#### **BAD 52 Course Outline as of Fall 2015**

#### **CATALOG INFORMATION**

Dept and Nbr: BAD 52 Title: HUMAN RELATIONS

Full Title: Human Relations in Organizations

Last Reviewed: 2/28/2022

Units		Course Hours per Week	•	Nbr of Weeks	<b>Course Hours Total</b>	
Maximum	3.00	Lecture Scheduled	3.00	17.5	Lecture Scheduled	52.50
Minimum	3.00	Lab Scheduled	0	3	Lab Scheduled	0
		Contact DHR	0		Contact DHR	0
		Contact Total	3.00		Contact Total	52.50
		Non-contact DHR	0		Non-contact DHR	0

Total Out of Class Hours: 105.00 Total Student Learning Hours: 157.50

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:**

Human relations addresses issues of self-esteem, values, attitudes, motivation, communications, team dynamics, change, creativity, conflict, stress, diversity, ethics, and health. This course is an exploration of the awareness and self-understanding of how interpersonal skills influence relationships with others and how to enhance those skills to be more successful as a member of a work environment and society.

## **Prerequisites/Corequisites:**

# **Recommended Preparation:**

Eligibility for ENGL 100 or ESL 100

#### **Limits on Enrollment:**

#### **Schedule of Classes Information:**

Description: Human relations addresses issues of self-esteem, values, attitudes, motivation, communications, team dynamics, change, creativity, conflict, stress, diversity, ethics, and health. This course is an exploration of the awareness and self-understanding of how interpersonal skills influence relationships with others and how to enhance those skills to be more successful as a

member of a work environment and society. (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:

B Communication and Analytical Fall 1981

Thinking

**CSU GE:** Transfer Area Effective: Inactive:

E Lifelong Learning and Self Fall 1981

Development

**IGETC:** Transfer Area Effective: Inactive:

**CSU Transfer:** Transferable Effective: Fall 1981 Inactive:

**UC Transfer:** Effective: Inactive:

CID:

## **Certificate/Major Applicable:**

Both Certificate and Major Applicable

## **COURSE CONTENT**

# **Outcomes and Objectives:**

Upon completion of this course, students will be able to:

- 1. Examine the considerations that influence self-esteem, personal values, and attitudes.
- 2. Determine personal communication style and the factors that influence communication interactions.
- 3. Describe the major theories of motivation and describe contemporary employee motivation strategies.
- 4. Describe the skills that employees need in order to be an effective team member.
- 5. Analyze the major causes of conflict and describe the conflict resolution process.

## **Topics and Scope:**

- 1. History of Human Relations
- 2. Self-Esteem, Self-Awaremess and Self-Efficacy
- 3. Values, Attitudes and Creativity
- 4. Motivation Theories, including Job Enrichment and Self-Fulfilling Prophecy
- 5. Communication and Human Relations
- 6. Valuing Diversity and Creativity in Today's World
- 7. Group Dynamics, Work Teams, Conflict Resolution and Change
- 8. Business Ethics
- 9. Identify Major Personal and Work-Related Stressors; Impact on Health

#### **Assignment:**

Assignments may include the following:

- 1. 20 to 30 pages per week of assigned reading
- 2. Multiple exams/quizzes involving multiple choice, true/false questions covering the text
- 3. Completion of established assessment tools
- 4. Personal reaction papers of a minimum of 8 12 pages
- 5. Participation in group activities

#### **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.

Personal reaction papers of a minimum of 8 - 12 pages

Writing 20 - 40%

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

Assessment tools such as Communication Style using Wilson Style Inventory and Conflict Management Style using Thomas-Kilman Conflict Model. Participation in group activities

Problem solving 10 - 25%

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

None

Skill Demonstrations 0 - 0%

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

Multiple choice, true/false

Exams 35 - 60%

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

None

Other Category 0 - 0%

# **Representative Textbooks and Materials:**

Human Relations: Strategies For Success, 4th Edition, Lowell Lamberton and Leslie Minor Evans, McGraw-Hill Irwin Publishing Company, 2014.

Effective Human Relations: Personal and Organizational Applications, 12th Edition, Barry L. Reece, Houghton Mifflin Company, 2013.