



Basic Course Information

Semester:	Spring 2023	Instructor Name:	Beckley
Course Title & #:	BUS 136—Human Relations in Management	Email:	jeff.beckley@imperial.edu
CRN #:	20421	Webpage (optional):	Canvas
Classroom:	402	Office #:	203B
Class Dates:	13 Feb – 9 Jun	Office Hours:	On-Campus: M: 8:55-9:40a; T: 3:20-4:20p; W: 9:10-9:40a; R: 5:45-6:30p; Online: W: 3–4p
Class Days:	R	Office Phone #:	(760) 355-6324
Class Times:	6:30 – 9:40pm	Emergency Contact:	Tisha Nelson, Dept. Secretary, 760-355-6161
Units:	3	Class Format:	Face-to-face

Course Description

Study of Human Relations as they apply to management. Topics covered include model of organization behavior social systems and organizational culture, communications management, motivation, performance appraisal, employee attitudes and their effects, leadership and supervision, nature of participation, interpersonal dynamics, management of change organizational development ethics, social responsibility, labor relations, equal employment opportunity, stress and counseling. Collaborative learning and team-building approaches are employed to enhance interpersonal skills. (CSU)

Student Learning Outcomes

Upon course completion, the successful student will have acquired new skills, knowledge, and or attitudes as demonstrated by being able to:

1. Describe different employee attitudes and analyze the consequences of those attitudes on a business. (ILO1, ILO2, ILO3, ILO5)
2. Explain the importance of interpersonal dynamics. (ILO1, ILO2, ILO3, ILO4, ILO5)
3. Apply human relations techniques in their workplace and personal lives.(ILO1, ILO2, ILO3, ILO4)

Course Objectives

Upon satisfactory completion of the course, students will be able to:

1. Describe the models of organizational behavior.
2. Describe social systems and organizational culture.
3. Demonstrate communications management techniques.
4. Explain the mainsprings of motivation and how to motivate employees.
5. Explain the performance appraisal process and importance of regard systems.
6. Describe employee attitudes and their effects.
7. Explain the roles of leadership and management in Human Relations.
8. Explain the nature and uses of participation for the purpose of acquiring information.
9. Explain the importance of interpersonal dynamics.
10. Engage in collaborative learning, team building, and skill-building exercises and case studies to enhance interpersonal skills.
11. Explain how to manage change.
12. Describe the organizational development process.
13. Explain the classical approach to organizational change.
14. Explain the role of ethics and social responsibility in an organization.
15. Describe the importance of the concept of quality of life work and sociotechnical system.
16. Explain the steps involved in working with unions.
17. Explain the concept of equal employment opportunity.
18. Describe stress reduction and counseling techniques.

Textbooks & Other Resources or Links

Human Relations in Organizations: Applications and Skill Building, 12th edition, by Robert Lussier, published by McGraw Hill. ISBN10: 1260682986; ISBN13: 9781260682984

Other course resources will be on the Canvas course website.

Course Requirements and Instructional Methods

Class activities will consist of lecture, group discussion, group activities, and multimedia presentations. Assignments will include reading of the textbook and other relevant material, and analysis of human relations cases and problems, and a team presentation. These will be done both in-class and through out-of-class reading and homework assignments that will be distributed throughout the semester. There will be two exams during the semester: a Mid-term Exam and a Final Exam. Each exam will cover approximately half of the textbook. (Please see the “Course Grading” section below for more information on this topic.)

Course Grading Based on Course Objectives

	<i>Course Grading</i>	<i>Grade Scale</i>
Mid-term Exam	100	A = 315-350
Final Exam	100	B = 280-314
Class Exercises and Homework	100	C = 245-279
<u>Presentation</u>	<u>50</u>	D = 210-244
Total	350	



Note on Exams: Each student will need to provide a Scantron (100) and a # 2 pencil for each exam. There are no make-up exams.

Note on Homework: Homework must be turned in on the date assigned to receive full credit. Homework may be turned in one class period late for up to one-half credit. No homework will be accepted that is more than one class period late. In-class homework assignments may only be done in class.

Note on Presentation: The presentation will focus on a major topic in Human Relations Management. It will be a team presentation, expected to be approximately 7 - 10 minutes long. A short written summary of the presentation is due at the time of the presentation. More information to follow.

Course Policies

IVC ATTENDANCE POLICY

A student who fails to attend the first meeting of a class or does not complete the first mandatory activity of an online class will be dropped by the instructor as of the first official meeting of that class. Should readmission be desired, the student's status will be the same as that of any other student who desires to add a class. After the first week's drops for nonattendance and nonparticipation, it is the student's responsibility to drop or officially withdraw from the class. See [General Catalog](#) for details.

Regular attendance in all classes is expected of all students. A student whose continuous, unexcused absences exceed the number of hours the class is scheduled to meet per week may be dropped. For online courses, students who fail to complete required activities for two consecutive weeks may be considered to have excessive absences and may be dropped. However, as noted above, it is ultimately the student's responsibility to drop a class.

Absences attributed to the representation of the college at officially approved events (conferences, contests, and field trips) will be counted as 'excused' absences.

Other Course Information

Classroom etiquette

- **Electronic Devices:** Cell phones and electronic devices must be turned off and put away during class, unless otherwise directed by the instructor.
- **Food and Drink** are prohibited in all classrooms. Water bottles with lids/caps are the only exception. Additional restrictions will apply in labs. Please comply as directed by the instructor.
- **Disruptive Students:** Students who disrupt or interfere with a class may be sent out of the room and told to meet with the Campus Disciplinary Officer before returning to continue with coursework. Disciplinary procedures will be followed as outlined in the [General Catalog](#).
- **Children in the classroom:** Due to college rules and state laws, no one who is not enrolled in the class may attend, including children.

Netiquette is internet manners, online etiquette, and digital etiquette all rolled into one word. Basically, netiquette is a set of rules for behaving properly online.

Students are to comply with the following rules of netiquette: (1) identify yourself, (2) include a subject line, (3) avoid sarcasm, (4) respect others' opinions and privacy, (5) acknowledge and return messages promptly, (6) copy with caution, (7) do not spam or junk mail, (8) be concise, (9) use appropriate language, (10) use appropriate emoticons (emotional icons) to help convey meaning, and (11) use appropriate intensifiers to help convey meaning [do not use ALL CAPS or multiple exclamation marks (!!!!)].

Academic honesty in the advancement of knowledge requires that all students and instructors respect the integrity of one another's work and recognize the important of acknowledging and safeguarding intellectual property.

There are many different forms of academic dishonesty. The following kinds of honesty violations and their definitions are not meant to be exhaustive. Rather, they are intended to serve as examples of unacceptable academic conduct.

- Plagiarism is taking and presenting as one’s own the writings or ideas of others, without citing the source. You should understand the concept of plagiarism and keep it in mind when taking exams and preparing written materials. If you do not understand how to “cite a source” correctly, you must ask for help.
- Cheating is defined as fraud, deceit, or dishonesty in an academic assignment, or using or attempting to use materials, or assisting others in using materials that are prohibited or inappropriate in the context of the academic assignment in question.

Anyone caught cheating or plagiarizing will receive a zero (0) on the exam or assignment, and the instructor may report the incident to the Campus Disciplinary Officer, who may place related documentation in a file. Repeated acts of cheating may result in an F in the course and/or disciplinary action. Please refer to the [General Catalog](#) for more information on academic dishonesty or other misconduct. Acts of cheating include, but are not limited to, the following: (a) plagiarism; (b) copying or attempting to copy from others during an examination or on an assignment; (c) communicating test information with another person during an examination; (d) allowing others to do an assignment or portion of an assignment; (e) using a commercial term paper service.

IVC Student Resources

IVC wants you to be successful in all aspects of your education. For help, resources, services, and an explanation of policies, visit <http://www.imperial.edu/studentresources> or click the heart icon in Canvas.

Anticipated Class Schedule/Calendar

Week 1	Introduction
Week 2	Chapter 1
Week 3	Chapter 2
Week 4	Chapter 3
Week 5	Chapter 4



Week 6	Chapter 5
Week 7	Chapter 6, Review
Week 8	Mid-Term Exam
Week 9	Emotional Intelligence
Week 10	Chapter 7
Week 11	Chapter 10
Week 12	Presentations
Week 13	Presentations
Week 14	Chapter 11
Week 15	Chapter 12, Review
Week 16	Final Exam

*****Subject to change without prior notice*****