

Course Outline

COURSE: MGMT 104 **DIVISION:** 50 **ALSO LISTED AS:**

TERM EFFECTIVE: Fall 2020 **CURRICULUM APPROVAL DATE:** 05/12/2020

SHORT TITLE: LEADERSHIP-HUMAN RELATIONS

LONG TITLE: Leadership, Human Relations in Business

<u>Units</u>	<u>Number of Weeks</u>	<u>Type</u>	<u>Contact Hours/Week</u>	<u>Total Contact Hours</u>
3	18	Lecture:	3	54
		Lab:	0	0
		Other:	0	0
		Total:	3	54

COURSE DESCRIPTION:

This course is designed to aid future employees and employers to understand and utilize human relations concepts as they apply to the business environment. It will cover such area as morale, personal efficiency, leadership, personality, motivation, and communication. This course has the option of a letter grade or pass/no pass.

PREREQUISITES:

COREQUISITES:

CREDIT STATUS: D - Credit - Degree Applicable

GRADING MODES

L - Standard Letter Grade

P - Pass/No Pass

REPEATABILITY: N - Course may not be repeated

SCHEDULE TYPES:

02 - Lecture and/or discussion

05 - Hybrid

71 - Dist. Ed Internet Simultaneous

72 - Dist. Ed Internet Delayed

STUDENT LEARNING OUTCOMES:

By the end of this course, a student should:

1. Examine and describe the nature and importance of human relations at work.
2. Examine and describe the nature and importance of diversity and global issues.
3. Recognize and describe skills involved in handling conflict/problem solving and determine methods for handling these conflicts/problems.

CONTENT, STUDENT PERFORMANCE OBJECTIVES, OUT-OF-CLASS ASSIGNMENTS

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9 Hours

Content: The Nature of Human Relations. Fundamentals of Motivation.

Student Performance Objectives: Identify the concepts of work, worth, and leisure ethics in the U.S.A. today as they relate to human relations in the workplace.

9 Hours

Content: Individual Behavior. Group Behavior. The Informal Organization.

Student Performance Objectives: Describe the basic individual and group human behavioral theories and concepts in order to apply them to the workplace.

9 Hours

Content: Technology and People at Work. Productivity and Quality Improvement. Job Redesign and Job Enrichment. Mid-term exam.

Student Performance Objectives: Recognize the challenges of interfacing technology and people at work.

9 Hours

Content: Fundamentals of Leadership. Developing, Appraising, and Rewarding Personnel.

Student Performance Objectives: Explain the individual, group, and organizational qualities and concepts that contribute to job motivation, success, evaluation, and rewards.

9 Hours

Content: Communicating for Effectiveness. Managing Conflict and Change.

Student Performance Objectives: Describe the characteristics and select from optional methodologies to deal with managing change and conflict within the workplace.

7 Hours

Content: International Human Relations. Human Relations Challenges of the Future.

Student Performance Objectives: Describe the challenges for human relations for the future and international relationships.

2 Hours

Project due and final exam.

METHODS OF INSTRUCTION:

Lecture, homework, projects, text, exams

OUT OF CLASS ASSIGNMENTS:

Required Outside Hours: 54

Assignment Description: Out of Class Assignments and Homework: Read the related chapters each week, do the end-of-chapter assignments, work on project.

Required Outside Hours: 54

Assignment Description: Review notes and textbook readings and study for exams, quizzes.

METHODS OF EVALUATION:

Writing assignments

Percent of total grade: 40.00 %

Percent range of total grade: 30% to 70% Written Homework; Project; Essay Exams; Term or Other Papers

Problem-solving assignments

Percent of total grade: 40.00 %

Percent range of total grade: 30% to 50% Homework Problems; Field Work; Lab Reports; Quizzes; Exams

Objective examinations

Percent of total grade: 20.00 %

Percent range of total grade: 10% to 30% Multiple Choice; True/False; Matching Items; Completion

REPRESENTATIVE TEXTBOOKS:

Debra Nelson and James Campbell Quick. ORGB6. Or other appropriate college level text.. Ohio: Cengage Learning, South-Western Educational Publishing,2020.

Reading Level of Text, Grade: 12th Verified by: MS Word

ARTICULATION and CERTIFICATE INFORMATION

Associate Degree:

CSU GE:

IGETC:

CSU TRANSFER:

Transferable CSU, effective 201030

UC TRANSFER:

Not Transferable

SUPPLEMENTAL DATA:

Basic Skills: N

Classification: Y

Noncredit Category: Y

Cooperative Education:

Program Status: 1 Program Applicable

Special Class Status: N

CAN:

CAN Sequence:

CSU Crosswalk Course Department:

CSU Crosswalk Course Number:

Prior to College Level: Y

Non Credit Enhanced Funding: N

Funding Agency Code: Y

In-Service: N

Occupational Course: B

Maximum Hours:

Minimum Hours:

Course Control Number: CCC000370778

Sports/Physical Education Course: N

Taxonomy of Program: 050630