

**SEWARD COUNTY COMMUNITY COLLEGE  
COURSE SYLLABUS**

**I. TITLE OF COURSE:** BA1503- Human Relations

**II. COURSE DESCRIPTION: 3 credit hours  
3 credit hours of lecture and 0 credit hours of lab per week.**

This course is designed to give the student an insight into human relations on the job. Emphasis is given to identify those skills and abilities necessary to be an effectual leader. The course will also cover communication skills, attitudes, building self-esteem, identifying your motivations, learning to achieve emotional control and developing positive first impressions. For each unit of credit, a minimum of three hours per week with one of the hours for class and two hours for studying/preparation outside of class is expected.

For each unit of credit, a minimum of three hours per week with one of the hours for class and two hours for studying/preparation outside of class is expected.

Pre-requisite: NA

**III. PROGRAM AND/OR DEPARTMENT MISSION STATEMENT:**

Division Statement: The mission of the Humanities and Social Sciences is to foster an appreciation of the role that the humanities and social sciences has played in the evolution of civilized society and to explore the ways that an understanding of theory and practice in philosophy, the social sciences, the fine arts, and written and oral expression will enable students to participate thoughtfully in a global society.

Department Statement: The mission of Behavioral Sciences is to provide opportunities to improve and enhance each student's understanding and comprehension of the forces that have shaped and influenced the human condition.

**IV. TEXTBOOK AND MATERIALS:**

DuBrin, Andrew J.; Human Relations for Career and Personal Success; 8th ed.; Upper Saddle River: Pearson Education. 2008.  
Rath/Clifton, How Full is Your Bucket?, Paperback, Gallup Press

**V. SCCC OUTCOMES**

Students who successfully complete this course will demonstrate the ability to do the following SCCC Outcomes.

1: Read with comprehension, be critical of what they read, and apply knowledge gained to real life

5: Demonstrate the ability to think critically by gathering facts, generating insights, analyzing data, and evaluating information

7: Understand each other, moving beyond simple acceptance to embracing and celebrating the rich dimensions of diversity by working as a team to learn, engaging with community, exhibiting cultural awareness, and creating equity.

## **VI. COURSE OUTCOMES:**

Demonstrate an awareness of the major trends related to human relations that developed in the past decade through discussion and essay.  
Become acquainted with ways that organizations can maintain a proper balance between concern for production and concern for employees.  
Increase knowledge of human relation skills that students need in order to be better prepared for the job world of today.  
Make applications from the text to personal needs and goals in order to achieve success in the business world.

## **VII. COURSE OUTLINE:**

1. Preliminary data on Human Relations; Improving Personal and Organizational Communication.
2. Career Success Begins With Knowing Yourself.
3. Personal Strategies for Improving Human Relations.
4. Working Together

## **VIII. INSTRUCTIONAL METHODS:**

Lecture  
Class discussion  
Audio visual aids  
Journal writing

## **IX. INSTRUCTIONAL AND RESOURCE MATERIALS:**

Textbook  
Guest speakers  
Handouts

## **X. METHODS OF ASSESSMENT:**

SCCC/ATS Outcomes will be measured by the following. Mastery of these outcomes will be noted by a successful completion of the course with a grade of C (70%) or better.  
#1: Students will be required to read the textbook and to be able to discuss it during class discussions on the various chapters.  
#5: Students will be required to write journal entries over various topics discussed in class. An example would be "The importance of humor in the workplace."  
#5: Students will also critique various "case studies" in the textbook demonstrating their understanding of the material.  
#7: It is the intent of the instructor that students will better understand and appreciate the other life styles and cultures of America and other countries through a discussion of them.

## **XI. ADA STATEMENT:**

Under the Americans with Disabilities Act, Seward County Community College will make reasonable accommodations for students with documented disabilities. If you need support or assistance because of a disability, you may be eligible for academic accommodations. Students should identify themselves to the Dean of Students at 620-417-1106 or going to the Student Success Center in the Hobbie Academic building, room 149 A.

Syllabus Reviewed: 11/08/2018 16:29:32