



# Grande Prairie Regional College

## Department of Business

### COURSE OUTLINE – Winter 2011

#### BA 1380 (3-0-0) UT Organizational Behaviour I

<b>Instructor</b>	Jenny Head	<b>Phone</b>	(780) 539-2857 (Office)
<b>Office</b>	C307	<b>E-mail</b>	jhead@gprc.ab.ca
<b>Office Hours</b>	Wednesday and Friday 10:00 – 11:30am or by appointment	<b>Course</b>	Section C3 W&F 1:00-2:20pm

---

#### **Prerequisite(s)/co requisite(s):**

None

#### **Required Text/Resource Materials:**

Robbins, Stephen P., and Langton, Nancy. (2010) Organizational Behaviour, Concepts, Controversies, Applications (Fifth 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.

### **Delivery Mode(s):**

Lecture

### **Moodle:**

Moodle is a Learning Management System used to help improve communications between the student and instructor. Important information, announcements and grades will be posted on Moodle. The grades posted on Moodle are not final, check your GPRC account for your final term grade.

### **Objectives:**

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

### **Transferability:**

AU

Students can also refer to the Alberta Transfer Guide at <http://www.acat.gov.ab.ca> for a list of institutions. Students are however *strongly advised* to check with the receiving institution for more details and to ensure transferability.

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

### **Grading Criteria:**

Professionalism	5%
Quizzes/Assignments	25%
Mid-Term Exam	20%
Case Study	20%
Final Examination	<u>30%</u>
Total	100%

Grades will be assigned on a Letter Grading System using the following chart:

**Grading Conversion Chart**

Alpha Grade	4-point Equivalent	Percentage Guidelines	Designation
A <sup>+</sup>	4	90 - 100	EXCELLENT
A	4	85 - 89	
A <sup>-</sup>	3.7	80 - 84	FIRST CLASS STANDING
B <sup>+</sup>	3.3	76 - 79	
B	3	73 - 75	GOOD
B <sup>-</sup>	2.7	70 - 72	
C <sup>+</sup>	2.3	67 - 69	SATISFACTORY
C	2	64 - 66	
C <sup>-</sup>	1.7	60 - 63	
D <sup>+</sup>	1.3	55 - 59	MINIMAL PASS
D	1	50 - 54	
F	0	0 - 49	FAIL

**Assignment, Quiz, Test and Exam Policies:**

- Assignments will be handed in at the beginning of class on the due date. The penalty for late submission will be 5% per day. **Note:** You should think of each assignment as a professional presentation that you would prepare for a client or your immediate supervisor.
- Quizzes will be given throughout the year. It is anticipated that there will be 3 quizzes.
- The Mid-term examination is tentatively scheduled for February 18, 2011.
- Final examinations will be written in the gym and scheduled by the Registrar during the period April 14 to April 27, 2011.

**Case Analysis:**

- The group assignment will consist of typed, 4-page, double-spaced analyses of a chosen company accompanied by a 10 minute long presentation. The presentations will take place at the end of term.
- Group presentations are to be conducted in a professional manner. Each presentation is to be followed by a general question-and-answer period where

other students are expected to join the discussion. Case written work is due at the beginning of the lecture, the day of the presentation.

- Presentations will be graded on such dimensions as organization, delivery and supporting material. The individual case assignment will be a hand-in analysis (typed, 4-page double-spaced) of a specified case.

### **Student Responsibilities:**

Each student is expected to come to class **on time**, having read the material and completed the assignments. Marks will be based not only on the contribution made to the class by the student but also on professionalism exhibited.

### **Cell Phones:**

The use of cell phones during class time is unprofessional and distracting to the instructor and fellow students. Texting during class is therefore strictly prohibited. Cell phones must be either *turned off* or set to *silent* mode.

### **Statement on Plagiarism:**

Please refer to pages 49-50 of the College calendar regarding plagiarism, cheating and the resultant penalties. These are serious issues and will be dealt with severely.

### **Course Schedule/Timeline:**

<b><u>Week</u></b>	<b><u>Topic</u></b>	<b><u>Required Reading</u></b>
January 2	Introduction What is Organizational Behaviour?	Chapter 1
January 9	What is Organizational Behaviour? Perception, Personality, and Emotions	Chapter 1 Chapter 2
January 16	Perception, Personality, and Emotions Quiz#1	Chapter 2
January 23	Values, Attitudes, and Diversity in the Workplace	Chapter 3
January 30	Theories of Motivation Quiz #2	Chapter 4
February 6	Motivation in Action	Chapter 5

	Groups and Teamwork	Chapter 6
February 13	Review <b>Mid-Term Exam</b>	<b>Chapters 1-6</b>
February 20	Winter Break	
February 27	Communications	Chapter 7
March 6	Communications Power and Politics	Chapter 7 Chapter 8
March 13	Power and Politics	Chapter 8
March 20	Conflict and Negotiation	Chapter 9
March 27	Quiz #3 Presentations	
April 3	Presentations Review	
<b>April 14-27</b>	<b>FINAL EXAM (DATE TBA)</b>	COMPREHENSIVE Final Exam will include all chapters covered.

**(Dates are approximate and may vary slightly at the discretion of the instructor.)**