

Course Syllabus

**Human Relations**

**HRPO 1311**

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| **Semester with Course Reference Number (CRN)** | Spring 2011 – CRN 75314 |
| **Instructor contact information (phone number and email address)**  | 713-718-8085 virginia.parras@hccs.edu |
| **Office Location and Hours** | Northwest College, Spring Branch Campus  |
| **Course Location/Times** | Northwest College, Spring Branch – Saturday 9-10:30 am |
| **Course Semester Credit Hours (SCH) (lecture, lab) If applicable** |

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| Credit Hours | 3.00 |   |
| Lecture Hours | 3.00 |   |
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| **Total Course Contact Hours** | 48 |
| **Continuing Education Units (CEU): if applicable** |  |
| **Course Length (number of weeks)**  | 18 weeks |
| **Type of Instruction – Hybrid and Lecture** | Lecture |
| **Course Description:**  | Practical application of the principles and concepts of the behavioral sciences to interpersonal relationships in the business and industrial environment. (Formerly BUSM 2313) |
| **Course Prerequisite(s)** | **FREQUENT REQUISITES** * ENGL 0300 or 0347
* GUST 0342 (9th -11th Grade Reading)
* MATH 0306 (Basic Math Pre-Algebra)
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| **Academic Discipline/CTE Program Learning Outcomes** | 1. Identify essential management skills necessary for career success. 2. Describe the relationships of social responsibility, ethics, and law in business. 3. Construct a business plan. 4. Examine the role of strategic human resource planning in support of organizational mission and objectives. 5. Describe the impact of corporate culture and atmosphere on employee behavior.  |
| **Course Student Learning Outcomes (SLO): 4 to 7** | 1. Evaluate human relations including diversity, attitudes, self-esteem, and interpersonal skills to promote career success. 2. Identify and evaluate the causes and effects of stress in the workplace. 3. Develop individual and group communication, listening, and decision-making skills. 4. Analyze how theories of motivation and human behavior impact strategies of change management.  |
| **Learning Objectives (Numbering system should be linked to SLO - e.g., 1.1, 1.2, 1.3, etc.)** | **Evaluate human relations including diversity, attitudes, self-esteem, and interpersonal skills to promote career success.****Identify and evaluate the causes and effects of stress in the workplace.****Develop individual and group communication, listening, and decision-making skills.****Analyze how theories of motivation and human behavior impact strategies of change management.** |
| **SCANS and/or Core Curriculum Competencies: If applicable**  | SCANS**Evaluate human relations including diversity, attitudes, self-esteem, and interpersonal skills to promote career success.**Foundation Skills - Basic -ReadingFoundation Skills - Basic -WritingFoundation Skills - Basic -ListeningFoundation Skills - Basic -Speaking**Identify and evaluate the causes and effects of stress in the workplace.**Foundation Skills - Basic -ReadingFoundation Skills - Basic -WritingFoundation Skills - Basic -ListeningFoundation Skills - Basic -Speaking**Develop individual and group communication, listening, and decision-making skills.**Foundation Skills - Basic -ReadingFoundation Skills - Basic -WritingFoundation Skills - Basic -ListeningFoundation Skills - Basic -Speaking**Analyze how theories of motivation and human behavior impact strategies of change management.**Foundation Skills - Basic -ReadingFoundation Skills - Basic -WritingFoundation Skills - Basic -ListeningFoundation Skills - Basic -Speaking |
| **Instructional Methods -**  | Hybrid (50% or more) |
| **Student Assignments** | **Evaluate human relations including diversity, attitudes, self-esteem, and interpersonal skills to promote career success.**Projects – Various group projects utilizing the text book will be administered.**Identify and evaluate the causes and effects of stress in the workplace.**Projects – Various group projects utilizing the text book will be administered.**Develop individual and group communication, listening, and decision-making skills.**Projects – Various group projects utilizing the text book will be administered.**Analyze how theories of motivation and human behavior impact strategies of change management.**Projects – Various group projects utilizing the text book will be administered. |
| **Student Assessment(s)** | **Evaluate human relations including diversity, attitudes, self-esteem, and interpersonal skills to promote career success.**Various group projects utilizing the text book will be administered.**Identify and evaluate the causes and effects of stress in the workplace.**Various group projects utilizing the text book will be administered.**Develop individual and group communication, listening, and decision-making skills.**Various group projects utilizing the text book will be administered.**Analyze how theories of motivation and human behavior impact strategies of change management.**Various group projects utilizing the text book will be administered. |
| **Instructor's Requirements** | Mid Term Exam and Final Exam Make Up Policy – In the event of an emergency only. |
| **Program/Discipline Requirements: If applicable** | Upon completion of this course, the student should be able to:Evaluate human relations including diversity, attitudes, self-esteem, and interpersonal skills to promote career success; identify and evaluate the causes and effects of stress in the workplace; develop individual and group communication, listening, and decision-making skills; and analyze how theories of motivation and human behavior impact strategies and change management.  |
| **HCC Grading Scale** |

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| A = 100- 90 |   | 4 points per semester hour |
| B = 89 - 80: |   | 3 points per semester hour |
| C = 79 - 70: |   | 2 points per semester hour |
| D = 69 - 60: |   | 1 point per semester hour |  |
| 59 and below = F |   | 0 points per semester hour |  |
| IP (In Progress) |   | 0 points per semester hour |  |
| W(Withdrawn) |   | 0 points per semester hour |  |
| I (Incomplete) |   | 0 points per semester hour |  |
| AUD (Audit) |   | 0 points per semester hour |  |

IP (In Progress) is given only in certain developmental courses. The student must re-enroll to receive credit. COM (Completed) is given in non-credit and continuing education courses. To compute grade point average (GPA), divide the total grade points by the total number of semester hours attempted. The grades "IP," "COM" and "I" do not affect GPA. See "Health Science Program/Discipline Requirements" for grading scale.Testing – Mid Term Exam 50% and Final Exam 50% |
| **Instructor Grading Criteria**  |  |
| **Instructional Materials** | DuBrin, Andrew J., Human Relations for Career and Personal Success; Ninth Edition, Prentice Hall, Upper Saddle River, New Jersey, 2008. ISBN: 9780135063903Course calendar posted online and given to students with syllabus.  |
| **HCC Policy Statement:** It is the policy of the Dean of Workforce that an Incomplete may be given only for extenuating circumstances (i.e., family illness, accident, or an unforeseen event occurring at final exam time).**Students with Disabilities** Any student with a documented disability (e.g. physical, learning, psychiatric, vision, hearing, etc.)Who needs to arrange reasonable accommodations must contact the Disability Services Office at the respective college at the beginning of each semester. Faculty are authorized to provide only the accommodations requested by the Disability Support Services Office." For questions, contact Donna Price at 713-718-5165 or the Disability Counselor at your college. To visit the ADA Web site, log on to www.hccs.edu, click Future Students, scroll down the page and Click on the words Disability Information. \* Central ADA Counselors – John Reno – 713-718-6164, Martha Scribner – 713-718-6164 \* Northeast ADA Counselor – Kim Ingram – 713-718-8420 \* Northwest ADA Counselor – Mahnaz Kolaini – 713-718-5422 \* Southeast ADA Counselor – Jette Friis – 713-718-7218 \* Southwest ADA Counselor – Dr. Becky Hauri – 713-718-7910 \* Coleman ADA Counselor – Dr. Raj Gupta – 713-718-7631**Attendance and Withdrawal Policies** Class attendance is important. Generally, the course material is covered in the text; however, lectures and small group exercises augment and clarify the textbook material. You are encouraged to get to know your fellow students in order to have a source for lecture notes and handouts if you cannot attend a class session. Students are expected to assume the responsibility for learning. Your instructor will assist you, but the actual responsibility rests with you. Students are also expected to devote their energy to attaining the skills and knowledge required for their particular career goals. Disruptive activity that hinders other students' learning or deters an instructor from effective teaching will not be tolerated under any circumstances. In accordance with HCCS rules, the instructor has the authority to drop a student from any class after the student has been absent for periods equivalent to two weeks of class (6 classes). However, the student has the ultimate responsibility to withdraw from the course. Attending class lectures is vital to understanding, integrating, and applying the concepts discussed in class. Attendance will be kept according to HCCS rules. If there are extreme circumstances that require absence from class, it is the student's responsibility to notify the instructor before the class period. Students absent from class are still responsible for all material assigned and/or covered during the missed session. Students arriving late or leaving early should notify the instructor ahead of time, and sit in a seating location that is least likely to disrupt the class. For additional information refer to the HCCS catalog.**Course Calendar with Reading Assignments**Reading assignments are associated with chapters covered on each exam. It is the student'sresponsibility to review the course syllabus insuring correct chapters are read and studied prior toeach exam.**Note:** *The professor reserves the right to modify the course requirements, assignments, grading procedures, and other related policies as circumstances may dictate.*

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| **Class Date** | **Chapter** |  |
| Week 1 | 1  |  |
| Week 2 | 2 |  |
| Week 3 | 3-4 |  |
| Week 4 | 5 |  |
| Week 5 | 6-7 |  |
| Week 6 | 8 |  |
| Week 7 | 9 | Exam 2 Chapter 7-12 assignment  |
| Week 8 |  | Mid Term Exam |
| Week 9 | 10 |  |
| Week 10 | 11 |  |
| Week 11Week 12Week 13Week 14Week 15 | 12-131415-1617 | Final Exam |

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| **Course Calendar with Reading Assignments** **Access Student Services Policies on their Web site:** | Reading assignments are associated with the chapters covered on each exam. It’s the student’s responsibility to review the course syllabus ensuring the correct chapters are read and studied prior to each exam. Note: the professorreserves the right to modify the course requirements and assignments grading procedures and other related policies and circumstances may indicate.<http://hccs.edu/student-rights> |
| **Distance Education and/or Continuing Education Policies** |
| **Access DE Policies on their Web site:**  | <http://de.hccs.edu/Distance_Ed/DE_Home/faculty_resources/PDFs/DE_Syllabus.pdf> |
| **Access CE Policies on their Web site:** | <http://hccs.edu/CE-student-guidelines> |