



Course Title or Content Change Forest Lake Area Schools

Date: 10/13/17

Department/Subject: Business Education

Person(s) initiating the request: Kristen Nellis

Original Course Title: Sales

Grades Course is offered:10-12

School(s) Course is offered:FLHS

Proposed New Course Title: Human Relations in Business

Reason for proposed title change:Alignment with Pine Technical and Community College for pathway to Business Essentials Certificate.

If requesting proposed content change:

Original learner outcomes (course outline) – *Attach to document*

Proposed learner outcomes ([course outline](#)) – *Attach to document*

Reason for proposed content change:

Alignment of course to fit within the pathway. The course needed more rigor for college credit.

Signatures indicate agreement with the proposed change.

John-Paul Jacobson
Century/Southwest Principal

Kelly Lafean
Area Learning Center Principal

High School Principal

Diane Giorgi
Director of Teaching and Learning

**Significant changes in course content require School Board approval.*

Revised July 2017



A. Catalog Description

1. **Course Credits:** 3 (Lecture hours per week 3, Lab hours per week 0)
(Based on a 16 week semester)
2. **Prerequisites:** READ 0220 Reading Strategies and ENGL 0230 Writing Foundations or placement determined by assessment score
3. **Co-requisite:** None
4. **MnTC Goals (if any):** N/A

B. Course Description

This course introduces human relations principles, methods, and skills applicable to management effectiveness and career success. Students will learn about principles and methods of organizational communication, professionalism, motivation, team building, conflict resolution, leadership, negotiation, cultural differences, and personal communication. Practical application and development of skills in these areas are emphasized throughout the course.

C. Date Last Revised

NA

D. Course Outcomes

Students will be able to

1. describe significant human relations issues in today's workplace;
2. explain how self-esteem development and motivation facilitate increased organizational productivity;
3. employ professional and industry-appropriate communication skills with employees, co-workers and customers to improve organizational effectiveness and resolve conflict in a diverse workplace;
4. identify and evaluate team building and conflict resolution strategies;
5. incorporate and articulate the stages of personal change and models of organizational change to more effectively implement organizational goals.

E. Program Outcomes for technical programs (please identify specific program outcomes if any)

Business Knowledge:

- demonstrate the ability to identify and understand basic theories, principles, practices, and terminology related to each functional area of business;

Communication:

- demonstrate competency in communicating effectively using oral, written, and non-verbal techniques to include the use of technology in the gathering and presentation of information.



F. PTCC Student Learner Outcomes

- Computer, Informational and Technical Literacy
- Communication
- Critical Thinking
- Self-Development
- Global Issues

G. Competencies to meet accreditations (such as Minnesota Transfer Curriculum, State Board of Nursing, NATEF, etc.)

H. Special Information (if any)

I. Absence and Attendance

Students are expected to regularly attend classes in which they are enrolled.

J. Student Code of Conduct and Academic Dishonesty

Academic dishonesty is the submission of false academic records, cheating, plagiarism, altering, forging, or misusing a college academic record; acquiring or using test materials without faculty permission; acting alone or in cooperation with another to falsify records or to obtain dishonest grades, honors, or awards. Academic Dishonesty is a violation of the Student Code of Conduct at Pine Technical and Community College. Students who do not follow this code of conduct are subject to disciplinary procedure as outlined in the Pine Technical and Community College's Student Handbook.

K. Americans with Disabilities Act

It is the intent of Pine Technical and Community College to comply with all provisions of the Americans with Disabilities Act (ADA) of 1990, as well as all state and federal laws, which prohibit discrimination against students. Pine Technical and Community College will provide reasonable accommodations to individuals with documented disabilities enrolled in classes at the college. For further information regarding the College's services, please contact the Director of Disability Services or the Dean of Student Services at Pine Technical and Community College, 900 Fourth Street, Pine City, MN, 55063 or call 1-800-521-7463 or 320-629-5100.