



## DEPARTMENT OF BUSINESS

### COURSE OUTLINE – WINTER 2014

#### BA1380 – ORGANIZATIONAL BEHAVIOUR 3(3-0-0)

**INSTRUCTOR:** Carly McLeod                      **PHONE:** 780-539-2946  
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**OFFICE HOURS:** Tues & Thurs 1 – 2:30pm (Or by appointment)

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

**REQUIRED TEXT/RESOURCE MATERIALS:** Robbins, Stephen P., and Langton, Nancy. (2013) Organizational Behaviour, Concepts, Controversies, Applications (Sixth 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, teamwork, power and politics, and Conflict and Negotiation.

**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.

## TRANSFERABILITY:

\*\* 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:

Quizzes/Assignments	15%
• 3 Quizzes	
Mid-Term	25%
Paper and presentation	30%
Final Exam	30%

## 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.
- **No rewrites will be given on missed quizzes and the Mid-term. Quizzes are written online and students are given an extended period of time to write the quiz if you do not write the quiz in this time period you will receive a zero .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	Outline & What is OB?	Ch. 1	
Week 2	Perception, Personality and Emotions	Ch. 2	Quiz #1
Week 3	Values, Attitudes & Diversity	Ch. 3	
Week 4	Values, Attitudes & Diversity Theories of Motivation	Ch. 3 Ch. 4	
Week 5	Theories of Motivation	CH. 4	Quiz #2
Week 6	Motivation In Action <i>Work on Group Projects</i>	Ch. 5	
<b>Reading Week</b>			
Week 7	Groups & Teamwork	Ch. 6	
Week 8	Mid-Term Chapters 1 -6 Communication	Ch. 7	
Week 9	Communication Power & Politics	CH. 7 Ch. 8	
Week 10	Power & Politics Conflict & Negotiation	Ch. 8 Ch. 9	
Week 11	Conflict & Negotiation	Ch. 9	Quiz #3
Week 12	Student Presentations		
Week 13	Student Presentations Review	Ch. 1 - 9	

## Paper & Presentation:

The group assignment will consist of an 8-page, 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	
• 2 OB Concepts		
• 3 OB Problems		
Introduction.....	10pts	
Conclusion/Recommendation.....	10pts	
Peer Evaluations		10 pts
<b>Total</b>		<b>110pts</b>