

CATALOG INFORMATION

Dept & Nbr: BUS 134 Title: HUMAN RELATIONS IN BUS  
Full Title: Human Relations in Business

Units	Course Hours	Per Week	Nbr of Weeks	Course Hours	Total
Max: 3.0	Lecture	3.0	17	Lecture	51.0
Min: 3.0	Lab	0.0		Lab	0.0
	Contact DHR	0.0		Contact DHR	0.0
	Contact Total	3.0		Contact Total	51.0
	Non-contact DHR	0.0		Non-contact DHR	0.0

Title 5 Category: 01 AA Degree Applic  
Grading: GC Credit course for grade or CR/NC  
Repeatability: 00 No repeatability allowed or defined  
Also listed as:

CATALOG DESCRIPTION:

Examines the role of the supervisor / manager and provides an understanding of how to work with people in organizations. Emphasizes perception, motivation, communication, leadership's styles, group dynamics, decision making, and managing change. Course may not meet major requirements at transfer institutions. See your counselor for more information.

PREREQUISITES:

COREQUISITES:

RECOMMENDED PREPARATION:

No advisories.

LIMITS ON ENROLLMENT:

SCHEDULE OF CLASSES INFORMATION:

People are the key to greater productivity. This course is about organizational behavior and the study and application of how people behave within organizations. Applies to all types of organizations, private and public, large and small. Course may not meet major requirements at transfer institutions. See your counselor for more information. (Grade or CR/NC)  
Transfer Credit: CSU.

ARTICULATION and CERTIFICATE INFORMATION

ASSOCIATE DEGREE: Effective: FALL 1981 Inactive:  
Area: B2 SOCIAL & BEHAVIORAL SCIENCES

CSU GE: Effective: FALL 1981 Inactive:  
Transfer area: D7 INTERDISCIPLINARY SOCIAL/BEHAVIOR SCI.

IGETC: Effective: Inactive:  
Transfer area:

CSU TRANSFER: TRANSFERABLE      Effective: FALL      1981      Inactive:

UC TRANSFER:                              Effective:                              Inactive:

CAN:

CERTIFICATE APPLICABLE:      C      CERTIFICATE APPLICABLE COURSE

APPROVAL AND DATES

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Version 01      Submitted by: TAYLOR/ROBERTSON/HENSELL      Date: 09/03/1996  
Department approved:    Date:  
Curriculum approved: 06/01/1981      Version approved: 06/01/1981  
Prerequisites approved: 09/03/1996      Last reviewed: 09/03/1996  
Term effective: SPRING 1997      Last taught: SPRING 2008      Inactive:

COURSE CONTENT

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OUTCOME AND OBJECTIVES:

1. Summarize the concepts of human behavior as they apply to organizations
2. Describe the nature of decision making in organizations.
3. Identify the principal barriers to effective communication.
4. Describe the purpose and nature of formal and informal groups.
5. Recognize the importance of understanding concepts of needs and motivation.
6. Explain and contrast the three major styles of leadership.
7. Describe the nature and use of organization development (OD) in effecting organizational change.
8. Understand the nature and effects of stress on individuals.
9. Recognize the risks associated with low standards of organizational ethics.

TOPICS AND SCOPE:

1. Human Relationships in Organizations
2. Human Perception
3. Nature of Communication
4. Small Group Dynamics
5. Human Needs, Motivation, and Morale
6. Leadership
7. Total Quality Management
8. Quality of Work Life (QWL)
9. Change Management and Organization Development (OD)
10. Cultural Diversity in the Workplace
11. The Older Worker
12. Organizational Approaches to Alcohol and Drug Abuse
13. The Nature of Stress
14. Conformity, Privacy, and Disciplining Employees
15. Organizational Ethics and Responsibilities
16. Organization Cultures in a Global Environment

ASSIGNMENTS:

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READING ASSIGNMENTS:

Students will be required to read and study the assigned chapters in the textbook, as well as the experiential and learning exercises at the end of each chapter and assignments from handouts, library books and magazines.

WRITING ASSIGNMENTS:

Student will write on selected essay topics assigned from the text; one subject of interest to be developed into a research paper of approximately 1000 words.

OUTSIDE ASSIGNMENTS:

None beyond that stated above.

ASSIGNMENTS THAT DEMONSTRATE CRITICAL THINKING:

1. Discussion of problem solving techniques and the decision making process.
2. Recognition of various barriers to effective communication.
3. Discussion of human needs and motivation.
4. Discussion of organizational ethics.

METHOD OF INSTRUCTION:

Lecture, case analyses, experiential exercises, and group discussions.

METHODS OF EVALUATION:

1. Examinations, (approximately 75-90%): Students are required to take written quizzes on every chapter and comprehensive midterm and final examinations with objective and essay questions.
2. Written work, (approximately 10-25%): Students are expected to complete timely written homework assignments based upon questions and business cases found at the end of each chapter of the text.
3. Research paper, (approximately 0-15%): Students may be required to complete a research paper of approximately 1000 words based upon their research on current human relations issues.

BASIS FOR GRADING:

The assignment of a grade is based on the level of achievement of the outcomes and objectives of the course outline and is reflected in quantifiable terms in the course syllabus.

REPRESENTATIVE TEXTBOOKS:

Required text: The Human Side of Organizations, Sixth Edition, Stan Kossen, Harper Collins