

GRANDE PRAIRIE REGIONAL COLLEGE
OFFICE ADMINISTRATION
COURSE OUTLINE

GRANDE PRAIRIE
REGIONAL COLLEGE
JAN 20 1998

OA 2121 - ORGANIZATIONAL BEHAVIOR

- INSTRUCTOR:** Irene Nicolson (Dr.)
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Telephone: 539-2005 (Office) 532-2575 (Home)
- TEXT:** Stephen P. Robbins; De Cenzo, Davids; Stuart-Kotze, Robin;
Fundamentals of Management - Essential Concepts and Applications. Canadian Edition, New Jersey, 1995, Prentice-Hall, Inc.
- 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: perception, decision-making, values, attitudes, motivation, group behaviour, communication, leadership, power, organizational structure and design, culture, stress; and organizational change and development.
- 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

NOTE: Except for the adjustment of the raw grades of assignments or exams, grades are not changed. Moreover, the final grades are not determined with reference to any curve. As well, as any point of time the student may find out exactly where he/she stands (compared with his/her goal).

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>