

# Clackamas Community College

## Online Course/Outline Submission System

Show changes since last approval in red

BA-285 Human Relations in Business

General education certified:  Yes  No

- Writing
- Oral Communication
- Arts and Letters
- Science & Computer Science
- Mathematics
- Social Science
- Cultural Literacy
- Health & Physical Education

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Approved Date (mm/dd/yyyy):  /  /

### Section #1 General Course Information

**Department:** Business & Computer Science: Business

**Submitter**

First Name: Michael

Last Name: Moiso

Phone: 3770

Email: mmoiso

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**Course Prefix and Number:** BA - 285

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**# Credits: 4**

Contact hours

Lecture (# of hours): 44

Lec/lab (# of hours):

Lab (# of hours):

Total course hours: 44

For each credit, the student will be expected to spend, on average, 3 hours per week in combination of in-class and out-of-class activity.

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**Course Title:** Human Relations in Business

**Course Description:**

Introduces the theory and practical application of human relations at the individual, group, and organizational levels. Emphasizes psychological principles that help build relationships among employees and employers. Includes goal setting, motivation, communication, leadership, conflict management, and individual and group behavior.

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**Type of Course:** Lower Division Collegiate

**Is this class challengeable?**

Yes

**Can this course be repeated for credit in a degree?**

No

**Is general education certification being sought at this time?**

No

**Does this course map to any general education outcome(s)?**

No

Is this course part of an AAS or related certificate of completion?

Yes

**Name of degree(s) and/or certificate(s):** Business AAS & Certificates

Are there prerequisites to this course?

No

Are there corequisites to this course?

No

Are there any requirements or recommendations for students taken this course?

Yes

**Recommendations:** Pass RD-090 or placement in RD-115

**Requirements:** None

Are there similar courses existing in other programs or disciplines at CCC?

No

Will this class use library resources?

No

Is there any other potential impact on another department?

No

Does this course belong on the Related Instruction list?

Yes

**Area:** Human Relations

**GRADING METHOD:**

A-F or Pass/No Pass

**Audit:** Yes

**When do you plan to offer this course?**

Fall  
Winter  
Spring

**Is this course equivalent to another?**

If yes, they must have the same description and outcomes.

No

**Will this course appear in the college catalog?**

Yes

**Will this course appear in the schedule?**

Yes

**Student Learning Outcomes:**

Upon successful completion of this course, students should be able to:

1. identify the student's own intrapersonal and interpersonal strengths and weaknesses;
  2. describe the common biases affecting perception;
  3. define ethics and discuss how a particular ethical perspective affects choices to help oneself and/or the organization vs. helping oneself and harming others;
  4. identify the elements of the communication process and analyze a scenario to identify the ways in which the process is either enhanced or interrupted;
  5. determine the student's own preferred conflict management style and describe when the styles (avoiding, accommodating, compromising, collaborating, and forcing) might most effectively be used;
  6. explain how a given leadership style (situational leadership, situational supervision, etc.), might be best used in relation to different employee maturity levels;
  7. identify the major motivation theories (e.g., Maslow's Hierarchy, Equity, Manifest Needs, and others), and discuss their similarities and differences;
  8. identify the common bases of power and describe how to use each one appropriately;
  9. describe the stages of a team's development, the types of group roles, and how those roles can contribute to team success;
  10. develop student's own human relations plan based on a minimum of two self-assessments.
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This course does not include assessable General Education outcomes.

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**Major Topic Outline:**

1. Intrapersonal Skills: Behavior and Human Relations.
2. Intrapersonal Skills: Personality, Stress, Learning and Perception.
3. Intrapersonal Skills: Attitudes, Values and Ethics.
4. Interpersonal Skills: Communications and Emotions.
5. Interpersonal Skills: Conflict.
6. Interpersonal Skills: Leading and Trust.
7. Interpersonal Skills: Motivation.
8. Interpersonal Skills: Power and Politics.
9. Leadership Skills: Teams, Creativity, Problem Solving, and Goal Setting and Decision Making.
10. Leadership Skills: Organizational Change and Culture.
11. Leadership Skills: Valuing Diversity.
12. Applying Human Relations Skills.

**Does the content of this class relate to job skills in any of the following areas:**

- |                                      |    |
|--------------------------------------|----|
| 1. Increased energy efficiency       | No |
| 2. Produce renewable energy          | No |
| 3. Prevent environmental degradation | No |
| 4. Clean up natural environment      | No |
| 5. Supports green services           | No |

Percent of course: 0%

## **Section #2 Course Transferability**

Concern over students taking many courses that do not have a high transfer value has led to increasing attention to the transferability of LDC courses. The state currently requires us to certify that at least one OUS school will accept a new LDC course in transfer. Faculty should communicate with colleagues at one or more OUS schools to ascertain how the course will transfer by answering these questions.

1. Is there an equivalent lower division course at the University?
2. Will a department accept the course for its major or minor requirements?

3. Will the course be accepted as part of the University's distribution requirements?

If a course transfers as an elective only, it may still be accepted or approved as an LDC course, depending on the nature of the course, though it will likely not be eligible for Gen Ed status.

Which OUS schools will the course transfer to? (Check all that apply)

Identify comparable course(s) at OUS school(s)

How does it transfer? (Check all that apply)

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First term to be offered:

Next available term after approval

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