

6/15/2023 DATE

☐ REQUIRED COURSE
☒ ELECTIVE COURSE

SSE DIVISION
☐ NEW COURSE
☒ REVISION

Lake Land College

Course Information Form

COURSE NUMBER:	SOS-052		TITLE: (30 Characters Max)		Workforce Communication and Safety							
SEM CR HRS:	3	Lecture:	3		Lab:	0	SOE/ Internship:	0	ECH:	3		
Course Level:	<input type="checkbox"/> Gen Ed / IAI <input type="checkbox"/> Baccalaureate /Non-IAI		<input checked="" type="checkbox"/> Career/Technical <input type="checkbox"/> Dev Ed/ Not in Degree Audit		Clinical Practicum:	0	SOE/ Internship:	0	SOE ECH:	0		
COURSE PCS #	12 45.0101		IAI Code				Contact Hours (Minutes Per Week)					
Repeatable (Y/N):	N	Pass/Fail (Y/N):	N	Variable Credit (Y/N):	Min:	Max:	16 Wks	150	8 wks	300		
Prerequisites:												
Catalog Description: (40 Word Limit)	Provides an understanding of the human mechanism when associated with interpersonal relationship on the job. Emphasis placed on vocational motivation, communication and perception, along with Red Cross CPR/AED/First Aid training to enhance safety and response skills in a workplace emergency.											

List the Major Course Segments (Units)	Contact Lecture Hours	Contact Lab Hours	Clinical Practicum	Non-Clinical Internship/ SOE
Introduction to Human Relations, Perception and Motivation	13			
Creating Conditions for Motivation in the Workplace and Understanding Managerial Communications	11			
Interpersonal Communication and Effective Communication Methods	6			
American Red Cross CPR/AED/First Aid Training	15			
TOTAL	45	0	0	0

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

COURSE MATERIALS	
TITLE:	Effective Human Relations
AUTHOR:	Barry L. Reece Monique Reece
PUBLISHER:	Cengage
VOLUME/EDITION/URL:	13th
COPYRIGHT DATE:	2017

MAJOR COURSE SEGMENT	HOURS	LEARNING OUTCOMES
		<i>The student will be able to:</i>
Introduction to Human Relations, Perception and Motivation	13	1. Demonstrate knowledge of the Human Relations subject matter by classroom participation, written assignments and discussions.
Creating Conditions for Motivation in the Workplace and Understanding Managerial Communications	11	1. Identify and understand the hierarchy of needs, blocked motivation and how to create a motivational environment by participating in classroom activities, written assignments and discussions. 2. Demonstrate knowledge on the history, science and role of management in the workplace by written assignments, classroom participation and activities.
Interpersonal Communication and Effective Communication Methods	6	1. Identify and demonstrate non-verbal and verbal communication, effective and supportive listening, communication conflict and conflict resolution by classroom participation, written assignments and discussions.
American Red Cross CPR/AED/First Aid training with an emphasis on general workplace safety.	15	1. Understand how the EMS system works, know how to check and care for life-threatening injuries, recognize the signs and symptoms of sudden illness, identify types of musculoskeletal injuries and provide situational care through skill practice and classroom

		participation. 2. Demonstrate skills required to be an effective citizen responder and link in the EMS system.
	45	

COURSE OUTCOMES*	At the successful completion of this course, students will be able to:
	<ul style="list-style-type: none"> • Understand basic human needs and motivations
	<ul style="list-style-type: none"> • Effectively communicate with people in the workplace and a variety of settings
	<ul style="list-style-type: none"> • Understand their role as a citizen responder in the EMS system and how it can be properly utilized
	<ul style="list-style-type: none"> • Perform a variety of diverse skills which can be implemented in an emergency by passing all the practical skill components

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