

# BUS 125 - Human Relations

Spring 2012

**Time:** 4:30 p.m. to 5:50 p.m.  
**Instructor:** Allison Pratt  
**Tel:** (949) 588-8385  
**E-mail:** [allisonjpratt@gmail.com](mailto:allisonjpratt@gmail.com)  
**Ticket #:** 22670

**Room:** BGS 235  
**Date:** 8/23/11 – 12/18/11  
**Units:** 3  
**Day:** Tuesday

## Course Description:

Behavioral science concepts applied to management and development of human resources in the social subgroup of business organizations. Focuses on the ways people act in response to their working environment; creates awareness of policies and actions which prevent or resolve problems among individuals within groups; develops methods of inquiry used through study of current management techniques; and stimulates critical thinking about human organizational challenges, workforce diversity, and solutions aimed at greater productivity of the individual, groups, customer service, and project management.

## Course Objectives:

Upon completion of this course, the student will be able to:

1. Relate appropriate methods of dealing with human relations problems in the organization due to competitive forces, reorganization, and changing technology.
2. Outline and analyze the most effective solutions to common managerial problems such as “groupthink, low morale and motivation”
3. Assess modern day practices of managers that do not tap employee potential or motivation.
4. Appraise working conditions and make revisions through managerial human relations techniques.
5. Obtain information on needed materials for research in the human relations field.
6. Recognize and define successful human relations techniques for project management.

## Student Resources:

Text: *The Human Side of Organization*, Drafke & Kossen; Pearson Education (Prentice Hall) 10<sup>th</sup> Ed.; ISBN # 0-13-513974-0. **Access to internet and BlackBoard for online/hybrid portion of class.**

## Course Evaluation and Grades:

Face to Face and Online Participation	50
Open Mind Tests	250 (5 @ 50 points each)
Group Semester Project	100 points
In Class Assignments*(cannot be made up)	100 points 5@ 20 points each
Assigned Cases (completed online**)	150 points (10 @ 15points each)
<b>Total Points</b>	<b>650</b>
Pratt's Payment\$ (Extra Credit)	Up to 15 points (\$3 x maximum of 5)

**Final Grade: A=585+ B=520-584 C=455-519 D=390-454 F=Below 390**

\*Must be present for in class assignment credit

\*\* No credit for late work

## Tentative Class Schedule

<b>Date</b>	<b>Day</b>	<b>Subject – Do Chapter Reading Before Class</b>
Week 1 8/23	Tuesday	Introductions Syllabus review Course Overview - Hybrid Expectations
Week 2 8/30	Tuesday	Chapter 1 and Chapter 2* (Due by 8/30) Discuss Semester Project
Week 3 9/6	Tuesday	Project Orientation and Group Topic Selection Chapter 3* (Due by 9/6)
Week 4 9/13	Tuesday	Chapter 4* (Due by 9/13)
Week 5 9/20	Tuesday	Chapter 5* (Due by 9/20) and Chapter 6
Week 6 9/27	Tuesday	Chapter 7 and 8* (Due by 9/27)
Week 7 10/4	Tuesday	Chapters 9* (Due by 10/4)
Week 8 10/11	Tuesday	Chapter 10* (Due by 10/11)
Week 9 10/18	Tuesday	Chapter 11* (Due by 10/18)
Week 10 10/25	Tuesday	Chapter 12* (Due by 10/25)
Week 11 11/1	Tuesday	Chapter 13
Week 12 11/8	Tuesday	Chapter 14
Week 13 11/15	Tuesday	Chapter 15
Week 14 11/22	Tuesday	Chapter 16* (Due by 11/22)
Week 15 11/29	Tuesday	Rehearsals and Technical Check
Week 16 12/6	Tuesday	Group Presentations and Class Discussion
Week 17 12/12-18 TBD	Tuesday	Group Presentations and Class Discussion FINAL

\*Check Blackboard for Online Assignments (Due dates for each assignment are listed in parenthesis)

## Online Portion of Class

For each week a chapter case is due (see asterisked items above), it must be completed and submitted online, via Blackboard. These cases are to be uploaded to Blackboard each week *prior* to the chapter being reviewed and discussed in class. No late assignments will be accepted. In addition, Discussion Thread questions related to lectures and the text will be posted each week. Your responses will be graded for both quality and quantity of posts and will contribute to your participation points. It is estimated that you will spend 2.5 to 3.0 hours per week online completing these assignments.

Students with disabilities please discuss with me possible accommodations that might be useful. All information will remain confidential.

Please note: Violation(s) of the “Code of Conduct” outlined in the Saddleback College *Student Handbook* will impact your grade.

Student Learning Outcome: At least 80% of students will demonstrate adequate (grade C) or better ability to outline and analyze the most effective solutions to common managerial problems.

### **AMERICANS WITH DISABILITIES ACT STATEMENT**

Any personal learning accommodations that may be needed by a student covered by the “Americans with Disabilities Act” should be made known to the professor or any other department staff member as soon as possible. This is the student's responsibility. Information about services, academic modifications and documentation requirements can be obtained from the Division Office.

This course meets the requirements set forth in the accessibility checklist and universal design grid provided by Special Services. The Web pages, video presentations, textbooks and class materials used in this course are accessible to students with disabilities.

Syllabus is subject to change at instructor’s discretion.