

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

COURSE OUTLINE

COURSE TITLE: ORGANIZATIONAL BEHAVIOUR

CODE NO.: BUS103 SEMESTER: TWO

PROGRAM: GENERAL BUSINESS

AUTHOR: PENNY O'HARE

DATE: JANUARY, 1992

PREVIOUS OUTLINE
DATED: _____

New: _____ Revision: X

APPROVED: _____ DATE _____
DEAN, SCHOOL OF BUSINESS &
HOSPITALITY

ORGANIZATIONAL BEHAVIOUR

BUS103

COURSE NAME

COURSE CODE

PHILOSOPHY/GOALS:

The purpose of this course is to provide the student with some knowledge and understanding of human behaviour in organizations - re: the work environment.

COURSE OBJECTIVES:

To assist the student to:

1. Gain practical knowledge of the basic concepts of organizational behaviour.
2. Acquire the knowledge and skills required to appreciate the role of a management trainee in the area of human resources management.

METHOD OF INSTRUCTION:

Lecture - discussions will cover the course material. The case method will be utilized extensively as it helps the student develop communication skills, sharpen analytical skills and provides a practical insight into actual business situations.

CLASS PARTICIPATION:

Attendance and participation are extremely important.

METHOD OF ASSESSMENT:

4 Tests (4 x 20)	80%
Quizzes, Assignments & Participation	20%
	<hr/> 100%

TESTS:

The dates of tests will be announced approximately one week in advance. Quizzes may or may not be announced in advance.

If a student is not able to write a test because of illness or a legitimate emergency, that student must contact the professor before the test and provide an explanation which is acceptable to the professor. (Medical certificates or other appropriate proof may be required). In cases where the student does not contact the professor, the student will receive a mark of zero on that test and must repeat the course. There will be no rewrites of individual tests.

THERE WILL BE NO SUPPLEMENTARY TESTS.

GRADING:

The final grade will be based on the following scale:

A+	96% or more
A	85% - 95%
B	70% - 84%
C	58% - 69%
R	57% or less

To be successful, a student must:

1. Write all four tests
2. Successfully complete three of the four tests
3. Have an overall grade of 58% on all semester work

TEXTBOOK: "Human Relations", 4th edition, A.J. Dubrin

ORGANIZATIONAL BEHAVIOUR

TOPICS

1. Introduction to the Field of Human Relations
2. Individual Differences
3. Motivation and Productivity
4. Morale and Job Satisfaction
5. Stress
6. Conflict
7. Groups
8. Leadership
9. Communication
10. Politics
11. Evaluation and Counselling Employees
12. Interpersonal Skills
13. Working with and Understanding the Organization
14. Organizational Culture and Change

NOTE: Other required readings will be assigned as the course progresses.