



**DEPARTMENT OF BUSINESS & OFFICE ADMINISTRATION
COURSE OUTLINE – FALL 2020
BA1380 EC: Organization Behavior I – 3 (3-0-0) 45 Hours for 15 Weeks**

INSTRUCTOR: Carly McLeod **PHONE:** 780-539-2946
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OFFICE HOURS: T/Th 1:00 – 3:00 pm 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.
(Note: This is an e-text with an online subscription to the MyLab Marketing site. This site is for additional practice and will not be required for the course. A paper manual of the text can be purchased from the publisher once you have purchased the initial code. The GPRC bookstore can help you out to order the text.)

DELIVERY MODE(S):

BA 1380 is an online course. Students will be expected to work through course material on the myclass.gprc.ab.ca course page.

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. Apply different theories of motivation to the workforce.
2. Assess personal strengths and weaknesses utilizing Organizational Behavior theories.
3. Participate in case study analysis and group discussion.

TRANSFERABILITY:

Athabasca University

MacEwan University

SAIT

University of Alberta

University of Lethbridge

Other (transfers in combination with other courses or to other institutions)

***Warning:** Although we strive to make the transferability information in this document up-to-date and accurate, **the student has the final responsibility for ensuring the transferability of this course to Alberta Colleges and Universities.** Please consult the Alberta Transfer Guide for more information. You may check to ensure the transferability of this course at Alberta Transfer Guide main page <http://www.transferralberta.ca> or, if you do not want to navigate through few links, at <http://alis.alberta.ca/ps/tsp/ta/tbi/onlineSearch.html?SearchMode=S&step=2>

** 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	10%
Discussion Forum	30%
SWOT Analysis	15%
Mid-Term	15%
Final Exam	30%

GRADING CRITERIA:

Grades will be assigned on a Letter Grading System using the following chart. 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

COURSE SCHEDULE/TENTATIVE TIMELINE

Week(s)	Topic	Chapter	Activities
Week 1	Course Overview		
Week 2	What is OB?	Ch. 1	QUIZ #1
Week 3	Perception, Personality and Emotions	Ch. 2	QUIZ #2
Week 4	Values, Attitudes & Diversity	Ch. 3	QUIZ #3
Week 5	SWOT Analysis		
Week 6	Theories of Motivation	Ch. 4	QUIZ #4
Week 7	Motivation in Action	Ch. 5	QUIZ #5
Week 8	Mid-Term Exam		Mid-Term Exam
Week 9	SWOT Analysis		
Week 10	Groups & Teamwork	Ch. 6	QUIZ #6
Week 11	Communication	Ch. 7	QUIZ #7
Week 12	Power & Politics	Ch. 8	QUIZ #8
Week 13 / 14	SWOT / Final Exam		

STUDENT RESPONSIBILITIES:

- Your participation are important to the success of this course. As well, you are responsible for obtaining any notes or handouts you may have missed.
- 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.
- **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.**

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.