

ARIZONA WESTERN COLLEGE  
SYLLABUS

BUA 109 PRINCIPLES OF HUMAN RELATIONS

Credit Hours: 3 Lec 3

PREREQUISITE: None

COURSE DESCRIPTION

Assists individuals in understanding human behavior in social institutions, business, and industry, including leadership, communications, status, decision making, motivation, and self concept.

1. COURSE GOAL

This course will cover the explanation of human nature, personality, communications, attitude, motivation, leadership, and the effects of human behavior in individuals, groups, and organizations. The coverage will also emphasize the improvement of human interaction with friends, work, and society.

2. OUTCOMES

Upon satisfactory completion of this course, students will be able to:

- 2.1 to help the student understand his/her role as a human being in the society in which they live and work.
- 2.2 to help the student realize the significance of personality and culture at work.
- 2.3 to help the student compare and examine group behavior by understanding human beings in a group verses an individual.
- 2.4 to help the student improve his/her own behavior and attitude by applying human relations skills.
- 2.5 to stimulate the students' thoughts and broaden his/her vision about future social and business responsibilities.

3. METHODS OF INSTRUCTION

- 3.1 Lecture and discussions of course materials
- 3.2 Instructional technology
- 3.3 Preassignment of topics to be covered in class
- 3.4 Questions from students in the class generating discussion and feedback

4. LEARNING ACTIVITIES

- 4.1 Reading assignments will be made from the textbook
- 4.2 Outside assignments will be made related to topics covered in class
- 4.3 Class discussion, collaboration, and feedback
- 4.4 In class activities will be assigned and done during class time

5. EVALUATION

- 5.1 Participation (includes group & class discussion)
- 5.2 Quizzes and examinations
- 5.3 Human relations articles
- 5.4 Case studies

6. STUDENT RESPONSIBILITIES

- 6.1 Under AWC Policy, students are expected to attend every session of class in which they are enrolled.
- 6.2 If a student is unable to attend the course or must drop the course for any reason, it will be the responsibility of the student to withdraw from the course. Students who are not attending as of the 45th day of the course may be withdrawn by the instructor. If the student does not withdraw from

the course and fails to complete the requirements of the course, the student will receive a failing grade.

- 6.3 Americans with Disabilities Act Accommodations: Arizona Western College provides academic accommodations to students with disabilities through AccessABILITY Resource Services (ARS). ARS provides reasonable and appropriate accommodations to students who have documented disabilities. It is the responsibility of the student to make the ARS Coordinator aware of the need for accommodations in the classroom prior to the beginning of the semester. Students should follow up with their instructors once the semester begins. To make an appointment call the ARS front desk at (928) 344-7674 or ARS Coordinator at (928) 344-7629, in the College Community Center (3C) building, next to Advising.
- 6.4 Academic Integrity: Any student participating in acts of academic dishonesty—including, but not limited to, copying the work of other students, using unauthorized “crib notes”, plagiarism, stealing tests, or forging an instructor’s signature—will be subject to the procedures and consequences outlined in AWC’s Student Code of Conduct.
- 6.5 Texts and Notebooks: Students are required to obtain the class materials for the course.
- 6.6 Arizona Western College students are expected to attend every class session in which they are enrolled. To comply with Federal Financial Aid regulations (34 CFR 668.21), Arizona Western College (AWC) has established an Attendance Verification process for “No Show” reporting during the first 10 days of each semester.
- Students who have enrolled but have never attended class may be issued a “No Show” (NS) grade by the professor or instructor and receive a final grade of “NS” on their official academic record. An NS grade may result in a student losing their federal financial aid.
- For online classes, *student attendance in an online class is defined as the following* (FSA Handbook, 2012, 5-90):
- Submitting an academic assignment
  - Taking an exam, an interactive tutorial or computer-assisted instruction
  - Attending a study group that is assigned by the school
  - Participating in an online discussion about academic matters
  - Initiating contact with a faculty member to ask a question about the academic subject studied in the course