BAD 52 Course Outline as of Fall 2022

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	6	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:

Students will address 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: Students will address 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

Student Learning Outcomes:

At the conclusion of this course, the student should be able to:

- 1. Demonstrate an understanding of self-esteem, values, attitudes, and motivation, in the context of organizational behavior within a diverse society.
- 2. Describe communication styles and how different styles affect individual behavior.
- 3. Describe the issues that influence effective teamwork and the process for resolving conflict.

Objectives:

At the conclusion of this course, the student should 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:

- I. History of Human Relations
- II. Self-Esteem, Self-Awareness, and Self-Efficacy
- III. Values, Attitudes, and Creativity
- IV. Motivational Theories, Including Job Enrichment and Self-Fulfilling Prophecy

- V. Communication and Human Relations
- VI. Valuing Diversity and Creativity in Today's World
- VII. Group Dynamics, Work Teams, Conflict Resolution, and Change
- VIII. Business Ethics
- IX. Identify Major Personal and Work-Related Stressors; Impact on Health

Assignment:

Assignments may include the following:

- 1. Assigned reading (20-30 pages per week)
- 2. Exams, quizzes, final exam (4-6)
- 3. Completion of established assessment tools
- 4. Written assignments/reports (4-8)
- 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.

Written assignments/reports

Writing 20 - 40%

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

Assessment tools. 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.

Exams, quizzes, final exam

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. 6th Edition. Lamberton and Minor Evans. McGraw-Hill Irwin Publishing Company. 2019
Instructor prepared materials