

SAULT COLLEGE OF APPLIED ARTS AND TECHNOLOGY

SAULT STE. MARIE, ON

COURSE OUTLINE

COURSE TITLE: INTRODUCTION TO HUMAN RELATIONS

CODE NO.: CCW127

SEMESTER: ONE 90F

PROGRAM: LAW AND SECURITY ADMINISTRATION

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DATE: SEPTEMBER, 1990

PREVIOUS OUTLINE DATED: SEPTEMBER, 1989

APPROVED:

DEAN

K. DeSantis

DATE

Aug 28/90

INTRODUCTION TO HUMAN RELATIONS

CCW127

COURSE NAME

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COURSE DESCRIPTION

As a professional in the human services field, one of your most essential skills will be your ability to relate to and communicate with your colleagues and clients.

This course will explore the dynamics of human communication in an experiential way. The focus of this course will be for you to become aware of your present way of communicating and to augment the communication skills you have already established.

OBJECTIVES

Upon successful completion of this course, students will:

1. understand the elements and process of communication,
2. differentiate between effective and ineffective communication,
3. be more aware of their own communication styles and of how these styles work to influence their relationships with others,
4. understand how particular relationships with others.

LEARNING RESOURCES

Provided by the College:

The Learning Resource Center has an array of books, journals, and tapes covering this topic. Films may be screened in class (if appropriate time allows).

Text: (Purchased by the Student)

Looking Out, Looking in: Interpersonal Communication. Adler, Donald B., Towne, Neil. 6th ed. Holt, Rhinehart & Winston, Toronto, 1990.

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METHODOLOGY

Classes will be conducted in a variety of ways with student participation being an integral part of the learning process. It follows then, that class participation (not merely attendance) will be considered extremely important. Classes will consist of lectures, discussions, structured activities, role playing, etc.

COURSE REQUIREMENTS:

1. There will be four (4) tests worth 15% each.
Date: To Be Announced
2. There will be two self-assessment assignments. These will be discussed in the classroom prior to the due date and a detailed written explanation of each will be provided.
Date: To Be Announced
3. Attendance, punctuality and participation in discussions are all involved in the assessment of the participation mark.

GRADING BREAKDOWN

Tests 60%
Self-Assessment Projects 25%
Attendance and Class Participation .. 15%

COLLEGE GRADING POLICY

90 - 100% = A+
80 - 89% = A
70 - 79% = B
60 - 69% = C
Below 60 = R