

GRANDE PRAIRIE REGIONAL COLLEGE W.O.V
OFFICE ADMINISTRATION
COURSE OUTLINE

OA 2121- ORGANIZATIONAL BEHAVIOR

INSTRUCTOR: Irene Nicolson (Dr.)
Office: C411
Telephone: 539-2005 (Office) 532-2575 (Residence)

TEXT: Robbins, Stephen P. and Nancy Langton, *Organizational Behavior, Concepts, Controversies, and Applications*, Canadian Edition, Scarborough, 1999, Prentice-Hall.

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:

1. DEVELOPING AN UNDERSTANDING OF THE WORKPLACE,
2. STRIVING FOR PERFORMANCE,
3. SHARING THE ORGANIZATIONAL VISION,
4. THE UNEASY SIDES OF INTERACTION, AND
5. TOWARDS REORGANIZING THE WORKPLACE

**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:**

- **ATTENDANCE:** Each student is expected to attend each class and participate in classroom and group discussions and exercises.
- **COURSE PREPARATION:** Students are expected to read all the assigned chapters of the text and additional material as provided.
- **TESTS AND ASSIGNMENTS:** Assignments and tests are due on the dates set by the instructor. No late assignments or rewrites of exams are allowed. Assignments and tests missed will be recorded as a 0.

**COURSE
EVALUATION:**

- The following weights will be given to the evaluations:

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