

SAULT COLLEGE OF APPLIED ARTS & TECHNOLOGY  
SAULT STE. MARIE, ONTARIO

COURSE OUTLINE

COURSE TITLE: HUMAN RELATIONS

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CODE NO.: BUS114 SEMESTER: THREE

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PROGRAM: OFFICE ADMINISTRATION

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AUTHOR: PENNY O'HARE

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DATE: SEPTEMBER, 1993 *a*

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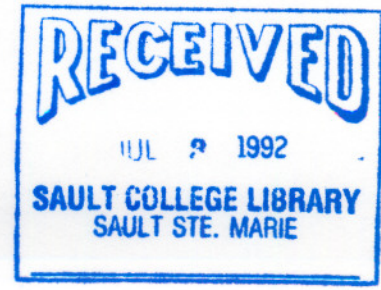
PREVIOUS OUTLINE DATED: SEPTEMBER, 1992

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New: \_\_\_\_\_ Revision: X

APPROVED: *[Signature]*  
DEAN, SCHOOL OF BUSINESS & HOSPITALITY

92-07-03  
DATE



HUMAN RELATIONS

BUS114

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COURSE NAME

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COURSE CODE

**PHILOSOPHY/GOALS:**

This course will introduce participants to human relations theories and practices in the modern work environment. Participants will gain insight into a better understanding of both themselves and others.

**GENERAL LEARNING OBJECTIVES:**

Upon successful completion of this course, the student will:

1. acquire a sound knowledge of human relations theories
2. acquire an understanding of your own behaviour
3. acquire an understanding and appreciation for the complex nature of interpersonal relations in the workplace
4. acquire an appreciation for the challenges of human resource management

**INSTRUCTIONAL METHODOLOGY:**

Classes will be conducted in a variety of ways with active learner participation an essential part of the learning process. Small group discussion, case study analysis, mini-lectures and self-discovery activities will be used to facilitate learning.

**REQUIRED RESOURCES:**

Modern Human Relations at Work, 4th edition, by Richard M. Hodgetts

- additional resources available in the library, i.e:

Business Week  
Fortune  
Harvard Business Review  
Personnel  
Personnel Journal  
Human Resource Management

HUMAN RELATIONS

BUS114

SCHEDULE OF TOPICS

1. The Evaluation of Human Relations
2. Theories of Motivation
3. Values and Attitudes
4. Group Behaviour
5. Fundamentals of Leadership
6. Appraising Personnel
7. Communication
8. The Management of Change
9. Technology and People at Work

EVALUATION:

Students will be evaluated on the following basis:

3 tests (3 x 25%)	-	75%
Quizzes/Assignments	-	15%
Participation	-	10%
		<hr/>
		100%

The dates of tests will be announced approximately one week in advance. Quizzes may or may not be announced in advance.

If a student is not able to write a test because of illness or a legitimate emergency, that student must contact the professor before the test and provide an explanation which is acceptable to the professor (medical certificates or other appropriate proof may be required). In cases where the student does not contact the professor, the student will receive a mark of zero on that test and must repeat the course. There will be no re-writes of individual tests.

THERE WILL BE NO SUPPLEMENTARY TESTS!

FINAL GRADES:

The final grades will be based on the following scale:

A+	90% or more
A	80-89%
B	70-79%
C	55-69%
R	54% or less

In order to successfully complete the course, a student must:

1. write all three tests
2. successfully complete two of the three tests
3. have an overall grade of 55% on all semester work