

Course Prefix/Number/Title: HRM 100 Human Relations in Organizations

Number of Credits: 3

Course Description: This course examines the importance of human relations and professional development. Students are given the opportunity to achieve a deepened sense of awareness of themselves and others. This understanding is applied to human relations at home and on the job. The topics covered include the impact of personal and organizational values, motivation, self-awareness, goal setting, conflict management, communications, and stress management.

Pre-/Co-requisites: None

Course Objectives: Upon successful completion of this course, the student should be able to:

1. Explain interpersonal skill development
2. Understand individual differences
3. Learn to build self-esteem and self-confidence in the workplace
4. Understand interpersonal communications
5. Exhibit teamwork skills
6. Group problem solving and decision making
7. Comprehend cross cultural relations and diversity
8. Understand how to resolve conflict with others
9. Become an effective leader and understand how to motivate others
11. Helping others develop and grow
12. Explain positive political skills
13. Demonstrate customer satisfaction skills
14. Explain ethical behavior
15. Learn about stress management and personal productivity
16. Demonstrate job search and career management skills

Instructor: Penny Belgarde, Adjunct

Office: N/A

Office Hours: N/A (please email if you need to set up a time to visit via phone or have questions)

Phone: N/A

Email: penny.belgarde@dakotacollege.edu

Lecture/Lab Schedule: This is an asynchronous online course.

Textbook(s): Human Relations: Interpersonal Job-Oriented Skills, 12th Edition, by Andrew Dubrin, ISBN #978-0-13-350682-2

Course Requirements:

1. Completion of assignments, tests, and discussions are required.
2. Everyone will complete two research papers.
3. Grading is the accumulation of assignments, discussions, tests, and research papers for total points.

Grading Scale: Grading is based on what the student earns based upon the percent of total possible points. Final letter grades are assigned based on the grading scale below.

90-100% = A 89-80% = B 79-70% = C 69-60% = D Below 60% = F

Assignments Due Dates: Late work will incur point deductions: 10% off in points for each day it is late. Any assignment turned in after 3 days will result in a 0. This is the policy for all assignments. Participation is expected. This is an online course and it is expected that you are present and active each week. You are responsible for the activities for each weekly module. If you know of a conflict ahead of time, you are welcome to submit assignments early or notify prior to the assignment due date.

Tentative Course Outline:

| | |
|-------------|--|
| Week 1 | Interpersonal Skill Development |
| Week 2 | Understanding Individual Differences |
| Week 3 | Building Self-Esteem & Self-Confidence |
| Week 4 | Interpersonal Communication |
| Week 5 | Interpersonal Skills for the Digital World |
| Week 6 | Developing Teamwork Skills |
| Week 7 | Group Problem solving and Decision Making |
| Week 8 | Cross-Cultural Relations and Diversity |
| Week 9 | Resolving Conflicts with Others |
| Week 10 | Becoming an Effective Leader |
| Week 11 | Motivating Others |
| Week 12 | Helping Others Develop and Grow |
| Week 13 | Positive Political Skills |
| Week 14 | Customer Satisfaction Skills |
| Week 15 | Enhancing Ethical Behavior |
| Week 16 | Stress Management and Personal Productivity <i>**Start final research paper</i> |
| Finals Week | Final research paper due Sunday, Dec. 11, by 11:59pm |

General Education Competency/Learning Outcome(s) OR CTE Competency/Department Learning Outcome(s): Department Learning outcome #1: Employs industry specific skills in preparation for workplace readiness – Utilize Soft Skills.

Relationship to Campus Focus: Dakota College at Bottineau emphasizes nature, technology, and beyond as a focus for the unique blend of courses and programs offered here. This course will emphasize communications and the diverse makeup of the business community, which enhances the “Human” nature.

Classroom Policies: N/A

Student Email Policy: Dakota College at Bottineau is increasingly dependent upon email as an official form of communication. A student's campus-assigned email address will be the only one recognized by the Campus for official mailings. The liability for missing or not acting upon important information conveyed via campus email rests with the student.

Academic Integrity: According to the DCB Student Handbook, students are responsible for submitting their own work. Students who cooperate on oral or written examinations or work without authorization share the responsibility for violation of academic principles, and the students are subject to disciplinary action even when one of the students is not enrolled in the course where the violation occurred. The Code detailed in the Academic Honesty/Dishonesty section of the Student Handbook will serve as the guideline for cases where cheating, plagiarism or other academic improprieties have occurred.

Disabilities or Special Needs: Students with disabilities or special needs (academic or otherwise) are encouraged to contact the instructor and Disability Support Services.

Title IX: Dakota College at Bottineau (DCB) faculty are committed to helping create a safe learning environment for all students and for the College as a whole. Please be aware that all DCB employees (other than those designated as confidential resources such as advocates, counselors, clergy and healthcare providers) are required to report information about such discrimination and harassment to the College Title IX Coordinator. This means that if a student tells a faculty member about a situation of sexual harassment or sexual violence, or other related misconduct, the faculty member must share that information with the College's Title IX Coordinator. Students wishing to speak to a confidential employee who does not have this reporting responsibility can find a list of resources on the DCB Title IX webpage.