



DEPARTMENT OF BUSINESS ADMINISTRATION

AND OFFICE ADMINISTRATION

COURSE OUTLINE – Fall 2015

BA 1380 3(3-0-0)45 UT – Organizational Behaviour I

Instructor	Richard Beeson	Phone	539-2864 (office)
Office	C407	E-mail	rbeeson@gprc.ab.ca
Office Hours	Monday & Wednesday 13:00 – 14:00 or by appointment		

Prerequisite:

None

Required Text/Resource Materials:

Robbins, Stephen P., and Langton, Nancy. (2012) Organizational Behaviour, Concepts, Controversies, Applications (Sixth Canadian Edition). Toronto. Pearson Prentice Hall.

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, teamwork, power and politics, and Conflict and Negotiation.

Credit/Contact Hours:

This is a 3 credit course with 3 lecture hours per week. Students are expected to attend all classes.

Delivery Mode(s): The course work includes a combination of lectures, class discussions, group work, in-class exercises, videos and case studies. Where appropriate and when available, guest speakers will be used.

Objectives:

To gain an understanding of the impacts individuals, groups, and structure have on an organization.

Learning Outcomes:

- To explore the meaning of Organizational Behaviour.
- To understand how perception, personality, values and attitudes can impact the workplace.
- To apply different theories of motivation to the workforce.
- To explore the concept of teamwork and its use in the workplace.
- To understand how effective interaction can occur to achieve cohesive work groups.

Transferability:

Athabasca University, University of Lethbridge, Thompson Rivers' University (Kamloops), Royal Roads University, Lakeland College (into their Applied Degree in Financial Services) and Okanagan College. Please check with the receiving institution for confirmation.

Grading Criteria:

Attendance and Participation	05%
Case Study Presentations (2 @7.5%)	15%
Topic Presentations (2 @7.5%)	15%
7 Quizzes	35% (5% each)
Final	30%
TOTAL	100%

This course will cover a large volume of material. For some students, the material will be completely new, while others will have a background in various aspects of the material presented.

To help ensure that students have a full understanding of ALL the course material presented, and to reduce the problems that are created when students are absent, please note the following:

Students are expected to attend class on a regular basis, and unless it is unpreventable, to be in class on time.

All assignments submitted are to be on time and in an acceptable format. Unauthorized late assignments will have a 20% per day late penalty applied to the assigned grade.

A final grade will not be assigned until all assignments have been submitted.

No assignment will be accepted after the last scheduled day of class.

Final grade may be norm adjusted.

Grades will be assigned on the Letter Grading System.

			Business Administration Department
			Grading Conversion Chart
Alpha Grade	4-point Equivalent	Percentage Guidelines	Designation
A ⁺	4	95 – 100	EXCELLENT
A	4	90 – 94	
A ⁻	3.7	85 – 89	FIRST CLASS STANDING
B ⁺	3.3	80 – 84	
B	3	76 – 79	GOOD
B ⁻	2.7	72 – 75	
C ⁺	2.3	68 – 71	SATISFACTORY
C	2	64 – 67	
C ⁻	1.7	60 – 63	
D ⁺	1.3	55 – 59	MINIMAL PASS
D	1	50 – 54	
F	0	0 – 49	FAIL

D2 Course Schedule/Timeline:

<u>Week</u>	<u>Chapter</u>
September 03	General Introduction
September 08	Chapter 1 What is Organizational Behaviour?
September 10	Chapter 1 Exam
September 15	Chapter 2 Perception, Personality, and Emotions
September 17	Topic Presentation: Perception, Personality, and Emotions
September 22	Case Presentation: Perception, Personality, and Emotions
September 24	Chapter 2 Exam
September 29	Chapter 3 Values, Attitudes, and Diversity in the Workplace
October 01	Topic Presentation: Values, Attitudes, and Diversity in the Workplace
October 06	Case Presentation: Values, Attitudes, and Diversity in the Workplace
October 08	Chapter 3 Exam
October 12	Thanksgiving
October 13	Chapter 4 Theories of Motivation

October 15	Topic Presentation: Theories of Motivation
October 20	Case Presentation: Theories of Motivation
October 22	Chapter 4 Exam
October 27	Chapter 5 Motivation in Action
October 29	Topic Presentation: Motivation in Action
November 03	Case Presentation: Motivation in Action
November 05	Chapter 5 Exam
November 10	Chapter 6 Groups and Teamwork
November 11-13	Fall Break
November 17	Topic Presentation: Groups and Teamwork
November 19	Case Presentation: Groups and Teamwork
November 24	Chapter 6 Exam
November 26	Chapter 7 Communication
December 01	Topic Presentation: Communication
December 03	Case Presentation: Communication
December 08	Chapter 7 Exam;
December 08	Last Day of Classes
December 19	Last Day of Final Exams

Examinations:

Final examinations will be scheduled by the Registrar during the period December 09, 2015 to December 19, 2015. DO NOT PLAN ANY ACTIVITIES DURING THIS PERIOD.

Statement on Plagiarism:

Plagiarism will not be tolerated. Please ensure you read and understand the College policy on plagiarism as published in the Calendar. If you have any questions as to whether or not you might be violating this policy, please discuss this with your instructor before you submit your assignment. The instructor reserves the right to use electronic plagiarism detection services.

https://www.gprc.ab.ca/files/forms_documents/Student_Misconduct.pdf

Student Rights and Responsibilities:

1. Keep this outline. It will be your course reference throughout the term.
2. You are responsible for changes (additions and/or deletions) to this outline made in class.
3. It is your responsibility to attend class. Should you be unable to attend class, it is your responsibility to find out what was missed from your peers.

GPRC Policy Link:

https://www.gprc.ab.ca/files/forms_documents/StudentRightsandResponsibilities.pdf