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## Syllabus: MGT 110 Section 1

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<b>Course Information</b>									
Course Prefix/Number: MGT 110(1) Semester: Spring 2018 Class Days/Times: Sat. 9:00-3:00 <b>NOTE: Here are our scheduled meeting dates:</b>  <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;"><b>Jan. 20</b></td> <td style="width: 50%;"><b>March 24</b></td> </tr> <tr> <td><b>Feb. 3</b></td> <td><b>April 7</b></td> </tr> <tr> <td><b>Feb.17</b></td> <td><b>April 21</b></td> </tr> <tr> <td><b>March 10</b></td> <td></td> </tr> </table>	<b>Jan. 20</b>	<b>March 24</b>	<b>Feb. 3</b>	<b>April 7</b>	<b>Feb.17</b>	<b>April 21</b>	<b>March 10</b>		Credit Hours: 3  Course Title: Human Relations in Business & Industry  Room: West Computer Rm.
<b>Jan. 20</b>	<b>March 24</b>								
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<b>March 10</b>									

<b>Instructor Information:</b> Name: Wendi L. Cline	Phone/Voice Mail : 520-977-7325 E-mail : wcline@tocc.edu Office location: Office hours: by appointment
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<b>Course Description:</b> This course will introduce the concepts of Human Relations and Organizational Behavior, and how to incorporate them into a work/professional setting
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| <b>Course Objectives:</b> <ul style="list-style-type: none"> <li>• The main purpose of MGT 110 is to introduce you to the conventions of Human Relations and Organizational Behavior in the business and professional arena. Developing the skills to interact with different types of personalities is key to creating a successful work environment.</li> </ul> |
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- We will also discover how skills and learned behavior can be of wonderful use in our personal lives as well.
- This course will offer you ample opportunities to practice these skills through group exercises and analyzing real world case scenarios. Remember, human relations are an evolving process. It requires effort, dedication and time. –

**Student Learning Outcomes (SLOs):**

1. Develop a clear, concise understanding of human relations/organizational behavior concepts.
2. Apply human relations/organizational behavior concepts for critical thinking in the business world.
3. Develop human relations/organizational behavior skills that can be applied in personal and professional settings.

**Texts and Materials:**

Robert N. Lussier. *Human Relations in Organizations: Applications and Skill Building*. (Tenth Edition)  
New York: McGraw-Hill, 2017.

***Himdag* Cultural Component:**

*Himdag* Cultural Component: the students will reflect on the *T-Sa:san/Himdag* throughout the semester and write about their understanding of cultural aspects in the Academic Response Journal.

**Policies and expectations-**

, Policies and expectations-In addition to any other TOCC policies specified in the Student Handbook, the following

-Late work will not be accepted unless you arrange an alternate due date BEFORE the stated due date.

- No Incomplete grades are awarded in this course.

-Be punctual for class and attend every class. You are part of a team and attending all classes (and completing all assigned work in preparation for class activities) will ensure a smooth flow of our class work and schedule. If (for some reason) you are absent, YOU are responsible for contacting me and explaining your situation as soon as possible. You

are also responsible for finding out what work you miss, and for catching up with the rest of the class. Attending class is a priority!

Merely attending classes while not participating and/or submitting poor quality work will not result in a passing grade. You must attend more than 80% of class sessions to receive a passing grade. If you miss 3 consecutive classes, you will be dropped from the course and receive an 'F'. It is your responsibility to withdraw from class if you accrue excessive absences, or decide to discontinue the class. Students who discontinue attending class without withdrawing will receive an "F" grade, a grade that may affect their scholarship status.

Please refrain from using cell phones and other electronic devices while class is in session unless approved by the instructor. This request is out of courtesy and respect for your fellow classmates and to maintain a conducive atmosphere for productive learning.

Please be respectful and courteous to all members of this class. Inappropriate behavior will not be tolerated. Plagiarism, in any form, is unacceptable and will result in an 'F' automatically. There is absolutely no excuse for plagiarism.

Communication is key to your success. I will do my best to assist you in any way I can to help you get the best grade possible. You need to do your part to help me achieve this goal by not hesitating to approach me whenever you are experiencing difficulties/concerns of any kind, and by committing 100% to this class.

To do well in this class, you should plan to attend and participate in class on a regular and consistent basis. Success means regularly doing your best. Also, being late to class consistently will impact your grade.

Final Grades are figured as follows: **A=90+%; B=80-89%; C= 70-79%; D=60-69% and F=50-59%.**

Here are the required assignments for this course, and their point values:

a. Chapt. Quizzes.....12 @ 10 pts.each =	<b>120 pts.</b>
b. Midterm.....	<b>100 pts.</b>
c. Group Activity/Participation	<b>200 pts.</b>
d. Final Project	<b>100 pts.</b>
e. Final.....	<b>100 pts.</b>
<b>TOTAL.....</b>	<b>620 pts.</b>

**DISCLAIMER:** This syllabus is designed to evolve and change throughout the semester based on class progress and interests. You will be notified of any changes as they occur.

<b>WEEK</b>	<b>TOPIC</b>	<b>READING</b>
1 (Jan. 20)	Introductions, Syllabus, Housekeeping items, etc. Understanding Human Behavior Personality, Stress, Learning and Perception	Chpts. 1-2
2 (Feb. 3)	Attitudes, Self-Concept, Values and Ethics Time and Career Management	Chapts. 3-4
3 (Feb. 17)	Communication, Emotions, and Criticism Dealing with Conflict	Chapts. 5-6
4 (March 10)	Leading and Trust Motivating Performance	Chapts. 7-8
5 (March 24)	Ethical Power, Politics, & Etiquette Networking & Negotiating	Chapts. 9-10
6 (April 7)	Team Dynamics, Creativity and Problem Solving, and Decision Making Organizational Change and Culture	Chapts. 11-12
7 (April 21)	Review/Final/Catch up work <b>Final Exam</b>	