

Wilco Area Career Center
Joliet Junior College
MGMT 102 Human Relations JJC Course Syllabus

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Course Description

This class focuses on the management of human relations in the organization. Understanding oneself, one's fellow worker, individual traits that contribute to success and failure, and basic techniques in effectively communicating and resolving conflict with an individual or a group.

Credit Hours

JJC dual enrollment credit hours: 3

High school credit hours: .5

High school credit may vary per district. Generally, this course counts as elective credits toward graduation. The Wilco course represents three electives on a student's schedule each semester.

Prerequisites

This is the same course that is offered at JJC and every student is required to meet JJC prerequisites for enrollment. ACT/SAT scores can satisfy this requirement. If ACT/SAT scores are not high enough, an Accuplacer test for English and Writing are required. Minimum scores on the Accuplacer tests must be met for JJC to accept a student's enrollment.

If a student fails to meet JJC enrollment requirements, they are not forced to drop their Wilco class. They will still earn high school elective hours.

Textbook

Reece and Reece, *Effective Human Relations: Interpersonal and Organizational Applications 13e*

2017 Cengage

ISBN: 978-1-305-57616-2

Each student will check out a textbook from Wilco to use during the course.

Supplementary Materials

- ☐ Each student is required to bring their charged, high school issued Chromebook to class every day. Students will use Google Classroom, I-Campus, and the internet.
- ☐ Students must have a pen or pencil, a notebook, and notebook paper.

Methods of Instruction

Lecture

Group-based learning

Research Paper

Student presentations

Student projects

Course Objectives

1. Gain an understanding of human relations.
2. Analyze why our beliefs, attitudes, and behaviors sometimes cause relationship problems in our personal and work-related situations.
3. Examine the interdependencies among individuals in the workplace.
4. Develop the tools and techniques to help make wiser choices when problems arise.
5. Anticipate or prevent conflicts and to keep minor problems from escalating into major ones.

Graded Assignments

- ☐ Weekly assignments
- ☐ Written case studies
- ☐ Research paper
- ☐ Group project(s)
- ☐ Chapter quizzes
- ☐ Unit exams
- ☐ Final exam

Grading

Weekly assignments and case studies will equal 25% of the overall course grade.

Research paper(s) and group projects will equal 25% of the overall course grade.

Chapter quizzes and unit exams will equal 25% of the overall course grade.

The final exam will equal 25% of the overall course grade.

Grading Scale

A	Exceptional	90-100%
B	Exceeds expectations	80-89%
C	Meets expectations	70-79%
D	Improvement needed	60-69%
F	Failing, missing, incomplete	below 60%

*grades are rounded up at .5%, so an 89.5% grade will receive an A.

Policies and Procedures

General - Students will come prepared for class with a charged Chromebook, pen or pencil, notebook and textbook every day. Students will maintain order and cleanliness of workstations. Students will be respectful to all classmates, staff, and visitors.

Cellphones - Wilco does not allow student use of cellphones in class and has a “door-to-door” policy. Upon entering the classroom each day, students will sign in and deposit their cellphone in the classroom cellphone storage box. Students will not retrieve their cellphones from the storage box until exiting the classroom at the end of the class session. Students may be allowed cellphone usage only by specific direction of the instructor. Examples of this use would be for JJC registration, a specific project or assignment, or to purchase food or services at Wilco. Cellphones are not permitted in Wilco bathrooms.

Textbooks - Students will be responsible for the textbook assigned to them throughout the course, and are responsible for replacement fees if damaged or lost.

Attendance - 10 or more absences will result in an attendance contract. Students are responsible for checking Google Classroom for coursework if absent.

Make-up policy - Make-up work is not available for this course. This is a college level course and the course rigor and expectations of the college will be maintained. Students are expected to submit their assignments on time, including when they are absent.

Extra-credit policy - Extra credit is not available for this course.

Academic honor code - The objective of this code is to sustain a learning-centered environment in which all students are expected to

demonstrate integrity, honor, responsibility, and recognize the importance of being accountable for one's academic behavior.

Students who are caught cheating or plagiarizing will be referred to Wilco Administration and will receive a zero on the assignment or assessment. This includes the improper use of artificial intelligence.

Intellectual property - Students own and hold the copyright to the original work they produce in class. It is a widely acceptable practice to use student work as part of evaluation and assessment, or any other efforts to improve teaching and learning. This includes the promotion of the program and recruiting of new students. If you do not wish your work to be used in this manner, inform the instructor.

Student Code of Conduct - Every student is responsible for reading and adhering to the Wilco Student Code of Conduct stated in the Wilco Student Handbook. The handbook can be found on Wilco's website.

Student support - Student support services are available at Wilco. Coordinate this support with your instructor if support is desired.

Course Outline (could change to accommodate scheduling issues)

Week 1	Feb 8-12	Chapter 1 Intro to Human Relations Chapter 2 Improving Personal and Organizational Communication
Week 2	Feb 15-19	Chapter 3 Understanding Your Communication Style
Week 3	Feb 22-26	Chapter 4 Building High Self Esteem Chapter 5 Personal Values Influence Ethical Choices
Week 4	Mar 1-5	Chapter 6 Attitudes Can Shape Your Life
Week 5	Mar 8-12	Chapter 7 Motivating Yourself and Others Unit Exam (Chs 3-7)
Week 6	Mar 15-19	Chapter 8 Improving Interpersonal Relations With Constructive Self-Disclosure Chapter 9 Achieving Emotional Balance In a Chaotic World
Week 7	Mar 22-26	Chapter 10 Building Stronger Relationships with Positive Energy
Week 8	Mar 29-Apr 2	Spring Break
Week 9	Apr 5-9	Chapter 11 Developing a Professional Presence Unit Exam (Chs 8-11)
Week 10	Apr 12-16	Chapter 12 Team Building: A Leadership Strategy Chapter 13 Resolving Conflict and Dealing with Difficult People
Week 11	Apr 19-23	Chapter 14 Responding to Personal and Work-Related Stress
Week 12	Apr 26-30	Chapter 14 Responding to Personal and Work-Related Stress Chapter 15 Valuing Workplace Diversity and Inclusion Unit Exam (Chs 12-15)

Week 13	May 3-7	Chapter 16 The Changing Roles of Men and Women Chapter 17 Life Plan for Effective Human Relations
Week 14	May 10-14	Finals