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

<table>
<thead>
<tr>
<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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</thead>
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<tr>
<td>3</td>
<td>18</td>
<td>Lecture:</td>
<td>3</td>
<td>54</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Lab:</td>
<td>0</td>
<td>0</td>
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<tr>
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<td>Other:</td>
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<tr>
<td></td>
<td></td>
<td>Total:</td>
<td>3</td>
<td>54</td>
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</tbody>
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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 areas 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
Curriculum Approval Date: 05/12/2020
9 Hours
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
Student Performance Objectives: Describe the basic individual and group human behavioral theories and concepts in order to apply them to the workplace.
9 Hours
Student Performance Objectives: Recognize the challenges of interfacing technology and people at work.
9 Hours
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
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 70% Written Homework; Project; Essay Exams; Term or Other Papers
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:
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