



DEPARTMENT OF BUSINESS AND OFFICE ADMINISTRATION

COURSE OUTLINE – FALL 2015

BA1380 A3 – ORGANIZATIONAL BEHAVIOUR I - 3(3-0-0) 45 HOURS

INSTRUCTOR: Carly McLeod **PHONE:** 780-539-2946
OFFICE: C307 **E-MAIL:** cmcleod@gprc.ab.ca
OFFICE HOURS: Tues & Thurs 1–2:20pm (Or by appointment)

PREREQUISITE(S)/COREQUISITE: None

REQUIRED TEXT/RESOURCE MATERIALS: Robbins, Stephen P., and Langton, Nancy. (2013) Organizational Behaviour, Concepts, Controversies, Applications (Seventh Canadian Edition). Toronto. Pearson Prentice Hall.

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 behaviour, teamwork, power and politics, and Conflict and Negotiation.

CREDIT/CONTACT HOURS: BA1380 consists of three hours of instructional time each week.

DELIVERY MODE(S): BA 1380 consists of three hours of instructional time weekly. The class work will be comprised of lectures, class discussions, small group work, case studies, and student presentations. The schedule may be adjusted if necessary. Extensive use of PowerPoint slides will be made. It is the student's responsibility to download the PowerPoint presentation for the designated chapter.

OBJECTIVES:

1. Determine the meaning of Organizational Behaviour.
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.

COURSE 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:

**** 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**

GRADING CRITERIA:

GRANDE PRAIRIE REGIONAL COLLEGE			
GRADING CONVERSION CHART			
Alpha Grade	4-point Equivalent	Percentage Guidelines	Designation
A ⁺	4.0	90 – 100	EXCELLENT
A	4.0	85 – 89	
A ⁻	3.7	80 – 84	FIRST CLASS STANDING
B ⁺	3.3	77 – 79	
B	3.0	73 – 76	GOOD
B ⁻	2.7	70 – 72	
C ⁺	2.3	67 – 69	SATISFACTORY
C	2.0	63 – 66	
C ⁻	1.7	60 – 62	
D ⁺	1.3	55 – 59	MINIMAL PASS
D	1.0	50 – 54	
F	0.0	0 – 49	FAIL
WF	0.0	0	FAIL, withdrawal after the deadline

EVALUATIONS: The following tests and participation will determine your final grade:

Quizzes/Assignments (8 Quizzes)	20%
Mid-Term	25%
SWOT	25%
Final Exam	30%

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.
- **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:

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 www.gprc.ab.ca/about/administration/policies/**

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

COURSE SCHEDULE/TENTATIVE TIMELINE:

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

BA1380 – Personal SWOT Analysis

A SWOT analysis is a powerful tool, with a little thought, it can help you uncover opportunities that you would not otherwise have spotted. And by understanding your weaknesses, you can manage and eliminate threats that might otherwise hurt your ability to move forward.

If you look at yourself using the SWOT framework, you can start to separate yourself from your peers, and further develop the specialized talents and abilities you need to advance your career.

To perform a personal SWOT analysis, answers to the following questions, relating your answers to course theory.

Strengths

What do you do well?

What unique resources can you draw on?

What do others see as your strengths?

What advantages do you have that others don't have?

*Consider this from your own perspective, and from the point of view of the people around you. And don't be modest or shy – be as objective as you can.

Weaknesses

What could you improve?

Where do you have fewer resources than others?

What are others likely to see as weaknesses?

*Again, consider this from a personal/internal perspective and an external perspective. Do other people see weaknesses that you don't see? Do peers consistently outperform you in key areas? Be realistic – it's best to face any unpleasant truths as soon as possible.

Opportunities

What opportunities are open to you?

What trends could you take advantage of?

How can you turn your strengths into opportunities?

*You might find useful opportunities in the following:

- Networking events, educational classes, or conferences.
- A new role or project that forces you to learn new skills.

Threats

What threats could harm you?

What is your competition doing?

What threats do your weaknesses expose you to?

* Performing this analysis will often provide key information – it can point out what needs to be done and put problems into perspective.

Focus on: CH 2 – Perceptions, Personality & Emotion, CH 3 – Values, Attitudes & Diversity, CH 4 – Motivation, Chapter 6 – Teamwork, CH 7 Communication & CH 8 – Power & Politics.