

**HUMAN RELATIONS AND BUSINESS  
BUS 56**

Spring 2015

**Instructor: Lale Yurtseven**

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Course: Human Relations in the Workplace

Course ID: BUS56 \*42192, 5 units

Location: Distance Learning Course (online) with no meetings on campus

Course Website: <https://catalyst.deanza.edu/>

**Course Description**

This course is designed to introduce the student to the principles of human relations in a business environment. Course emphasis is placed upon the following major themes of effective human relations: Organizational Culture, Communication, Motivation, Leadership, Team Building, Conflict Resolution, Diversity, Stress and Success.

**Student Learning Outcomes** – After successfully completing this course, students should be able to:

- Apply human relations theories to varied workplace situations and discuss likely results.
- Describe the impact of employees' human relations skills, ethical choices, attitudes, and physical and mental wellbeing on the success of an organization.
- Make ethical decisions by demonstrating personal and organizational social responsibility.
- Describe the value of diversity in today's workplace.

**Course Objectives:**

1. To provide the student with a basic overview of human relations and business.
2. To introduce the student to the concepts and terminology of human relations.
3. To acquaint the student with the various functional areas of human relations.
4. To provide the student with a background to assist her/him in analyzing and studying human relations.
5. To prepare student to achieve insight, knowledge and relationship skills needed to deal with a wide range of people-related issues in the work place.

**Required Textbook:**

- Effective Human Relations, 12<sup>th</sup> ed., Reece and Brandt, Published by Houghton/Mifflin

**Methods of Teaching and Learning:**

These will consist of textbook readings, case studies, discussion questions, practice quizzes, mid-term and final examinations. There will also be a team paper. Students are accountable for textual and other materials assigned by the professor.

**Assignments and Weight:**

Your grade will be calculated as follows:

**Assignments:**

<b>Task</b>	<b>Points</b>
Exam 1	100
Exam 2	100
Final Exam	100
Team Project	100

Say Hello	10
Communication Styles!	15
Journal Entry #1	25
Journal Entry #2	25
Hoodie or not?	15
Corporate Ethics Scandals	15
What are your goals?	20
Internet Assignment - Self Esteem	20
Virtual Teams	20
Is stress good or bad?	15
Define Success	20
<b>Course total</b>	<b>600</b>

**Communication:**

I will make weekly announcements in the “Latest News” section on Catalyst. You will receive these via email, but you should always check the latest news when you log into Catalyst to make sure you did not miss anything. It is your responsibility to keep up with the assignments and due dates.

**Written Assignments:**

Written assignments include a term paper, discussion questions and extra credit (optional). Except for the discussion questions, students are expected to provide their assignments and papers in typewritten essay form, using 12-point size and Times New Roman font. The papers must have a 1-inch margin left and right, top and bottom. All assignments must be turned in via Catalyst in the provided drop box. I will not accept assignments via email due to potential loss of emails. Assignments turned in after the due date will be marked down 10% per calendar day for each day that the assignment is late. I will not accept assignments three calendar days past the due date.

Use a computer and make a back up copy of everything you do for your records. It is always a good idea to make a backup copy of all assignments you complete in the event of loss. In the event of loss, you will need to show proof that you have completed the work if any question or error arises.

**Group Project:**

There will be one group project that you will complete in virtual teams. Teams and virtual teams are very common in today’s workplace and you will have the opportunity to learn about the benefits and challenges of working in virtual teams.

**Participation:**

Students are expected to participate in weekly discussion questions. Class participation is mandatory and everyone should have the opportunity to share his or her opinion. Online participation is important to the learning process for everyone, which is why attendance and participation constitute to your final grade. Each discussion question is worth 15 points with the exception of the introduction, which is worth 10 points. The 15 points are applied as follows: 10 points for your initial post and 5 points for a reply on someone else’s post. Discussion questions must be completed during the week they are due. Late posts will not get credit. Your initial response to the question is due by Thursday and your comment to another student’s posts is due by Sunday.

**Extra Credit:**

Students are encouraged to post in news articles that touch upon topics we have discussed in class. A student will receive 20 points extra credit (up to a maximum of 60 points per student) for every article they post that complements a current lesson or past class discussions/readings. In order to receive credit,

students must give a 1-2 page explanation of the article, and explain how it relates to the class. Students must let me review the article first before presenting it in class and I will determine whether the article is relevant to the class and is deserving of extra credit. Students may use one article per topic. I will not accept any articles during the last two weeks of classes.

**Student Responsibility:**

Each student is responsible for completing all assignments and attending class. I may make changes to this syllabus or the reading list during the semester. It is the student's responsibility to stay informed of these changes. Students may contact me during office hours or via email.

**Information Technology:**

You will need to have access to the Internet in order to complete some of the assignments for this class. Additionally, some of the assignments will need to be typewritten. If you do not have access to a computer please be aware that there are computer labs on campus available for students in the Tech Center.

**Academic Dishonesty:**

Plagiarism in any form will not be tolerated. Plagiarism is the un-credited use (both intentional and unintentional) of somebody else's words or ideas. If I discover that any student has engaged in plagiarism I reserve the right to issue that student a failing grade in the class. Please refer De Anza policy on academic dishonesty.

**Course Withdrawal**

It is your responsibility to withdraw from a course. If you fail to withdraw, the appropriate grade will be given at the end of the term.

**GRADING:**

**Grade Distribution**

A+= 98-100%	B+= 89-90%	C+= 78-79%
A = 93-97%	B = 83-87%	C = 70-77%
A- = 90-92%	B- = 80-82%	D = 50-69%
		F = <49%

**ANY CHANGES** that may come up will be **ANNOUNCED ONLINE**. It is the student's responsibility to be aware of announcements and changes. It is advised that students who miss a class check the Catalyst website for any assignments that are due.

**Need help?**

The Student Success Center offers free tutoring for many De Anza classes. See <http://www.deanza.edu/studentsuccess> for details.

- Writing and Reading Center: ATC 309 408-864-5840 • Math, Science and Technology Resource Center: S-43 408-864-8683 • General Subject Tutoring: ATC 305 408-864-8682
- Listening and Speaking Center: ATC 304 408-864-5385 • Skills Center: ATC 302 408-864-8253

## WEEKLY READING AND ASSIGNMENT SHEET

WEEK	ASSIGNMENT	EXAMS/PROJECTS
Week 1	<i>Read chapters 1, 2</i> <ul style="list-style-type: none"> <li>• Introduction to Human Relations</li> <li>• Improving Personal and Organizational Communication</li> </ul>	
Week 2	<i>Read chapters 3, 4</i> <ul style="list-style-type: none"> <li>• Understanding Your Communication Style</li> <li>• Building High Self-Esteem</li> </ul>	
Week	<i>Read chapters 5, 6</i> <ul style="list-style-type: none"> <li>• Personal Values Influence Ethical Choices</li> <li>• Attitudes Can Shape Your Life</li> </ul>	
Week 4	<i>Prepare for Exam, read chapter 7</i> <ul style="list-style-type: none"> <li>• Midterm Exam</li> <li>• Motivating Yourself and Others</li> </ul>	Midterm Exam 1 (Chapters 1-6) Journal Entry #1 due
Week 5	<i>Read chapters 8, 9</i> <ul style="list-style-type: none"> <li>• Improving Interpersonal Relations with Constructive Self-Disclosure</li> <li>• Achieving Emotional Balance</li> </ul>	
Week 6	<i>Read chapters 10, 11</i> <ul style="list-style-type: none"> <li>• Building Stronger Relationships with Positive Energy</li> <li>• Developing a Professional Presence</li> </ul>	
Week 7	<i>Prepare for exam</i> <ul style="list-style-type: none"> <li>• Midterm exam</li> <li>• Team and project selections</li> </ul>	Midterm Exam 2 (Chapters 7-11)
Week 8	<i>Read chapters 12, 13</i> <ul style="list-style-type: none"> <li>• Team Building: A Leadership Strategy</li> <li>• Resolving Conflict and Dealing with Difficult People</li> </ul>	Journal Entry #2 due
Week 9	<i>Read chapter 14, 15</i> <ul style="list-style-type: none"> <li>• Responding to Personal and Work-Related Stress</li> <li>• Valuing Work Force Diversity</li> </ul>	
Week 10	<i>Team Projects</i> <ul style="list-style-type: none"> <li>• Team papers and presentations are due.</li> </ul>	<u>All</u> team projects are due!
Week 11	<i>Read chapters 16, 17</i> <ul style="list-style-type: none"> <li>• The Changing Roles of Men and Women</li> <li>• A life Plan for Effective Human Relations</li> </ul>	
Week 12	<i>Final Exam</i>	Final Exam (Chapters 12-17)

*Schedule subject to change*