

Sault College
of Applied Arts and Technology
sault ste. marie

Course Outline

ORGANIZATIONAL BEHAVIOUR II
BUS 217-5

revised SEPTEMBER 1979
~~September 1977~~

ORGANIZATIONAL BEHAVIOUR II
BUS 217-5

PRE-REQUISITE: Organizational Behaviour I

TEXT: Personnel: The Human Problems of Management - Strauss & Sayles - Prentice Hall

GENERAL OBJECTIVES:

The primary objective of this second course in Organizational Behaviour will be to sharpen the students skills in carrying out personnel tasks. An understanding of the personnel departments role will be required but the main emphasis will be on the skills required in day to day dealings with people. Naturally the knowledge gained in O.B.I will be referred to frequently.

Essentially the course will consist of job analysis, recruitment selection, training, compensating and appraising. Skills required in these subject areas, such as discipline and various interviewing techniques, will be practised.

Special problems related to the Canadian Labour force will be studied. These include minority groups, Francophones, and the increase in the participation of women in the labour forces.

METHOD:

Lecture-discussion, seminars, role plays and case studies will be utilized. This is a student centered course with the instructor assuming more the role of facilitator. Thus, student participation is most important.

EVALUATION:

| | |
|---------------|-----|
| Tests (3) | 60% |
| Assignments | 20% |
| Participation | 20% |

Students not achieving satisfactory performance will only be permitted one rewrite following successful completion of an additional assignment. Students missing any tests must provide the instructor with a satisfactory explanation which may have to be documented i.e. note from doctor etc.

Late assignments will be downgraded.

Participation will be graded on the basis of demonstrated preparedness for classes.

Failure to meet the above conditions will require attendance at the make-up period.

Only 2 incompletes will be allowed in any of the sections of the course; any more than 2 will result in an automatic "R".

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ORGANIZATIONAL BEHAVIOUR II
BUS 217-4

| <u>UNIT</u> | <u>TOPIC</u> |
|-------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| I | <u>Review O.B. I</u> |
| II | <u>The Role of Personnel Administration</u> -historical background -staff and line functions |
| III | <u>Job Analysis</u> -job classification - purposes and concepts -job classification systems -pricing the job structure -man power planning |
| IV | <u>Recruitment & Selection</u> -job-man analysis -advertising -screening applications -testing -selection interviews -references -employment offers and regrets -probationary period and orientation |
| V | <u>Performance Appraisal</u> -traditional methods -contemporary methods -a model for self-evaluation -the evaluation interview |
| VI | <u>Training & Development</u> -application of behavioural science theory -promotions, transfers etc. -discipline -organizational barriers to effective training |
| VII | <u>Compensation</u> -individual incentive -organization wide incentives -the process of |
| VIII | <u>The Canadian Environment</u> -geographic peculiarities -cultural difference -the changing labour force |
| IX | <u>Current Issues in Canadian Personnel Administration</u> |