



THE SAULT COLLEGE OF APPLIED ARTS AND TECHNOLOGY
SAULT STE. MARIE, ONTARIO

COURSE OUTLINE

H U M A N R E L A T I O N S

HUMAN RELATIONS

TEXT: Effective Business Psychology

Andrew DuBrin
Prentice-Hall

COURSE OBJECTIVE:

To provide you with a combination of information and experience which will help you to develop your interpersonal skills, group skills and the self-awareness required to work effectively with others.

The course will cover such topics as problem solving, decision making, communication, small group psychology and leadership.

Presentation of the course will include lectures, discussions, group activities, role playing and films.

Emphasis will be placed on the student's contribution to class discussions, participation in group activities, effort and attendance.

EVALUATION:

Weekly quizzes (covering each week's work)	-	20%
Assignments and attendance	-	20%
Term tests - one before winter break	-	20%
- one at end of semester	-	40%
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		100%

Any make-up tests will be written in the make-up period at the end of the semester. A doctor's certificate will be required if any test is missed.

Late assignments will be downgraded. An "I" on any two sections of the course will result in an automatic failure with no make-up allowed.

Make-up period is a privilege, not a right, and will be granted only to those students who have demonstrated a reasonable effort during the semester.

THE ATTACHED SHEET IS YOUR GUIDE TO SUCCESSFUL STUDY. YOU WILL BE NOTIFIED WELL IN ADVANCE IF THERE ARE ANY CHANGES AS TO DATE OR PROCEDURE.

H U M A N R E L A T I O N S

BUS 114

1982

<u>WEEK OF</u>	<u>READ</u>	<u>WEEKLY QUIZ NUMBER</u>
Jan. 11	<u>CHAPTER 1</u> Why Psychology in Business?	1
Jan. 18	<u>CHAPTERS 2 & 3</u> Basics of Human Nature: Parts One & Two.	2
Jan. 25	<u>CHAPTER 4</u> Understanding Yourself	3
Feb. 1	<u>CHAPTER 5</u> Motivating Yourself and Others	4
Feb. 8	<u>CHAPTERS 6 & 7</u> Effective Decision Making Setting Goals and Objectives	5
Feb. 15	<u>Review and test on Chapters 1 to 5 inclusive</u>	
Mar. 1	<u>CHAPTERS 8 & 9</u> Coping With Job-Related Tensions Coping With Conflict	6
Mar. 8	<u>CHAPTER 10</u> Dealing With Counterproductive People	7
Mar. 15	<u>CHAPTERS 11 & 12</u> Small-Group Psychology Leading Other People	8
Mar. 22	<u>CHAPTER 13</u> Communicating With People	9
Mar. 29	<u>CHAPTER 14</u> Adjusting to the Organization	10
Apr. 5	<u>CHAPTERS 15 & 16</u> Cultivating the People Above You Getting Along With Co-Workers	11
Apr. 12	<u>CHAPTER 17</u> How to Become More Effective and Efficient	12
Apr. 19	<u>CHAPTER 18</u> How to Achieve a Satisfying and Rewarding Career	13
Apr. 26	<u>Final test on Chapters 6 to 18 inclusive</u>	