



COURSE OUTLINE
Palo Verde College
One College Drive, Blythe, CA 92225
(760) 921-5500

Course Control Number: 000388161

Latest Revision: 12/8/09

Board Approval: 1/26/10

1. Course Information. Course Initiator: Doretha Jones

| | | | |
|---|--|---|-------------------------|
| Subject Area and Course Number: ABE 012 | | Course Title: Team Building® | |
| New Course <input type="checkbox"/> Revised <input type="checkbox"/> Updated <input checked="" type="checkbox"/> | | Static ID C01203 | TOP Code 0506.30 |
| Classification Code L=Not Applicable | | SAM Code C=Clearly occupational | |
| Noncredit category I=Short-term vocational | | Credit Status Request N=Noncredit | |
| Meets a unique need: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> | | Course duplicated: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> | |
| Transfer request C=Non-transferable | | Demand/Enrollment Potential: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> | |
| Articulation request: UC <input type="checkbox"/> CSU <input type="checkbox"/> CSU-GE <input type="checkbox"/> IGETC <input type="checkbox"/> CAN <input type="checkbox"/> | | Course prior to college level Y=Not applicable | |
| Basic Skills N=Not a Basic Skills Course | | Funding Agency Y=Not Applicable | |
| Co-Op Status N=Not Part of a Co-Op Program | | Course Program Status 2=Stand-alone | |
| Special Class Status N=Course is Not a Special Class | | | |

2. Some or all aspects of this course may be delivered in a Distance Education mode: Yes ☐ No ☒
 If checked yes, all questions pertaining to Distance Education must be answered.
3. This course has laboratory or clinic/field hours: Yes ☐ No ☒
 If checked yes, this outline must include a list of laboratory or clinic/field activities or topics.
4. This course has prerequisites, co-requisites, or advisories: Yes ☐ No ☒
 If checked yes, please complete a [Prerequisite Justification Form](#).
5. Curriculum Committee Approval Date: 12/17/09
6. After Curriculum Committee approval, the following is to be completed by the Office of Instruction:

| TRANSFER APPROVAL STATUS | ARTICULATION APPROVAL STATUS | | | | | |
|-----------------------------|------------------------------|--------------------------|--------------------|--------------------------|--------------------------|---------------|
| Approval Pending | | Not Requested | Date of Submission | Approval Pending | Approval Denied | Date Approved |
| | UC | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | |
| | CSU | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | |
| | CSU-GE | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | |
| | IGETC | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | |
| | CAN | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | |

CATALOG DESCRIPTION:

This course is designed to provide the student with an understanding of how teams work together, common problems encountered and how to solve them. Students will be introduced to team building in the workplace.

UNITS:**FACE TO FACE:** **Hours Per Week:** **Lecture:** 8 **Laboratory:** **Clinic/Field:****DISTANCE EDUCATION:**

ENTRY LEVEL SKILLS, PRE-REQUISITES, CO-REQUISITES AND ADVISORIES:

None

OBJECTIVES and LEARNING OUTCOMES:**Upon successful completion of the course the student will be able to:**

1. Analyze the role of personalities in the workplace.
 2. Utilize team building techniques in handling a variety of supervisory situations.
 3. Assess various team player styles.
 4. Evaluate common team problems and discuss methods to solve them.
 5. Define the characteristics of an effective team.
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COURSE OUTLINE AND SCOPE:**1. Outline of Topics or Content:**

1. What is a Team?
2. Why is Teamwork important?
3. Personalities in the workplace
4. Characteristics of an effective team
5. Roles of team members
6. Common team problems and what to do about them
7. Team building activities

2. If a course contains laboratory or clinic/field hours, list activities or topics:**3. Examples of Reading Assignments:**

1. Textbook
2. Current articles in newspapers, magazines, and business periodicals
3. Materials handed out in class

4. Examples of Writing Assignments:

Written case analysis

5. Appropriate Assignments to be completed outside of class:

1. Analyze case problems
2. Obtain articles from outside publications

6. Appropriate Assignments that demonstrate critical thinking:

1. Analyze case problems to determine facts, identify reasons, and apply the concepts learned in making decisions.
2. Utilize problem solving techniques in dealing with supervisory situations.

7. Other Assignments:**8. Indicate any assignments that are unique to the Distance Education mode of delivery:****METHOD OF EVALUATION—FACE TO FACE:**

1. Oral and/or written case analysis
2. Oral and/or written action plans
3. Class participation

METHOD OF EVALUATION—DISTANCE EDUCATION:**METHOD OF INSTRUCTION—FACE TO FACE:**

1. Lecture
2. Individual and group solving
3. Case Analysis
4. Class discussion and participation
5. Role playing and classroom simulations

METHOD OF INSTRUCTION—DISTANCE EDUCATION:**REPRESENTATIVE TEXTBOOKS, AND OTHER READING AND STUDY MATERIALS:**

This section shall include author(s), title, and current publication date of all representative materials.

Pokras, Working in Teams, Crisp Publications

SIGNATURES:

COURSE INITIATOR: _____ DATE: _____

LIBRARY: _____ DATE: _____

CHAIR OF CURRICULUM COMMITTEE: _____ DATE: _____

SUPERINTENDENT/PRESIDENT: _____ DATE: _____