

**Human Relations in the Workplace: BUSD056.63Z**  
**WINTER 2016**  
**DeAnza College**  
**Online/Distance Learning Course**

**Instructor:** Emanuele (Manny) Cappello

**E-mail:** [cappelloemanuele@fhda.edu](mailto:cappelloemanuele@fhda.edu)

**Office Hours:** MW 12:00 – 12:50 p.m and TTH 12:30 – 1:20 p.m; Location: F51M

**Required Texts:**

1. *Human Relations* by Laura Portolese Dias

This is an open textbook available free online at

<http://www.saylor.org/books/>

or you may order a hardcopy for \$49.95 at

<https://students.flatworldknowledge.com/course/2443401>

**Course Description:**

This course explores human relations behavior in organizations emphasizing personal and interpersonal relationships. Students will learn examination of motivation, communication skills, leadership skills, emotional and physical wellness, diversity and ethical behavior for promoting effectiveness on the job. The core concept in this course is the emotional intelligence and how these skills carry over into career success, such as through ethics, communication, diversity, teamwork, conflict, good decision making, stress management, motivation and leadership.

**Student Learning Objectives (SLOs):**

1. Apply human relations theories to varied business situations and discuss the likely results.
2. Describe the impact of employees' human relations skills, ethical choices, attitudes, and physical and mental well being on the success of a business.
3. Make ethical business decisions by demonstrating personal and corporate social responsibility.
4. Describe the value of diversity in today's business environment.

**Requisites:**

Advisory: English Writing 1A or English as a Second Language 5.

**Course Requirements:**

**Participation:** Students have an opportunity to earn 180 points for participation in the class discussions forum. Students will be given points for their quality of posts in terms of contribution

to the overall discussion and learning process. They may ask questions, start new topics, answer questions, suggest or mention pertinent material (such as news articles, blogs, websites, photos, videos, and/or books). Students will be graded on the quality of posts and regular engagement in discussions...not simply volume of posts that are irrelevant or frivolous. Discussion posts must be submitted during the week they are assigned. If you miss a week, move onto the next. Posts submitted after the week is over will not be accepted.

**Quizzes:** There will be five (5) equally weighted quizzes. Each one will cover material in the assigned reading as well as topics covered in the Powerpoint slides. These quizzes may include, but are not limited to, multiple choice, matching, True/False, short and medium answer questions. The quiz will be available to the students starting on Monday morning and must be completed by 11 PM Friday. YOU MUST COMPLETE THE QUIZZES BY 11 PM FRIDAY OF THE WEEK THEY ARE ASSIGNED. The quizzes may only be taken once. There will be no opportunities to retake an exam or take one after its due date. However, you will be allowed to drop your lowest score on a quiz. If you miss one quiz, you have an opportunity to drop it from your grade.

**Assignments:** Students are expected to read all chapters from the assigned text prior to viewing the Powerpoint slides or completing assignments. There will be 12 assignments due throughout the course. Each assignment is worth 10 points. They must be submitted by the due date and time (Friday 11PM). There will be no assignments accepted after the due date and time.

**Final Exam:** The final exam will be the same format as the quizzes but will be comprehensive. All chapters (1 thru 13) will be covered in the final exam. The final exam will be available to students starting on Tuesday morning (XXXXXXXX) and must be completed by Tuesday 11 PM. YOU MUST COMPLETE THE FINAL EXAM BY 11 PM TUESDAY, XXXXX. The final exam may only be taken once.

## Grading:

**Participation:** 180 pts.  
**Quizzes:** 400 pts. (100 pts. each)  
**HomeworkAssignments:** 120 pts.  
**Final Exam:** 300 pts.

## Points associated with letter grades

Points	Grade	Points	Grade
970-1000	A+	760-799	C+
930-969	A	700-759	C
900-929	A-	660-699	D+
860-899	B+	630-659	D
830-859	B	600-629	D-
800-829	B-	0-599	F

## **Classroom Policies:**

**Make-up Quizzes and Extensions:** There will be no make-ups for quizzes or final exam. There will be no extensions for assignments.

**First Week of Attendance:** Students must be logged in and active with the reading, assignments, forums and Powerpoint slides during the first day of the course. If a student neglects to sign in and engage in the course during the first day of the course and does not contact the instructor they may be dropped.

**Academic Honesty:** Communication of any kind during quizzes or exams between students or others is not allowed and is considered cheating. This includes any verbal, written or other communication. If a student uses any kind of text or notes, written or other during a quiz when permission is not strictly granted ahead of time, the student will be considered cheating. All quizzes and exams are to be the work of the individual student only. If you have a question during a quiz or exam, you are only allowed to talk to the instructor. If a student is observed cheating on a quiz, they will receive a grade of zero on that assignment and be reported to DeAnza Administration. If a student is caught cheating on the final exam, they will automatically receive a grade of F for the course.

**Need help?** Meet with tutors and attend workshops in the Student Success Center: <http://www.deanza.edu/studentssuccess>.

**New this quarter**...free online tutoring available to all De Anza students! Just login to [MyPortal](#), go to the Students tab, and find the Smarthinking link. You can work with a tutor live (hours vary by subject) or post a question or piece of writing for a response. For more information, go to <http://deanza.edu/studentssuccess/onlinetutoring.html>

## **Methods of Instruction:**

- Lecture and visual aids
- Discussion of assigned reading
- Discussion and problem solving performed in class
- Homework and extended projects
- Collaborative learning and small group exercises
- Collaborative projects