

**DE ANZA COLLEGE
BUSINESS DEPARTMENT
FALL QUARTER 2015**

Human Relations in the Workplace

Course Id = BUS 56

Instructor: Nick Voyvodich

Office hours: By appointment

Days: Tues/Hurs **Time:** 6:30-8:45 pm **Room** – ADM102

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COURSE DESCRIPTION

This course is designed to introduce the principles of human relations in any organizational environment. Communication skills are the number one requirement for success in business and life. Understanding your communication style, importance of written and verbal communication skills and developing a plan to improve your interpersonal skills will enhance your personal and professional life.

Course emphasis is placed upon the following major themes of effective human relations: Human relations behavior in organizations emphasizing personal and interpersonal relationships, examination of motivation, communication skills, leadership skills, emotional and physical wellness, diversity, and ethical behavior for promoting effectiveness on the job.

COURSE OBJECTIVES

- A. Define the purpose of effective human relations and examine its historical movement and the contributions of minorities to human relations.
- B. Identify the components of individual behavior and its effect on an organization.
- C. Evaluate and apply the basic motivational models affecting human behavior in a diverse work environment.
- D. Examine the communication skills necessary for effective interpersonal relationships in a multicultural work environment.
- E. Examine health issues in the workplace
- F. Analyze the fundamentals of group behavior and leadership within a group.
- G. Compare and assess different leadership styles.
- H. Examine and explain diversity issues in today's work environment.
- I. Identify and explain cultural barriers, and solutions to alleviate this problem.
- J. Identify and analyze the effect of ethical behavior in a multi-cultural workplace.
- K. Discuss current trends and developments affecting the future of human relations in the workplace.

TEXT

Effective Human Relations, 11th ed., Reece and Brandt, Published by Houghton/Mifflin

COURSE REQUIREMENTS

Reading Assignments: Read all chapter assignments before class on the day they are due in order to gain the most out of lectures and discussions. We will be reviewing chapter content in small groups often. Refer to the chapter assignments below to ensure you are keeping pace with the reading.

Midterms/Final: There will be two midterms worth 50 points each and a comprehensive final worth 100 points. All exams will be multiple choice style questions. Make up exams are highly discouraged so please make every attempt to be in attendance during the mid terms and final exam. *I must be notified within two days* of the exam if you cannot attend, and make up exams will be more difficult by design. Failure to do so will result in your receiving a letter grade of F for the exam in question. If you are absent the day of the final exam, contact me as soon as possible for information concerning filing a petition for an incomplete grade.

Communication Journal: A journal containing, news articles, observations from media or real life examples depicting communication topics covered in the course. This will be worth 50 points and will require 25 individual entries. Grading will be based on completeness of each entry. Journal should be emailed directly to me on the due date.

Ethics: A student caught cheating will receive a course grade of F.

Written assignment: A five page research paper based on a communication topic of your choice will be required. It will be worth 50 points. All written work must be typed and double spaced and with font size 12 and submitted on time. Grading will be based on content and analysis of your topic. Written assignment should be emailed directly to me on the due date.

Attendance: Excellent attendance is imperative to receive the full credit (50 points) available. You will need to sign in as you enter each class session. If you are late please notify me so you can be given credit for your attendance. Failure to do so will result in the student being counted absent for the class period. We will be doing a wide range of in class discussion and small group assignments. There will be a sign in sheet during each class sessions.

Homework assignments: There will be five homework assignments with each assignment worth 10 points for a maximum total of 50 points. To get credit all assignments must be turned in on the respective due date. Grading will be based on completeness of answers to each question and readability of your responses. Homework assignments should be emailed directly to me on the due date.

Extra Credit: There will be two ways to earn extra credit during the course. 10 points will be given for a two page paper on a communication topic of your choice (not the same as your five page research paper). In addition you can earn 10 points by completing a career assessment process entitled You Inc. All extra credit should be emailed directly to me. They can be turned in anytime during the quarter up to the date of the final exam.

Course Withdrawal: It is your responsibility to withdraw from the course by the required date; otherwise the appropriate grade will be assigned at the end of the term. Failure to drop the course will result in an F grade.

Conduct: Any student disrupting the class may be asked to leave. De Anza College will enforce all procedures set forth in the Student Standards of Conduct and the appropriate remedial and/or disciplinary steps will be taken when violations occur.

Food and Drinks: No eating or drinking is allowed in the classroom

Cell phones/laptops: Please silence all cell phones and use of laptops are not allowed during class.

Grading	Points	Grade Distribution
Mid terms (2x)	100	A= 90%+
Attendance/Participation	50	B= 80-89
Written assignment	50	C= 70-79
Communication Journal	50	D= 65-69
Homework assignments	50	
Final Exam	100	F= Below 65%
Total	400	

ASSIGNMENT SCHEDULE

DATE	CHAPTER	ASSIGNMENTS/EXAMS
Sept 22/Sept 24	Chapter 1	
Sept 29/Oct 1	Chapter 2,3	Homework 1 –pg 21; question 2
Oct 6/Oct 8	Chapter 3,4	Homework 2 –pg 75-Closing Case
Oct 13/Oct 15	Chapter 4,5	
Oct 20/Oct 22	Chapter 6,7	Homework 3 –pg 96/97; Below the surface
Oct 27/Oct 29	Chapter 8,9	Midterm 1 Ch 1-7; (Oct 29)
Nov 3/Nov 5	Chapter 10,11	Homework 4 –pg 184/185; Below the surface
Nov 10/Nov 12	Chapter 11,12	Homework 5–pg 247/248; Below the surface
Nov 17/Nov 19	Chapter 12,13	Midterm 2 Ch 8-12; (Nov 19)
Nov 24/Nov 26 (holiday)	Chapter 14,16	Communication Journal due (Nov 24)
Dec 1/Dec 3	Chapter 16, 17	Term paper due (Dec 3)
Dec 8/Dec 10	Final on Dec 10th 6:30 pm	Final Exam Ch 1-14,16,17

Homework assignment due dates

Homework 1 – Oct 1 Homework 2 – Oct 8 Homework 3 – Oct 22 Homework 4 – Nov 5 Homework 5 – Nov 12

FALL QUARTER 2015 IMPORTANT DATES

Monday, Sept. 21 :: First day of Fall Quarter 2015

Saturday, Oct. 3 :: Last day to [add](#) quarter-length classes. *Add date is enforced.*

Sunday, Oct. 4 :: Last day to [drop](#) for a full [refund or credit](#) (for 12-weeks, quarter-length classes). Last day to drop for a refund/credit for all other classes is listed inside [MyPortal](#), on the Students Tab under 'View Your Class Schedule.' *Drop date is enforced.*

Sunday, Oct. 4 :: Last day to [drop](#) a class with no record of grade. *Drop date is enforced.*

Friday, Oct. 16 :: Last day to [request pass/no pass](#) grade. *Request date is enforced.*

Friday, Nov. 13 :: Last day to [drop](#) with a "W." *Withdraw date is enforced.*

Monday, Nov. 9 :: Veterans Day (classes will be held on Nov. 7)

Thursday - Sunday, Nov. 26 - 29 :: Thanksgiving Holiday Recess (college closed)

Saturday, Dec. 5 - Friday, Dec. 11 :: [Final exams](#)

Friday, Dec. 11 :: Last day to [file for a fall degree or certificate](#).

Friday, Dec. 11 :: Last day of Fall 2015 Quarter