

file

✓ Sault College
of Applied Arts and Technology
sault ste. marie

Course Outline

ORGANIZATIONAL BEHAVIOUR I
BUS 103-4

revised JANUARY 1978

ORGANIZATIONAL BEHAVIOUR I
BUS 103-4

TEXT: Human Behaviour at Work - Keith Davis - McGraw-Hill
- 5th ed.

OBJECTIVE:

To provide the student with a thorough understanding of:

- 1) The fundamentals of organizational behaviour with emphasis on the individual, and the group.
- 2) The theories of the leading behavioural scientists and their influence on motivation and job satisfaction.
- 3) The nature, styles and problems of leadership.
- 4) The principles of classical organizational theory.
- 5) The concept of specialization within the organization.
- 6) The communication systems within the formal and informal organizational structure.

METHOD:

Instruction will consist of lectures on key subjects, classroom discussion, case studies, and films.

STUDENT EVALUATION:

Tests (3)	60%
Cases	20%
Participation	20%

On assignments and tests marked "Incomplete", the student will be required to complete an additional assignment before rewriting.

Class participation will include proper preparation for case assignments, as well as participation in classroom discussions.

ORGANIZATIONAL BEHAVIOUR I
BUS 103-4
-2-

	<u>TOPIC</u>	<u>ASSIGNMENT</u>
I	<u>Fundamentals of Organizational Behaviour</u> -organizational behaviour defined -historical background -social systems	ch. 1, 2 article hand out case - hand out
II	<u>Individual</u> -study of motivation -study of behavioural scientists (Maslow, Herzberg, Vroom) -job satisfaction -developing a sound organizational climate	ch. 3, 4 ch. 5 ch. 6 Films
III	<u>Group Processes</u> -informal organization -charting the informal organization	ch. 16 case - hand out
		<u>TEST 1</u>
IV	<u>Communication</u> -communication model -barriers to communication -importance of listening -within the formal and informal organizations	ch. 21, 22, 24 Films
V	<u>Leadership & It's Development</u> -the leadership role -McGregor - Theory X & Y -effective supervision -development of participation -delegation -managing change -organizational development & training -exercise of authority	ch. 7 ch. 8 ch. 9 ch. 10 ch. 11 case - hand out
		<u>TEST 2</u>

ORGANIZATIONAL BEHAVIOUR I
BUS 103-4

-3-

	<u>TOPIC</u>	<u>ASSIGNMENT</u>
VI	<u>Organizational Environment</u> -organizational structure design -mechanistic vs organic structure -specialization -decentralization -enriching jobs and work systems	ch. 12 case - hand out ch. 13
VII	Conclusion	<u>TEST 3</u>

TABLE OF CONTENTS

		Page
I	Length of Course	1
II	Text Required	1
III	Recommended Readings	1
IV	General Objectives	2
V	Method of Instruction	2
VI	Student Evaluation	2-3
VII	Specific Objectives	3
VIII	Assignments	6
IX	Statutes	7