

**GRANDE PRAIRIE REGIONAL COLLEGE
DEPARTMENT OF ARTS, EDUCATION, AND COMMERCE**

COURSE OUTLINE

OT 3110 Theory of Formal Organizations Winter 1997 3(3-0) UT(3)

- INSTRUCTOR:** Catherine Van Brunschot
- TELEPHONE:** 539-2891
- OFFICE:** H 226
- OFFICE HOURS:** Monday and Wednesday 1:00 - 2:00 PM
Thursday 9:30 - 10:30 AM
or by appointment.
- REQUIRED TEXT:** Robbins, Stephen P. Organization Theory: Structure, Design, and Applications. 3rd ed. Englewood Cliffs, NJ: Prentice-Hall, 1990.
- TEXT USAGE:** The textbook is used extensively throughout the course. Virtually every chapter is required reading.
- COURSE DESCRIPTION:** An examination of the structural and functional imperative of formal organizations. Formation, structure, and change in complex organizations, including bureaucratic, matrix, and process-oriented types of organizational designs. Power, authority, and legitimacy variables are examined using anthropological and sociological methodological constructs.

**COURSE
PREREQUISITE:**

OT 3010

**COURSE
OBJECTIVES:**

1. To gain a general understanding of major theoretical analyses of organization structure and process;
2. To be able to apply the general theory to specific problems and situations encountered in organizational contexts,
3. To identify strategies, decision-making processes, and initiate problem-solving strategies appropriate to particular organization structures and systems;
4. To identify strategies for managing within formal organizations to achieve specific goals, to guide change, etc.
5. To plan and facilitate an actual organizational development project in a real organization.

**COURSE
FORMAT:**

OT 3110 consists of three hours of instructional time weekly. Classes will follow a seminar format, whereby students will be expected to actively participate in a discussion of course material from a collegial, rather than a lecture approach. Classes will also include small group work, case studies, student presentations, and guest speakers.

GRADING:

Grande Prairie Regional College uses the following nine-point grading scale:

90-100%	9
80-89%	8
72-79%	7
65-71%	6
57-64%	5
50-56%	4
45-49%	3
26-44%	2
0-25%	1

ASSIGNMENTS:

The following tests and assignments will determine your final grade:

1. Organizational development project 30%
2. Midterm exam 15%
3. Class presentation 15%
4. Participation/Attendance 15%
5. Final exam 25%

You will receive an assignment booklet containing guidelines, instructions, and due dates for each of these assignments at the beginning of the course.

Unauthorized late assignments, if accepted, will have a 15% per day late penalty applied to the assignment grade.

All hand-in assignments must be typewritten or word-processed.

In addition to the graded course assignments, you will be expected to complete various reading and writing assignments outside of class time.

ATTENDANCE:

Your attendance and participation are important to the success of this course. As well, you are responsible for obtaining any notes or handouts you may have missed due to an absence.

OT 3110 CLASS SCHEDULE WINTER 1997			
WEEK	TOPICS	READING	DUE
1 (Jan 6/8/10)	Introduction	Ch. 1	
2 (Jan 13/15/17)	Org. Change Diversity Org. Development	Ch. 14 Handouts	
3 (Jan 20/22/24)	Org. Development Project		
4 (Jan 27/29/31)	Evolution of O.T. Org. Effectiveness	Ch. 2 & 3	
5 (Feb 3/5/7)	Org. Structure Strategy	Ch. 4 & 5	
6 (Feb 10/12/14)	O.D. Project: presentations & debrief; Size	Ch. 6	O.D. Project presentations - Feb 10
7 (Feb. 19/21)	Size		Midterm exam - Feb. 21
8 (Feb. 24/26/28)	R E A D I N G	W E E K	
9 (Mar 3/5/7)	Technology Environment	Ch. 7 & 8	
10 (Mar 10/12/14)	Power/Control Org. Design	Ch. 9 & 10	
11 (Mar 17/19/21)	Organizational Design	Ch. 11 & 12	
12 (Mar 24/26)	Managing Structural Variables	TBA	Student Presentations
13 (Mar 31/Apr 2/4)	Managing Structural Variables	TBA	Student Presentations
14 (Apr 7/9)	Managing Structural Variables	TBA	Student Presentations
FINAL EXAMS (Apr 14-22)			FINAL EXAM- TBA

*All Chapters are drawn from the Robbins text.

*Students will also be required to read/complete various additional handouts and exercises assigned throughout the term.