COURSE SYLLABUS

COURSE NUMBER AND TITLE:
HRPO 1311: Human Relations (3-0-3)

COURSE (CATALOG) DESCRIPTION:
This course offers students practical application of the principles and concepts of the behavioral sciences to interpersonal relationships in the business and industrial environment. A focus of the course will be on the knowledge and application of critical thinking and learning strategies integrated with computer literacy components. Students will become familiar with basic computer applications, including word processing, spreadsheets, presentation graphics, e-mail, and utilization of the internet. An emphasis on career understanding and development will be demonstrated through course content and activities utilizing a variety of instructional methods including case studies, team projects and service learning opportunities. This course is designed for first year students in technical programs.

MAJOR COURSE REQUIREMENTS:

A. College As Your Workplace
B. Assessment and Planning for Educational Success
C. Critical Thinking for Problem Solving and Decision Making
D. Self-Management
E. Workplace Basics
F. Relationships
G. Career Planning Tools

In each unit you will be given a lecture/demonstration and then be expected to perform the assignments for each unit. Each assignment will be demonstrated and explained so that you can then attempt it. After each unit there will be a knowledge exam. Each exam is based on the information discussed during the lecture and the reading assignments.

STUDENT LEARNING OUTCOMES:
The student will:
1. Evaluate human relations including diversity, attitudes, self-esteem, and interpersonal skills to promote career success.
2. Identify and evaluate the causes and effects of stress in the workplace
3. Develop individual and group communication, listening, and decision-making skills.
5. Demonstrate critical thinking skills through the use of technology in the form of an electronic portfolio.

MAJOR COURSE LECTURE, TOPICS
DESCRIPTION/REQUIRED/RECOMMENDED/READINGS/ELECTRO
## NIC RESOURCES TO VIEW:

### Tentative Schedule (Subject to change by your instructor)

<table>
<thead>
<tr>
<th>Week</th>
<th>Topic/Lecture/Event</th>
<th>Required/Recommended Readings/Electronic Resources to View</th>
</tr>
</thead>
</table>
| 1    | Course Introduction  
Noel-Levitz  
Introduction to MyMail                                                            | New Student Survey  
Noel-Levitz CSI  
Student Action Plan  
Email Assignment                                                                 |
| 2    | Introduction to Mahara Portfolio  
Getting Started with Windows  
Introduction to Word                                                               | MyITLab  
Autobiography                                                                 |
| 3    | Test Taking  
Note Taking  
PowerPoint Slides  
Cornell Note-Taking                                                                |                                                                                                 |
| 4    | Reading  
Writing  
Critical Thinking-The Theory: Elements of Thought                                   | SQ3R Method  
Critical Thinking Assignment (Case Study)                                                   |
| 5    | Continue with Critical Thinking-The Theory: Elements of Thought  
Your Attitude and Personality  
Goal Setting and Life Management                                                      | Critical Thinking Assignment (Case Study)  
Chapter 1  
Chapter 2                                                                 |
| 6    | Personal Financial Management Time and Stress Management/Organization Skills  
Introduction to Discover                                                              | Chapter 3  
Chapter 4  
**Exam 1**                                                                 |
| 7    | Introduction to Excel                                                               | Budget/Chart Assignment                                                                         |
| 8    | Ethics, Politics, and Diversity  
Customer Service/Quality  
Human Resource Management                                                            | Chapter 5  
Chapter 7  
Chapter 8                                                                 |
| 9    | Introduction to PowerPoint                                                          | PowerPoint Assignment  
**Exam 2**                                                                                      |
| 10   | Communication  
Accountability and Workplace Relationships                                           | Chapter 9  
Chapter 10                                                                                      |
| 11   | Teamwork, Motivation, and Leadership  
Conflict and Negotiation                                                              | Chapter 11  
Chapter 12  
**Exam 3**                                                                                      |
| 12   | Resume Package                                                                     | Chapter 14  
Resume/Cover Letter Template                                                                 |
| 13   | Interview Techniques  
Career Life Changes                                                                    | Chapter 15  
Chapter 16                                                                                      |
| 14   | End of Course Survey                                                                | **Exam 4**                                                                                      |
| 15   | Review and Finalize Portfolio                                                       | Mahara Portfolio                                                                                 |

## REQUIRED TEXT AND MATERIALS:
Textbook:
Professionalism Skills for Workplace Success, Lydia E. Anderson and Sandra B. Bold
ISBN: 978-1-256275-34-3
Guide to Critical Thinking, Dr. Linda Elder and Dr. Richard Paul
ISBN: 978-0-944583-41-8

Materials:
TSTC 2009-2010 Student Planner and Handbook (Provided in class)
USB Flash Drive (Not provided)
6 scantrons

GRADING CRITERIA:  

<table>
<thead>
<tr>
<th>Activity</th>
<th>Percentage</th>
<th>Grading Scale</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exams</td>
<td>30%</td>
<td>A = 90-100</td>
</tr>
<tr>
<td>Computer Projects</td>
<td>25%</td>
<td>D = 60-69</td>
</tr>
<tr>
<td>Assignment/Quizzes</td>
<td>20%</td>
<td>B = 80-89</td>
</tr>
<tr>
<td>Critical Thinking Project</td>
<td>15%</td>
<td>C = 70-79</td>
</tr>
<tr>
<td>Lab</td>
<td>10%</td>
<td>F = 59 and below</td>
</tr>
</tbody>
</table>

DEPARTMENT PARTICIPATION POLICY:
Class participation in this course is mandatory and is a part of the Grading Policy. Attendance will be kept throughout the semester. Students must maintain all daily assignments, class discussions, unit tests, lecture and laboratory quizzes, class projects, and all other assignments at the passage rates located in the GRADING CRITERIA AND SCALE for each activity. If passing rates are not maintained, then the student will receive a grade of “F” at the end of the term.

ACCOMMODATIONS:
If you have a documented disability which will make it difficult for you to carry out classwork as outlined and/or if you need special accommodations due to a disability, please contact (956) 364-4520 or visit the Support Services Office in the Auxiliary Services Building as soon as possible to make appropriate arrangements.

CLASS POLICIES:

1. Out-of-Class Assignments–Students are responsible for completing all assignments on the due date.
2. In-Class Assignments – Students must be present in class to receive credit for assignments that are done during class time. In-class assignments cannot be made up.
3. Computer Projects/Critical Thinking Projects – Students are expected to complete all computer projects. The projects will demonstrate your critical thinking knowledge and skills on topics discussed in the class. It will contain evidence of
your ability to use technology to support your learning. The computer projects will consist of Microsoft office word, excel, and power point. **Computer Projects must be completed by the assigned due date.** Students who miss class when computer projects are discussed and distributed must attend an outside tutoring session to make-up the missed class. These tutoring sessions are coordinated by the Tutoring Coordinator located in the Student Success Office room 121 in building D. **No extensions or make-up dates will be given for e-portfolio assignments that are not completed by the assigned due date.**

4. All cell phones and electronic equipment must be turned off during class.

5. Do not bring children to class; they are not permitted in instructional buildings on campus.

**Copyright Statement**

The materials used in the course (textbooks, handouts, media files (podcast, MP3, Videos, RSS Feeds), and all instructional resources on the colleges Learning Management System (Moodle) are intended for use only by students registered and enrolled in this course, and are only to be used for instructional use, activities associated with, and for the duration of the course. By "handouts," this means all materials generated for this course, which includes but are not limited to syllabi, quizzes, exams, lab problems, in-class materials, review sheets, and any additional materials. These materials may not be retained in another medium or disseminated further. They are provided in compliance with the provisions of the Teach Act. These materials may not be reproduced, displayed, modified or distributed without the express prior written permission of the copyright holder or TSTC. For further information contact your instructor.

**Communicating with your instructor (MyMail Email System)**

The use of Your Mymail TSTC College student e-mail account will be the only way to receive official notices from the college. When communicating with instructors and/or employees of the college you are required to use your TSTC Mymail student e-mail address. If you choose to forward your e-mail to another account, please be advised that all communication from and within the college will use your Mymail student e-mail.

TSTC Harlingen faculty, staff, and students are asked to report all threats, perceived or real, immediately to College Police located in the Auxiliary Building. If the threat is imminent, the College Police emergency phone line at 364-4234 or 9-911 should be called. College Police will then coordinate the proper response in accordance with State and federal laws and TSTC System/College rules and regulations.

**NOTE:** Any changes to this syllabus will be provided in writing to the student and updated on all posted locations (HB 2504, course Moodle sites, building offices, etc.).