**COURSE INFORMATION:**

Course #: Bus 066 – F’18  
Course Title: Human Relations in Business  
Text: How to have Power and Confidence in Dealing with People by Les Giblin  
ISBN: 0-13-410671-7  
Instructor: Michael J. Burke  
Meeting Hours: M/W 9:20 a.m. – 10:45 a.m.  
Room Location: CHE 124  
Credit: 3 Units of Credit/No Credit Option  
Office Hours: By appointment  

**General Class Format:**

8:30 a.m. – Instructor available  
9:20 a.m. – Class begins  
9:30 a.m. – Classroom doors closed – no admittance  
10:45 a.m. Class adjourns

**COURSE DESCRIPTION:**

At any level of business and society we must, in most cases, deal with other people. How effectively we can accomplish this interaction determines our success or our failure. Provided you are willing to put in the effort this course will introduce you to the habits, techniques, skills, and concepts to help you attain the level of success you choose.

**Bus 66 Student Learning Outcomes:**

- Outcome: Evaluate how effective human relations in the workplace lead to productive organizational results  
- Assessment: Team project  
- Outcome: Assess human relations theories and their relevance for current business models  
- Assessment: Final presentation – team project

**STUDENT LEARNING OBJECTIVES:**

Upon completion of this course, each student will:

1. Have acquired a working understanding of relationships  
2. Have the ability to solve difficult relationship problems  
3. Have the fundamental ability to begin to make major relationships decisions affecting them as individuals.  
4. Effectively and efficiently function within a group/team setting.  
5. Understand how to develop good habits. Make good decisions. Chose healthy relationships.
**RULES OF ENGAGEMENT:**

1. Turn off cell phones, pagers and computers OR leave the room
2. Take notes – you may use your computer/iPad/iPhone for this purpose only.
3. Be respectful to all speakers, guests, classmates and instructors.
4. Relax, listen, learn, and have fun.
5. Take all of this very seriously.

**INSTRUCTOR’S CONDITIONS OF SATISFACTION:**

1. Be Punctual - Habit
2. Participate Daily - Habit
3. Offer No Excuses - Habit
4. Be Responsible - Decision
5. Be Respectful - People
* Students will submit their COS at a date TB

**GRADING METHOD:**

<table>
<thead>
<tr>
<th>Task</th>
<th>Points</th>
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</thead>
<tbody>
<tr>
<td>Class Participation</td>
<td>600</td>
</tr>
<tr>
<td>Reading Assignments</td>
<td>180</td>
</tr>
<tr>
<td>Self Analysis</td>
<td>045</td>
</tr>
<tr>
<td>Team Project</td>
<td>090</td>
</tr>
<tr>
<td>Final</td>
<td>045</td>
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</tbody>
</table>

960 Total Points

**Class Participation** = 600 (20 x 30 Classes) Loss of ALL participation points if not notified – per class

**Reading Assignments** = 180 (60 x 03 Books)

**Self Analysis** = 045 (45 x 01 Project/Chap 14 of text)

**Team Project** = 090 (01 x 90 – Project TBD)

**Final** = 045 (01 x 45 - Final Paper)

A  = 90% - 100%  = 864-960
B  = 80% - 89%  = 768-863
C  = 70% - 79%  = 672-767
D  = 60% - 69%  = 574-671
F  = 59% - lower = 566

**CLASS PHILOSOPHY:**
The entire content of this class is centered around these three (3) areas of discussions.

1. Habits (Healthy)
2. Decisions (Relevant)
3. People (Supportive)

**LEARNING:**

Listen – To lectures, Do what was learned, teach others what was learned
<table>
<thead>
<tr>
<th>Wkly Meeting #</th>
<th>Date of Class</th>
<th>Reading Assignment</th>
<th>Lecture</th>
</tr>
</thead>
<tbody>
<tr>
<td>01&amp;02</td>
<td>08/27 &amp; 08/29</td>
<td>Orientation Syllabus review DVD - Celebrate Next week: What do you want</td>
<td>Burke</td>
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<tr>
<td>03&amp;04</td>
<td>09/03 &amp; 09/05</td>
<td>Handout Better World Theory Different Thumb Print theory What do you want from Bus66</td>
<td>Burke</td>
</tr>
<tr>
<td>05&amp;06</td>
<td>09/10 &amp; 09/12</td>
<td>Intro &amp; Chap. 1 Fear/feelings/commitment Independent/Interdependent Co-Dependent</td>
<td>Burke HTHPCDWP Key to Success and Happiness</td>
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<tr>
<td>07&amp;08</td>
<td>09/17 &amp; 09/19</td>
<td>Chap. 2 Emotional Bank account Apology/sorry</td>
<td>Burke HTHPCDWP Influencing Others</td>
</tr>
<tr>
<td>09&amp;10</td>
<td>09/24 &amp; 09/26**</td>
<td>Chap 3 Permanent domains Networks of help Thank you note</td>
<td>Burke HTHPCDWP Hidden Assets **CAT 1 DUE</td>
</tr>
<tr>
<td>11&amp;12</td>
<td>10/01 &amp; 10/03</td>
<td>Chap. 4 Finance &amp; relationships Meet w/team leaders</td>
<td>Burke HTHPCDWP Actions</td>
</tr>
<tr>
<td>12&amp;13</td>
<td>10/08 &amp; 10/10</td>
<td>Chap. 5 Pick teams Teamwork/collaboration</td>
<td>Burke HTHPCDWP First Impressions</td>
</tr>
<tr>
<td>14&amp;15</td>
<td>10/15 &amp; 10/17</td>
<td>Chap. 6 Mistake/decisions</td>
<td>Burke HTHPCDWP Attracting People</td>
</tr>
<tr>
<td>16&amp;17</td>
<td>10/22 &amp; 10/24</td>
<td>Chap. 7</td>
<td>Burke HTHPCDWP Making Others FF</td>
</tr>
<tr>
<td>18&amp;19</td>
<td>10/29 &amp; 10/31**</td>
<td>Chap 8</td>
<td>Burke **CAT 2 DUE</td>
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<tr>
<td>20&amp;21</td>
<td>11/05 &amp; 11/07</td>
<td>Chap 9</td>
<td>Burke</td>
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Revised 07/14/18
22&23  11/12 & 11/14  Chap 10  Burke
24&25  11/19 & 11/21  Chap 11  Burke
26&27  11/26 & 11/28  Chap. 12 & 13  Burke
28&29  12/03 & 12/05**  Chap. 14  Burke
          Dress Rehearsal

30  05/23  FINAL EXAM  Burke

**CAT 3 DUE

CATEGORY ONE BOOKS (HABITS):
• The Power of Habit – Charles Duhigg
  ISBN: 978-1-4000-6928-6

CATEGORY TWO BOOKS (DECISIONS):
• Smart Choices – Hammond, Keeney, & Raiffa

CATEGORY THREE BOOKS (PEOPLE):
• Life Code – Dr. Phil McGraw
  ISBN: 978-0985462
Some Additional Reading You May Find Helpful:

- 101 Ways to Stand Out at Work – Arthur D. Rosenberg

- The No Asshole Rule – Robert I. Sutton, PHD

- Collaborate or Perish – Bratton & Tumin

- Smart Trust – Covey & Link
  ISBN: 978-1-4516-4

- How Successful People Think – John C. Maxwell

- Strengths Finder – Tom Rath
  ISBN: 978-1-59562-015-6

- The Essentials of Business Etiquette Barbara Pachter
SUMMARY SHEET:

Class: Bus 66 – F’18
Instructor: Michael J. Burke
Meeting Room: CHE 124
Class: M/W 9:20 am-10:45am
Office hours: By appointment

Instructor Contact information:

Name: Michael J. Burke
Contact number: 408-888-9434
Email: mike.burke@westvalley.edu

Student Contact information:

Name:___________________________
Contact number:__________________
Email:___________________________

Acknowledgement: I have received and reviewed my course syllabus and acknowledge that I have reviewed it, I have had the opportunity to ask questions, and I understand the entire document, including disclaimers.

Honor statement: I understand that to plagiarize by representing the work of someone else as my own is not acceptable to West Valley College or Mr. Burke. I understand that to plagiarize could lead to my being dismissed from the College, dismissed from the class, my receiving a failing grade in the class, or all three.

Read, Understood, and Accepted:

Student name:______________________ Date:________________

Student comments:
CLASS POLICIES, CLASS DISCLAIMERS & CLASS STATEMENTS

SYLLABUS DISCLAIMER STATEMENT:

The instructor may make changes to the syllabus during the semester. It is the student’s responsibility to stay informed of these changes. Students may contact the instructor during office hours and before class, time permitting. Students may also wish to have a study partner whom they can contact if they miss a class.

Additional important information

Any student who feels he/she may need an accommodation based on the impact of a disability should contact me privately to discuss your specific needs. DESP (Disability & Educational Support Program) located in the Learning Services building (408-741-2010) may be contacted to coordinate reasonable accommodations for students with verifiable documentation.

If you have a complaint or someone has shared information with you as a student or employee that is unlawful discrimination or sexual harassment, contact the Associate Vice Chancellor of Human resources at West Valley-Mission Community College District, Human resources Department 408-741-2060. If the Associate Vice Chancellor of Human resources is not available, contact the President of the college. (West Valley, Mr. Bradley Davis @ 408-741-2097)

TESTING POLICIES AND PROCEDURES

The most critical test is how your life actually turns out for you! All testing is verbal and not graded as I am only seeking to know if you, the student, have learned and can apply those concepts we discuss in class. The class is very interactive and it is essential you participate as your grade is affected if you choose not to participate.

DISABILITY STATEMENT:

West Valley College makes reasonable accommodations for persons with documented disabilities. Students should notify DESP (Disability & Educational Support Program) located in the Learning Services building (408-741-2010) of any special needs.

POLICY ON ACADEMIC DISHONESTY

Note: The College’s policy on academic dishonesty covers in-class cheating, out of class cheating, plagiarism, and furnishing false information. I strongly encourage you to reference this policy in your syllabus. In particular, I urge you to include a definition of plagiarism (found in the policy) AND educate your students about plagiarism when appropriate. Purdue University has a good website that explains to students what plagiarism is and how to avoid it.

The URL is http://owl.english.purdue.edu/handouts/research/r_plagiar.html
AN **ABSOLUTE IMPERATIVE FOR SUCCESS** IN THIS CLASS:

**THIS FORMAT MUST BE FOLLOWED WHEN SUBMITTING ANY ASSIGNMENT; FAILURE TO FOLLOW THIS FORMAT WILL RESULT IN ASSIGNMENT BEING RETURNED TO STUDENT AND NO CREDIT GIVEN UNTIL ASSIGNMENT IS RESUBMITTED USING PROPER FORMAT:**

**ALL WORK IS TO BE TYPED, SINGLE SPACED, ON ONE SIDE OF ONE SHEET OF PAPER**>
The following will be located in the upper righthand corner:

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
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<tbody>
<tr>
<td><strong>STUDENT NAME:</strong></td>
<td>………….</td>
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<tr>
<td><strong>THE COURSE NUMBER:</strong></td>
<td>…..</td>
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<tr>
<td><strong>ASSIGNMENT DUE DATE:</strong></td>
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<tr>
<td><strong>DATE ACTUALLY SUBMITTED.</strong></td>
<td>….</td>
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<tr>
<td><strong>ASSIGNMENT TITLE:</strong></td>
<td>…….</td>
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