

Dakota College at Bottineau Course Syllabus

Course Prefix/Number/Title: PSYC 100—HUMAN RELATIONS IN ORGANIZATIONS

Number of Credits: 3 semester hours

Pre/Co-requisites: None

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.

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
10. 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: Valerie Heilman B.S.Ed, M.S.

Office: None

Office Hours: Chat by appointment or email

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Lecture/Lab Schedule: None

Textbook(s): Human Relations: Interpersonal Job-Oriented Skills 10th Edition by Andrew Dubrin and Self-Assessment Library Insights into Your Skills, Interests and Abilities Version 3.4 by Stephen P. Robbins 2 text package isbn # 9780135068816

Course Requirements:

1. Completion of assignments, tests, and discussions are required.
2. Everyone will complete a research paper based on your career interests as outlined in the requirements. This paper should consist of a high-quality report, approximately 5 pages in

length, including references. You must use at least three references, one of which may be an individual. Grading will be on such factors as applicability, effectiveness, and quality.

3. Grading is the accumulation of assignments, quizzes, and tests for total points.

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

Course Outline:

Two chapters every two weeks are due along with an exam over those two chapters.

General Education Goals/Objectives:

Goal 6: Demonstrates the knowledge of the human experience throughout history.

Objective 2: Recognizes the world of human diversity.

Skill 1: Demonstrates knowledge of varying cultural standards throughout the world.

Relationship to Campus Theme: 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:

Missed Classes: If you know of a conflict ahead of time that will not allow you to submit coursework on time, you are welcome to submit assignments early.

Assignments: All assignments are due as indicated in the calendar. Late assignments receive a 20% discount minus errors. All late assignments are due before the final class date. Make sure your name and exercise name appear on the assignment. Please use the assignment drop boxes to submit your work.

Electronic Devices: Recording this course or its contents are not allowed.

Academic Integrity: Plagiarism and cheating are serious offenses and may be punished by failure on exam, paper or project; failure in course; and/or expulsion from the university. For more information, refer to the "Academic Dishonesty" policy in the university catalog or the student handbook online:

<http://www.dakotacollege.edu/pdf/studenthandbook.pdf> this link refers you to the entire student handbook and can also answer most other questions on campus policies.

Disabilities and Special Needs: If you have any condition, such as a physical or learning disability, for which you need extra assistance, please see me immediately. If you have already met with Student Development personnel, please provide me with information regarding your special needs as soon as possible so that I can make appropriate accommodations.