



Grande Prairie Regional College

School of Health, Wellness and Career Studies
Department of Business

COURSE OUTLINE

BA1380 C3 : ORGANIZATIONAL BEHAVIOUR I 3(3-0-0)

Spring 2010

| | | | |
|---------------------|----------------|-------------------|----------------------------------|
| Instructor | Carly McLeod | E-mail | cmcleod@gprc.ab.ca |
| Office | E401 | Class time | Wednesday and Friday 1-2:20pm |
| Office Hours | By appointment | | |

PRE-REQUISITES: None

REQUIRED TEXT: Robbins, Stephen P., and Langton, Nancy. (2009) Organizational Behaviour, Concepts, Controversies, Applications (Fifth Canadian Edition). Toronto. Pearson Prentice Hall.

TEXT USAGE: The textbook is used extensively throughout the course. The first nine chapters are required reading.

COURSE 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.

COURSE 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:

Athabasca University as ORGB 2xxx (3) Please check with the receiving institution for confirmation.

COURSE FORMAT:

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.

GRADE COMPOSITION:

The following tests and participation will determine your final grade:

| | | |
|------------------------|-----|---|
| Participation | 5% | Attendance and discussion participations |
| Quizzes/Assignments | 15% | Quiz #1 Jan. 22 Quiz #2 Feb. 10 Quiz #3 Mar. 24 |
| Mid-Term 1 | 20% | Feb. 26 |
| Paper and presentation | 30% | See below for details |
| Final Exam | 30% | TBD |

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 before hand.

You will be expected to complete various reading and writing assignments outside of class time.

Grades will be assigned on the Letter Grading System.

**Business Administration and Commerce Department
Grading Conversion Chart**

| Alpha Grade | 4-point equivalent | Percentage guidelines | Designation |
|-------------|--------------------|-----------------------|-----------------------------|
| A+ | 4 | 95-100 | EXCELLENT |
| A | 4 | 90-94 | EXCELLENT |
| A- | 3.7 | 85-89 | FIRST CLASS STANDING |
| B+ | 3.3 | 80-84 | FIRST CLASS STANDING |
| B | 3 | 76-79 | GOOD |
| B- | 2.7 | 72-75 | GOOD |
| C+ | 2.3 | 68-71 | SATISFACTORY |
| C | 2 | 64-67 | SATISFACTORY |
| C- | 1.7 | 60-63 | SATISFACTORY |
| D+ | 1.3 | 55-59 | Minimal PASS |
| D | 1 | 50-54 | Minimal PASS |
| F | 0 | 0-49 | FAIL |

ATTENDANCE:

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.

Statement on Plagiarism:

The instructor reserves the right to use electronic plagiarism detection services.

Paper & Presentation:

The group assignment will consist of an 8-page, double-spaced analysis of an organization of your choice accompanied by a 20 minute long presentation. Your analyses will be based on 2 OB concepts and 3 OB related problems that could arise in the Organization. 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. The written work is due at the beginning of the lecture on the day of the presentation.

The grading criteria for this assignment are as follows:

| | | |
|---|-------|--------|
| Professionalism | | 30pts |
| Length of report..... | 5pts | |
| Length of presentation..... | 5pts | |
| PowerPoint presentation..... | 10pts | |
| Format of written report..... | 10pts | |
| Content | | 70 pts |
| Analysis of 5 OB Concepts/Problems..... | 50pts | |
| Introduction..... | 10pts | |
| Conclusion/Recommendation..... | 10pts | |

**BA 1380 C3 Winter 2010
CLASS SCHEDULE***

Week 1-3

*Chapters 1-2***

- What is Organization Behaviour
- Perceptions, Personality and Emotions.
- Quiz: #1 Jan 22

Week 4-5

*Chapters 3-4***

- Values, Attitudes, and Diversity in the workplace
- Theories of Motivation
- Quiz #2 Feb. 10

Week 6-8

*Chapters 5-6***

- Motivation in Action
- Groups & Teamwork
- Mid-Term Feb 26th Chapters 1-6

Week 9

*Chapter 7***

- Communication

March 8-12

No Classes

Week 10-11

*Chapters 8-9***

- Power & Politics
- Conflict & Negotiations
- Quiz #3 Mar. 31

Week 12-14

Presentations & Review

WEEK TOPICS READING

* Approximate dates. Subject to change.

**Readings are from the Robbins text.

Students will also be required to read / complete various additional handouts and exercises assigned throughout the term.