



DEPARTMENT Business & Office Administration

COURSE OUTLINE – Winter 2021

BA1380: Organization Behavior I – 3 (3-0-0) 45 Hours for 15 Weeks

INSTRUCTOR: Richard Beeson **PHONE:** 780-539-2946
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OFFICE HOURS: M/W 11:00 - 12:00 am or by appointment

CALENDAR DESCRIPTION:

The organization of human productive energy is the central focus of this introductory course. Themes of balancing task, relationship requirements and the needs of the organization with those of the individual are stressed. Specific topics include: perception, personality, values, attitudes, motivation, group behavior, and teamwork.

PREREQUISITE(S)/COREQUISITE:

None

REQUIRED TEXT/RESOURCE MATERIALS:

Robbins, Stephen P., Langton, Nancy; Judge, Timothy A. (2019) *Organizational Behavior: Concepts, Controversies, Applications* (Eighth Canadian Edition). Toronto: Pearson Prentice Hall.

ISBN-13: 9780136199601

(Note: This is an e-text with an online subscription to the MyLab Organizational Behaviour site. This site is for additional practice and will not be required for the course. The GPRC bookstore can help you out to order the text.)

- BA1380 GPRC Brightspace Site – access through www.gprc.ab.ca

Winter 2021 DELIVERY

Remote Delivery. This course is delivered remotely. There are no face-to-face or onsite requirements. **Students must have a computer with a webcam and reliable internet connection.** Technological support is available through helpdesk@gprc.ab.ca.

COURSE OBJECTIVES:

1. Determine the meaning of Organizational Behavior.
2. Recognize how perception, personality, values and attitudes can impact the workplace.
3. Implement the concepts of teamwork and recognize its use in the workplace.
4. Recognize how effective interaction can occur to achieve cohesive work groups.

LEARNING OUTCOMES:

Upon successful completion of the course, students will be able to:

1. Research, plan, execute and evaluate an effective team projects.
2. Apply different theories of motivation to the workforce.
3. Assess personal strengths and weaknesses utilizing Organization Behaviors theories

TRANSFERABILITY:

Please consult the Alberta Transfer Guide for more information. You may check to ensure the transferability of this course at the Alberta Transfer Guide main page <http://www.transferralberta.ca>.

**** Grade of D or D+ may not be acceptable for transfer to other post-secondary institutions. Students are cautioned that it is their responsibility to contact the receiving institutions to ensure transferability**

EVALUATIONS:

Quizzes/Assignments (8 Quizzes)	15%	Mid-Term	25%
Participation	10%	Final Exam	30%
Presentation	20%		

GRADING CRITERIA: (The following criteria may be changed to suite the particular course/instructor) Please note that most universities will not accept your course for transfer credit **IF** your grade is **less than C-**.

Alpha Grade	4-point Equivalent	Percentage Guidelines	Alpha Grade	4-point Equivalent	Percentage Guidelines
A+	4.0	90-100	C+	2.3	67-69
A	4.0	85-89	C	2.0	63-66
A-	3.7	80-84	C-	1.7	60-62
B+	3.3	77-79	D+	1.3	55-59
B	3.0	73-76	D	1.0	50-54
B-	2.7	70-72	F	0.0	00-49

C3 Course Schedule/Timeline:

Week	Chapter	
January 06	1	Organizational Behaviour Introduction?
January 11		What is Organizational Behaviour?
January 13		Chapter 1 Exam
January 18	2	Chapter 2 Perception, Personality, and Emotions
January 20		Presentation: Perception, Personality, and Emotions
January 25		Chapter 2 Exam
January 27	3	Values, Attitudes, and Diversity in the Workplace
February 1		Presentation: Values, Attitudes, and Diversity in the Workplace
February 3		Chapter 3 Exam
February 8	4	Theories of Motivation

February 10		Presentation: Theories of Motivation
February 15		Winter Break
February 17	4	Winter Break
February 22		Chapter 4 Exam
February 24		Chapter 1- 4 Exam
March 01	5	Motivation in Action
March 03		Presentation: Motivation in Action
March 08		Chapter 5 Exam
March 10	6	Groups and Teamwork
March 15		Presentation: Groups and Teamwork
March 17		Chapter 6 Exam
March 22	7	Chapter 7 Communication
March 24		Presentation: Communication
March 29		Chapter 7 Communication
March 31		Chapter 7 Exam
April 05	8	Chapter 8 Power and Politics
April 07		Presentation: Power and Politics
April 12		Chapter 8 Exam Last Day of Classes
April 14-22		Final Exams

STUDENT RESPONSIBILITIES:

- 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.
- Unauthorized late assignments, if accepted, will have a 10% per day late penalty applied to the assignment grade. If you believe that you have a legitimate reason for handing in an assignment or other deliverable, please contact the instructor beforehand.
- All presentations must be completed on the assigned date.
- **No rewrites will be given on missed quizzes and the Mid-term. If there is an excusable absence for missing the Mid-term, the weighting of the missed exam will be added onto the final exam weighting.**
- Participation marks will be assessed based on responses to in-class discussions. Students will hand in answers to discussion responses at the end of each class. Missing 6 or more discussion responses will result in a zero.

STATEMENT ON PLAGIARISM AND CHEATING:

Cheating and plagiarism will not be tolerated and there will be penalties. For a more precise definition of plagiarism and its consequences, refer to the Student Conduct section of the College Admission Guide at <http://www.gprc.ab.ca/programs/calendar/> or the College Policy on Student Misconduct: Plagiarism and Cheating at <http://www.gprc.ab.ca/about/administration/policies/>

**Note: all Academic and Administrative policies are available on the same page.

Note: The [quizzes/midterm examination(s)/final examination] for this course must be taken online with the use of Respondus Lockdown Browser and Respondus Monitor exam proctoring software. Students must download Lockdown Browser and Respondus Monitor will automatically start with [quizzes/examinations] through myClass. The proctoring software is a requirement to uphold academic integrity and is necessary to meet accreditation requirements.

Lockdown Browser and Respondus Monitor requires Windows or Mac desktop, laptop, or iPad platforms. Chromebooks, smart phones, and other tablets are not supported. If you do not have access to a Windows or Mac desktop, laptop, or iPad, you can book a College PC via the GPRC App -> On-campus Reservations.

You can learn more about Respondus Lockdown Browser and Respondus Monitor here: <https://web.respondus.com/lockdownbrowser-student-video/>. It is important to note that the software recordings are automated systems and are designed to be less intrusive than in-person proctors. The software is only running while you are signed in during your exam. The exam administrators only review the recordings after the exam is submitted and only if it was flagged due to suspicious activity.

The collection and use of your personal information is in accordance with the Freedom of Information and Protection of Privacy (FOIP) Act S. 33 (c) which states that *“No personal information may be collected by or for a public body unless that information relates directly to and is necessary for an operating program or activity of the public body.”* In addition, S. 39 (4) states, *“A public body may use personal information only to the extent necessary to enable the public body to carry out its purpose in a reasonable manner.”*

If you are unable to complete your [quizzes/examinations] using the proctoring software, you may request alternative accommodations to the online testing by contacting your instructor and the GPRC Testing Centre by telephone at [780-539-2212](tel:780-539-2212) to arrange to write your exam. Students must book their [quizzes/examinations] no less than 2-weeks in advance of the test date and students are choosing to write the [quizzes/examination] in the GPRC Testing Centre are responsible for the \$30 sitting fee.