

BUA 120.I51 : Human Relations in Business

Jackson College

Winter 2017 Syllabus

Instructor: Mr. Curt Cremeans

E-mail: cremeancurtise@jccmi.edu

Course Dates: 02/06/2017 – 05/07/2017

Course Description: Effective human relations are an indispensable tool in developing a successful professional presence in today's world. Topics include self-understanding, as well as the understanding of others, motivation, productivity, morale, conflict and change, stress, ethics, diversity, goal setting, the power of positive reinforcement, image building, emotional control, assertiveness, effective communication and different leadership styles.

In this class you will participate in a variety of experiences and exercises designed so that you can:

- Gain a new understanding and appreciation of human behavior.
- Understand your attitudes and reshape them as needed.
- Develop different skills for relating with others.

Textbook: . DuBrin, Human Relations for Career & Personal Success, 10th Edition by Pearson Education. ISBN-10: 0-13-297440-1. A digital edition of the textbook is available.

Requirements:

1. Read text and complete assignments on time.
2. Participate in class activities and discussions in a responsible/considerate manner.
3. Successfully pass quizzes, exams, plus participate and contribute to weekly forums and complete journal activities.

Quizzes: There will be a 20 point quiz for each of the 17 chapters in the book. The quiz will be posted and available during the same week the chapter is assigned and will be open until 11:55PM Tuesday (Eastern Time) of the next week. All quizzes will be a mixture of true/false and multiple choice questions. There is a 40 minute time limit for

taking the quiz. You will receive immediate results regarding points you earned. You will also be able to access the actual quiz you took and to see which questions were missed once everyone has completed the quiz or the quiz is closed. No quizzes will be made up and no re-takes are allowed. Be sure to prepare well for the quiz prior to taking it.

Tests: You will have two exams during the semester and each is worth 60 points. The mid-term reviews chapters 1-8 and is scheduled for the end of week 6. The final covers chapters 9-17 and will be during week 12. Both will be comprised of true/false and multiple choice questions and some questions will be exactly the same as you had on the quizzes. There is a time limit of 120 minutes for taking the tests.

Forum: The discussion part of the class will take place in an on-line class participation forum. Each week is worth 10 possible points. Since this is a 12 week class, $10 \times 12 = 120$ possible points for forum discussion. You will be required to make two posts to the forum each week. One post is your response to the forum topic and the other post is a response to a post made by a classmate. Please review the “Guidelines for using the Forum” and “Rubric for Forum grading” on the JetNet course page.

Journal: Each week you are required to submit a half-page minimum journal entry which relates specifically to the material in the chapter/chapters being studied. Each entry is worth 10 possible points \times 12 weeks for a total of 120 possible points. Please refer to “Journal Writing Tips” for more information.

Deadlines: The deadline for all work assigned for a specific week is 11:55PM (Eastern Time) on the Tuesday of the following week. For example, any assignments given for the week beginning February 6, 2017 will no longer be accepted after 11:55PM on Tuesday, February 14, 2017. Please plan your time accordingly. The only exception to the deadline policy is the final week of class as the last day of the semester is Sunday, May 7, 2017. All work must be completed by then as grades must be submitted.

Again, no assignments will be accepted late!!

Grading: Point-Based Grading Scale:

Quizzes (17 X 20)	340 points
Tests (2 X 60)	120 points
Forum (12 X 10)	120 points
Journal (12 X 10)	120 points
Total Possible	<u>700 points</u>

Grading Scale

630-700 = 4.0 (90%)

595-629 = 3.5 (85%)

560-594 = 3.0 (80%)

525-559 = 2.5 (75%)

490-524 = 2.0 (70%)

455-489 = 1.5 (65%)

420-454 = 1.0 (60%)

385-419 = 0.5 (55%)

Below 385 = 0.0

Tentative Course Schedule (Subject to Change)

<u>Week</u>	<u>Chapters</u>	<u>Tests</u>
1	1	
2	2-3	
3	4	
4	5	
5	6-7	
6	8	Mid-term exam - (Chapters 1-8)
7	9-10	
8	11	
9	12-13	
10	14	
11	15-16	
12	17	Final exam – (Chapters 9-17)