadership styles, with emphasis on production and relationship characteristics.

Objectives:

1. Identify and apply group/team ground rules and behavioral expectations.
2. Differentiate between the stages of group/team development.
3. Determine techniques for moving through the stages of group/team development.
4. Distinguish between production functions and relationship functions and identify role functions in a group.
5. Determine production and relationship styles for effective situational leadership.
6. Examine the elements of a high performance team.
7. Determine the roles of the meeting facilitator/group leader.
8. Distinguish between types of meetings, agendas, and minutes.
9. Differentiate between methods of decision making for groups/teams, considering the time and commitment required.
10. Identify and apply the steps in a traditional decision making model.
11. Assess reward systems for group/team and identify rewards that could be considered motivational and/or de-motivational for team building.
12. Compare and select evaluation instruments for group/ team performance as a team member and as a team leader.

Topics and Scope:

1. Group Rules, Norms, and Behavioral Expectations
2. Stages of Group Development
3. Production and Relationship Functions
4. Role Functions in a Group
5. Role Functions of the Meeting Facilitator/Group Leader
6. Situational Leadership
7. High Performance Teams
8. Meetings, Agendas, and Minutes
9. Methods of Decision Making
10. Group and Leadership Functions Inventory
11. Team Orientation and Behavioral Inventory
12. Group Recognition and Reward Systems
13. Evaluation of Group/Team Performance

Assignment:

1. Reading approximately 20-60 pages for the course

2. Written homework and in-class assignments on assigned topics and workbook and/or textbook exercises

3. Self-evaluation inventories

4. Team participation and team leadership skills demonstration

5. 0-3 Exams, including final

6. Participation in large and small groups and interactive topical discussions

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, workbook and/or textbook exercises	Writing 30 - 35%

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

Analysis of reading assignments	Problem solving 10 - 30%

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

Team participation and team leadership skills demonstrations	Skill Demonstrations 15 - 25%

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

Multiple Choice, True/False, Short Essays	Exams 0 - 10%

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

Participation in large and small groups; interactive discussions	Other Category 25 - 35%

Representative Textbooks and Materials:
Making the Team, Fifth Edition, 2013, by Leigh L. Thompson.

An Experimental Approach to Organization Development, Eighth Edition, 2011, by Donald R. Brown and Donald Harvey.

Instructor prepared materials.