

STUDENT WARNING: This course syllabus is from a previous semester archive and serves only as a preparatory reference. Please use this syllabus as a reference only until the professor opens the classroom and you have access to the updated course syllabus. Please do NOT purchase any books or start any work based on this syllabus; this syllabus may NOT be the one that your individual instructor uses for a course that has not yet started. If you need to verify course textbooks, please refer to the online course description through your student portal. This syllabus is proprietary material of APUS.

American Public University System

The Ultimate Advantage is an Educated Mind

School:
Management
Course Number: HRMT101
Course Name: Human Relations Communications
Credit Hours: 3
Length of Course: 8 weeks
Prerequisite: none

Please see the **Lessons** area in the classroom for additional course specific information

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Course Description (Catalog)

This course provides students with communication strategies from the behavioral sciences designed to establish positive relationships with individuals and groups in the modern workplace. Through readings, critical thinking exercises, problem-solving scenarios, written assignments, and case studies, students develop the human relations skills required to interact effectively with people at work. Communication skills and practices pertinent to ethical relationships with members of line management, co-workers, direct reports, customers, and the public are examined. Also, interpersonal and organizational applications associated with group/team functions, multicultural and multigenerational relationships, leadership, mentoring, and customer satisfaction are presented to assist students with the timely identification and resolution of communication issues and challenges. Students taking HRMT 101 cannot take MGMT 100.

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Course Scope

This course is divided into 8 weeks, and is organized to give students a broad context in which to study the principles of human relations communications, both written and verbal.

Course Materials

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Required Course Textbook:

Reece, B. (2014). *Effective human relations: Interpersonal and organizational applications*. Mason, OH: South-Western Cengage Learning (e-book only; see Lessons section of classroom).

This VitalSource e-book is provided via the APUS Bookstore. Please visit <http://apus.libguides.com/bookstore> for more information.

Required Readings

Students are expected to read the course outline in the Syllabus, and the weekly Announcements, Lessons, and Readings.

Additional Resources

CourseMate is offered as an additional resource in this course. CourseMate is an interactive eBook, with highlighting, note taking, and an interactive glossary. Practice quizzes, videos, flashcards, and more are provided to support learning comprehension and quiz preparation.

Students are also expected to view assigned videos, and PowerPoint presentations, in CourseMate each week.

Web Sites

In addition to the required course texts, the following public domain web sites are useful. Please abide by the university's academic honesty policy when using Internet sources as well. Note web site addresses are subject to change.

Site Name	Website URL/Address
American Psychological Association's APA Style	http://www.apastyle.org
APUS Online Library	http://apus.campusguides.com/index.php
International Communication Association	http://www.icahdq.org/
National Communication Association	http://www.natcom.org
Society for Human Resource Management	www.shrm.org

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Course Objectives

After successfully completing this course, you will be able to:

1. Define the nature, purpose, and importance of effective human relations communications in

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organizations.

2. Compare and contrast the role of intrapersonal and interpersonal messaging in the communication process.

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3. Develop the effective use of critical thinking and analysis skills in written, verbal, and non- verbal communication to increase comprehension and reduce misunderstanding.
4. Explain the importance of fairness in creating an effective team environment.
5. Utilize positive multicultural, multigenerational, and gender communication, while reducing the potential for negative effects from ethnocentrism, age, and sex discrimination.
6. Differentiate between ethical and unethical behavior in a professional setting

Graded Assignments	Percent
Week 1 Introduction	5
Forum: Concept of Interest	5
Week 2 Forum: Concept on Interest	5
Week 3 Forum: Concept of Interest	5
Assignment #1: Critical Thinking	5
Week 4 Forum: Concept of Interest	5
Assignment #2: Critical Thinking	5
Week 5 Forum: Concept of Interest	5
Quiz: Week 5	10
Week 6 Forum: Concept of Interest	5
Assignment #3: Critical Thinking	5
Week 7 Forum: Concept of Interest	5
Assignment #4: Final Project	20
Week 8 Forum: Concept of Interest & Critical Reflection	5
Quiz – Week 8	10
Total	100

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Course Outline

8 – Week Course Outline

Week	Topic	Learning Objectives	Readings	Assignment
1	Introduction to human relations, and improving personal and organizational communications	LO: 1	Textbook, Chapters 1, 2	Forum: Introduction Forum: Week 1
	Understanding your	LO: 2	Textbook, Chapters 3,	Forum: Week 2

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2	communication style, and building high self-esteem		4	
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3	Personal values influence ethical choices, attitudes that shape your life, and motivating yourself & others	LO: 1	Textbook, Chapters 5, 6, 7	Forum: Week 3 Assignment #1
4	Improving interpersonal relations with constructive self-disclosure, and achieving emotional balance in a chaotic world	LO: 2, 3	Textbook, Chapters 8, 9	Forum: Week 4 Assignment #2
5	Building stronger relationships with positive energy, and developing a professional presence	LO: 3, 4	Textbook, Chapters 10, 11	Forum: Week 5 Quiz #1
6	Team building: A leadership strategy, and resolving conflict and dealing with difficult people	LO: 4, 5	Textbook, Chapters 12, 13	Forum: Week 6 Assignment #3
7	Responding to personal & work-related stress, and valuing work force diversity	LO: 5, 6	Textbook, Chapters 14, 15	Forum: Week 7 Assignment #4
8	The changing roles of men and women, and a life plan for effective human relations	LO: 5, 6	Textbook, Chapters 16, 17	Forum: Week 8 Quiz #2

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Course Delivery Method

This course delivered via distance learning will enable students to complete academic work in a flexible manner, completely online. Course materials and access to an online learning management system will be made available to each student. Online assignments are due by Sunday evening of the week as noted and include Forum questions (accomplished in groups through a threaded forum), examination, and individual assignments submitted for review by the Faculty Member). Assigned faculty will support the students throughout this eight-week course.

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Policies

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Please see the [Student Handbook](#) to reference all University policies. Quick links to frequently asked question about policies are listed below.

[Drop/Withdrawal Policy](#)
[Plagiarism Policy](#)
[Extension Process and Policy](#)
[Disability Accommodations](#)

Grading Scale

Please see the [Student Handbook](#) to reference the University's [grading scale](#).

Citation and Reference Style Attention Please: Students will follow the APA Format as the sole citation and reference style used in written work submitted as part of coursework to the University. Assignments completed in a narrative essay or composition format must follow the citation style cited in the APA Format.

Late Assignments

Students are expected to submit classroom assignments by the posted due date and to complete the course according to the published class schedule. The due date for each assignment is listed under each Assignment. As adults, students, and working professionals, I understand you must manage competing demands on your time. We all know that “life happens” but it is important to adhere as closely to the deadlines in the class as possible.

Should you need additional time to complete an assignment, please contact me before the due date so we can discuss the situation and determine an acceptable resolution. If arrangements are not made in advance, a late penalty of 10% will be assessed for any assignment submitted 1-7 days past the due date. Assignments will not be accepted after the 7th day. No work will be accepted past the final day of class.

Netiquette

Online universities promote the advancement of knowledge through positive and constructive debate – both inside and outside the classroom. Forums on the Internet, however, can occasionally degenerate into needless insults and “flaming.” Such activity and the loss of good manners are not acceptable in a university setting – basic academic rules of good behavior and proper “Netiquette” must persist. Remember that you are in a place for the rewards and excitement of learning which does not include descent to personal attacks or student attempts to stifle the Forum of others.

- **Technology Limitations:** While you should feel free to explore the full-range of creative composition in your formal papers, keep e-mail layouts simple. The Sakai classroom may not fully support MIME or HTML encoded messages, which means that bold face, italics, underlining, and a variety of color-coding or other visual effects will not translate in your e-mail messages.
- **Humor Note:** Despite the best of intentions, jokes and especially satire can easily get lost or taken seriously. If you feel the need for humor, you may wish to add “emoticons” to help alert your readers: ;-), :), ☺

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Disclaimer Statement

Course content may vary from the outline to meet the needs of this particular group.

Academic Services

The Online Library is available to enrolled students and faculty from inside the electronic campus. This is your starting point for access to online books, subscription periodicals, and Web resources that are designed to support your classes and generally not available through searchengines on the open Web. In addition, the Online Library provides access to special learning resources, which the University has contracted to assist with your studies. Questions can be directed to librarian@apus.edu.

- ***Charles Town Library and Inter Library Loan:*** The University maintains a special library with a limited number of supporting volumes, collection of our professors' publication, and services to search and borrow research books and articles from other libraries.
- ***Electronic Books:*** You can use the online library to uncover and download over 50,000 titles, which have been scanned and made available in electronic format.
- ***Electronic Journals:*** The University provides access to over 12,000 journals, which are available in electronic form and only through limited subscription services.
- ***Tutor.com:*** AMU and APU Civilian & Coast Guard students are eligible for 10 free hours of tutoring provided by APUS. [Tutor.com](http://tutor.com) connects you with a professional tutor online 24/7 to provide help with assignments, studying, test prep, resume writing, and more. Tutor.com is tutoring the way it was meant to be. You get expert tutoring whenever you need help, and you work one-to-one with your tutor in your online classroom on your specific problem until it is done.
- ***Disability Accommodations:*** Students are encouraged email dsa@apus.edu to discuss potential academic accommodations and begin the review process.

Request a Library Guide for your course (<http://apus.libguides.com/index.php>)

The AMU/APU Library Guides provide access to collections of trusted sites on the Open Web and licensed resources on the Deep Web. The following are specially tailored for academic research at APUS:

- Program Portals contain topical and methodological resources to help launch general research in the degree program. To locate, search by department name, or navigate by school.
- Course Lib-Guides narrow the focus to relevant resources for the corresponding course. To locate, search by class code (e.g., SOCI111), or class name.

If a guide you need is not available yet, please email the APUS Library: librarian@apus.edu.

Turnitin.com

Faculty may require assignments be submitted to Turnitin.com. Turnitin.com will analyze a

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paper and report instances of potential plagiarism for the student to edit before submitting it for a grade. In some cases professors may require students to use Turnitin.com. This is automatically processed through the Assignments area of the course.