Course Information Form (CIF)

Course Code: MGT 113

Course Title: Human Relations in the Workplace

Department: Business/Computer Science and Technologies
PCS Code: 1.2 - Occupational/Technical Instruction
CIP Code: 52.1003
Repeatability: 0

Effective Date: Summer 2026

Credit Hours

Catalog Notation: 3-0-3
Credit Hour Distribution:

Lecture: 3	Lab: 0	Clinical: 0	**Total: 3**

General Course Information

Catalog Description

Role of the individual in interpersonal relationships in organizations and business-related fields. Emphasis on the personal development necessary to succeed in the business organization.

General Course Objectives

- To give the student a better understanding of human behavior in groups.
- To help students become more self aware and to help them make good decisions and solve problems.

Minimum Placement Levels

English	Reading	Math
None	Placement into CCS 098	None

Prerequisites

None

Methods of Evaluation

16 chapter tests, 16 case discussions, and 3 short papers.

Instructional Materials and Additional Supplies

Effective Human Relations, Reece, Houghton-Mifflin, current edition.

Course Content

General Learning Outcomes (GLOs)

- Critical Thinking and Information Literacy: Students will demonstrate the ability to evaluate perspectives, evidence, and implications, and to locate, assess, and use information effectively.
- Technology: Students will demonstrate the ability to evaluate, select, and appropriately use current and emerging tools.
- Global Awareness and Cultural Reasoning: Students will demonstrate their understanding of global issues, gender and sexual orientation, and multicultural perspectives.

Course Segments and Student Learning Outcomes

Course Segment	Learning Outcomes	Lecture Hours	Lab Hours	Clinical Hours
Human Relations: The Key to Success	1. Describe the basic concepts of human relations, the development of the human relations movement, and the forces influencing behavior at work.	5	0	0
Attitudes	1. Explain how attitudes are formed and how to change attitudes.	4	0	0
Team Building: A Leadership Strategy	1. Describe, identify, and evaluate various facets and techniques of leadership.	4	0	0
Identifying Your Motivations	1. Explain the role of motivation in business.	6	0	0
Conflict Management	1. Describe strategies for dealing with conflict and management and labor's approach to conflict management.	4	0	0
Improving Personal and Organizational Communication	1. Identify different communication styles and how to identify and improve personal communication style.	5	0	0
Building High Self-Esteem	1. Identify the steps necessary to build a positive self-concept.	4	0	0
Coping with Personal and Professional Life Changes	1. Explain how to initiate change in the workplace.	4	0	0
Prejudice and Discrimination	1. Identify the nature of prejudice and discrimination and the steps to overcome them in the workplace.	5	0	0
Developing Positive First Impressions	1. Identify the importance of and the steps necessary to create a positive first impression.	4	0	0

Total Contact Hours

Lecture Hours	Lab Hours	Clinical Hours
45	0	0