

SAULT COLLEGE
of Applied Arts and Technology
Sault Ste. Marie

COURSE OUTLINE

ORGANIZATIONAL BEHAVIOUR 1

BUS 103-4

(HRM 3)

revised

~~September 1979~~

*Revised
Sept. 1980*

ORGANIZATIONAL BEHAVIOUR 1

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TEXT: The Management of People in Hotels, Restaurants and Clubs.
D. E. Lundberg, J. P. Armatas
3rd Edition - Wm. C. Brown, Publisher

GENERAL OBJECTIVES:

The primary objective of this course will be to provide the student with a thorough understanding of the fundamentals of organizational behaviour with emphasis on behavioural processes within Hotel and Restaurant environments.

METHOD:

Lecture-discussion, seminars, role-playing, and case studies will be utilized.

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".

<u>WEEK</u>	<u>SUBJECT</u>	<u>ASSIGNMENT</u>
1	I <u>Fundamentals of Organizational Behaviour</u> - the nature of people - organizational behaviour defined - historical background	handouts
2-5	II <u>Leadership & Its Roles</u> - the management process - motivation and management - improving morale - organizing people relations	Chpt. 1 2 3 4
	<u>TEST NO. 1</u>	
6-11	III <u>Organizational Processes</u> - job and man analysis - the selection process - employee appraisal - management development - training	Chpt. 5 6 7 8 9
	<u>TEST NO. 2</u>	
12-13	IV <u>Supervisory Roles & Techniques</u> - behaviour modification theory and techniques of supervision - techniques of group leadership and decision-making - analysing and simplifying work	Chpt. 10 11 12
	V <u>Labour Relations</u>	Chpt. 15
	VI <u>Fire and Accident Prevention</u>	Chpt. 16
	<u>TEST NO. 3</u>	