



Grande Prairie Regional College

Department of Business

COURSE OUTLINE – Winter 2010 BA 1380 (3-0-0) UT Organizational Behaviour I

Instructor	Jenny Head	Phone	(780) 539-2857 (Office)
Office	C307	E-mail	jhead@gprc.ab.ca
Office Hours	Monday and Wednesday 10:00 – 11:30am or by appointment	Course	Section B3 M&W 8:30-9:50

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.

Credit/Contact Hours:

This is a 3 credit course with 3 lecture hours per week.

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.

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.

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.

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.

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 March 1, 2010.
- Final examinations will be written in the gym and scheduled by the Registrar during the period April 17 to April 29, 2010.

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.

Participation:

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. **Note:** The use of cell phones is unprofessional and is distracting to the instructor and fellow students.

Statement on Plagiarism:

Plagiarism will not be tolerated and, as such, any submitted work may be investigated for this possibility. Please ensure you read and understand the College's policy on plagiarism as published in the 2009/2010 Calendar. If you have questions on whether or not you might be violating this policy, please discuss this with your instructor before you submit your assignment.

Grading Criteria:

Participation	5%
Quizzes/Assignments	15%
Mid-Term Exam	20%
Case Study	30%
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+	4	90 - 100	EXCELLENT
A	4	85 - 89	
A-	3.7	80 - 84	FIRST CLASS STANDING
B+	3.3	76 - 79	
B	3	73 - 75	GOOD
B-	2.7	70 - 72	
C+	2.3	67 - 69	SATISFACTORY
C	2	64 - 66	
C-	1.7	60 - 63	
D+	1.3	55 - 59	MINIMAL PASS
D	1	50 - 54	
F	0	0 - 49	FAIL

Course Schedule/Timeline:

<u>Week</u>	<u>Topic</u>	<u>Required Reading</u>
January 3	Introduction	
January 10	What is Organizational Behaviour?	Chapter 1
January 17	Perception, Personality, and Emotions	Chapter 2
January 24	Quiz#1 Values, Attitudes, and Diversity in the Workplace	Chapter 3
January 31	Values, Attitudes, and Diversity in the Workplace Theories of Motivation	Chapter 3 Chapter 4
February 7	Theories of Motivation Quiz #2	Chapter 4
February 14	Motivation in Action	Chapter 5
February 21	Groups and Teamwork Review	Chapter 6
February 28	Mid-Term Exam	Chapters 1-6
March 7	Winter Break	
March 14	Communications	Chapter 7
March 21	Power and Politics Conflict and Negotiation	Chapter 8 Chapter 9
March 28	Quiz #3	
April 4	Presentations	
April 11	Review	

April 17-29

FINAL EXAM (DATE TBA)

COMPREHENSIVE Final
Exam will include all
chapters covered.

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