Course Outline

COURSE:  PSYC 103  DIVISION:  10  ALSO LISTED AS:  MGMT 103

TERM EFFECTIVE:  Fall 2011  Inactive Course

SHORT TITLE: HUMAN RELATIONS/BUS

LONG TITLE: Human Relations in Business

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<th>Units</th>
<th>Number of Weeks</th>
<th>Type</th>
<th>Contact Hours/Week</th>
<th>Total Contact Hours</th>
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<td>Lecture</td>
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<td>Total</td>
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COURSE DESCRIPTION:

An introduction to the field of industrial psychology through the study of six modules (nine hours each): Human Behavior at Work, Group Behavior and Leadership, Personal Effectiveness, Personal Development, Business Communications, and Conflict Resolution at Work. This course is also listed as MGMT 103. ADVISORY: Eligible for English 250 and English 260.

PREREQUISITES:

COREQUISITES:

CREDIT STATUS: D - Credit - Degree Applicable

GRADING MODES

L - Standard Letter Grade

REPEATABILITY: N - Course may not be repeated

SCHEDULE TYPES:

02 - Lecture and/or discussion

STUDENT LEARNING OUTCOMES:

1. To understand the importance of human relations in the work place.
2. To develop leadership skills.
3. To identify ways to improve effectiveness in a job.
4. To effectively use job skills in business.
5. To develop human relations skills.

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

Inactive Course: 04/25/2011

**MODULE A - HUMAN BEHAVIOR AT WORK**
1 3 Foundations of Industrial Psychology
2 3 Individual Motivation
3 3 Cases in Human Relations

**MODULE B - GROUP BEHAVIOR AND LEADERSHIP**
4 3 Group Dynamics
5 3 Varieties of Leadership
6 3 Developing Leadership

**MODULE C - PERSONAL EFFECTIVENESS**
7 3 Improving Personal Efficiency
8 3 Effective Use of Abilities
9 3 Job Finding

**MODULE D - PERSONAL DEVELOPMENT**
10 3 Job Skills Development
11 3 Training
12 3 Personality Improvement

**MODULE E - BUSINESS COMMUNICATIONS**
13 & 14 6 Effective Communication
15 3 Problem-Solving

**MODULE F - CONFLICT RESOLUTION AT WORK**
16 3 Conflict and Cooperation
17 3 Maturity and Anxiety
18 3 Human Relations, Role-Playing, and Psycho-drama

**COURSE OBJECTIVES:**
1. To explain key concepts and concerns in human relations in business.
2. To implement leadership skills.
3. To apply personal evaluation techniques.
4. To apply personal improvement techniques.
5. To implement skills for effective communication.
6. To solve typical human relations problems.

**METHODS OF INSTRUCTION:**

**REPRESENTATIVE TEXTBOOKS:**
To be determined.

**ARTICULATION and CERTIFICATE INFORMATION**

Associate Degree:
CSU GE:
IGETC:
CSU TRANSFER:
   Transferable CSU, effective 199830
UC TRANSFER:
SUPPLEMENTAL DATA:
Basic Skills: N
Classification: I
Noncredit Category: Y
Cooperative Education:
Program Status: 2 Stand-alone
Special Class Status: N
CAN:
CAN Sequence:
CSU Crosswalk Course Department: PSYC
CSU Crosswalk Course Number: 103
Prior to College Level: Y
Non Credit Enhanced Funding: N
Funding Agency Code: Y
In-Service: N
Occupational Course: E
Maximum Hours:
Minimum Hours:
Course Control Number: CCC000456156
Sports/Physical Education Course: N
Taxonomy of Program: 200100