

CLASS NUMBER AND NAME:	GBN200A—HUMAN RELATIONS I
TOTAL HOURS/UNITS:	24 HOURS/2 UNITS
PREREQUISITES:	NONE
TEXTS AND MATERIALS:	<i>Human Relations in Organizations</i> , Eighth Edition by Robert N Lussier; McGraw-Hill-Irwin 2010 (ISBN 9781121811058) Customized book for GBN200A
CLASS DESCRIPTION:	A study of human relationships in the workplace, which emphasizes many practical aspects of human behavior. The approach to issues will be as realistic and as directly job related as possible in a classroom setting.
CLASS OBJECTIVES:	<p>To provide the student with the knowledge necessary to apply successful human relations skills personally and professionally.</p> <p>To provide an introduction to issues of self-esteem, self-awareness, communication styles, attitudes and values, stress, customer service, and group dynamics in the business environment.</p>
CLASS FORMAT OVERVIEW:	This course will be a combination of lecture, class discussion, and group activity sessions.
REQUIREMENTS:	Time spent in preparation for or reflection on course lecture will approximate two hours outside of class for each lecture credit hour utilized by the instructor in delivery of the material and ¼ hour outside of class for each hour of structured lab time.
METHODS OF INSTRUCTION:	As lecture and class discussion are used as the principal means of instruction, it will be expected that all students will be present every day to take part in class. Along with the discussions held in class, students will participate in several group activity sessions for optimum understanding of concepts discussed in class.

CLASS ATTENDANCE:

Students will be required to read the assigned chapter(s) before class and complete weekly homework assignments. It is critical to the student's success to attend class every day. **Thirty percent** of the final grade for the class will be based on attendance. Student's presence for the entire hour is an important demonstration of the concept of professional demeanor and shows respect for the class. Therefore, students will only be marked present when they arrive on time and remain during the entire class session.

TESTING:

Tests will be given after the completion of each chapter.

LATE TESTING AND ASSIGNMENTS:

A 10 percent penalty will be issued for all late quizzes. If the student is not present on the day of the test and has not made arrangements with the instructor to take the test early, the student will automatically be given the 10 percent penalty.

GRADING POLICIES:

Weighting of grades is as follows:

30 Percent	Attendance
70 Percent	Homework, quizzes, final exams, written assignments, or projects.

Grading is based on the following scale:

90-100%	A
80- 89%	B
70- 79%	C
60- 69%	D
59%	F

ANTICIPATED LEARNING OUTCOMES:

Upon completing this course, the student will be able to:

1. Understand the intrinsic nature of human relations and the effect interpersonal skills have on personal and professional productivity.
2. Develop critical thinking skills when communicating in both one-on-one and group situations.
3. Apply human relation skills with customers, co-workers, and to use them in stressful situations.

Human Relation I—GBN200A

Week	Topics	Assignments	Due Dates
Week 1	Behavior, Human Relations, Performance	Read Chapter 1 Chapter 1 Essay Questions	
Week 2	Personality, Stress, Learning and Perception	Complete Chapter 1 Essay and Test Read Chapter 2 Chapter 2 Essay Questions Work on Final Team Project	
Week 3	Learning and Perception Attitude Self Concept, Values, Ethics	Complete Chapter 2 Essay and Test Read Chapter 3 Work on Final Team Project	
Week 4	Attitude Self Concept, Values, Ethics	Chapter 3 Essay Questions Work on Final Team Project	
Week 5	Interpersonal Communications	Complete Chapter 3 Essays and Test Read Chapter 5 Chapter 5 Essay Question Work on Final Team Project	
Week 6	Team Work Projects and Oral Presentations	Complete Chapter 5 Essay and Test Complete Final Team Project Preparation, Team Oral Presentations and Report Due	

The instructor reserves the right to adjust this schedule as necessary to meet the course objectives.