

DOC. #133

SAULT COLLEGE OF APPLIED ARTS AND TECHNOLOGY

SAULT STE. MARIE, ON

COURSE OUTLINE

COURSE TITLE: Human Relations

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CODE NO.: BUS126

SEMESTER: I (January Intake)  
II

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PROGRAM: Forestry, Fish & Wildlife, Parks and Outdoor  
Recreation, Renewable Resource Technician

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AUTHOR: John Clement

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DATE: January 1996

PREVIOUS OUTLINE DATED: October 1992

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APPROVED: \_\_\_\_\_

DEAN, SCHOOL OF SCIENCES  
& NATURAL RESOURCES

\_\_\_\_\_  
DATE

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CODE NO.

TOTAL CREDITS 48

PREREQUISITE(S): None

Length of Course: 3 hours per week for 16 weeks comprised of:

- 1 - hour theory lecture
- 2 - hour experiential lab

**I. PHILOSOPHY/GOALS:**

This course is designed to prepare the student to function in a productive manner in society and on the job based on a study of behaviour, self management, personality, attitudinal foundations, communication skills, motivational strategies, group work, organizational structuring, elementary business psychology and occupational development.

This course is presented in a 3-tiered approach starting with human relations skills based on the text "Your Attitude is Showing" (8th Edition) by Elwood Chapman, followed by supervisory skills and culminates with leadership skills. Interwoven throughout this course are employability skills - resume writing, covering letters and interviewing skills based on the "Cooperative Educational Model with course material from the former HDG104-1 "Career Development; Pre-employment preparation course.

The lecture topics for this course are based on a needs assessment done during the first week of class. This year's schedule is included in this outline.

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**II. STUDENT PERFORMANCE OBJECTIVES (OUTCOMES):**

Upon successful completion of this course the student will be able to:

1. Put together a professional resume and covering letter in order to market themselves effectively.
2. Prepare for and conduct themselves effectively in a job interview.
3. Relate the evaluation of a sample work term report to the actual production of their own work term report as required in the CWF100 course.
4. Conduct an effective job search by contacting employers.
5. Demonstrate the effects of a positive attitude on productivity.
6. Function as a productive member of a team based on an understanding of group development and group dynamics.
7. Demonstrate effective interpersonal communication skills.
8. Demonstrate the skills, knowledge and attributes that a supervisor needs to be effective.
9. Demonstrate the concepts of mastery learning and stages of growth.
10. Demonstrate the effect of values (Caring, Respect, Understanding and Fairness) on dealing with conflict, dealing with change, and in dealing with people of different cultures.
11. Demonstrate the concept of balance as it pertains to productivity.
12. Explain the impact of the human relations model as presented in class on stress management and anger management.

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III. TOPICS TO BE COVERED:

Approximate Time  
Frames (Optional)

1)

2)

3)

4)

5)

etc.

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IV. LEARNING ACTIVITIES/REQUIRED RESOURCES

Topic/Unit - \_\_\_\_\_

Learning Activities:

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Resources:

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Topic/Unit - \_\_\_\_\_

Learning Activities:

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Resources:

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**V. EVALUATION METHODS: (INCLUDES ASSIGNMENTS, ATTENDANCE REQUIREMENTS, ETC.)**

The final grade will be based on the following:

1)	Midterm Human Relations Exam Chapters 1 - 24 plus lecture	20%
2)	Final Human Resources Exam Chapters 1 - 24 plus lecture	20%
3)	Coop Education (Resume and cover letter, etc.)	20%
4)	Paper Bag Final Test	20%
5)	* Attendance	<u>20%</u>
		100%

**VI. PRIOR LEARNING ASSESSMENT:**

Students who wish to apply for advanced credit in the course should consult the instructor. Credit for prior learning will be given upon successful completion of the following:

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VII. REQUIRED STUDENT RESOURCES

VIII. ADDITIONAL RESOURCE MATERIALS AVAILABLE IN THE COLLEGE LIBRARY:

Book Section (TITLE, PUBLISHER, EDITION, DATE, LIBRARY CALL NUMBER IF APPLICABLE - SEE ATTACHED EXAMPLE)

Periodical Section (MAGAZINES, ARTICLES)

Audiovisual Section (FILMS, FILMSTRIPS, TRANSPARENCIES)

IX. SPECIAL NOTES

Students with special needs (eg. physical limitations, visual impairments, hearing impairments, learning disabilities) are encouraged to discuss required accommodations confidentially with the instructor.

Your instructor reserves the right to modify the course as he/she deems necessary to meet the needs of students.

## **\* ATTENDANCE POLICY**

In keeping with importance of attendance in modern work, students will be granted one absence from lecture or lab without penalty. Additional absences will be penalized at a rate of 5% per absence to a maximum of 20%. However one attendance restoration credit will be granted each time the instructor is absent.

Students with perfect attendance will automatically be credited 20% for the attendance portion of the evaluation.

Students missing any lab or lecture are required to contact the instructor preferably prior to the class.

Students with severe attendance problems may be given an additional assignment to recover a portion of the attendance grade at the discretion of the instructor.

Attendance in this course is critical because of the opportunities for demonstration of the learning outcomes will be provided.