

SAULT COLLEGE OF APPLIED ARTS & TECHNOLOGY

SAULT STE. MARIE, ONTARIO



COURSE OUTLINE

ORGANIZATIONAL BEHAVIOUR II

Course Outline:

BUS 217-4

No.:

BUSINESS

Program:

THREE

Semester:

SEPTEMBER 1994

Date:

Previous Outline

Dated:

SEPTEMBER, 1993

Author:

PHIL LEMAY

New: _____

Revision: _____ X

APPROVED:

Dean, Business & Hospitality

Date

ORGANIZATIONAL BEHAVIOUR II

BUS 217-4

Course Name

Course Number

TEXT: Canadian Personnel Management & Human Resources
by Werther et al

LENGTH OF COURSE: 4, fifty-minute sessions per week for 1 semester

COURSE OBJECTIVES:

The success of modern organizations depends on the Human resources that enable organizations to achieve their objectives. This course is the study of how organizations obtain, maintain and retain their human resources.

METHOD OF INSTRUCTION:

Reading assignments, lectures, discussions, case studies, articles and tests. Student is responsible for content of chapter and lectures.

GRADING:

The student's grade will be determined by the administration of tests to be given on the completion of each section. Tests will be a combination of True/False and Multiple Choice. Test will be approximately 80% based on text and the remainder based on material not in text, such as articles or professor information. The student, therefore, should read the text thoroughly and ask questions in class or see the professor for clarification of any material in the chapter. Test results will be returned to the students after grading. **Students are required to have their student number on an "HB" pencil as tests will be done on computer sheets.**

GRADE INTERPRETATION:

A letter grading of A+, A, B, C, I, or R, will be used to indicate the achievement or value of the student's work.

(A+) - 90% or better

- (A) This grade means that the student has an exceptional understanding of and/or ability with the portion of the subject assessed, to such an extent that he/she has a complete or near complete grasp of, or ability with, the material or work and thus understands more than eighty percent of the work tested.
- (B) This grade means that the student has a high degree of understanding of and/or ability with the portion of the subject assessed and thus understands more than seventy percent or is able to perform more than seventy percent of the work tested.
- (C) This grade means that the student has a basic understanding of all the elementary essentials of the portion of the subject assessed, and or is able to perform all the basic elementary essentials or the work tested and thus understands more than sixty percent, or is able to perform more than sixty percent of the work tested. The letter grade weight will be 2.0.
- (I) In tests and assignments this grade means that the student has not successfully demonstrated a basic elementary understanding of the material assessed to achieve a "C" grade, and the results of this assessment therefore, will be weighed as a zero* in the calculation of the final average grade of all the tests, etc.
- (R) This grade means that the student has not achieved a minimum of a "C" grade in the final average calculation of all his/her tests.

NOTE: THERE WILL BE NO MAKE-UP TESTS. THE PERCENTAGE MARK AND LETTER MARK WILL BE CALCULATED IN DETERMINING THE FINAL GRADE.

SPELLING:

Correct spelling and grammar in all test papers and written submissions are essential to effectively communicate proof of understanding of the subject content. Any serious frequency of spelling errors, particularly of subject terminology or of grammar errors will probably reduce the receiver's or marker's ability to accurately interpret the communication, and thus should be avoided, and may also therefore justify the lowering of the mark by one grade or more, and even possibly the granting of an "I" grade.

MISS A TEST:

If a student misses a test, it is the student's responsibility to contact the professor in the first class the student has with the professor after the test and make arrangements to take the test. The student, of course, must have a valid reason for not writing the test in the first instance.

If the student fails to contact the professor within a reasonable time, the student maybe refused the opportunity to take the test at a later time. If the student is to write the test, it will b either a multiple choice type or essay type test at the discretion of the professor.

PUNCTUALITY:

Classes will commence on time, that is, precisely on the half-hour, students are expected to be in class beforehand. Anyone not present as aforesaid may be refused entry. Tardiness causes interruption in the class process and is therefore discouraged. If a student foresees circumstances which may result in being late, they should be discussed with the professor and flexibility can be agreed upon. If a student is late, he/she should knock on the door and the professor will discuss at that time whether to permit the student to enter.

ORGANIZATIONAL BEHAVIOUR II
BUS 217-4

ITEM TOPIC

LECTURE EMPHASIS

1
Chapter 1

The triad, human resources concept, personnel functions, theorists, four objectives, organizational structures, proactive, reactive.
Cases

TEST

2
Chapter 2

Historical origin, theorists, external and internal challenges, pirating, company image, policy, professionalism.
Cases

TEST

3
Chapter 3

British North America Act, Canada Human Rights Act, Ontario Human Rights Code, definition of human rights, Charter of Rights, section 15, jurisdictions, areas and grounds in Ontario legislation, influence on personnel department, remedies, programs, enforcement.
Articles, Cases

TEST

5
Chapter 5

Theorists, planning, organizational objectives job analysis, data collection, advantages and disadvantages, methods, interview, questionnaire, observation, combinations, copy-cats, use of.
Articles, Cases

TEST

6
Chapter 7

Recruitment, job analysis connection, definition, statistics, initiation, restrictions and restraints on recruiter, methods used by recruiters, valuable to job applicant.
Articles, Cases

TEST

7
Chapter 8

Selection process, job analysis connection, considerations before selection, ethics, legislation, basic seven step selection process, other possibilities, value to job applicant.
Cases

TEST

8
Chapter 9

Training and development, orientation, induction, effect programs, several techniques used, evaluation of.
Cases

TEST

9
Chapter 12
Note: Time permitting

Performance appraisals, purpose, value, biases, kinds of methods, advantages and disadvantages.
Forms, Cases

TEST

12
Final Session

Return of test, general report on student's standing, assessment of subject.

above belongs to chrisz