

Minnesota State College Southeast

ADMS 2422: Human Relations in Business

A. COURSE DESCRIPTION

Credits: 4

Lecture Hours/Week: 4

Lab Hours/Week: *.*

OJT Hours/Week: *.*

Prerequisites: None

Corequisites: None

MnTC Goals: None

This course will introduce the student to human relations with a focus on the business world. After defining human relations and its importance in work-related situations, methods to improve personal and organizational communication will be considered. Developing a professional presence, responding to personal and work-related stress, building self-esteem, resolving conflict, building relationships, achieving teamwork, and dealing with difficult people will be studied. (Prerequisite: none) (4 credits: 4 lecture/0 lab)

B. COURSE EFFECTIVE DATES: 06/23/2016 - Present

C. OUTLINE OF MAJOR CONTENT AREAS

1. Introduction to Human Relations
2. Characteristics of Career Success
3. Personal Strategies for Improving Human Relations
4. Special Challenges in Human Relations

D. LEARNING OUTCOMES (General)

1. Improve personal and organizational communication
2. Understand your communication style
3. Build self-esteem
4. Motivate yourself and others
5. Improve interpersonal relations with constructive self-disclosure
6. Develop a professional presence
7. Strategize for team building opportunities
8. Resolve conflict and deal effectively with difficult people
9. Respond to personal and work-related stress
10. Identify workforce diversity, prejudicial attitudes, and discrimination

E. Minnesota Transfer Curriculum Goal Area(s) and Competencies

None

F. LEARNER OUTCOMES ASSESSMENT

As noted on course syllabus

G. SPECIAL INFORMATION

None noted