

BUMA 032: HUMAN RELATIONS IN THE WORKPLACE

Originator

pstegeman

Justification / Rationale

- add COD GE

- fixing incorrect conversion from curricunet - Course was never taught online and currently students cannot learn material without in-person interaction

Effective Term

Fall 2019

Credit Status

Credit - Degree Applicable

Subject

BUMA - Business/Management

Course Number

032

Full Course Title

Human Relations in the Workplace

Short Title

HUMAN RELATIONS

Discipline**Disciplines List**

Business

Modality

Face-to-Face

Catalog Description

Basic concepts of individual, group, and organizational human behavior as they affect human relations, performance, and productivity within the workplace. Strategies and techniques that influence interpersonal, administrative, and organizational communications and interactions among people. Fundamentals of the multi-disciplined science/nature of human relations in developing employee leadership, in working toward Win/Win situations, and in enhancing performance evaluations and respective reward system.

Schedule Description

Basic concepts of individual, group, and organizational human behavior as they affect human relations, performance, and productivity within the workplace.

Lecture Units

3

Lecture Semester Hours

54

Lab Units

0

In-class Hours

54

Out-of-class Hours

108

Total Course Units

3

Total Semester Hours

162

Required Text and Other Instructional Materials**Resource Type**

Book

Author

Christopher P. Neck, Jeffery D. Houghton, Emma L. Murray

Title

Organizational Behavior: A Critical-Thinking Approach

Publisher

Sage Publications

Year

2017

College Level

Yes

ISBN #

9781506314402

Class Size Maximum

40

Course Content

Theories and concepts related to individual and human relations based on:

1. Diversity and individual differences
2. Perceptions and learning
3. Emotions, attitudes, and stress
4. Motivators

Theories, concepts, and case studies related to organizational interactions and performance based on:

1. Teams
2. Decision-making
3. Creativity and Innovation
4. Conflict and Negotiation
5. Motivators

Theories, concepts, and case studies related to:

1. Leadership perspectives
2. Influence, Power, and Politics
3. Effective communication
4. Organizational culture, strategy, and structures

Methodologies of dealing with change and workplace conflict:

1. Individuals
2. Groups
3. Institutions

Course Objectives

Objectives	
Objective 1	Describe the basic individual, group, and organizational behavioral theories and concepts in order to apply them in the workplace.
Objective 2	Explain qualities and concepts that contribute to job motivation, success, evaluation, and rewards at the individual, group, and organizational level;
Objective 3	Recognize the challenges of interfacing technology and people at work;
Objective 4	Identify different leadership and management models and styles in order to respond appropriately with them in different situations;
Objective 5	Describe the characteristics and select optional methodologies to deal with managing change and conflict within the workplace;
Objective 6	Apply the communication concepts in order to improve processes.

Student Learning Outcomes

Upon satisfactory completion of this course, students will be able to:	
Outcome 1	Compare individual, group, and organizational concepts that contribute to job motivation and individual/group/organizational success.
Outcome 2	Evaluate the appropriateness of different leadership and management models and styles to suit a variety of situations.
Outcome 3	Apply individual and group, human and organizational behavior theories and concepts in work place situations.

Methods of Instruction

Method	Please provide a description or examples of how each instructional method will be used in this course.
Discussion	Introduction of theory, then groups and/or class relate theory to actual practices in the workplace
Collaborative/Team	Teams are assigned tasks based on topic. Team challenges utilize application of negotiations theory, teamwork theories, communications theories, etc.
Lecture	Theories and practice are introduced to class
Participation	Engaging in classroom discussion on practical applications of ideas and theories

Methods of Evaluation

Method	Please provide a description or examples of how each evaluation method will be used in this course.	Type of Assignment
Written homework	Application of theories to students' experiences	Out of Class Only
Student participation/contribution	In class discussions of issues, theories, practices in the workplace	In Class Only
Mid-term and final evaluations	2 Exams completed in class	In Class Only
Tests/Quizzes/Examinations	Weekly quizzes to be completed outside of class	Out of Class Only
Presentations/student demonstration observations	Current event issues related to class topics and the workplace	In and Out of Class
Group activity participation/observation	Group projects and observations related to implementation of theories learned in class	In and Out of Class

Assignments
Other In-class Assignments

1. Lectures
2. Tests
3. Small Group Work
4. Presentations
5. Participation

Other Out-of-class Assignments

1. Reading, textbook and industry articles
2. Chapter Reviews and case studies
3. Quizzes
4. Presentation preparation
5. Homework

Grade Methods

Letter Grade Only

Comparable Transfer Course Information**University System**

CSU

Campus

CSU Chico

Course Number

131

Course Title

MGMNT

University System

CSU

Campus

CSU Fresno

Course Number

153

Course Title

HRM

University System

CSU

Campus

CSU Sacramento

Course Number

151

Course Title

HROM

COD GE

C2 - Social and Behavioral Science

C5 - Personal Growth and Development

MIS Course Data**CIP Code**

52.0201 - Business Administration and Management, General.

TOP Code

050100 - Business and Commerce, General

SAM Code

C - Clearly Occupational

Basic Skills Status

Not Basic Skills

Prior College Level

Not applicable

Cooperative Work Experience

Not a Coop Course

Course Classification Status

Credit Course

Approved Special Class

Not special class

Noncredit Category

Not Applicable, Credit Course

Funding Agency Category

Not Applicable

Program Status

Program Applicable

Transfer Status

Transferable to CSU only

Allow Audit

No

Repeatability

No

Materials Fee

No

Additional Fees?

No

Files Uploaded**Attach relevant documents (example: Advisory Committee or Department Minutes)**

COR - GE Worksheet for inclusion HRW.doc

BUMA-032_CCC000513190.pdf

Approvals**Curriculum Committee Approval Date**

10/18/2018

Academic Senate Approval Date

10/25/2018

Board of Trustees Approval Date

11/14/2018

Chancellor's Office Approval Date

11/20/2018

Course Control Number

CCC000513190

Programs referencing this course

Accounting Certificate of Achievement (<http://catalog.collegeofthedesert.eduundefined?key=114>)
General Business Certificate of Achievement (<http://catalog.collegeofthedesert.eduundefined?key=115>)
Golf Management Certificate of Achievement (<http://catalog.collegeofthedesert.eduundefined?key=116>)
Human Resource Generalist Certificate of Achievement (<http://catalog.collegeofthedesert.eduundefined?key=118>)
Retail Management Certificate of Achievement (<http://catalog.collegeofthedesert.eduundefined?key=119>)
Small Business Certificate of Achievement (<http://catalog.collegeofthedesert.eduundefined?key=120>)
Computer Information Systems Certificate of Achievement (<http://catalog.collegeofthedesert.eduundefined?key=122>)
Power Generation and Distribution (<http://catalog.collegeofthedesert.eduundefined?key=139>)
General Business AS Degree (<http://catalog.collegeofthedesert.eduundefined?key=190>)
Business Information Worker Certificate of Achievement (<http://catalog.collegeofthedesert.eduundefined?key=199>)
Building Energy Systems Professionals (BESP) AS Degree (<http://catalog.collegeofthedesert.eduundefined?key=202>)
Golf Management AA Degree (<http://catalog.collegeofthedesert.eduundefined?key=22>)
Applications and Information Systems AS Degree (<http://catalog.collegeofthedesert.eduundefined?key=223>)
Business Information - Medical Office Specialist Certificate of Achievement (<http://catalog.collegeofthedesert.eduundefined?key=228>)
Business Information - Legal Office Specialist Certificate of Achievement (<http://catalog.collegeofthedesert.eduundefined?key=229>)
Liberal Arts: Business and Technology AA Degree (<http://catalog.collegeofthedesert.eduundefined?key=27>)
Accounting AS Degree (<http://catalog.collegeofthedesert.eduundefined?key=58>)
Hospitality Management AS Degree (employment preparation) (<http://catalog.collegeofthedesert.eduundefined?key=60>)
Agriculture Office Professional Certificate of Achievement (<http://catalog.collegeofthedesert.eduundefined?key=85>)