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	Course Hours Total	
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 Thinking	Fall 1981	
CSU GE:	**Transfer Area**		Effective:	Inactive:
	E	Lifelong Learning and Self Development	Fall 1981	
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.