SAULT COLLEGE OF APPLIED ARTS & TECHNOLOGY

SAULT STE. MARIE, ONTARIO

COURSE OUTLINE

Course Outline:   ORGANIZATIONAL BEHAVIOUR II

Code No.:         BUS 118

Program:          SMALL BUSINESS MANAGEMENT

Semester:         II

Date:             JANUARY, 1986

Author:           JOHN H. WILSON

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                  New: _____        Revision: _____

APPROVED: _____        86-01-16
          Chairperson                     Date

| ORGANIZATIONAL BEHAVIOUR II | BUS 118 |
| --- | --- |
| Course Name | Course Number |

TEXT:  "Canadian Personnel Management and Human Resources", Werther et al, McGraw-Hill, 1985.

COURSE OBJECTIVES:

This course will concern itself with the human side of enterprise.  In particular, we will examine employee selection, training, motivating and performance appraisal.

METHOD OF INSTRUCTION:

Discussion, lectures, case studies, student presentations, guest speakers.

**GRADING:**

A = 85 - 100%
B = 70 -  84%
C = 60 -  69%

SEMESTER MARKS IS BASED UPON:

| | |
| --- | --- |
| 7 Quizzes @ 5% each | = 35% |
| Project | = 30% |
| Final Test | = 15% |
| Class Participation & Attendance | = 20% |
| | 100% |

PROJECT:

Students will be expected to complete a project as a portion of their final grade.  This project may be worked on individually or may be a group endeavour (subject to instructor approval).  Students will be expected to make a presentation to the class.

Length of Course:  four, 50-minute periods per week.

| WEEK I | - Introduction<br>- The Personnel Function<br>- The Nature of Organization |
| --- | --- |
| WEEK II | - Historical Perspectives<br>- Environmental Challenges<br>- Human Rights Legislation |
| WEEK III | - Human Rights Legislation<br>- Job Analysis |
| WEEK IV | - Test - Weeks I-III<br>- Employee Recruitment |
| WEEK V | - Employee Selection<br>- Employee Training & Development |
| WEEK VI | - Test - Weeks III-V<br>- Job Satisfaction & Motivation |
| WEEK VII | - Quality of Work Life Issues |
| WEEK VIII | - Test - Week VI-VII<br>- Performance Appraisals |
| WEEK IX | - Performance Appraisals<br>- Management Styles<br>- Compensation Management |
| WEEK X | - Test - Weeks VIII-IX<br>- Project Proposals - First Draft Completed<br>- Internal Communications<br>- Effective Meetings |
| WEEK XI | - Employee Safety, Security and Health |
| WEEK XII | - Test - Week XI<br>- The Personnel Audit |
| WEEK XIII | - Test - Week XII<br>- Time Management |
| WEEK XIV | - Decision Making<br>- Problem Solving<br>- Brain Storming |

WEEK XV          - Test - Week XIV
                 - Review

WEEK XVI         - Project Presentations

WEEK XVII        - Final Test
                 - Assessment
                 - Final Grades