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

Office: Minot State University
       Administration Building
       Dakota College Office, Room #160
       500 University Ave, Minot, ND 58707

Office Hours: N/A (contact via phone or email)

Phone: 701-858-4339 Office

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 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	Budiling 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 Leadr
Week 11	Motivating Others
Week 12	Helping Others Develop and Grow
Week 13	Positive Political Skills
Week 14	Customer Satisfaction Skills
Week 15	Enhancing Ehtical Behavior
Week 16	Stress Management and Personal Productivity **Start final research paper*
Finals Week	Final research paper due Sunday, Dec. 14, 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.

AI Student Policy: Unless otherwise indicated in the course syllabus, or in individual instructions for course assignments, or in the absence of the express consent of the course instructor, students are not allowed to utilize generative AI to help produce any of their academic work. Any violation of this policy will be considered an act of academic dishonesty as outlined within the Dakota College Code of Student Life.

RESPONSIBILITIES

Students	- Responsible to follow the syllabus and assignment instructions regarding use of generative AI for all academic work. - Obtain permission of the instructor prior to the use of generative AI that is outside of the syllabus or assignment instructions. Provide appropriate rationale for how the use of generative AI will enhance the learning experience for the assignment. - In instances where generative AI is permissible, appropriately cite the generative AI program used and

	indicate where in the assignment it was used, in a brief submission statement.
Faculty	- Determine if the use of generative AI could enhance student learning in any assignment of project. - Clearly indicate in all course syllabi if generative AI is allowable for any academic work. - If allowable, give specific parameters for how and when generative AI may be used. - If a violation of generative AI for the individual course/syllabus is suspected, discuss the concern with the student. If violation is still suspected, inform the appropriate semester coordinator/program director.