**Business Administration**

**Central College**

**HUMAN RELATIONS HRPO 1311**

**CRN 76980 – Spring 2012**

**11:30am – 1:00 pm Monday/Wednesday**

**Central Campus – J D Boney Bldg room 211**

**Credit: 3 (3 lecture) 16 weeks**

**Instructor: Warner Henson**

**Instructor Contact Information: Phone: 713-718-6295**

**Office location and hours: Central Campus, 1215 Holman, BSCC, Room 206. 11:30am –**

**1:00pm Mon/Wed**

Please feel free to contact me concerning any problems that students are experiencing in this

course. Students do not need to wait until students have received a poor grade before asking for my assistance. Student performance in my class is very important to me. I am available to hear student concerns and just to discuss course topics. Office hours are upon request.

**Course Description Human Relations** Credit: 3 (3 lecture)

Concept, terminology, principles, theories, and issues in the field of behavioral sciences that will teach you how to strategically, discuss and convey business missions, make decisions and work in teams and to

thrive on change in the business and industrial environment.

**Prerequisites**

None

**Course Goal**

The primary objective of HRPO 1311 is to give the student an understanding of the manager’s

job. This will entail learning the skills of planning, controlling, organizing, staffing, employee development, motivating employees, improving effective leadership within a dynamic workplace and improving interpersonal relationship skills.

**Student Learning Outcomes**

The student will be able to:

1. Define the four functions of management

2. Explain the purpose of the four functions in today’s environment of business

3. To understand and manage yourself

4. Establish personal and professional goals and utilize self motivation techniques to achieve these goals

**Learning Objectives**

Students will:

1. Understand the importance of organization culture.

2. Understand ethics and corporate responsibility

**Scans or Core Curriculum Statement and Other Standards**

Credit: 3 (3 lecture)

**Statement of Workplace and Foundation Competencies**

Houston Community College is determined to prepare students with the knowledge and skill

students need to succeed in today’s dynamic work environment. Towards this end, the following workplace competencies and foundation skills have been designed into the curriculum for HRPO

1311 – Human Relations

**Workplace Competencies**

**Resources:** Emphasize planning skills in relation to preparing, working and completing

assignments.

**Interpersonal:** Class team exercises whereby each student will work with students of different cultures to develop a presentation on topic and diversity.

**Basic Sills:** Reading, writing case analysis, and making verbal presentation

**Personal Qualities**: Students will learn how to develop self-esteem, social skills, self- management and integrity and they work together in teams.

**Instructional Methods**

BUSG 1301 is a required course for certain business management certificates and the AAS

degrees.

As an instructor, I want my students to be successful. I feel that it is my responsibility to provide students with the knowledge concerning management.

**EVALUATION CRITERIA**

**EXAM 1 50 PTS. 10% EXAM 2 50 PTS. 10% EXAM 3 50 PTS. 10%**

|  |  |  |
| --- | --- | --- |
| **FINAL EXAM** | **100 PTS** | **20%** |
| **PROJECT** | **50 PTS** | **10%** |

**HOME WORK/CLASS PARTICIPATION & ATTENDANCE**

**200 PTS 40%**

**Cases**

**Business Vocabulary**

**Articles Videos Handouts**

**TOTAL 500 PTS 100% GRADING SCALE:**

**450 - 500 = A**

**400 – 449 = B**

**350 – 399 = C**

**300 – 349 - D**

o ALL ASSIGNMENTS MUST BE TURNED IN ON DATES REQUESTED.

o ALL EXAMS MUST BE TAKEN ON DATES SCHEDULED.

**Student Assignments**

Assignments have been developed that will enhance student learning. To better understand a

topic, students will be given assignments on key information that students will need to remember for student success in student reaching student goals.

Submit assignments under the Assignment Icon unless unspecified otherwise by 11:30 p.m. of the due date. Assignments will lose 10 percent per day for all late assignments. No assignment will be accepted if more than 3 days late. Assignments later than 3 days will not be accepted without documented emergencies.

**Reading Requirements**

Students are responsible for reading all assigned module material. Students must be familiar

with the all documents in a module in order to pass the exams for this class. It is very important that students read and complete documents in the module to be able to complete the assigned documents before submitting to the professor. To insure that students are reading, pop quizzes will be given from the modules and checkpoints reviews.

**Note to Student**

If students have any questions or concerns about the course and/or course assignments, please

come to me so that we can resolve any issues. If student concerns are not resolved, students are encouraged to meet with my supervisor, Mr. Earl Smith, Department Chair, at

713-718-5404 or Room 110 San Jacinto Building, Central Campus.

**Instructional Materials**

**Dubrin, Andrew J., Human Relations for Career and Personal Success; Ninth Edition, Prentice Hall, Upper Saddle River, New Jersey 2011**

**Student Information**

A student handbook is available on the College website[: http:/www.hccs.edu.](http://www.hccs.edu/) Look under the

student subheading to get detailed information concerning students attending Houston Community College System (HCCS). Data such as withdrawal policies, refund policies, incomplete, late assignments, make-ups, extra credit, grading system, attendance requirements, and other details are included in the student handbook.

**HCC Policy Statement-ADA**

The Office of Students with Disabilities at HCC reminds students that they are required to request assistance from the ADA.

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 is authorized to provide only the accommodations requested by the Disability Support Services Office.

To visit the ADA Web site, log on to [www.hccs.edu,](http://www.hccs.edu/) click Future students, scroll down the page and click on the words Disability Information.

For questions, please contact Donna Price at 713.718.5165 or the

Disability Counselor at your college.

District ADA Coordinator - Donna Price - 713.718.5165

Central ADA Counselors -Jaime Torres - 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 Lott - 713.718.7218

Southwest ADA Counselor - Dr. Becky Hauri - 713.718.7910

Coleman ADA Counselor - Dr. Raj Gupta - 713.718.7631

**HCC Policy Statement: Academic Honesty**

A student who is academically dishonest is, by definition, not showing that the coursework has

been learned, and that student is claiming an advantage not available to other students. The instructor is responsible for measuring each student's individual achievements and also for ensuring that all students compete on a level playing field. Thus, in our system, the instructor has teaching, grading, and enforcement roles. Students are expected to be familiar with the University's Policy on Academic Honesty, found in the catalog. What that means is: If students are charged with an offense, pleading ignorance of the rules will not help students. Students are responsible for conducting themselves with honor and integrity in fulfilling course requirements. Penalties and/or disciplinary proceedings may be initiated by College System officials against a student accused of scholastic dishonesty. “Scholastic dishonesty”: includes, but is not limited to, cheating on a test, plagiarism, and collusion.

Cheating on a test includes:

• Copying from another students’ test paper;

• Using materials not authorized by the person giving the test;

• Collaborating with another student during a test without authorization;

• Knowingly using, buying, selling, stealing, transporting, or soliciting in whole or part the contents of a test that has not been administered;

• Bribing another person to obtain a test that is to be administered.

Plagiarism means the appropriation of another’s work and the unacknowledged incorporation of that work in one’s own written work offered for credit.

Collusion mean the unauthorized collaboration with another person in preparing written work offered for credit. Possible punishments for academic dishonesty may include a grade of 0 or F in the particular assignment, failure in the course, and/or recommendation for probation or dismissal from the College System. (See the Student Handbook)

**HCC Policy Statements**

*Class Attendance - It is important that students come to class!* Attending class regularly is the

best way to succeed in this class. Research has shown that the single most important factor in

student success is attendance. Simply put, going to class greatly increases student ability to succeed. Students are expected to attend all lecture and labs regularly. Students are responsible for materials covered during student absences. Class attendance is checked daily. Although it is student responsibility to drop a course for nonattendance, the instructor has the authority to drop students for excessive absences.

If students are not attending class, students are not learning the information. As the information that is discussed in class is important for student career, students may be dropped from a course after accumulating absences in excess of six (6) hours of instruction. The six hours of class time would include any total classes missed or for excessive tardiness or leaving class early.

Students may decide NOT to come to class for whatever reason. As an adult making the decision not to attend, students do not have to notify the instructor prior to missing a class. However, if this happens too many times, students may suddenly find that students have “lost” the class.

Poor attendance records tend to correlate with poor grades. If students miss any class, including the first week, students are responsible for all material missed. It is a good idea to find a friend or a buddy in class who would be willing to share class notes or discussion or be able to hand in paper if students unavoidably miss a class.

Class attendance equals class success.

**HCC Course Withdrawal Policy**

If students feel that students cannot complete this course, students will need to withdraw from

the course prior to the final date of withdrawal. Before, students withdraw from student course; please take the time to meet with the instructor to discuss why students feel it is necessary to do so. The instructor may be able to provide students with suggestions that would enable students to complete the course. Student success is very important. Beginning in fall 2007, the Texas Legislature passed a law limiting first time entering freshmen to no more than **SIX** total course withdrawals **throughout** their educational career in obtaining a certificate and/or degree.

To help students avoid having to drop/withdraw from any class, HCC has instituted an Early Alert process by which student professor will “alert” students and distance education (DE) counselors that students might fail a class because of excessive absences and/or poor academic performance. Contact student DE professor or a DE counselor to learn about what, if any, HCC interventions might be available to assist students – online tutoring, child care, financial aid, job placement, etc. – to stay in class and improve student academic performance.

**In order to withdraw from student DE class, students MUST contact a DE counselor or student DE professor and this must be done PRIOR to the withdrawal deadline to receive a “W” on student transcript**. If students do not withdraw before the deadline, students will receive the grade that students have earned by the end of the semester. Zeros averaged in for required assignments/tests not submitted will lower student semester average significantly, most likely resulting in a failing grade (“F”). Please do **not** contact both a DE counselor and student DE professor to request a withdrawal; either one is sufficient.

**The final withdrawal deadline for regular term and second start classes is July 27, 2010 at**

**4:30 PM.** However, classes of other duration (mini-term, flex-entry, 8-weeks, etc.) have different

final withdrawal deadlines. Please visit the online registration calendars, HCC schedule of classes and catalog, any HCC Registration Office, or any HCC counselor to determine class withdrawal deadlines. *Remember to allow a 24-hour response time when communicating via email or telephone with a DE professor and/or counselor. Do not submit a request to discuss withdrawal options less than a day before the deadline.*

**Repeat Course Fee**

The State of Texas encourages students to complete college without having to repeat failed

classes. To increase student success, students who repeat the same course more than twice, are required to pay extra tuition. The purpose of this extra tuition fee is to encourage students to pass their courses and to graduate. Effective fall 2006, HCC will charge a higher tuition rate to students registering the third or subsequent time for a course. If students are considering course withdrawal because students are not earning passing grades, confer with student instructor/counselor as early as possible about student study habits, reading and writing homework, test taking skills, attendance, course participation, and opportunities for tutoring or other assistance that might be available.

**Degree Plan**

Students are encouraged to file a degree plan with a Counselor or the Business Technology

Department for the certificate and/or degree plan. Please ask your instructor for Degree Plan information or contact the Business Technology Department at 713-718-6490 for information about filing a degree plan.

**Classroom Behavior**

As student instructor and as a student in this class, it is our shared responsibility to develop and

maintain a positive learning environment for everyone. Student instructor takes this responsibility very seriously and will inform members of the class if their behavior makes it difficult for him/her to carry out this task. As a fellow learner, students are asked to respect the learning needs of student classmates and assist student instructor achieve this critical goal.

**Use of Camera and/or Recording Devices**

As a student active in the learning community of this course, it is student responsibility to be

respectful of the learning atmosphere in student classroom. To show respect of student fellow students and instructor, students will turn off student phone and other electronic devices, and will not use these devices in the classroom unless students receive permission from the instructor.

Use of recording devices, including camera phones and tape recorders, is prohibited in classrooms, laboratories, faculty offices, and other locations where instruction, tutoring, or testing occurs. Students with disabilities who need to use a recording device as a reasonable accommodation should contact the Office for Students with Disabilities for information regarding reasonable accommodations**.**

**Instructor Requirements**

As student Instructor, it is my responsibility to**:**

• Provide the grading scale and detailed grading formula explaining how student grades are to be derived

• Facilitate an effective learning environment through class activities, discussions, and lectures

• Description of any special projects or assignments

• Inform students of policies such as attendance, withdrawal, tardiness and make up

• Provide the course outline and class calendar which will include a description of any special projects or assignments

• Arrange to meet with individual students before and after class as required

To be successful in this class, it is the student’s responsibility to**:**

• Attend class and participate in class activities

• Read and comprehend the textbook

• Complete the required assignments and exams on time:

• Ask for help when there is a question or problem

• Complete the field study with a 70% passing score

**Program/Discipline Requirements**

Business Management is determined to prepare students with the knowledge and skills needed to

succeed in today’s dynamic work environment. Distance Education students in Workforce Development with Critical Thinking must be able to budget their time and perform class-related activities as assigned on a weekly basis. Opportunities are provided for students to recognize the important role personal qualities play in the office environment and activities have been

enhanced to help students develop the attitudes and interpersonal skills that are in demand by employers.

**Grading**

Student instructor will conduct quizzes, exams, and assessments that students can use to

determine how successful students are at achieving the course learning outcomes (mastery of course content and skills) outlined in the syllabus. If students find students are not mastering the material and skills, students are encouraged to reflect on how students study and prepare for each class. Student instructor welcomes a dialogue on what students discover and may be able to

assist students in finding resources on campus that will improve student performance. Daily activities include class participation, assignments, and applications:

90-100 A

80-89 B

70-79 C

60-69 D BelowF

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| --- | --- |
| Class Assignments/Applications | 60% |
| Tests/Final Exam | 40% |
| Total | 100% |