

SAULT COLLEGE OF APPLIED ARTS AND TECHNOLOGY

SAULT STE. MARIE, ON



COURSE OUTLINE

COURSE TITLE: ORGANIZATIONAL BEHAVIOUR

CODE NO.: BUS103

SEMESTER: Three

PROGRAM: Accounting, Automotive, and Business

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DATE: Dec. 2007 **PREVIOUS OUTLINE DATED:** Jan. 2007

APPROVED:

Chair

DATE

TOTAL CREDITS 3

PREREQUISITE(S): none

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

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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%

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	

Missed Tests

Students are expected to be present to write all tests with the class. If a student is unable to write a test because of illness or a legitimate emergency, that student must contact the professor prior to the class and provide an explanation, which is acceptable to the professor. Should the student fail to contact the professor, the student shall receive a **grade of zero** on the test.

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 late student must see the professor at the end of the class time and 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 21, 2008 in room E2110 at 3:30 to 5:30 p.m.

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

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

NOTE: The missed test will be a new test.

NOTE: Cell phones must be turned off during tests.

VI. SPECIAL NOTES:

Special Needs:

If you are a student with special needs (e.g. physical limitations, visual impairments, hearing impairments, learning disabilities), you are encouraged to discuss required accommodations with the Special Needs Office, Room E1204 or call Extension. 2703 so that support services may 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 post-secondary institutions.

Communication:

The College considers **WebCT/LMS** as the primary channel of communication for each course. Regularly checking this software platform is critical as it will keep you directly connected with faculty and current course information. Success in this course may be directly related to your willingness to take advantage of the **Learning Management System** communication tool.

Plagiarism:

Students are directed 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.

Course outline amendments:

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

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

Attendance:

Regular attendance is expected to ensure course information is communicated to all students. In-class observation of student work and guidance by the professor aids student success. Lectures will not be repeated in subsequent classes.

Return of Students’ Work:

Tests, quizzes, assignments, etc. will be returned to students during one of the normal class times. Any student not present at that time must pick up his/her test, etc. at the professor’s office within three weeks of that class. Tests, etc. not picked up within the three weeks will be discarded. End of semester tests, etc. will be held for three weeks following the end of the semester. If they have not been picked up within that three-week period, they will be discarded.

Students are required to retain their tests, quizzes, assignments, etc. in the event that there is a disagreement with the mark received and the mark recorded by the professor. If the student is not able to present the instrument in question, the professor’s recorded mark will stand.

Questions &/or Concerns:

Students are urged to ask questions and to participate in and contribute to the class discussion. Students are also encouraged to read newspapers, magazines, etc. and to tune in to radio and television newscasts for economic and business news. This will make the subject more understandable, interesting, and practical. It will provide students the opportunity to better apply the theory and to enhance his/her opportunity for success in this course.

Classroom Decorum:

Students will respect the diversity and the dignity of those in the classroom. Student will respect the professor’s right and duty to teach and students’ right to learn without interference. Students who cause any interference with the objectives of the class will be asked to leave the classroom and will not be permitted to return until he/she commits in writing, typed, (a formal letter) that he/she will conduct themselves appropriately in the classroom. This letter will be addressed to the professor.

If a student is asked to leave the classroom a second time, he/she must make an appointment with the Dean for a disposition. At that time, a copy of the above letter will be given to the dean.

In the event that a student is asked to leave the classroom a third time, he/she will not be permitted back to the classroom for the rest of the semester. The Dean will also decide if any other action needs to be taken.

Students attending this class do so to study Organizational Behaviour. Therefore, no other activity will be permitted. Students who wish to engage in other activities will be asked to leave the classroom, as described above.

Other inappropriate behaviour includes, but not limited to, sleeping in class, or appearing to be sleeping in class, putting feet (foot) on the furniture, writing on the furniture, talking or otherwise communicating privately with other students, having a cell phone ring or talking on during class, etc.

Consistently late students will be asked to leave the class.

It is the professor's intention to maintain proper classroom decorum at all times in order to provide the best possible learning and teaching environment.

Only those students who are properly registered for this course or those invited by the professor are permitted to be in the classroom.

VII. PRIOR LEARNING ASSESSMENTS:

Students who wish to apply for advanced credit in this course should consult the professor. Credit for prior learning will be given upon successful completion of a challenge exam or portfolio.

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. See the Academic calendar of events for time limits.