

Business 56
Human Relations in Business
Course Overview
Winter 2016

Instructor: Niedermier_BUS- DO 56.01 – 00289_ Winter 2016

Meeting Times: Tuesday, Thursday – 3:00PM – 5:15PM – FOR3
Email Address: niedermiery@fhda.edu
Office Hour: Thursday – 11:00 – 12:00PM–ATC–CIS Lab–Next to RM 204

Course Objectives:

Human Relations in Business will be helpful to those who will spend their working lives involved in the process of relating to and leading people. The course will examine the following topics: Elements of success, interviewing procedures, human behavior, leadership, stress management and ethical behavior among others. At the conclusion of this course student learning outcomes (SLO's) will include being able to describe the impact of employee's human relations skills, ethical choices, attitudes, diversity, physical and mental well being, and the impact of an organization's social responsibility on the success of an organization, along with being able to apply and discuss human relations theories to varied workplace situations and the likely results. Students should expect to learn and understand the thought processes behind business principles so that they may be used to bring about success throughout their lives.

Required Text: Andrew J. DuBrin, Human Relations, 10th ed., Pearson Prentice Hall.

Test Materials: A (8 ½ X 11) QuickScore Answer Form and #2 pencils for each exam.

Course Requirements:

Text Book Material and Class Participation: Assigned readings should be completed prior to class. The readings act as jumping off points for class discussion. Being prepared before each class ensures that your participation will be meaningful and appreciated.

Attendance: This is an active participation class. Each class consists of discussions, lecture and group exercises. Each student depends on the other to bring thoughtful issues to share within the class. If you are absent or late the class is diminished. Attendance is taken each day.

Lecture Quizzes: Three quizzes based on the daily lecture material will be given within the course. Each quiz is worth 15 points.

Team Project: Students will work in teams to produce a course project. The project is worth 75 points and is presented to the rest of the class at the end of the course.

Examinations: There will be three exams during the course. The exams will be based on the material from the text. The lowest score will be dropped from the calculation of your grade. If you are sick or need to miss an exam, then that will be the one that is dropped. The schedule is as follows:

Exam # 1 (100 points) covers chaps: 3, 16, 14 and 2. Scheduled for week # 4 in class.

Exam # 2 (100 points) covers chaps: 15, 6, 9 and 12. Scheduled for week # 8 in class.

Exam # 3 (100 points) covers chaps: 8, 5 and 1. Scheduled for week # 12 in class.

Grading Policy:

2 exams (lowest of the three dropped)	200 points
1 Team Plan	75 points
3 Lecture Material Quizzes	45 points
Participation in Class	50 points
Total	370 points

Assignment of Grades: A curve based on the highest number of points achieved will be applied to the final grade.

Class Schedule:

Week # 1	Course overview for Success and Building Self-Esteem – Chap. 3
Week # 2	Job Search and Career Management Skills – Chap. 16
Week # 3	Enhancing Ethical Behavior – Chap. 14
Week # 4	Understanding Individual Differences – Chap. 2 / Exam # 1
Week # 5	Stress Management and Personal Productivity – Chap. 15
Week # 6	Group Problem Solving and Decision Making – Chap. 6
Week # 7	Becoming an Effective Leader – Chap. 9
Week # 8	Positive Political skills – Chap. 12 / Exam # 2
Week # 9	Resolving Conflicts with Others – Chap. 8
Week # 10	Developing Teamwork Skills – Chap. 5
Week # 11	A Framework for Interpersonal Skill development – Chap. 1
Week # 12	Project Presentations and Final Exam # 3

Rules:

1. Talking on cell phones is not permitted in class
2. Cell phones must be turned off and pagers must be turned to silent mode during class time.
3. No smoking or eating in the classroom. Bottled water is OK.
4. Cheating on exams will not be tolerated. If the instructor has a reasonable basis for concluding that cheating has occurred, all suspected parties will be awarded a course grade of "F".
5. Respect your fellow students. Listen attentively to what they have to say. Be considerate in your comments. An objective of the class is to make all participants feel comfortable and encouraged to actively participate and express their opinions.