

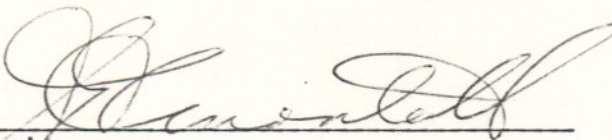
SAULT COLLEGE OF APPLIED ARTS & TECHNOLOGY
SAULT STE. MARIE, ONTARIO

COURSE OUTLINE

Course Title: HUMAN RELATIONS
Code No.: BUS 114
Program: SECRETARIAL
Semester: ~~TWO~~ ONE
Date: JANUARY, 1984
Author: MARG SIMPSON

New: _____ Revision: X

APPROVED:


Chairperson

84-01-04
Date

TEXT: Effective Business Psychology, by Andrew J. DuBrin

REFERENCES: Your Attitude Is Showing, by Chapman
Practical Human Relations, by Fulmer
Applied Human Relations, by Halloran

NOTE:

This course presents an overview of the major psychological concepts and techniques that are relevant to the individual worker in attaining both good performance and personal satisfaction. General areas studied include communications, morale, motivation, leadership, human nature, stress/tension, conflict.

- * Role playing, group discussions (including case studies) will be an integral part of this course. Emphasis will be placed upon the interaction required for this type of learning.
- * Any missed video presentations, films, etc. must be viewed on student's own time and will be arranged with the Office Manager in Room A213.

GRADING:

Test on Part 1	15%
Test on Part 2	15%
Test on Part 3	15%
Comprehensive Test (includes Parts 1 - 5)	40%
Attendance and class participation	15%

HUMAN RELTIONS

Week 1

Overview of course

Week 2

Massey Tapes #1 & #2

Week 3

chapter 1 - Why Psychology In Business?
chapter 2 - Basics of Human Nature: One
chapter 3 - Basics of Human Nature: Two

Week 4

chapter 4 - Understanding Yourself
chapter 13 - Communicating With People

Week 5

Test on Part 1
chapter 13 - continued

Week 6

Film re Transactional Analysis
T.A. Techniques

Week 7

chapter 5 - Motivating Yourself and Others
chapter 6 - Effective Decision Making

Week 8

chapter 7 - Setting Goals and Objectives
chapter 8 - Coping With Job-Related Tensions

Week 9

chapter 9 - Coping With Conflict
chapter 10 - Dealing With Counterproductive People

HUMAN RELATIONS

Week 10

Test on Part 2

Week 11

chapter 11 - Small-Group Psychology
chapter 12 - Leading Other People

Week 12

chapter 14 - Adjusting To The Organization

Week 13

Test on Part 3

Week 14

chapter 15 - Cultivating The People Above You
chapter 16 - Getting Along With Co-Workers

Week 15

chapter 17 - How To Become More Effective and Efficient
chapter 18 - How To Achieve A Satisfying And Rewarding Career