

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

COURSE OUTLINE

Course Outline: MANAGEMENT SKILLS (BUSINESS PSYCHOLOGY)

Code No.: BUS 115-5

Program: OFFICE PROCEDURES/RETAIL SALES

Semester: TWO

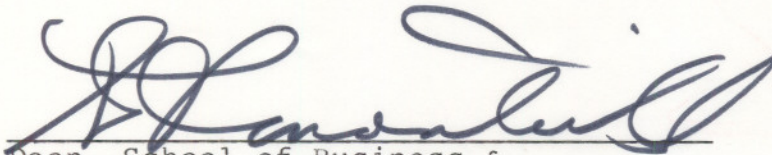
Date: JANUARY, 1990

Previous Outline Dated: JANUARY, 1989

Author: BRIAN CHRISTIE

New: _____ Revision: X _____

APPROVED:


Dean, School of Business &
Hospitality

90-02-12
Date

MANAGEMENT SKILLS

BUS 115-5

Course Name

Course Number

PHILOSOPHY/GOALS

The purpose of this course is to provide the student with basic knowledge of the concepts of applied psychology in the work place. This subject will also cover methods of managing yourself, your time and planning your career.

INSTRUCTION METHOD:

Lecture - discussions will be the main method of instruction. There will be some reading assignments given. Case studies will also be provided at which time the class will be divided into study groups.

CLASS PARTICIPATION

Attendance will be taken at each class. Participation in class discussions and questions is beneficial to all and is highly recommended.

SPELLING:

Correct spelling and grammar in all test papers and written submissions are essential to effectively communicate proof of understanding of the subject content. Any serious frequency of spelling errors, particularly of subject terminology, or grammar errors will likely reduce the marker's ability to accurately interpret the submission and may justify lowering of the mark by one grade or more.

METHOD OF ASSESSMENT:

Students will be evaluated by tests and assignments as well as attendance and class participation.

Tests and Assignments	90%
Attendance and Class Participation	10%

Tests will be announced approximately one week in advance.

Any person not able to attend a test must notify the instructor prior to the test (a medical certificate or other proof may be required). There will be no rewrites of individual tests.

Any person missing a test without notifying the instructor or with an unacceptable reason will receive a mark of zero (0) on that test.

FINAL GRADES

90% or more	A+
80%-89%	A
70%-79%	B
55%-69%	C
54% or less	R (the student must repeat the course)

In order to successfully complete the course, students must have an overall grade of at least 55%. There will be no rewrites of individual tests. Under certain limited circumstances, a supplemental final test may be taken. This supplemental test will cover all work taken throughout the semester.

Application for this test must be given in writing to the instructor as soon as the final grades are posted. Only those with an average of 48% to 54% will be eligible for this test.

A final grade of "C" will be given to anyone who successfully completes the supplemental final test.

RECOMMENDED READINGS:

You will be notified of any special reading material regarding particular topics.

SPECIFIC OBJECTIVES

1. Introduction - Course outline to be discussed. Review testing methods and expectations of students and instructor.
2. Improving your personal productivity
3. Business Psychology and Human Behavior
4. Dealing with People
5. Your Career