### COURSE OUTLINE OF RECORD

**Number:** MGMT G130  
**Title:** Team Building And Group Dynamics

<table>
<thead>
<tr>
<th>Originator: Alice Rivera</th>
<th>Eff Term: Spring 2015</th>
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<tbody>
<tr>
<td>Formerly Known As:</td>
<td>Date of Outline/Review: 10-21-2014</td>
</tr>
<tr>
<td>Cross Listed Course:</td>
<td>Top No: 0506.00</td>
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<tr>
<td>Semester Units: 3.0</td>
<td>Cid:</td>
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<tr>
<th>Hrs Lec: 54.0</th>
<th>Hrs Lab: 0.0</th>
<th>Hrs Other: 0.0</th>
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</thead>
<tbody>
<tr>
<td>Contact Hrs Total: 54.0</td>
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<tr>
<td>Study Non-Contact Hrs Recommended: 108.0</td>
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**Catalog Description:**

Students are led through all aspects of team formation and management such as goal setting, assessment, mid-course correction, and closure.

**Justification for Course:**

**Prerequisites:**

**Corequisites:**

**Advisories:**

**Assigned Disciplines:**

- Management

**Material Fee:** Yes [ ] No [X] Amount: $0.00

**Credit Status:** Noncredit [ ] Credit - Degree Applicable [X] Credit - Not Degree Applicable [ ]

**Grading Policy:** Pass/No Pass [X] Standard Letter [X] Not Graded [ ] Satisfactory Progress [ ]

**Open Entry/Open Exit:** Yes [ ] No [X]

**Transfer Status:** CSU Transferable[ ] UC/CSU Transferable[ ] Not Transferable[ ]

**Basic Skills Status:** Yes [ ] No [X] Levels Below Transfer: Not Applicable

**California Classification Codes:** Y - Not Applicable

**Non Credit Course Category:** Y - Not applicable, Credit Course

**Occupational (SAM) Code:** C

**Repeatable According to State Guidelines:** No [X] Yes [ ] Number Repeats:

**Required for Degree or Certificate:** No [ ] Yes [X]

- General Management Option(Certificate of Achievement)
- Human Resources Management Option(Certificate of Achievement)
- Management(Associate in Arts)
- Retail Management(Certificate of Achievement)
- Small Business Management Option(Certificate of Achievement)

**GE and Transfer Requirements Met:**

- Degree Applicable
  - AA Degree Applicable

**Course Level Student Learning Outcome(S) Supported by this course:**
1. Differentiate teams from groups, types and sizes of teams, and the benefits and costs of teams in organizations.

2. Identify essential tools for creating an effective organizational team; assess the performance of a team; and if not what to do about it.

3. Focus on structuring tasks, selecting people, and foster team relationships by exploring how teams communicate, evaluating team dynamics, process information and create collective team intelligence.

COURSE OBJECTIVES:
1. Relate the models and theories to the actual practice of teamwork.
2. Gain insight into the essential tools necessary to create an effective organizational team, recognize when a team is performing well, and conduct remedies when a team is not performing well.
3. Focus on structuring tasks, selecting people, fostering team relationships, exploring how teams communicate and process information, and creating collective team intelligence.
4. Analyze the importance of external boundaries on teamwork, inter-team relations, networking, and boundary-spanning.
5. Distinguish between the dual tasks of team leadership,
6. Examine the issues of conflict and competition between teams in the organization.
7. Explore the impact of information technology on global and local teams.

COURSE CONTENT:

LECTURE CONTENT:

A. Topics

1. Introduction: The Basics of Teamwork
   a. Teams in Organizations: Myths & Facts
   b. Performance Productivity: Team Performance Criteria
   c. Threats to Productivity
   d. Rewarding Teamwork: Compensation & Performance Appraisals

2. Internal Dynamics
   a. Building the Team: Tasks, People & Relationships
   b. Sharpening the Team Mind: Communication & Collective Intelligence
   c. Team Decision Making: Conformity Pitfalls & Solutions
   d. Conflict in Teams: Leveraging Differences to Create Opportunity
   e. Creativity: Mastering Strategies for High Performance

3. External Dynamics
   a. Managing the External Environment
   b. Leadership: Managing the Paradox
   c. Inter-team Relations: Competition, Social Identity & Stereotyping
   d. Teamwork Via Information Technology: Challenges & Opportunities

4. Functional Appendices for Future Reference
   a. Managing Meetings: A Toolkit
   b. Special Tips for Consultants & Facilitators
   c. A Guide for Creating Effective Study Groups
   d. Example Items from Peer Evaluations and 360-Degree Performance Evaluations
   e. References
METHODS OF INSTRUCTION:

A. Lecture:
B. Dist. Ed – Delayed Interaction:
C. Online:
D. Independent Study:

INSTRUCTIONAL TECHNIQUES:

COURSE ASSIGNMENTS:
   Out-of-class Assignments
   Writing Assignments
   Reading Assignments

METHODS OF STUDENT EVALUATION:
MAdemid Exam
Final Exam
Short Quizzes
Written Assignments
Essay Examinations
Objective Examinations
Report
Projects (ind/group)
Problem Solving Exercises
Oral Presentations
Skills Demonstration

Demonstration of Critical Thinking:
Students will be provided with different scenarios regarding team building and group dynamics studies, and be required to analyze the potential of the scenario, making recommendations about the proper business decision.

Required Writing, Problem Solving, Skills Demonstration:
Essays in examinations Term paper Oral presentation Case study problems and analysis

TEXTS, READINGS, AND RESOURCES:

TextBooks:

LIBRARY:
Adequate library resources include:
Comments:

Attachments:
Attached Files