



## DEPARTMENT OF BUSINESS AND OFFICE ADMINISTRATION

### COURSE OUTLINE – FALL 2017

#### BA1380EC – ORGANIZATIONAL BEHAVIOUR I 3(3-0-0)

**INSTRUCTOR:** Carly McLeod                      **PHONE:** 780-539-2946  
**OFFICE:** C307    **E-MAIL:** cmcleod@gprc.ab.ca  
**OFFICE HOURS:** By appointment

**PREREQUISITE(S)/COREQUISITE:** None

**REQUIRED TEXT/RESOURCE MATERIALS:** Robbins, Stephen P., and Langton, Nancy. (2013) Organizational Behaviour, Concepts, Controversies, Applications (Seventh Canadian Edition). Toronto. Pearson Prentice Hall.

**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 behaviour, and teamwork.

**CREDIT/CONTACT HOURS:** BA1380 consists of three hours of instructional time each week.

**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.

#### **OBJECTIVES:**

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

## COURSE 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)
- DeVry Institute of Technology - Calgary: BUSN 1TR (3)
- SAIT Polytechnic: MNGT 250 (3)
- University of Lethbridge, The: MGT 2030 (3)

**\*\* 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

## GRADING CRITERIA:

GRANDE PRAIRIE REGIONAL COLLEGE			
GRADING CONVERSION CHART			
Alpha Grade	4-point Equivalent	Percentage Guidelines	Designation
A <sup>+</sup>	4.0	90 – 100	EXCELLENT
A	4.0	85 – 89	
A <sup>-</sup>	3.7	80 – 84	FIRST CLASS STANDING
B <sup>+</sup>	3.3	77 – 79	
B	3.0	73 – 76	GOOD
B <sup>-</sup>	2.7	70 – 72	
C <sup>+</sup>	2.3	67 – 69	SATISFACTORY
C	2.0	63 – 66	
C <sup>-</sup>	1.7	60 – 62	
D <sup>+</sup>	1.3	55 – 59	MINIMAL PASS
D	1.0	50 – 54	
F	0.0	0 – 49	FAIL
WF	0.0	0	FAIL, withdrawal after the deadline

## EVALUATIONS:

The following tests and participation will determine your final grade:

Discussion Forums	9%	Mid-Term	20%
Chapter Lessons	8%	SWOT	17%
Quizzes	16%	Final Exam	30%

## STUDENT RESPONSIBILITIES:

- Your participation are important to the success of this course. As well, you are responsible for obtaining any notes or handouts you may have missed.
- 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.
- **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.**

## STATEMENT ON PLAGIARISM AND CHEATING:

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 [www.gprc.ab.ca/about/administration/policies/\\*\\*](http://www.gprc.ab.ca/about/administration/policies/**)

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

## COURSE SCHEDULE/TENTATIVE TIMELINE:

<u>Week(s)</u>	<u>Topic</u>	<u>Chapter</u>	<u>Activities</u>
Week 1	Introduction to online learning		
Week 2	What is OB?	Ch. 1	QUIZ #1
Week 3	Perception, Personality and Emotions	Ch. 2	QUIZ #2
Week 4	Values, Attitudes & Diversity	Ch. 3	QUIZ #3
Week 5	SWOT Analysis		SWOT
Week 6	Theories of Motivation	Ch. 4	QUIZ #4
<b>Reading Week</b>			
Week 7	Motivation in Action	Ch. 5	QUIZ #5
Week 8	Mid-Term Ch. 1-5		Mid-Term
Week 9	Groups & Teamwork	Ch. 6	QUIZ #6
Week 10	Communication	Ch. 7	QUIZ #7
Week 11	Power & Politics	Ch. 8	QUIZ #8
Week 12	SWOT Analysis		SWOT
Week 13	Final Exam	Ch. 1 - 9	