

**GRANDE PRAIRIE REGIONAL COLLEGE
OFFICE ADMINISTRATION
COURSE OUTLINE**

OCT 22 1998

OA 2121 - ORGANIZATIONAL BEHAVIOR

TEXT: McShane, Steven L., Organizational Behavior, Third Canadian Edition, Toronto: McGraw-Hill Ryerson, Ltd., 1998.

PREREQUISITE: Completed OA Certificate or permission of the Department.

COURSE DESCRIPTION: This course introduces the theories, concepts, and application of human behaviour in organizations. Specific topics include: **INDIVIDUAL BEHAVIOR:** learning, motivation, stress management, **INTERPERSONAL PROCESSES:** perception, personality, emotions, values, communication, **TEAM PROCESSES:** team dynamics, employee involvement, quality management, decision making, power, politics, conflict, negotiation, leadership, and **ORGANIZATIONAL PROCESSES:** change and development, culture, career dynamics, structure, and design.

COURSE OBJECTIVES: Through the study of specific topics as outlined in the course textbook, group discussions, and assignments, the student shall be able to:

- explain and apply theories and concepts in the analyses of problems, group discussions, experiential exercises, and case studies;
- demonstrate interpersonal skills needed to be effective participants in organizational roles.

STUDENT

- RESPONSIBILITIES:**
- Students are expected to read all the chapters of the text and additional material as provided.
 - Each student is expected to attend each class and participate in classroom and group discussions and exercises.

**COURSE
EVALUATION:**

The following weights will be given to the evaluation process:

CASE STUDIES/PROJECT	40%
EXAMS	60%

Grade Determination:

All grades are first recorded as percentages. After the final exam, the weighted average percentages will be converted to the college nine-point system according to the following table:

<u>Grade</u>	<u>Interpretation</u>	<u>Percentage Equivalent</u>
9	Excellent	90+
8		80-89
7	Good	72-79
6		65-71
5	Pass	57-64
4		50-56
3	Fail	45-49
2		26-44
1		0-25

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Employability Skills:

Learning Outcome	Evidence for Employability Skill Portfolio	C = the Skill is Learned in Content P = the Skill is Practiced A = the Skill is Assessed
Utilize active listening skills to accurately condense and record verbal information, instructions, and ideas.	<ul style="list-style-type: none"> • Course notes 	<p style="text-align: center;">C P A</p>
Work collaboratively and cooperatively by applying a variety of team and communications strategies.	<ul style="list-style-type: none"> • Group project report and presentation. 	<p style="text-align: center;">C P A</p>
Share skills and knowledge with others in formal and informal learning situations.	<ul style="list-style-type: none"> • Discussion Session notes. 	<p style="text-align: center;">C P</p>
Assess one's thinking and that of others, recognizing fallacies, biases, misrepresentations and unfounded conclusions.	<ul style="list-style-type: none"> • Case study reports. 	<p style="text-align: center;">C P A</p>
Define and solve problems, both independently and in teams, using a variety of creative problem-solving approaches.	<ul style="list-style-type: none"> • Case study group reports. 	<p style="text-align: center;">C P A</p>
Evaluate situations, make informed decisions, and initiate appropriate action.	<ul style="list-style-type: none"> • Decision exercise. 	<p style="text-align: center;">C P</p>
Locate, select, evaluate, organize, and summarize information, using appropriate resources.	<ul style="list-style-type: none"> • Group Project Reports. 	<p style="text-align: center;">C P A</p>