COURSE SYLLABUS

BSAD B5 Human Relations/People Skills

SPRING SEMESTER – 2016 – PROFESSOR ROBINSON

BUSINESS MANAGEMENT & INFORMATION TECHNOLOGY DEPARTMENT

BSAD B5 Human Relations/People Skills CRN: 30797 (3 units)

OFFICE HOURS FOR STUDENTS:
Tuesdays 2:00 – 5:00 p.m. & Wednesdays 10:00 a.m. – 12:00 Noon in Office B6

Instructor: Professor Robinson, Business Management & Information Technology
Duration: Tuesday, January 19, 2016 – Tuesday, May 10, 2016
Class Days: Tuesdays – 6:00 – 9:10 p.m.
Classroom: Business Education Building, Room B-5
Office: Business Education Building, Room B-6
Telephone: (661) 395-4375
E-Mail: Vrobinso@bakersfieldcollege.edu or go to my BC Website: Click: Faculty Website: Robinson, V or http://www2.bakersfieldcollege.edu/vrobinson/

I. Course Description:

This course is designed to provide students with effective communication and people skills. We will explore the behavioral approach to the business environment by examining ourselves and others in relationships. We will look at developing emotional balance and the factors that influence our emotions and behavior. Students will learn how to cope with their anger and the anger of others to resolve conflict. This course will also provide insight on the effects of drugs and alcoholism in the workplace and methods of rehabilitation. We will study professional dress and resumes for career selection and the important facets of building operative communication skills. We will also study and develop leadership skills and practices for success. Students will study to become effective leaders in society. The goal of the course is to build a hands-on approach to developing human relations/people skills for lifelong successful relationships.

II. Textbooks and supplies:


P-Persist O-Organize S-Strive for Excellence S-Stay Involved I-Innovate B-Be Focused L-Learn for Life E-Emphasize Integrity
Purchase: Please buy one 8 ½ X 11- Lined notebook for taking notes. One small stapler/staples, one (1) Student Planner 2015-16, and (2) Scantron Form number: 882-E and (2) number two pencils.

Note: Textbooks for this class are on reserve at Bakersfield College’s Library.

III. Student Learning Outcomes:
Upon successful completion of this course, the students will be able to:

- Gain an understanding of organizational behavior and relationships.
- Address and diagnose stress and burnout in the workplace.
- Develop time management skills.
- Analyze how motivation is the key to worker involvement and performance.
- Demonstrate the knowledge of various aspects of communication including non-verbal communications, body language, posture, eye contact, touching and space proxemics.
- Explore the characteristics of creativity and how to use the skills effectively.
- Gain an understanding of the fact that discrimination is by no means a dead or resolved issue, and that progress has been made through better management practices and anti-discrimination laws, but there are still opportunities for better business and government practices with or without executive, legislative or judicial decisions.
- Explore the importance of an ever changing business and personal world requiring knowledge of how people interact between cultures to prepare for the future.

Students with disabilities:
Bakersfield College will make reasonable accommodations and/or academic adjustments to ensure that students with disabilities have an equal opportunity to participate in the college’s courses, programs and activities, including extracurricular activities.

Students with disabilities who believe they may need accommodations in this class are encouraged to contact Disabled Student Programs & Services located at Student Services (SS) Building, 1st Floor, Counseling Center (661-395-4334), as soon as possible to better ensure such accommodations are implemented in a timely fashion.

Equity and Inclusion:
Bakersfield College (BC) is committed to creating and fostering a positive, safe and conducive learning environment based on open communication where diversity, equity, and inclusion are recognized, valued and informed thoughtful decision-making and action. BC embraces individual difference and expects all employees and students to respect these differences and accept and understand that individuals have unique perspectives, behaviors, and worldviews that may be different from their own.
NOTE: Please speak to me (Mrs. Robinson) privately after class or contact me if you need any assistance.

V. Attendance Procedures:

Punctuality and attendance are crucial. All students are expected to arrive in class on time and remain in class until it ends. IMPORTANT: In accordance with Bakersfield College attendance policy in the 2015-16 catalog, it states that …if an absence occurs on the first day of class, the student will be dropped to make room for students on the Wait List. After three (3) absences from the class, the student may be dropped. Punctuality is important. Three (3) times tardy or leaving before the class is dismissed, will constitute one (1) absence.

<table>
<thead>
<tr>
<th>IMPORTANT DATES SPRING 2016</th>
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<tbody>
<tr>
<td>January 31, 2016</td>
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<tr>
<td>March 1, 2016</td>
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<tr>
<td>April 1, 2016</td>
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<tr>
<td>Tuesday, May 10, 2016</td>
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</table>

It is the student’s responsibility to drop the course if you stop attending – not the instructor’s. Failure to withdraw from the class can result in not passing the course.

VI. MANDATORY FORMAT FOR HOMEWORK:

Type the heading SINGLE SPACED (Example below) Arial size 12 font: (FOLLOW THIS GUIDE)!

(Your name)
Human Relations/People Skills
CRN: 30797
Tuesdays
6:00 p.m. – 9:10 p.m.
Tuesday, February 9, 2016

Number your pages on the bottom center -1- as seen in this example. (Example below):

-1-

Late Assignments: All late assignments will be lowered to the next grade. For example, if the grade is an “A” it will be reduced to a “B” for being late. Late assignments will not be accepted one week after the original date the assignment is due. If you anticipate an absence, you may turn the homework into me early in person. Please do not e-mail homework. Please hand-deliver your homework assignments on or before the due date.
**Exams:** All students must take the mid-term and final exam(s) to pass this course. Missing either of the exams is cause for failure of the course. If there is a mitigating circumstance, please contact me immediately to address your concerns. Please purchase two (2) Scantrons, Form Number: 882-E and two (2) number 2 pencils for the exams.

**Proofread your homework and assignments:** Class and homework assignments should not contain any errors in spelling, punctuation, style, etc. Dictionaries, spellcheckers, and other methods of checking and proofreading are encouraged. Please type all assignments, except for “What’s News.” Due dates of assignments are outlined on pages 5 and 6. **Note:** the forms for What’s News can be retrieved from my website at: http://www2.bakersfieldcollege.edu/vrobinson.

**What’s News:** You are required to report on one (1) What’s News article this semester. Five minutes will be allotted to share with the class a What’s News article that is relative to: Human Relations/People Skills topics. For example, articles on: organizational culture, communication skills, conflict resolution, motivation and other related topics from the chapters covered in your textbook. You may find articles from the following legitimate news media(s) only: “Bakersfield Californian, Los Angeles Times, Time Magazine, Wall Street Journal, USA Today, New York Times and Money Magazine. **IMPORTANT:** No articles from “Renegade Rip. **Note:** Internet articles must be dated within two weeks of presentation. In the beginning of your five (5) minute presentation: Write on the board one positive fact in the form of a sentence that you’ve learned and desire for the class to remember about the article. It must relate to topics in our Human Relations textbook and/or the chapters we will discuss. A copy of the article from must be turned in the day of the presentation to receive a grade. Please select articles dated two (2) weeks prior to your presentation.

Absence on your scheduled date for the What’s News presentation will result in a non-passing grade for the assignment. **There are no makeup days for What’s News, please attend class on your scheduled day of presentation.**

**Group project:** Alcoholism, Drugs, Sexual Harassment & Rehabilitation. – This group project requires all students to participate. **NOTE:** If you miss two or more group planning sessions with your group, you may receive a non-passing grade for this assignment.

**Grading Scale:**

<table>
<thead>
<tr>
<th>Score Range</th>
<th>Grade</th>
<th>Points</th>
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</thead>
<tbody>
<tr>
<td>90 - 100</td>
<td>A</td>
<td>4</td>
</tr>
<tr>
<td>80 - 89</td>
<td>B</td>
<td>3</td>
</tr>
<tr>
<td>70 - 79</td>
<td>C</td>
<td>2</td>
</tr>
<tr>
<td>60 - 69</td>
<td>D</td>
<td>1</td>
</tr>
<tr>
<td>0 - 59</td>
<td>F</td>
<td>0</td>
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</tbody>
</table>

Bakersfield College does not use a (Plus +) or a (Minus -) in their grading system.

Homework questions, What’s News presentations, Group presentations: 80%
Mid-term Exam 10%
Final Exam 10%

**Total:** 100%

- Persist O-Organize S-Strive for Excellence I-Innovate B-Be Focused L-Learn for Life E-Emphasize Integrity
BC’s Policy on Plagiarism and Cheating: In all courses, student’s written work is evaluated for effectiveness, as well as content. All writings should be expressed clearly, logically, and maturely, using the Standard English sentence structure, grammar, and spelling. Students must acknowledge all sources of information by following a standard (APA) citation style format. All students are expected to behave with the fullest integrity. For further details regarding these policies, please see the Bakersfield College 2015-16 Catalog.

PLEASE...PLEASE...PLEASE: Silence your cell phones, IPods, before entering the class. There is no texting, eating, or drinking allowed during the class. Using a lap top computer is permitted; however, you must sit in the “front row” to use it. If you are using the internet during class, lap top privileges will discontinue.

MANDATORY HOMEWORK ASSIGNMENTS

NOTE: Mark these dates in your calendar

Answers to the questions below are in the Human Relations textbook. Please read and find the correct answers in our textbook (7th Edition by Reece). Summarize the answers in your own words; I am looking for clear detailed answers. Please do not use the old edition of the textbook.

NOTE: Please type the questions first, and then double space and type your answers. I will not accept your assignments if the homework is not typed or if you have not typed the questions first. Please staple two (2) or more pages. Make sure the correct CRN number, and the current date you turned in the assignment is on all of your assignments. Please use the example below: MANDATORY FORMAT

Type the heading SINGLE SPACED (Example below) Arial size 12 font: FOLLOW THIS GUIDE:

(Your name)
Human Relations/People Skills
CRN: 30797
Tuesdays
6:00 p.m. – 9:10 p.m.

USE...ONLY AS AN Example of how to set up your questions:

1. Explain the purpose of human relations?
   A. Human relations are the study of why our beliefs, attitudes and behaviors sometimes cause relationship problems.

2. Identify two (2) major developments in human relations?
   A. One development in human relations is work force diversity. It means... The second is...

-1-

Please number your pages on the bottom center -1- as see in the (Example above)↑

Please print PowerPoint Slides for Classroom Notes
ASSIGNMENTS – (1-7) DUE DATES:  
Human Relations – 7th Edition by Reece:

1. **Small Group Discussion** - Hand-out provided.  
   **Due:** February 9, 2016

2. **Quiz(s): Laws of Leadership**  
   **Due:** February 16, 2016

3. **Improving your Life - Human Relations – 7th Edition by Reece:**
   1. Select (3) goal you would like to achieve; for example, you may choose and educational goal or improve a relationship. Think about what personal/professional things that you would like to improve. Neatly print in ink your goals and then describe 3-4 action steps. Start with the pronoun ‘I’ and state what action steps you will take to achieve your goals. Find color photos to match your goals. Work on the goals until the end of this semester. Describe and state the importance of a favorable first impression.
   **Due:** March 1, 2016

2. Describe seven (7) or more attitudes that employer’s value. Why are these attitudes important?  
   **Due:** March 1, 2016

4. **Develop Professional Resume and Dress for Success – Photo Shoot!**  
   (All students must participate)  
   **Date:** March 15, 2016

5. **What’s News** – 5 Minute oral presentations –  
   **Due:** March 29, 2016

6. **Questions to Answer:**
   1. Explain in details how prejudicial attitudes are formed.
   2. Explain in detail how to use assertiveness skills in conflict situations.
   3. Please provide according to the textbook a guide for developing a healthy lifestyle
   4. What laws of leadership impacted you the most and why?  
      (33 points each = 99 points)  
   **Due:** April 19, 2016

7. **Group Presentations:** (Substance Abuse/Sexual Harassment, etc.) – Details provided later.  
   **Due:** April 26, and May 3, 2016

All late assignments will be lowered one grade level. I do not accept assignments one week past the original due date. If you anticipate being absent, you may come into my office B-6, and turn the typed assignment in early. There are no make-up dates for “What’s News Presentations” and Group projects. If you are absent on the scheduled date to do the group project or the What’s News presentation, your absence will result in a non-passing grade for the assignment.
## BSAD B5 HUMAN RELATIONS/PEOPLE SKILLS
### Spring Semester 2016
#### Tuesdays

**ASSIGNMENTS** – (Assignments are subject to change)

***IMPORTANT YOUR HOMEWORK - TYPE YOUR QUESTIONS FIRST, THEN DOUBLE SPACE (DS) AND TYPE YOUR ANSWER TO THE QUESTIONS***

<table>
<thead>
<tr>
<th>DATE OF CLASS SESSIONS</th>
<th>CHAPTER AND CLASSROOM DISCUSSION</th>
<th>HOMEWORK/ASSIGNMENTS <em>(Refer to Pages 5 and 6 of this syllabi for questions to the assignments)</em></th>
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**P-Persist O-Organize S-Strive for Excellence I-Innovate B-Be Focused L-Learn for Life E-Emphasize Integrity**
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<tr>
<td>February 16, 2016</td>
<td>Discuss Chapter 4 - Personal Values Influence Ethical Choices <em>(HoM)</em> Video Be Focused. Sign up for Dress for Success. <strong>Quiz 14 Laws of Leadership.</strong></td>
<td>Read chapters 13-15 of Laws of Leadership, pages 133-163.</td>
</tr>
<tr>
<td>February 23, 2016</td>
<td><strong>Go over assignment 3 in the syllabus.</strong> Discussion on Laws 15-21 of Leadership. Question and answer sessions. Bring your job related, family and community related issues and concerns for advice. <strong>Sign up for Group Presentations</strong> Discuss Chapter 5 Attitudes can shape your life. <strong>Important:</strong></td>
<td>Read Chapter 5 – pages 95-112 of Human Relations. Read Chapters 16-21 of Laws of Leadership. Pages 165-226. <strong>Study all 21 Laws of Leadership</strong></td>
</tr>
<tr>
<td>March 1, 2016</td>
<td>Finish Chapter 5 discussion. <em>(HoM)</em> – Pledge to Pass. <strong>Mid-term Exam.</strong></td>
<td>Read Chapter 6 - pages 119-135 of Human Relations <strong>NOTE:</strong> Begin to look for professional outfit for Assignment 3. See page 6 of the syllabus.</td>
</tr>
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<tr>
<td>March 8, 2016</td>
<td>Discuss Chapter 6 – Developing a professional presence. We will practice poise and walking with confidence for success. <em>(HoM)</em> Video Learn for Life.</td>
<td>Select your professional attire for class. You will model your attire.</td>
</tr>
<tr>
<td>March 15, 2016</td>
<td><strong>Dress for Success today!</strong> Come to class dressed for an interview. Vote on attire of class mates.</td>
<td>‘Dress for Success.’ Model your outfit in class. Find and prepare for What’s News presentation.</td>
</tr>
<tr>
<td>March 21-25, 2016</td>
<td><strong>SPRING BREAK – NO CLASSES</strong></td>
<td>NO CLASSES Prepare for What’s News presentations.</td>
</tr>
<tr>
<td>March 29, 2016</td>
<td><strong>What’s News Presentations.</strong></td>
<td>Read Chapter 8 of Human Relations – pages 165-190.</td>
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<tr>
<td>April 5, 2016</td>
<td>Discuss Chapter 7 - Valuing Work Force Diversity. <em>(HoM)</em> Video – Strive for Excellence</td>
<td>Bring in Questions</td>
</tr>
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<td>April 12, 2016</td>
<td><strong>Go over question #5.</strong> Open Discussion on Valuing Diversity. <em>(HoM)</em> Begin Chapter 8 – Resolving and Achieving Emotional Balance. <em>(HoM)</em> Test Preparation</td>
<td>Read Chapter 9 – A Life Plan for Effective Human Relations. Work on Homework questions #5.</td>
</tr>
<tr>
<td>April 19, 2016</td>
<td>Lecture on Chapter 9 - A life plan for effective Human Relations. <em>(Small group discussion).</em></td>
<td>Homework questions #5 are due. Groups I and II prepare for presentation on Tuesday.</td>
</tr>
<tr>
<td>DATES OF CLASS SESSIONS</td>
<td>CHAPTER AND CLASSROOM DISCUSSION</td>
<td>HOMEWORK/ASSIGNMENTS *(Refer to Pages 5 and 6 of this syllabi for questions to the assignments)</td>
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<tr>
<td>May 10, 2016</td>
<td>FINAL EXAM – Chapters 1-9 – Human Relations textbook 7th Edition by B. Reece and the 21 Laws of Leadership by J. Maxwell.</td>
<td>Please arrive early by 6:50 p.m. Exam begins at 7:00 p.m.</td>
</tr>
</tbody>
</table>

**IMPORTANT:** All students must take the mid-term and final exam(s) to pass this course. Missing either of the exams is cause for not passing the course.

**Thank you for taking this course.**

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