Sophia Learning

BUS1200: Developing Effective Teams (1 semester credit)

COURSE DESCRIPTION

Sophia's Developing Effective Teams course explores essential factors in building strong and effective teams. In this course, students will learn about best practices for developing a flexible, efficient team with defined roles, common goals, and clear communication. Students will apply this knowledge to real world situations, determining optimal approaches based on the principles of effective team building.

COURSE EFFECTIVE DATES: February 2019 - Present

PREREQUISITES: Lower-division baccalaureate/associate degree course – no prerequisites

LENGTH OF COURSE: This is a self-paced course. Students may use as much or as little time as needed to complete the course.

ACE CREDIT® RECOMMENDATION: In the lower-division baccalaureate/associate degree category, 1 semester hour in introduction to leadership or introduction to business (12/18).

GRADING: This is a pass/fail course. Students are required to complete the 3 formative assessments and the summative assessment with an overall course average of 70% or better.

LEARNING OUTCOMES

Upon completion of the course, the student will be able to:

1. Identify characteristics of high performing teams
2. Apply the stages of team development in context
3. Build effective team goals
4. Analyze the benefits of clear roles
5. Articulate the role of trust in high performing team
6. Identify stages in the communication process
7. Recognize the role of nonverbal communication
8. Articulate the benefits of team diversity

9. Evaluate how to effectively embrace ambiguity
10. Apply appropriate strategies for recognizing team effort

OUTLINE OF MAJOR CONTENT AREAS

- Types of Teams
- Team Development Process
- Common Goals
- SMART Goals
- Team Roles
- Building Trust
- The Communication Process
- Modes of Communication
- Elements of Communication
- Nonverbal Communication
- Diversity
- Efficiency
- Flexibility
- Embracing Ambiguity
- Rewards and Recognition

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