



DEPARTMENT Business & Office Administration

COURSE OUTLINE – Winter 2018

BA1380: Organization Behavior I – 3 (3-0-0) 45 Hours for 15 Weeks

INSTRUCTOR: Carly McLeod **PHONE:** 780-539-2946
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OFFICE HOURS: M/W 10- 11:30 am or by appointment

CALENDAR DESCRIPTION:

The organization of human productive energy is the central focus of this introductory course. Themes of balancing task, relationship requirements and the needs of the organization with those of the individual are stressed. Specific topics include: perception, personality, values, attitudes, motivation, group behavior, and teamwork.

PREREQUISITE(S)/COREQUISITE:

None

REQUIRED TEXT/RESOURCE MATERIALS:

Robbins, Stephen P., and Langton, Nancy. (2013) Organizational Behavior, Concepts, Controversies, Applications (Seventh Canadian Edition). Toronto. Pearson Prentice Hall.

DELIVERY MODE(S):

BA 1380 consists of three hours of instructional time weekly. The class work will be comprised of lectures, class discussions, small group work, case studies, and student presentations. The schedule may be adjusted if necessary. Extensive use of PowerPoint slides will be made. It is the student's responsibility to download the PowerPoint presentation for the designated chapter.

COURSE OBJECTIVES:

1. Determine the meaning of Organizational Behavior.
2. Recognize how perception, personality, values and attitudes can impact the workplace.
3. Implement the concepts of teamwork and recognize its use in the workplace.
4. Recognize how effective interaction can occur to achieve cohesive work groups.

LEARNING OUTCOMES:

Upon successful completion of the course, students will be able to:

1. Research, plan, execute and evaluate an effective team projects.
2. Apply different theories of motivation to the workforce.
3. Assess personal strengths and weaknesses utilizing Organization Behaviors theories

TRANSFERABILITY: Athabasca University: ORGB 2xx (3), Bow Valley College: HRES 1101 (3), University of Lethbridge, The: MGT 2030 (3)

***Warning:** Although we strive to make the transferability information in this document up-to-date and accurate, **the student has the final responsibility for ensuring the transferability of this course to Alberta Colleges and Universities.** Please consult the Alberta Transfer Guide for more information.

You may check to ensure the transferability of this course at Alberta Transfer Guide main page

<http://www.transferalberta.ca> or, if you do not want to navigate through few links, at

<http://alis.alberta.ca/ps/tsp/ta/tbi/onlineSearch.html?SearchMode=S&step=2>

** Grade of D or D+ may not be acceptable for transfer to other post-secondary institutions.

Students are cautioned that it is their responsibility to contact the receiving institutions to ensure transferability

EVALUATIONS:

Quizzes/Assignments (8 Quizzes)	15%	Mid-Term	25%
Participation	10%	Final Exam	30%
SWOT	20%		

GRADING CRITERIA: (The following criteria may be changed to suite the particular course/instructor) Please note that most universities will not accept your course for transfer credit **IF** your grade is **less than C-**.

Alpha Grade	4-point Equivalent	Percentage Guidelines	Alpha Grade	4-point Equivalent	Percentage Guidelines
A+	4.0	90-100	C+	2.3	67-69
A	4.0	85-89	C	2.0	63-66
A-	3.7	80-84	C-	1.7	60-62
B+	3.3	77-79	D+	1.3	55-59
B	3.0	73-76	D	1.0	50-54
B-	2.7	70-72	F	0.0	00-49

COURSE SCHEDULE/TENTATIVE TIMELINE

Week(s)	Topic	Chapter	Activities
Week 1	Outline		
Week 2	What is OB?	Ch. 1	QUIZ #1
Week 3 - 4	Perception, Personality and Emotions	Ch. 2	QUIZ #2
Week 5	MBTI	Handouts	
Week 6	Values, Attitudes & Diversity	Ch. 3	QUIZ #3
Week 7 - 8	Theories of Motivation	Ch. 4	QUIZ #4
Week 9	Mid-Term Ch. 1-4		Mid-Term
Week 10	Motivation in Action	Ch. 5	QUIZ #5
Week 11	Groups & Teamwork	Ch. 6	QUIZ #6
Week 12	Communication	Ch. 7	QUIZ #7
Week 13	Power & Politics	Ch. 8	QUIZ #8
Week 14	Case Presentation / Review	Ch 1-8	

STUDENT RESPONSIBILITIES:

- Your attendance and participation are important to the success of this course. As well, you are responsible for obtaining any notes or handouts you may have missed due to an absence.
- Unauthorized late assignments, if accepted, will have a 10% per day late penalty applied to the assignment grade. If you believe that you have a legitimate reason for handing in an assignment or other deliverable, please contact the instructor beforehand.
- All SWOT analysis assignments must be completed to pass BA1380
- **No rewrites will be given on missed quizzes and the Mid-term. If there is an excusable absence for missing the Mid-term, the weighting of the missed exam will be added onto the final exam weighting.**
- Participation marks will be assessed based on responses to in-class discussions. Students will hand in answers to discussion responses at the end of each class. Missing 6 or more discussion responses will result in a zero.

STATEMENT ON PLAGIARISM AND CHEATING:

Cheating and plagiarism will not be tolerated and there will be penalties. For a more precise definition of plagiarism and its consequences, refer to the Student Conduct section of the College Admission Guide at <http://www.gprc.ab.ca/programs/calendar/> or the College Policy on Student Misconduct: Plagiarism and Cheating at <http://www.gprc.ab.ca/about/administration/policies/>

**Note: all Academic and Administrative policies are available on the same page.