

SAULT COLLEGE OF APPLIED ARTS AND TECHNOLOGY

SAULT STE. MARIE, ON



COURSE OUTLINE

COURSE TITLE: ORGANIZATIONAL BEHAVIOUR

CODE NO.: BUS103

SEMESTER: TWO

PROGRAM: Accounting, Automotive, and Business

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DATE: Dec. 2006 **PREVIOUS OUTLINE DATED:** Jan. 2006

APPROVED:

DEAN

DATE

TOTAL CREDITS 3

PREREQUISITE(S): none

LENGTH OF COURSE: 3 hrs/wk _____ **TOTAL CREDIT HOURS:** 45

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(705) 759-2554 #2688

COURSE DESCRIPTION:

This course provides the student the opportunity to acquire the knowledge necessary to understand concepts utilized in the study of human behaviour and performance in the organizational setting. This course strives to develop the student's knowledge and skills required by organizations that have developed the total quality management philosophy and its related concepts. The study of organizational behaviour should provide the student a systematic method of looking at and understanding the behaviour of people in an organization.

II LEARNING OUTCOMES AND ELEMENTS OF PERFORMANCE:**A. Learning Outcomes:**

1. Analyze the concepts relating to organizational processes and the implications to individual, interpersonal, and organizational processes.
2. Describe individual differences and their organizational impacts.
3. Define interpersonal and group processes with respect to organizational effectiveness.
4. Describe the elements of change as they relate to individual, interpersonal and organizational processes.

B. Learning Outcomes and Elements of the Performance:

1. Analyze the concepts relating to organizational processes and the implications to individual, interpersonal, and organizational processes.

Elements of the performance:

- Define organizational behaviour and the workplace challenges of today.
- Describe perception, personality and how perceptions, personality and emotions affect the workplace.
- Discuss values and cultural affects and generation affects of values.
- Examine stress and overcoming stress in the work environment.

This learning outcome will constitute 34% of the course's grade.

2. Describe individual differences and their organizational impacts.

Elements of the performance:

- Construct a plan to increase motivation using rewards and motivational theories.
- Evaluate the plan for validity, equity, and fairness.

- Assess various reward systems.
- Explain how to develop functional, effective, efficient teams with a diverse workforce.

This learning outcome will constitute 22% of the course's grade.

3. Define interpersonal and group processes with respect to organizational effectiveness.

Elements of performance:

- Develop successful communication strategies.
- Devise useful conflict resolution approaches.

This learning outcome will constitute 11% of the course's grade.

4. Describe the elements of change as they relate to individual, interpersonal and organizational processes.

Elements of the performance:

- Assimilate a leader with strong vision and successful leadership traits.
- Utilize power tactics, empowerment and political-manoeuving to create effective teams.
- Formulate effective decision tactics considering corporate social responsibility, ethics and team dynamics.
- Discuss contemporary issues in leadership.
- Utilize various models for ethical and corporate decision-making.
- Create organizational cultures for success in today's business environment.

This learning outcome constitutes 33 % of the course grade.

III. TOPICS:

- 1) Developing an Understanding of the Workplace
- 2) Striving for Performance
- 3) Interacting Effectively
- 4) Sharing the Organizational Vision

IV. REQUIRED RESOURCES/TEXTS/MATERIALS:

Fundamentals of Organizational Behaviour, Third Canadian Edition by Stephen P. Robbins and Nancy Langton, Pearson Prentice Hall Canada. Inc.

V. EVALUATION PROCESS/GRADING SYSTEM:

Activity/Test #1 (Chapter 1, 2, & 3)	25%
Activity/Test #2 (Chapter 4, 5, & 6)	25%
Activity/Test #3 (Chapter 7, 8, 9, & 10)	25%
Quizzes & Assignments	15%
Participation	10%
Total	100%

Missed Tests/Assignments/Quizzes:

If a student is not able to write a test/exam as scheduled, for medical reasons or some other emergency, that student is asked to contact the professor **prior** to the test/exam and provide an explanation, which is acceptable to the professor. (Medical certificates or other appropriate proof may be required.) Should the student not contact the professor the student shall receive a grade of zero.

Once the test has commenced, the student is considered absent and will not be given the privilege of writing the test until the end of the semester. The student must provide a suitable explanation to the professor in order to qualify to write at the end of the semester.

Any student who has missed a test and meets the following criteria may write the missed test Monday, April 30 at 10:30 a.m. to 12:10 p.m.

In order to qualify to write the missed test, the student shall have:

- a) attended at least 80% of the classes.
- b) completed all assignments.
- c) provided the professor an acceptable explanation for his/her absence.
- d) been granted permission by the professor.

NOTE: The missed test will be a new test.

Late assignments will only be marked at the discretion of the professor in cases where there were extenuating circumstances, in which case, late penalties may be applied. Any assignment/projects submissions, deemed to be copied, will result in a zero grade being assigned to all students involved in that particular incident

The following semester grades will be assigned to students in postsecondary courses:

<u>Grade</u>	<u>Definition</u>	<u>Grade Point Equivalent</u>
A+	90 – 100%	4.00
A	80 – 89%	4.00
B	70 – 79%	3.00
C	60 – 69%	2.00
D	50 – 59%	1.00
F (Fail)	49% or below	0.00
CR (Credit)	Credit for diploma requirements has been awarded.	
S	Satisfactory achievement in field/ clinical placement or non-graded subject areas.	
U	Unsatisfactory achievement in field/clinical placement or non-graded subject area.	
X	A temporary grade limited to situations with extenuating circumstances giving a student additional time to complete the requirements for a course. An X grade will be assigned at the professor's discretion.	
NR	Grade not reported to Registrar's office.	
W	Student has withdrawn from the course without academic penalty	

VI. SPECIAL NOTES:

Special Needs:

If you are a student with special needs (e.g. physical limitations, visual impairments, hearing impairments, or learning disabilities), you are encouraged to discuss required accommodations with your instructor and/or the Special Needs office. Visit Room E1204 or call Extension 493, 717, or 491 so that support services can be arranged for you.

Retention of course outlines:

It is the responsibility of the student to retain all course outlines for possible future use in acquiring advanced standing at other postsecondary institutions.

Plagiarism:

Students should refer to the definition of “academic dishonesty” in Student Rights and Responsibilities. Students who engage in “academic dishonesty” will receive an automatic failure for that submission and/or such other penalty, up to and including expulsion from the course/program, as may be decided by the professor/dean. In order to protect students from inadvertent plagiarism, to protect the copyright of the material referenced, and to credit the author of the material, it is the policy of the department to employ a documentation format for referencing source material.

Classroom Decorum:

Students have a right to an education free of distraction and interruption, students further to this have a responsibility to aid in providing such an environment.

In order to provide the best possible learning environment, students who are consistently late and constantly disruptive may be invited to attend class in the library to work on his/her own.

Course outline amendments:

The Professor reserves the right to change the information contained in this course outline depending on the needs of the learner and the availability of resources.

Substitute course information is available in the Registrar's office.

VIII. DIRECT CREDIT TRANSFERS:

Students who wish to apply for direct credit transfer (advanced standing) should obtain a direct credit transfer form from the Dean's secretary. Students will be required to provide a transcript and course outline related to the course in question.