

BT 127 - HUMAN RELATIONS AND PROFESSIONAL DEVELOPMENT

COURSE LEARNING OUTCOMES

Students:

1. Demonstrate Time and Career Management
2. Practice Interpersonal Communication Techniques
3. Work Effectively in Teams
4. Demonstrate ethical Behavior

COURSE OUTLINE

COURSE TOPICS:

- I. Time and Career Management
 - A. Priorities
 - B. Time Management Techniques
- II. Interpersonal Communication—The Foundation of Human Relations
- III. Behavior, Human Relations, and Performance
 - A. Diversity in the Workplace
 - B. Stress, First Impressions
 - C. Motivation and Leadership
- IV. Team Behavior
- V. Dynamics and Leadership
- VI. Business Ethics and Politics
- VII. Applying Human Relations Skills