

HUMAN RELATIONS IN MANAGEMENT - BUS 136  
SYLLABUS  
Imperial Valley College

INSTRUCTOR INFORMATION:

Name: Argelia Gaddis "AJ"

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Office Hours: Instructor can meet after class for brief assistance; appointment required for one-on-one support.

Course Title: Human Relations in Management

Credits: 3      Room: 810

Course Number: 10947      Schedule: Thursday

Time: 0630 – 0940 PM

REQUIRED TEXT:

Human Relations, 8<sup>th</sup> Edition, Lussier

Gung Ho, 1<sup>st</sup> Edition, Blachard

CATALOG DESCRIPTION:

Students study Human Relations as they apply to management.

EDUCATIONAL PHILOSOPHY:

My responsibility is to ensure that students comprehend the subject matter with confidence and know how to apply concept and theory into practice as well as utilize suggestions and tools that were discussed during the course for personal and professional growth. To reinforce reading materials, students will engage in classroom activities, group projects, and research that allow them to not only understand the author's viewpoints but also question or prove how it relates to their professional and personal development.

COURSE OBJECTIVES:

Upon satisfactory completion of the course, the student should be able to demonstrate that they have the following:

1. Experienced personal growth, increased self awareness, and the development of human relations skills through classroom assignments, exercises, and projects;
2. Describe models of organizational behavior, social systems and organizational culture;
3. Demonstrate communications management techniques;
4. Explain the performance appraisal process and importance of regard systems;
5. Describe employee attitudes and their effects.
6. Explain the importance of inter, intra and leadership skills and why they are so important in an organization.
7. Engage in collaborative learning, team building, and skill-building exercises and case studies;
8. Explain the concept of Equal Employment Opportunity;
9. Discuss stress reduction and counseling techniques.

## SPECIFIC COURSE LEARNING OUTCOMES:

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

- Define human relations and exemplify with examples.
- Describe different employee attitudes
- Apply human relations techniques in their workplace and personal lives.
- Demonstrate use of communication skills.
- Identify types of conflict and control methods (conflict management/ resolution).
- Examine methods for successfully handling difficult people.
- Identify group roles and describe team concept.
- Examine organizational climate.
- Explain the concept of diversity.
- Identify origins of prejudice and types of discrimination.
- Define and elaborate what sexual harassment is and avoidance methods.
- Define ethics as it is applied to the business world and social responsibility.
- Demonstrate critical problem-solving skills and thinking skills.
- Describe how human relations skills influence goals and success in a future career.

## ATTENDANCE POLICY

Student who fails to attend the first meeting of the class will be dropped. Attendance and in-class participation will have a direct bearing on grades and assignments, and are vital for this course since this is a human relations class, and much of the learning and practice will take place through peer interactions during class. Students are responsible for following up on assignments or other information if they are unable to attend class.

## GRADING SYSTEM:

Grades will be determined as follows:  
30% Assignments / 30% Exams / 30% Final Exam / 10% Participation.

There will be opportunities for extra credit assignments.

## GRADING OUTLINE:

Students' grades are determined by several small individual assignments or projects to help apply the materials students are learning. Students will be asked to write a journal, documenting all of their daily human relations interaction and experiences. The journal will also allow students to document how they utilize the human relation skills they learned in class and reading materials when tackling daily life experiences both at work and home. Additional points may be added for total classroom participation.

Student journals will be collected and reviewed periodically through the semester.

### ATTENDANCE STATEMENT:

Attendance and in-class participation will have a direct bearing on your grade. Participation of in-class assignments are very vital for this course since this is a human relations class, and much of the learning and practice will take place through peer interactions during class. The activities and information you may miss will also have a bearing on your grade. Students are responsible for following up on assignments or other information if they are unable to attend class.

### ACADEMIC HONESTY POLICY:

Students are expected to conduct themselves in an adult, ethical, honest and professional way on assignments, research papers, and exams.

### CLASSROOM CONDUCT POLICY:

Students are expected to conduct themselves in a courteous, responsible, mature manner in the classroom.

### JOURNAL OUTLINE

Students will be asked to keep a journal, documenting all of their daily human relations interaction and experiences. The journal will also allow students to document how they utilize the human relation skills they learned in class and reading materials when tackling daily problems both personal and professional. Students will be asked to submit their Journals a minimum of three (3) times during the semester for review.

### TENTATIVE COURSE OUTLINE:

The following schedule represents a plan for the semester. Since this class involves discussion, classroom activities, and other material that may alter this schedule, it should not be interpreted as written in stone. If there are changes to assignment due dates, students will be notified in class. Students missing class are responsible for knowing this information.

Adjustments for holidays are reflected.

Course Outline/ Assignments, Time and Dates are Subject To Change

## COURSE OUTLINE

Week 1 - Chapter 1: Understanding Behavior, Human Relations and Performance  
Week 2 - Chapter 2: Personality, Learning, and Perception  
Week 3 - Chapter 3: Attitude, Self-Concept, Values, and Ethics  
Week 4 - Test on Chapters 1-3/Chapter 4 – Time and Career Management  
Week 6 – Chapter 4 /Chapter 5 Interpersonal Communication  
Week 7 – Chapter 7 Dealing with Conflict  
Week 8 – Test Chapter 5 and 7 / Chapter 8 Leading and Trust  
Week 9 – Chapter 9 Motivation Performance  
Week 10 – Chapter 11 Networking and Negotiation  
Week 11 – Test Chapter 8,9,11 /Chapter 12 Team Dynamics and Leadership / Chapter 13 Team & Creative Problem Solving & Decision Making – (Group Presentations).  
Week 13 – Chapter 12/13 Group Presentations/Chapter 14 Organizational Change and Culture  
Week 14 – Chapter 15 – Global Diversity  
Week 15 – Gung Ho Group Time / Presentation  
Week 16 - Final Exam

### NEED ASSISTANCE:

If you have any condition, such as physical or learning disability for which you need extra assistance, reasonable accommodation, please provide me with information regarding your special needs as soon as possible so that appropriate accommodations can be made.