

School of Business & Information Technology (BIT) Central New Mexico Community College (CNM)
COURSE SYLLABUS [Spring 2010]

Course Name: BA 2153 Team Building for Quality

Section Number: 51 (CRN 80519)

Class Days/Time/Location: January 11 – February 14, 2010: Distance Learning

Course Credits: 5 weeks, 15 hours, 1 credit hour

Instructor: Brian Cooke, Senior Leader Email: bcooke@irislearning.com Phone: 505-332-1626
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Office Hour: On line via email

Web address: www.irislearning.squarespace.com/download

Course Prerequisite: RDG 0750 or Accuplacer Reading score of 69 or equivalent or school approval

Texts & Supplies

Recommended text: [Brian Cooke, "The Best We Can Be: A Guide for Leading Purposeful Change" \(Kendall Hunt\)](#)
[Harvey Robbins and Michael Finley, *The New Why Teams Don't Work: What Goes Wrong and How to Make it Right*](#)

These books are recommended for students who are deeply interested or actively pursuing employment or career advancement in a quality-related role. They are intended to complement and enhance the instructor's lessons. They are not required to earn an "A" grade in this course.

Course Description & Pre- or Co-requisites

This course focuses on distinguishing between team work and group work; understanding specific situations when teamwork is needed and not needed; designing and launching a successful team; recognizing and appreciating divergent styles of team players and work teams; learning and improving skills and tools that contribute to successful teamwork; understanding and managing phases in team development; recognizing and managing obstacles to team success; and planning for practical application of team principles at work and in their personal lives.

Student Learning Outcomes

Students completing this course will:

1. Describe how organizational teamwork can impact customer satisfaction, productivity, quality, profitability and internal customer (employee) satisfaction.
2. Define a quality team.
3. Facilitate fundamental aspects of team dynamics and communication among team members.
4. Identify the steps necessary to design and implement effective organizational teamwork.
5. Demonstrate practical application of team principles in a specific organization or personal life.

Attendance/Tardy/Withdrawal/Drop Policies

This course is governed by the CNM Attendance policy on pg. 34 of 2007-2009 Catalog.

The instructor will not drop you. If you do not plan to complete the course, it is your responsibility to drop/withdraw from the course in order to avoid a grade of "F". Important dates, deadlines and the last day to drop this course can be found at <http://www.cnm.edu/depts/enrollment/registration/importantdatesanddeadlines.php>.

Grading

The following will be used to determine your grade in this course:

	%
Final Exam	100%
Total	100%

The following scale is used to assign course grades:

Percentile Range	Grade
91-100	A
81-90	B
71-80	C
61-70	D
Below 61	F

Note: Each student's final grade is determined solely by their score on the final exam/correspondence problem. A final grade of "D" or "F" is not acceptable for this course if it is required for graduation or as a prerequisite for other courses. A final grade of "D" or "F" requires repeating this course.

Late/Make-up/ Policies

Students are expected to download and read the weekly lectures/lessons: www.irislearning.squarespace.com/download
The final correspondence problem is due by **FEBRUARY 14th**. Please send the completed exam/correspondence problem to the instructor via email at the end of the course. The completed exam/correspondence problem may also be sent via US mail but must be received by the specified deadline.

Course Codes & Policies

The codes and policies of this course are governed by the Academic Policies found on pp. 34-39 of the 2007-2009 Catalog and the Student Code of Conduct found on pp. 382-392 of the 2007-2009 Catalog. The catalog may be accessed online at <http://www.cnm.edu/coursecatalog/index.php>.

Special Needs: Special Services is a department that can provide students with documented disabilities the accommodations they might need. It is also a department that can help students who think they might have a disability. Students needing accommodation in an academic setting must contact Special Services at 224-3259.

Syllabus & Class Schedule: The syllabus and class schedule are subject to change by the instructor. Changes will be made with as much advance notice as possible.

Student Resources/Advisement/Graduation

The School of Business & Information Technology (BIT) has an A-Z listing of resources and links for advisement and graduation which can be found at <http://www.cnm.edu/depts/bit/resources/>.

In addition, BIT has an Achievement Coach, Kim Jeffries, is available to help you in SB 212. Please drop by to get acquainted with her or email Kim at fjeffries@nm.edu to set an appointment to understand how to use BIT and CNM services. Please take advantage of what we have to offer, particularly if you are have concerns about your school work or other problems that are interfering with school.

Optional Items:[These and other items may be added at your discretion]

Business Resource Centers (BRC) are available for students to work on distance learning, homework assignments, class projects, and for one-on-one assistance. A limited number of textbooks are available for student use while in the BRC. The BRCs are located as follows: Main: SB-210, Montoya: H-124. Days and times of operation may be found at <http://www.cnm.edu/depts/bit/brc/index.php>.

Academic Dishonesty

Academic dishonesty hurts everyone involved. Forms of dishonesty are collaboration during in-class exams; receiving assistance from others on take-home quizzes and exams; sharing completed assignments. The Dean of Students will be contacted to determine the proper measure to be taken on a case-by-case basis.