



Human Relations in Business

BUA 120 PSI1

Spring 2021

Number of Credits: 3
Days Class Meets: N/A
Meeting Times: N/A
Location: St. Louis Facility

Office: N/A
Contact Phone: N/A
Contact Email: N/A
Office Hours: N/A
Online: N/A

Instructor: Dr. Smith

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.

Prerequisite(s)

CIS 095, ENG 085 and ENG 090 or equivalent

Course Goals

Learn about the skills required to operate in today's dynamic businesses and gain new skills that you can use in your future business careers. Emphasis is placed upon communication and team dynamics. This knowledge can help you enhance your business career and your overall future success in today's business environment

Course Objectives

The course goals and objectives incorporate specific General Education Outcomes (GEOs) established by the JC Board of Trustees, administration, and faculty. These goals are in concert with four-year colleges and universities and reflect input from the professional communities we serve. GEOs guarantee students achieve goals necessary for graduation credit, transferability, and professional skills needed in many certification programs. The GEOs and course objectives addressed in this class include the following:

1. Identify what "human relations" means in the modern organization
2. Recognize effective work habits and identify ways you can manage stress in your professional career
3. Provide a review of how self-esteem, confidence, and motivation influence workplace behavior and emotions
4. Reflect on how values and ethical behavior is needed in today's organizations
5. Summarize the manner in which creativity and problem solving can benefit the organization
6. Identify the relationship between communication, workplace relationships, and conflict in the professional setting
7. Identify the role a leader has within the organization and how that leader contributes to workplace diversity

Textbook

- Reece, B. and Reece, M. (2017). *Effective Human Relations: Interpersonal and Organizational Applications* (13th ed.). Boston, MA: Cengage Learning.
- Text Book Zero - The textbook is available in a digital format and may be purchased in the bookstore.
- LIBRARY RESOURCES: Students are encouraged to use the library for research and to complete assignments when necessary.

Grading Procedure

		Points
Chapter Key Terms & Discussion Questions	14 @ 21.4 pts	300
CEO Discussion Summaries	10 @ 10 pts	100
BUA 120 Chapter Cases	14 @ 14.3 pts	200
Self-Assessment Project	1 @ 150 pts	100
Final Analysis Written Paper	1 @ 150 pts	100
TOTAL		900 pts

Grading Scale

GPA	GRADE RANGE		
4.0	93-100%	1.5	64-69%
3.5	88-92%	1.0	58-63%
3.0	82-87%	0.5	52-57%
2.5	76-81%	0.0	Below 52
2.0	70-75%		

Course Policies

ACADEMIC HONESTY AND APPEALS: Students are expected to maintain the highest standards of academic integrity. Behavior that violates these standards is not acceptable. Examples are the use of unauthorized material, communication with fellow students during an examination, attempting to benefit from the work of another student, and any other similar behavior defeats the intent of an examination or other class work.

Cheating on exams, plagiarism, improper acknowledgment of sources in essays, and the use of a single essay or paper in more than one course without permission are considered very serious offenses and shall be grounds for disciplinary action as outlined in the current General Catalog.

Academic Honesty Policy

Students are expected to maintain academic integrity and honesty in completion of all work for this class. Examples of academic dishonesty include but are not limited to:

- Receiving or providing unauthorized assistance on exams
- Using unauthorized material during an exam

Plagiarism (using materials from sources without citation)

Copying the work of someone else and submitting it as you own

The first instance of academic dishonesty will result (for all parties involved) in no credit for the assignment or exam. In addition, a student will be ineligible to complete any extra credit work for this class. Subsequent episodes will result in further disciplinary action, up to and including failure of the course. All students are expected to follow Jackson College's Student Code of Conduct. If you are unfamiliar with the code, to can be found at: <https://www.jccmi.edu/wp-content/uploads/StudentCodeOfConduct.pdf>

Course Components

KEY TERM REVIEW & DISCUSSION QUESTIONS: Students will define key terms from the chapter. They will answer the discussion questions that are relevant for the chapter. The goal is for students to apply the information and generate discussions to real-world situations and concepts presented in the course.

Assignments/Projects: Students will have projects that will engage them. They will analyze management of a business through various perspectives using human relation skills. Students will Complete a Self-assessment paper and a final analysis paper

CEO Discussions: Students will compare and contrast short articles from various fields.

Chapter Case Studies: Each chapter, students will analyze cases from various businesses and industries.

CLASS DISCUSSIONS/ PARTICIPATION/ACTIVITIES: Throughout the semester, students are expected to use JPay. Also, if it's allowed, students are encouraged to work in groups to discuss the leader summaries and discussion case studies.

Course Outline

***Key Pick Up Dates for Student Work: 6/11, 6/25, 7/9, 7/23, 8/6, and 8/20- Final**

UNIT #	COURSE	TOPIC	ASSIGNMENTS/ TEST/COMMENTS
1		Introduction, Course Overview Chapter 1: Introduction to Human Relations Chapter 2: Improving Personal and Organizational Communications CEO Discussion #1	Review Assignment/ Discussion: Chapter 1 & 2 Key Terms & Review Summary
2		Chapter 3: understanding Your Communication Style Chapter 4: Building High Self Esteem CEO Discussion #2	Review Assignment/ Discussion: Chapter 3 & 4 Key Terms & Review Summary
3		Chapter 5: Personal Values Influence Ethical Choices Chapter 6: Attitudes Can Shape your Life Self-Assessment Project Due CEO Discussion #3	Review Assignment/ Discussion: Chapter 5 & 6 Key Terms & Review Summary
4		Chapter 7: Motivating Yourself and Others Chapter 8: Improving Interpersonal Relations and Constructive Self-disclosure CEO Discussion #4	Review Assignment/ Discussion: Chapter 7 & 8 Key Terms & Review Summary
5		Chapter 9: Achieving Emotional Balance in a Chaotic World Chapter 10: Building Stronger Relationships with Positive Energy CEO Discussion # 5	Review Assignment/ Discussion: Chapter 9 & 10 Key Terms & Review Summary
6		Chapter 11: Developing a Professional Presence	Review Assignment/ Discussion: Chapter 11 & 12 Key Terms & Review Summary

		Chapter 12: Team Building: A Leadership Strategy CEO Discussion # 6	
7		Chapter 13: Resolving Conflict and Dealing with Difficult People Chapter 14: Responding to Personal and Work-Related Stress CEO Discussion #7	Review Assignment/ Discussion: Chapter 13 & 14 Key Terms & Review Summary
8		Chapter 15: Valuing Workforce Diversity and Inclusion Chapter 16: The Changing Roles of Men and Women CEO Discussion #8	Review Assignment/ Discussion: Chapter 15 & 16 Key Terms & Review Summary
9		Chapter 17: A Life Plan for Effective Human Relations CEO Discussion #9	Review Assignment/ Discussion: Chapter 17 Key Terms & Review Summary
10		Final Written Analysis Project Due CEO Discussion #10	Final Written Analysis Project
	8/14/21	Course Ends	

Disclaimer: The Instructor reserves the right to amend this syllabus as deemed necessary and will communicate such amendment to the students in the course

Attendance Policy

Your participation and attendance are expected weekly. Attendance is counted by your participation in using JPay/email. Your success will depend upon the time you spend working on your course work and communicating with the instructor. JC administration and the federal government require faculty to file attendance regularly. Attendance will be taken each week using JPay/email response. It is expected that each student use JPay. If you are absent the first week of class, you may be dropped. If you are absent for three (3) consecutive classes, you will be dropped from the course.

This syllabus may be amended at any point during the semester. Changes to it will be communicated and students will be responsible for adhering to those changes. Your grade will be based on the points you earn on exams, quizzes, assignments, projects, presentations, and participation. The grade points assigned are estimates and subject to modification. Exact due

dates for assignments, tests, exams, etc. will be announced in class and are included on the Assignment Calendar located at the end of this document.

Final Notes

1. If you are absent from class you are still responsible for all information presented and for turning in, on time, any assignments that are due. If possible, it is a good idea to set up one or two “support” class mates to contact for questions and missed information.
2. In the event of a dispute, both students and faculty should follow the JCC Conflict Resolution Policy. This policy is in the Student Handbook.
3. Withdrawals from the class must be made prior to the date posted in the current schedule of classes book. Students who stop attending class without completing and filing a withdrawal form will receive a grade of 0.0.
4. Incomplete grades will generally not be issued. Unscheduled surgery, or similar circumstances, are really the only reasons for requesting an incomplete course grade.
5. Students requiring special assistance, including those affected by the Americans with Disability Act should contact the Center for Student Success. This is the first step in acquiring supportive accommodations to help you with your courses.