

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

COURSE OUTLINE

Course Outline: MANAGEMENT SKILLS  
Code No.: BUS 115  
Program: OFFICE PROCEDURES/RETAIL SALES  
Semester: TWO  
Date: JANUARY, 1987  
Author: R. RENAUD

New: \_\_\_\_\_ X \_\_\_\_\_ Revision: \_\_\_\_\_

APPROVED: *R. Renaud*  
Chairperson

Jan '87  
Date

MANAGEMENT SKILLS

BUS 115

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Course Name

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**OBJECTIVES:**

The purpose of this course is to present major psychological concepts and techniques in a practical setting allowing the student to appreciate their relevance in the work situation. The student will become familiar with the terminology of psychology relating to a work environment, develop valuable interpersonal skills necessary for success and learn how to deal with some common job problems.

**METHOD OF PRESENTATION:**

These objectives will be accomplished through the use of case studies, video tapes, articles and class discussion of the topics covered from the text listed below.

**TEXTBOOK:** Effective Business Psychology, Andrew J. DuBrin.

**EVALUATION:**

Tests (4 x 20%).....	80%
Assignments (2 x 5%).....	10%
Participation.....	10%
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	100%

**GRADING:**

A	=	85-100%
B	=	70- 84%
C	=	55- 69%

There will be no make-up tests. Tests will be returned to the student for verification only and will be collected by the instructor afterwards.

SCHEDULE OF TOPICAL COVERAGE:

Part 1	Chapter	1	
		2	
		3	<b>Test #1</b>
Part 2	Chapter	5	
		6	
		7	<b>Assignment #1</b>
		8	
		9	<b>Test #2</b>
Part 3	Chapter	10	
		11	
		12	<b>Test #3</b>
Part 4	Chapter	13	<b>Assignment #2</b>
		14	
		15	<b>Test #4</b>