

SAULT COLLEGE OF APPLIED ARTS & TECHNOLOGY

SAULT STE. MARIE, ONTARIO

COURSE OUTLINE

COURSE TITLE: HUMAN RELATIONS

CODE NO.: BUS114 SEMESTER: FOUR

PROGRAM: OFFICE ADMINISTRATION

AUTHOR: SHAWNA DePLONTY

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PREVIOUS OUTLINE DATED: JANUARY, 1995

New: _____ Revision: X

APPROVED: DEAN, SCHOOL OF BUSINESS & HOSPITALITY DATE _____

HUMAN RELATIONS

BUS114

COURSE NAME

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.

COURSE OBJECTIVES:

Upon successful completion, the student will be able to:

1. Describe the evolution of human relations.
2. Explain the importance of job-relatedness and employee job match.
3. Explain selected theories of motivation.
4. Understand and interpret individual differences among people.
5. Define a group and describe common characteristics of group behaviour.
6. Compare and contrast the formal and informal organizations.
7. Understand and discuss technology and its impact on people at work.
8. Explain management's efforts at improving productivity and quality.
9. Define leadership and describe styles and dimensions of leadership.
10. Discuss the importance of developing, appraising and rewarding personnel.
11. Describe the communication process.
12. Understand how change occurs and interpret common responses to change.
13. Discuss human relations challenges of the future.

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:

Textbook: Modern Human Relations at Work, 6th 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.

EVALUATION:

Students will be evaluated on the following basis:

Tests (3 x 25%)	75%
Assignments and Quizzes	25%
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	100%

NOTE: Assignments may be conducted in class unannounced; thus absenteeism will result in a zero grade. Similarly, lack of written preparation for assigned activities will result in a zero even if in attendance.

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.

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FINAL GRADES:

The final grades will be based on the following scale:

A+	90% - 100%
A	80% to 89%
B	70% to 79%
C	60% to 69%
R	59% 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 60% on all semester work

NOTE: Attendance and preparation are important components and are particularly relevant for assignments.