



DEPARTMENT Business & Office Administration

COURSE OUTLINE – Winter 2019

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

INSTRUCTOR: Richard Beeson **PHONE:** 780-539-2946
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OFFICE HOURS: M/W 13:00 - 14:00 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. (2019) Organizational Behavior, Concepts, Controversies, Applications (Eighth 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%
Presentations	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

C3 Course Schedule/Timeline:

Week	Chapter	
January 03	1	Organizational Behaviour Introduction?
January 08		What is Organizational Behaviour?
January 10		Chapter 1 Exam
January 15	2	Chapter 2 Perception, Personality, and Emotions
January 17		Presentation: Perception, Personality, and Emotions
January 22		Chapter 2 Exam
January 24	3	Values, Attitudes, and Diversity in the Workplace
January 29		Presentation: Values, Attitudes, and Diversity in the Workplace
January 31		Chapter 3 Exam
February 5	4	Theories of Motivation
February 7		Presentation: Theories of Motivation
February 12		Chapter 3 Exam
February 14	4	Theories of Motivation
February 19		Winter Break
February 21		Winter Break

February 26		Presentation: Theories of Motivation
February 28		Chapter 1- 4 Exam
March 05	5	Motivation in Action
March 07		Presentation: Motivation in Action
March 12		Chapter 5 Exam
March 14	6	Groups and Teamwork
March 19		Business Conference
March 21		Presentation: Groups and Teamwork
March 26		Chapter 6 Exam
March 28	7	Chapter 7 Communication
April 02		Presentation: Communication
April 04		Chapter 7 Exam
April 09	8	Chapter 8 Power and Politics
April 11		Chapter 8 Exam
April 11		Last Day of Classes
April 15-27		Final Exams

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 presentations must be completed on the assigned date.
- **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 assessed based 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.