

# Human Relations, Business 1370-02B

## Spring 2010 Syllabus

**Instructor:** Kenneth Miller  
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**Office Hours:** By appointment

**Class Schedule:** 8:00 am - 8:50 am MTWRF Udvar-Hazy Business 105

**Textbook:** Effective Human Relations, 10<sup>th</sup> Edition by Reece & Brandt

### **Course Objective**

- Recognize the importance of obtaining and maintaining a positive attitude in all aspects of one's life. Closely tied to this objective in recognizing the importance of developing a positive self concept.
- Identify different personality and communication types and learn to apply this knowledge in working with people.
- Identify personal values and how they differ from others' values
- Understand the importance of communications as a continuous improvement process, as well as one's obligations for successful communication in a personal and business setting.
- Understand the responsibilities involved in running an efficient business and the necessity of being a team player in order to contribute to that efficiency.
- Be aware of different aspects of human relations in a business setting and how to most successfully manage those relations.
- Understand the proper procedures for handling problems and grievances on the job.

### **Students with Disabilities – ADA**

If you are a student with a medical, psychological or a learning difference and requesting reasonable academic accommodations due to this disability, you must provide an official request of accommodation to your professor(s) from the Disability Resource Center within the first two weeks of the beginning of classes. Students are to contact the center on the main campus to follow through with, and receive assistance in the documentation process to determine the appropriate accommodations related to their disability.

You may call (435) 652-7516 for an appointment and further information regarding the Americans with Disabilities Act (ADA) of 1990 per Section 504 of the Rehabilitation Act of 1973.

The Disability Resource Center is located right next to the Testing Center on the bottom floor of the Financial Aid and Career Center building.