

## **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.

**Instructor:** Ms. Saldivar

**Office:** Building W-348

**Office Phone:** 956-364-4136

**Alternate Phone:** 956-320-7719

**Office Hours:** T/Th 9:00 a.m. – 11:00 a.m. and Wed. 9:30 a.m. – 10:30 a.m.

### **MAJOR COURSE REQUIRMENTS:**

- 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

### **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.
4. Analyze how theories of motivation and human behavior impact strategies of change management.
5. Demonstrate critical thinking skills through the use of technology.

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

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

<b>Week</b>	<b>Topic/Lecture/Event</b>	<b>Required/Recommended Readings/Electronic Resources to View</b>
1	Course Introduction Introductions Critical Thinking Assignment	Syllabus Introduction to Critical Thinking Rules of Netiquette
2	Noel-Levitz College Inventory Student Action Plan Portal Activity Module I Discussion	TSTC Student Handbook Noel-Levitz CSI Academus Portal
3	Test Taking Note Taking Reading Writing Multiple Pathway to Learning and Personality Spectrum Assessment MyMail Assignment Module II Discussion	Test Taking (PP File/PDF File) Note Taking (PP File/PDF File) Reading (PP File/PDF File) Writing (PP File/PDF File)
4	Critical Thinking-The Theory: Elements of Thought Critical Thinking Assignment Textbook Exercise Post Critical Thinking Survey Module III Discussion	Review Introduction to Critical Thinking Critical Thinking PDF File Critical Thinking for Students Link Guide to Critical Thinking
5	Your Attitude and Personality Goal Setting and Life Management Web Quiz Activity 1-2 and Activity 1-3 Career Goal Setting Module IV (Week1) Discussion	Chapter 1 Chapter 2
6	Personal Financial Management Time and Stress Management/Organization Skills Budget/Chart Assignment Activity 4-3 Submission Module IV (Week 2) Discussion	Chapter 3 Chapter 4 Working with Excel Video Healthy Personal Financial Management Video
7	<b>Exam I</b> Budget/Chart Due	
8	Ethics, Politics, and Diversity Customer Service/Quality Activity 5-2 Activity 7-3	Chapter 5 Chapter 7 Making Ethical Choices Video Customer Service Dialog

<b>Week</b>	<b>Topic/Lecture/Event</b>	<b>Required/Recommended Readings/Electronic Resources to View</b>
	Chapter 5 Discussion Chapter 7 Discussion	
9	Human Resource Management PowerPoint Assignment Activity 8-1 Chapter 8 Discussion	Chapter 8 Intro to PowerPoint Video Performance Evaluations Video
10	<b>Exam II</b> PowerPoint Presentation Due	
11	Communication Accountability and Workplace Relationships Activity 9-3 and Activity 9-4 Activity 10-1 Module VI (Week1) Discussion	Chapter 9 Chapter 10
12	Teamwork, Motivation, and Leadership Conflict and Negotiation Activity 11-3 Activity 12-1 and Activity 12-3 Chapter 11 Discussion Chapter 12 Discussion <b>Exam III</b>	Chapter 11 Chapter 12 Meetings Video Conflict Video
13	Job Search Skills Resume Package Exercise 13-1 Activity 14-2 and Activity 14-4 Chapter 13 Discussion	Chapter 13 Chapter 14 Career Tests Resume and Cover Letter Tips
14	Interview Techniques Career Life Changes Activity 16-2 and Activity 16-3 Good, Bad, and Ugly Discussion Tough Interview Questions Discussion	Chapters 15 Chapters 16
15	<b>Exam IV</b>	

### **REQUIRED TEXT AND MATERIALS:**

**Textbook: You will need to have one of the Professionalism: Skills for Workplace Success books stated below and the Guide to Critical Thinking for this class.**

Professionalism Skills for Workplace Success, Lydia E. Anderson and Sandra B. Bold  
ISBN: 978-1-256275-34-3 (TSTC Bookstore has this book) (If you're not familiar with Word, Excel, PowerPoint this book contains PHIT Sheets to assist with Microsoft Office software that will be utilized in this course)

Professionalism Skills for Workplace Success, Lydia E. Anderson and Sandra B. Bold  
Second Edition, ISBN: 978-0-13-506388-0 (Does not contain the PHIT Sheets to assist  
you with Word Excel, and PowerPoint) TSTC Bookstore does not have this book will  
need to be purchased on-line.

Guide to Critical Thinking, Dr. Linda Elder and Dr. Richard Paul  
ISBN: 978-0-944583-41-8

## **Materials:**

TSTC 2010-2011 Student Planner and Handbook (Link provided through moodle)

### **GRADING CRITERIA:**

Proctored Exams	35%
Assignment/ Discussions	25%
Critical Thinking Assignment	15%
Computer Projects	25%

### **GRADING SCALE:**

A = 90-100	D = 60-69
B = 80-89	F = 59 and below
C = 70-79	

## **MOODLE LEARNING MANAGEMENT SYSTEM**

This course will utilize Moodle as the Learning Management System. Below are some guidelines to help you understand the course expectations.

1. It is the responsibility of the student to complete discussion topics, assessment, activities, and exercises, by the specified due date. **No late assignments, discussions, and exams will be accepted after the due date.**
2. **Proctored Exams** – You will have 4 exams that will cover 16 chapters. All tests are proctored. **This means that you will need to come to TSTC to take the exam.** To schedule an exam, students must first contact the Distance Learning department at 364-4950. All testing for this course is arranged through them. **Missed exams will not be made up.**
4. **Discussion assignments** – Students are to respond to each discussion topic with a minimum of 100 words. In addition to their response to the topic, students must reply to one other student response with a minimum of 25 words. **Discussions assignments cannot be completed after the due date.**
5. **Written assignments** – Students are to complete written assignments as an attachment using **Microsoft Word**. You will need access to internet to complete some written assignments. All written assignments must be completed by the due date. **No late assignments will be accepted.**

## **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.

### **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.)