



DEPARTMENT OF BUSINESS ADMINISTRATION

AND OFFICE ADMINISTRATION

COURSE OUTLINE – Winter 2016

BA 1380 3(3-0-0)45 UT – Organizational Behaviour I

Instructor	Richard Beeson	Phone	539-2864 (office)
Office	C407	E-mail	rbeeson@gprc.ab.ca
Office Hours	Monday & Wednesday 13:00 – 14:00 or by appointment		

Prerequisite:

None

Required Text/Resource Materials:

Robbins, Stephen P., and Langton, Nancy. (2012) Organizational Behaviour, Concepts, Controversies, Applications (Sixth Canadian Edition). Toronto. Pearson Prentice Hall.

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, and teamwork.

Credit/Contact Hours:

This is a 3 credit course with 3 lecture hours per week. Students are expected to attend all classes.

Delivery Mode(s): The course work includes a combination of lectures, class discussions, group work, in-class exercises, videos and case studies. Where appropriate and when available, guest speakers will be used.

Objectives:

To gain an understanding of the impacts individuals, groups, and structure have on an organization.

Learning Outcomes:

To explore the meaning of Organizational Behaviour.

To understand how perception, personality, values and attitudes can impact the workplace.

To apply different theories of motivation to the workforce.

To explore the concept of teamwork and its use in the workplace.

To understand how effective interaction can occur to achieve cohesive work groups.

Transferability:

Thompson Rivers' University (Kamloops), Royal Roads University, Lakeland College (into their Applied Degree in Financial Services) and Okanagan College. Please check with the receiving institution for confirmation.

Transfer agreements with the following institutions:

(Click on the links for details and any applicable transfer conditions that may apply)

- [Athabasca University: ORGB 2xx \(3\)](#)
- [DeVry Institute of Technology - Calgary: BUSN 1TR \(3\)](#)
- [SAIT Polytechnic: MNGT 250 \(3\)](#)
- [University of Lethbridge, The: MGT 2030 \(3\)](#)

** 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:

Attendance and Participation	05%
Case Study Presentations (2 @7.5%)	15%
Topic Presentations (2 @7.5%)	15%
7 Quizzes	35% (5% each)
Final	30%
TOTAL	100%

This course will cover a large volume of material. For some students, the material will be completely new, while others will have a background in various aspects of the material presented.

To help ensure that students have a full understanding of ALL the course material presented, and to reduce the problems that are created when students are absent, please note the following:

Students are expected to attend class on a regular basis, and unless it is unpreventable, to be in class on time.

All assignments submitted are to be on time and in an acceptable format. Unauthorized late assignments will have a 20% per day late penalty applied to the assigned grade.

A final grade will not be assigned until all assignments have been submitted.

No assignment will be accepted after the last scheduled day of class.

Final grade may be norm adjusted.

Grades will be assigned on the Letter Grading System.

			Business Administration Department
			Grading Conversion Chart
Alpha Grade	4-point Equivalent	Percentage Guidelines	Designation
A⁺	4	95 – 100	EXCELLENT
A	4	90 – 94	
A⁻	3.7	85 – 89	FIRST CLASS STANDING
B⁺	3.3	80 – 84	
B	3	76 – 79	GOOD
B⁻	2.7	72 – 75	
C⁺	2.3	68 – 71	SATISFACTORY
C	2	64 – 67	
C⁻	1.7	60 – 63	
D⁺	1.3	55 – 59	MINIMAL PASS
D	1	50 – 54	
F	0	0 – 49	FAIL

A3 Course Schedule/Timeline:

<u>Week</u>	<u>Chapter</u>
January 08	General Introduction
January 13	Chapter 1 What is Organizational Behaviour?
January 15	Chapter 1 Exam
January 20	Chapter 2 Perception, Personality, and Emotions
January 22	Topic Presentation: Perception, Personality, and Emotions
January 27	Case Presentation: Perception, Personality, and Emotions
January 29	Chapter 2 Exam
February 03	Chapter 3 Values, Attitudes, and Diversity in the Workplace
February 05	Topic Presentation: Values, Attitudes, and Diversity in the Workplace
February 10	Case Presentation: Values, Attitudes, and Diversity in the Workplace
February 12	Chapter 3 Exam
February 15-19	Family Day / Winter Break
February 24	Chapter 4 Theories of Motivation

February 26	Topic Presentation: Theories of Motivation
March 02	Case Presentation: Theories of Motivation
March 04	Chapter 4 Exam
March 09	Chapter 5 Motivation in Action
March 11	Topic Presentation: Motivation in Action
March 16	Case Presentation: Motivation in Action
March 18	Chapter 5 Exam
March 23	Chapter 6 Groups and Teamwork
March 25	Good Friday
March 30	Topic / Case Presentation: Groups and Teamwork
April 01	Chapter 6 Exam
April 06	Chapter 7 Communication
April 08	Topic / Case Presentation: Communication
April 13	Chapter 7 Exam
April 15	;
April 13	Last Day of Classes
April 26	Last Day of Final Exams

Examinations:

Final examinations will be scheduled by the Registrar during the period April 14, 2016 to April 26, 2016. **DO NOT PLAN ANY ACTIVITIES DURING THIS PERIOD.**

Statement on Plagiarism:

Plagiarism will not be tolerated. Please ensure you read and understand the College policy on plagiarism as published in the Calendar. If you have any questions as to whether or not you might be violating this policy, please discuss this with your instructor before you submit your assignment. The instructor reserves the right to use electronic plagiarism detection services.

https://www.gprc.ab.ca/files/forms_documents/Student_Misconduct.pdf

Student Rights and Responsibilities:

1. Keep this outline. It will be your course reference throughout the term.
2. You are responsible for changes (additions and/or deletions) to this outline made in class.
3. It is your responsibility to attend class. Should you be unable to attend class, it is your responsibility to find out what was missed from your peers.

GPRC Policy Link:

https://www.gprc.ab.ca/files/forms_documents/StudentRightsandResponsibilities.pdf