

6/15/2023 DATE

☐ REQUIRED COURSE
☒ ELECTIVE COURSE

SSE _____ DIVISION _____
☐ NEW COURSE
☒ REVISION

Lake Land College

Course Information Form

COURSE NUMBER:		SOS-050		TITLE: (30 Characters Max)		Human Relations						
SEM CR HRS:	2	Lecture:	2		Lab:	0		ECH:	2			
Course Level:	<input type="checkbox"/> Gen Ed / IAI		<input checked="" type="checkbox"/> Career/Technical		Clinical Practicum:	0	SOE/ Internship:	0	SOE ECH:	0	0	
	<input type="checkbox"/> Baccalaureate /Non-IAI		<input type="checkbox"/> Dev Ed/ Not in Degree Audit									
COURSE PCS #	12 52.1003		IAI Code					Contact Hours (Minutes Per Week)				
Repeatable (Y/N):	N	Pass/Fail (Y/N):	N	Variable Credit (Y/N):	Min:	Max:		16 Wks	100	8 wks	200	
Prerequisites:												
Catalog Description: (40 Word Limit)		Provides an understanding of the human mechanism when associated with interpersonal relationships on the job. Emphasis is placed on vocational problems connected with motivation, communication, perception and how to work with others.										

List the Major Course Segments (Units)	Contact Lecture Hours	Contact Lab Hours	Clinical Practicum	Non-Clinical Internship/ SOE
Introduction/Something More Than Personnel	4			
Human Perception and Human Relations	6			
An Introduction to Human Needs and Motivation	3			
Creating Conditions for Motivation by Unblocking Goals	6			
Understanding Managerial Communications: The Human Transaction	5			
Interpersonal Communication: Being Effective With People	4			
Which Direction is the Future	2			
TOTAL	30	0	0	0

EVALUATION			
QUIZZES <input checked="" type="checkbox"/>	EXAMS <input checked="" type="checkbox"/>	ORAL PRES <input type="checkbox"/>	PAPERS <input checked="" type="checkbox"/>
LAB WORK <input type="checkbox"/>	PROJECTS <input type="checkbox"/>	COMP FINAL <input type="checkbox"/>	OTHER <input type="checkbox"/>

COURSE MATERIALS	
TITLE:	Effective Human Relations
AUTHOR:	Reece, Brandt, and Howie
PUBLISHER:	Cengage
VOLUME/EDITION/URL:	11th
COPYRIGHT DATE:	2011

MAJOR COURSE SEGMENT	HOURS	LEARNING OUTCOMES
		<i>The student will be able to:</i>
Management History	1	The student will demononstrate knowledge of the Human Relations subject matter by classroom participation, written assignments, verbal discussions, group work, and written exams.
Scientific Management	1	
Human Relations Approach	1	
The Field of Human Relations	1	
Perception	1.5	
Perception Process	1.5	
Problem Solving	3	
Understanding Needs, Wants and Drives	1	
Motivation	1	
Hierarchy of Needs	1	
Blocked Motives	2	
Who Influences Motivation	2	
Creating a Motivational Climate	2	
Communication Games	2	
Communications -- The Sender	1.5	
Non-Verbal Communications	1.5	
Effective Listening	1	
Support Listening	0.5	
Retention Listening	0.5	
Communication Conflict	1	
Resolving Conflicts	1	
Which Direction is the Future	2	
	30	

COURSE OUTCOMES*	At the successful completion of this course, students will be able to:
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	• Have a basic understanding of human needs and motivations
	• Be able to effectively communicate with people in a variety of settings.

* Course Outcomes will be used in the Assessment Software for Outcomes Assessment. Limit to 3 - 5.