

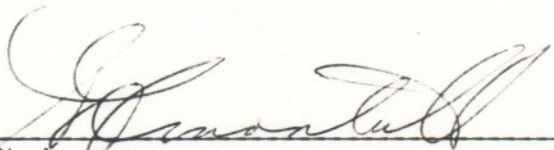
SAULT COLLEGE OF APPLIED ARTS & TECHNOLOGY
SAULT STE. MARIE, ONTARIO

COURSE OUTLINE

Course Title: ORGANIZATIONAL BEHAVIOUR
Code No.: BIIS 103-4
Program: ACCOUNTING
Semester: FALL 1983 (to third semester students)
Date: SEPTEMBER 1983
Author: MARG. SIMPSON

New: _____ Revision: _____

APPROVED:


Chairperson

83.07.07
Date

ORGANIZATIONAL BEHAVIOUR

BUS 103-4

Length of Course: four 50-minute sessions per week for one semester

Text: none required

References: The Practice of Supervision, by A. DuBrin
Psychology Today - periodical in college library
Effective Business Psychology, by A. DuBrin
Any psychology text

General Objectives: The purpose of this subject is to provide the student with some knowledge of the concepts of applied psychology at play in the work environment.

Method of Instruction: Lectures, discussions, case studies, films, and tests. Student is responsible for note-taking during class. Tests will be based solely on material covered in class.

Grading: A - 85 - 100
B - 70 - 84
C - 60 - 69

There will be no make-up tests. All tests will be averaged for term mark.

Mid-term mark will be based on two tests. Semester mark will be an average of the five tests.

Any film presentations which are missed by student during the regular class must be seen on student's own time (student will make arrangements with Educational Productions for this).

Specific Objectives:

- Week 1 - Introductory remarks, definition of business psychology and organizational behaviour.
Common sense, perception, values
Massey Tape #1
- Week 2 - Massey Tape #2
Communications
- Week 3 Communications, cont'd.
Case Study
TEST #1
- Week 4 Office politics
Getting along with co-workers
Case Study
- Week 5 Difficult people; strategies and concepts to deal with
Games people play
Conflict
Film
- Week 6 TEST #2
Motivation
Film
- Week 7 Stress and tension; reactions to and strategies on how to cope
Case Study

- Week 8 - Leadership
Film
Case Study
- Week 9 - Groups
TEST #3
- Week 10 - Efficiency, establishing goals
Film
- Week 11 - Case Study
Selection of employees and supervisors
- Week 12 - Job interviews and applications for employment
Film
- Week 13 - TEST #4
Case Study
- Week 14 - Dealing with job discrimination
Speaker
- Week 15 - Review and discussion
- Week 16 - TEST #5