



COURSE OUTLINE

BUS 303

Introduction to Organizational Behaviour

45 HOURS

3 CREDITS

PREPARED BY: Geoff Woodhouse

DATE: 2015/12/30

APPROVED BY: Margaret Dumkee

DATE: January 6, 2016

APPROVED BY ACADEMIC COUNCIL: (date)

RENEWED BY ACADEMIC COUNCIL: (date)



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Introduction to Organizational Behaviour

INSTRUCTOR:	Geoff Woodhouse	OFFICE HOURS:	By appointment
OFFICE LOCATION:	N/A	CLASSROOM:	A2206
E-MAIL:	gwoodhouse@northwestel.net	TIME:	Tuesdays, 13:00 - 16:00
TELEPHONE:	867-334-5119	DATES:	January 12 - April 19, 2016

COURSE DESCRIPTION

For many of us, career success will be largely a function of our skills in understanding and influencing human behaviour. Your “people skills” will be some of the most critical skills you can develop. The field of Organizational Behavior (OB) is concerned with the study of what people do in an organization, why they do it, and how that behavior affects the performance of the organization.

BUS 303 will provide you with an overview of organizations and management from the behavioural sciences perspective. The course explores factors shaping individual, group, organizational and cultural dynamics, as they pertain to administration and management in organizations.

The ability to act with skill and creativity in organizations begins with the development of multiple perspectives on organizations. In this course you will be exposed to many different views, concepts, and experiences concerning organizational behaviour. We will attempt to apply the concepts and discuss the various perspectives. It is hoped that exposure to these various views will better enable you to examine your own behaviour and beliefs about managerial behaviour and to contrast and integrate these ideas with the theories and observations of others.

PREREQUISITES

None

RELATED COURSE REQUIREMENTS

None

EQUIVALENCY OR TRANSFERABILITY

None

LEARNING OUTCOMES

Upon successful completion of the course, students will be able to:

- 1) apply organizational behaviour theories and concepts to individual work experiences;
- 2) recognize how different personalities with different experiences may perceive and react to situations in very different ways and adapt your approach to the situation accordingly;
- 3) work more effectively in a team environment; and
- 4) understand the influence of organizational culture on individual and group behaviours.

COURSE FORMAT:

The course is built around a weekly three-hour class, with at-home readings to provide background and enrichment of topics discussed in class.

ASSESSMENTS

Attendance & Participation

Assignments

The majority of your grade will be dependent upon the work you do over the term.

There will be two assignments: an individual essay and a group project that will be described in the first week's class. Each will be worth 30% of your grade.

Tests

There will be one test in the course, a take-home final exam. It will cover all the topics over the term.

EVALUATION

Assignments	60%
Participation	10%
Final Exam	30%
Total	100%

REQUIRED TEXTBOOKS AND MATERIALS

Canadian Organizational Behaviour 9th Edition. McShane, Steven L. & Sheen, Sandra L. McGraw Hill Ryerson, 2014.

Access to Microsoft Office products, specifically MS Word and PowerPoint, are also required. Written work must be submitted in MS Word (.doc or .docx) format or in Rich Text Format (.rtf).

ACADEMIC AND STUDENT CONDUCT

Information on academic standing and student rights and responsibilities can be found in the Academic Regulations:

http://www.yukoncollege.yk.ca//downloads/Yukon_College_Academic_Regulations_and_Procedures_-_August_2013_final_v1.pdf

PLAGIARISM

Plagiarism is a serious academic offence. Plagiarism occurs when students present the words of someone else as their own. Plagiarism can be the deliberate use of a whole piece of another person's writing, but more frequently it occurs when students fail to acknowledge and document sources from which they have taken material. Whenever the words, research or ideas of others are directly quoted or paraphrased, they must be documented according to an accepted manuscript style (e.g., APA, CSE, MLA, etc.). Resubmitting a paper which has previously

received credit is also considered plagiarism. Students who plagiarize material for assignments will receive a mark of zero (F) on the assignment and may fail the course. Plagiarism may also result in dismissal from a program of study or the College.

YUKON FIRST NATIONS CORE COMPETENCY

Yukon College recognizes that a greater understanding and awareness of Yukon First Nations history, culture and journey towards self-determination will help to build positive relationships among all Yukon citizens. As a result, to graduate from ANY Yukon College program, you will be required to achieve core competency in knowledge of Yukon First Nations. For details, please see www.yukoncollege.yk.ca/yfnccr.

ACADEMIC ACCOMMODATION

Reasonable accommodations are available for students requiring an academic accommodation to fully participate in this class. These accommodations are available for students with a documented disability, chronic condition or any other grounds specified in section 8.0 of the Yukon College Academic Regulations (available on the Yukon College website). It is the student's responsibility to seek these accommodations. If a student requires an academic accommodation, he/she should contact the Learning Assistance Centre (LAC) at (867) 668-8785 or lassist@yukoncollege.yk.ca.

TOPIC OUTLINE

DATE	WEEK	TOPIC	ASSIGNMENT
Jan. 12 th	1	Course Introductions / Overview	
Jan. 19 th	2	<u>PART ONE – INDIVIDUAL PROCESSES</u> Chapter 1: <i>Introduction to the Field of Organizational Behaviour</i>	

DATE	WEEK	TOPIC	ASSIGNMENT
Jan. 26 th	3	Chapter 2: <i>Individual Behaviour, Personality and Values</i> Chapter 3: <i>Perceiving Ourselves and Others in Organizations</i>	Presentations start individual diversity vs. corporate culture
Feb. 2 nd	4	<i>Chapter 4 Workplace Emotions, Attitudes, and Stress</i> Chapter 5: <i>Foundations of Employee Motivation</i>	The value and pitfalls of preconceptions
Feb. 9 th	5	Chapter 6: <i>Applied Performance Practices</i> Chapter 7: <i>Decision Making and Creativity</i>	TOPIC FOR PAPER Motivation: all the same?
Feb. 16 th	6	<u>PART TWO – TEAM PROCESSES</u> Chapter 8: <i>Team Dynamics</i> Chapter 9: <i>Communicating in Organizations</i>	Costs and benefits of performance management
Feb. 23 rd	7	<i>Reading Week – No Class</i>	
Mar. 1 st	8	Chapter 10: <i>Power and Influence in the Workplace</i>	Effective communication
Mar. 8 th	9	Chapter 11: <i>Conflict and Negotiation in the Workplace</i>	Formal vs. informal organization
Mar. 15 th	10	Chapter 12: <i>Leadership in Organizational Settings</i>	The value and cost of consensus

DATE	WEEK	TOPIC	ASSIGNMENT
Mar.22 nd	11	<u>PART THREE – ORGANIZATIONAL PROCESSES</u> Chapter 13: <i>Designing Organizational Structure</i>	Why aren't we all good leaders?
Mar. 29 ^h	12	Chapter 14: <i>Organizational Culture</i>	Compare and contrast hierarchical vs. matrix structures
Apr. 5 th	13	Chapter 15: <i>Organizational Change</i>	PAPER DUE!!! Costs and benefits of a strong organizational culture
April 12 th	14	COURSE REVIEW	
April 19 th		EXAM DUE	