

# SAULT COLLEGE OF APPLIED ARTS AND TECHNOLOGY

SAULT STE. MARIE, ONTARIO



## COURSE OUTLINE

**COURSE TITLE:** ORGANIZATIONAL BEHAVIOUR

**CODE NO. :** BUS103                      **SEMESTER:** Three

**PROGRAM:** Business and Accounting

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**DATE:** 12/01/09            **PREVIOUS OUTLINE DATED:** 01/01/09

**APPROVED:**                                  "Penny Perrier"                      Dec 8/09

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	CHAIR	DATE
<b>TOTAL CREDITS:</b>	3	
<b>PREREQUISITE(S):</b>	None	
<b>HOURS/WEEK:</b>	3	

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**For additional information, please** Penny Perrier, Chair  
School of Continuing Education, Business and Hospitality  
**(705) 759-2554, Ext.2754**

**I. 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 THE PERFORMANCE:**

Upon successful completion of this course, the student will demonstrate the ability to:

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

Potential 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.

• Potential Elements of the Performance:

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- 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.

Potential Elements of the 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.

Potential 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 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)	30%
Activity/Test #2 (Chapter 4, 5, & 6)	35%
Activity/Test #3 (Chapter 7, 8, 9, & 10)	35%
Total	100%

The following semester grades will be assigned to students:

<b>Grade</b>	<b><u>Definition</u></b>	<i>Grade Point Equivalent</i>
A+	90 – 100%	4.00
A	80 – 89%	3.00
B	70 - 79%	2.00
C	60 - 69%	1.00
D	50 – 59%	0.00
F (Fail)	49% and below	
CR (Credit)	Credit for diploma requirements has been awarded.	
S	Satisfactory achievement in field /clinical placement or non-graded subject area.	
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.	
NR	Grade not reported to Registrar's office.	
W	Student has withdrawn from the course without academic penalty.	

**VI. SPECIAL NOTES:**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.

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.

Prior Learning Assessment:

Students who wish to apply for advance credit transfer (advanced standing) should obtain an Application for Advance Credit from the program coordinator (or the course coordinator regarding a general education transfer request) or academic assistant. Students will be required to provide an unofficial transcript and course outline related to the course in question. Please refer to the Student Academic Calendar of Events for the deadline date by which application must be made for advance standing.

Credit for prior learning will also be given upon successful completion of a challenge exam or portfolio.

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

Disability Services:

If you are a student with a disability (e.g. physical limitations, visual impairments, hearing impairments, or learning disabilities), you are encouraged to discuss required accommodations with your professor and/or the Disability Services office. Visit Room E1101 or call Extension 2703 so that support services can be arranged for you.

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 should refer to the definition of "academic dishonesty" in *Student Code of Conduct*. A professor/instructor may assign a sanction as defined below, or make recommendations to the Academic Chair for disposition of the matter. The professor/instructor may (i) issue a verbal reprimand, (ii) make an assignment of a lower grade with explanation, (iii) require additional academic assignments and issue a lower grade upon completion to the maximum grade "C", (iv) make an automatic assignment of a failing grade, (v) recommend to the Chair dismissal from the course with the assignment of a failing grade. 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.

Student Portal:

The Sault College portal allows you to view all your student information in one place. **mysaultcollege** gives you personalized access to online resources seven days a week from your home or school computer. Single log-in access allows you to see your personal and financial information, timetable, grades, records of achievement, unofficial transcript, and outstanding obligations. Announcements, news, the academic calendar of events, class cancellations, your learning management system (LMS), and much more are also accessible through the student portal. Go to <https://my.saultcollege.ca>.

Electronic Devices in the Classroom:

Students who wish to use electronic devices in the classroom will seek permission of the faculty member before proceeding to record instruction. With the exception of issues related to accommodations of disability, the decision to approve or refuse the request is the responsibility of the faculty member. Recorded classroom instruction will be used only for personal use and will not be used for any other purpose. Recorded classroom instruction will be destroyed at the end of the course. To ensure this, the student is required to return all copies of recorded material to the faculty member by the last day of class in the semester. Where the use of an electronic device has been approved, the student agrees that materials recorded are for his/her use only, are not for distribution, and are the sole property of the College.

Attendance:

Sault College is committed to student success. There is a direct correlation between academic performance and class attendance; therefore, for the benefit of all its constituents, all students are encouraged to attend all of their scheduled learning and evaluation sessions. This implies arriving on time and remaining for the duration of the scheduled session. At the end of class, late arrivers must provide an explanation to the professor for their tardiness.

Students are required to attend class on a regular basis because that is consistent with the “real world”. Missed classes deprive others of your insight and perspective and you are deprived of their insight and perspective. Modern business practices and learning principles support the concept of participation. Attendance is recorded. To be excused students must provide an acceptable written and dated explanation of their absence – either before the absence (if it can be reasonably anticipated) or within a day or two upon returning. A verbal explanation is always appreciated but it is considered insufficient to change my records of your attendance. Chronic absenteeism may require further documentation..

IN ALL CASES, ATTENDANCE OF LESS THAN 80% OF THE SCHEDULED CLASSES IS NOT ACCEPTABLE.

Tuition Default:

Students who have defaulted on the payment of tuition (tuition has not been paid in full, payments were not deferred or payment plan not honoured) as of the first week of *March* will be removed from placement and clinical activities. This may result in loss of mandatory hours or incomplete course work. Sault College will not be responsible for incomplete hours or outcomes that are not achieved or any other academic requirement not met as of the result of tuition default.

Students are encouraged to communicate with Financial Services with regard to the status of their tuition prior to this deadline to ensure that their financial status does not interfere with academic progress.

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 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.

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 comprehensive test. Should a student miss a second test the grade will be zero.