

SAULT COLLEGE OF APPLIED ARTS & TECHNOLOGY

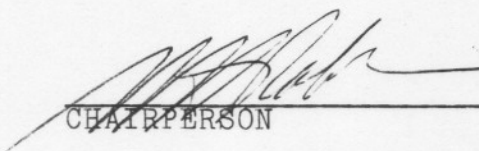
SAULT STE. MARIE, ONTARIO

COURSE OUTLINE

Course Title: SUPERVISION AND STAFFING
Code No.: BUS 322-3
Program: FOREST MANAGEMENT & PARKS & FOREST RECREATION TECHNOLOGY
Semester: FIVE & SIX
Date: JANUARY 9, 1987
Author: W. ROBERTSON

New _____ Revision X _____

APPROVED:


CHAIRPERSON

Feb 20/87.
DATE:

CALENDAR DESCRIPTION

SUPERVISION & STAFFING

BUS 322-3

Course Title

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PHILOSOPHY/GOALS:

The purpose of this course is to introduce the student to the basic skills that are required in any job involving supervision of one or more staff. This includes delegation, group dynamics, interpersonal relations, communication, staff scheduling, supervisory techniques, plus one entire unit devoted to staffing (job descriptions, recruitment, performance evaluation, training and staff development).

METHOD OF ASSESSMENT (GRADING METHOD):

Projects & Assignments	50
Tests	30
Notebook	10
Attendance and Participation	10

A - 80% B - 70% C - 60%

BUS 322-3

Week Value	Date	Topic	Assignment	Over
1	Jan 13	Role of a Manager	1) 10 Golden Rules	
2	Jan 20	Motivation, Needs	2) Old Bill	(1) 5
3	Jan 27	Supervisory Techniques	3) Simons 4) Critical Path	(2) 5
4	Feb 3	Supervisory Techniques		(3) 5 (4) 5
5	Feb 10	Staff Scheduling	Test #1 5) Staff Schedule	10
6	Feb 17	Recruitment	6) Project	(5) 10
7	Feb 24	Recruitment	7) Project	(6) 5
8	Mar 10	Recruitment		(7) 10
9	Mar 17	Staff Training & Development	Test #2	10
10	Mar 24	Performance Evaluation	8) Notebook	
11	Mar 31	Written Communication	9) Project	(8) 10
12	Apr 7	Legislation		(9) 5
13	Apr 14	Safety		
14	Apr 28	TBA	Test #3	10/90