

CLASS NUMBER AND NAME:	GBN200B – HUMAN RELATIONS II
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 9781121811072) Customized book for GBN200B
CLASS DESCRIPTION:	A study of human relationships in the workplace which emphasizes many practical aspects of human behavior. Conflict resolution, team dynamics, leadership, organizational change, diversity, ethical politics, and power are topics that will be discussed in this class.
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 conflict, resolutions, team work, and leadership skills.</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 chapters 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 and participation. 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 stay seated during the entire class session.

TESTING:

There will be weekly cumulative quizzes.

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:

The grading is as follows:

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

You will be graded on the following g scale:

90-100%	A
80-89%	B
70-79%	C
60-69%	D
Below 60	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. Utilize successful techniques of communication in a multi-cultural business environment.
3. Understand and apply business ethics in today's work force.
4. Utilize various conflict management techniques in the workplace.
5. Apply business etiquette as it applies in a multi-cultural business environment.

Human Relations II—GBN200B

6 Week	Topics	Assignments	Due Dates
Week 1	Team Dynamics and Leadership Stages of Team Development	Read Chapter 11, Chapter 11 Complete Assignments	
Week 2	Team Problem Members, Dealing with Conflict, Assertiveness, Passive/Aggressive	Complete Chapter 11 Assignments and Test Read Chap 6, Chapter 6 Assignment	
Week 3	Dealing with Conflict	Complete Chapter 6 Assignment and Test	
Week 4	Networking, and Negotiating Developing and Maintaining Network	Read Chapter 10, Chapter 10 Assignment Final Team and Individual Project	
Week 5	Ethical Power, Politics, and Etiquette	Complete Chapter 10 Assignments and Test Read Chapter 9, Chapter 9 Assignment Final Team Project	
Week 6	Ethical Power, Politics, and Etiquette	Complete Chapter 9 Assignments and Test Complete Final Team Project	

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