

CATALOG INFORMATION

Dept and Nbr: BAD 52

Title: HUMAN RELATIONS

Full Title: Human Relations

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 at work. Communication patterns and techniques, interpersonal relations, clarification of values and attitudes, discrimination, sexual stereotypes, roles, behavior, health, stress, decision making, adjustment to personal and professional life.

**Prerequisites/Corequisites:**

**Recommended Preparation:**  
Eligibility for ENGL 100 or ESL 100.

**Limits on Enrollment:**

**Schedule of Classes Information:**  
Description: Human relations at work; communications patterns, interpersonal relations, values & attitudes, roles, behaviors, decision-making. (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:**

<b>AS Degree:</b>	<b>Area</b>		Effective:	Inactive:
	B	Communication and Analytical Thinking	Fall 1981	
<b>CSU GE:</b>	<b>Transfer Area</b>		Effective:	Inactive:
	E	Lifelong Learning and Self Development	Fall 1981	
<b>IGETC:</b>	<b>Transfer Area</b>		Effective:	Inactive:
<b>CSU Transfer:</b>	Transferable	Effective:	Fall 1981	Inactive:
<b>UC Transfer:</b>		Effective:		Inactive:

**CID:**

**Certificate/Major Applicable:**

Certificate Applicable Course

## **COURSE CONTENT**

### **Outcomes and Objectives:**

The student will become familiar with:

1. value systems in business today;
2. their business attitudes;
3. building a positive self-concept;
4. developing positive first impressions;
5. the nature of business communications;
6. overcoming sexism in the office;
7. team-building;
8. conflict resolution;
9. prejudice and discrimination.

### **Topics and Scope:**

1. Introduction to human relations.
2. Your value system.
3. Your attitudes.
4. Building a positive self-concept.
5. Developing positive first impressions.
6. The nature of communication.
7. Understanding your communication style.
8. Constructive self-disclosure.
9. Learning to achieve complimentary transactions.
10. Identifying your motivations.
11. The power of positive reinforcement.
12. Coping with prejudice and discrimination.
13. Overcoming sexism.
14. Dealing with change.

15. Team building - a leadership strategy.
16. Conflict resolution.
17. Making your plan for improved human relations.

### Assignment:

### 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 homework, PERSONAL JOURNALS.

Writing  
20 - 30%

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

Exams

Problem solving  
20 - 30%

**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, Matching items

Exams  
50 - 70%

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

None

Other Category  
0 - 0%

### Representative Textbooks and Materials:

THE HUMAN SIDE OF ORGANIZATIONS, 5th Edition, Van Kossen, Harper Collins Publishing Company.

YOUR ATTITUDE IS SHOWING, 6th Edition, Elwood Chapman, Macmillan Publish.