

GRANDE PRAIRIE REGIONAL COLLEGE
OFFICE ADMINISTRATION
COURSE OUTLINE

OA 2121- ORGANIZATIONAL BEHAVIOR

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INSTRUCTOR: Irene Nicolson (Dr.)
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TEXT: McShane, Steven L., Organizational Behavior, Third Canadian Edition, Toronto, 1998, McGraw-Hill Ryerson, Ltd.

PREREQUISITE: Completed OA Certificate or permission of the Department.

**COURSE
DESCRIPTION:**

This course introduces the theories, concepts, and application of human behavior in organizations. Specific topics include:
INDIVIDUAL BEHAVIOR: learning, motivation, learning,
INTERPERSONAL PROCESSES: perception, personality, emotions, values, communicating, **TEAM PROCESSES:** team dynamics, employee involvement and 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, assignments and exams, 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 assigned 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 percentage 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	Excellent	80-89
7	Good	72-79
6	Good	65-71
5	Pass	57-64
4	Pass	50-56
3	Fail	45-59
2	Fail	26-44
1	Fail	0-25

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 but to a standard. Students may request what grades have been recorded for them and are encouraged to record their own marks as well.