

LEARNING OUTCOMES:

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

1. Research, plan, execute and evaluate an effective team project.
2. Apply different Organization Behavior theories to the workforce.
3. Assess personal skills in conflict resolutions, decision making and negotiations

TRANSFERABILITY:

There are some institutions that have a block transfer with GPRC Business Administration Certificate and Diploma.

***Warning:** Although we strive to make the transferability information in this document up-to-date and accurate, **the student has the final responsibility for ensuring the transferability of this course to Alberta Colleges and Universities.** Please consult the Alberta Transfer Guide for more information. You may check to ensure the transferability of this course at Alberta Transfer Guide main page <http://www.transferralberta.ca> or, if you do not want to navigate through few links, at <http://alis.alberta.ca/ps/tsp/ta/tbi/onlineSearch.html?SearchMode=S&step=2>

** 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

EVALUATIONS:

Quizzes/Assignments	15%	Mid-Term	25%
Organization Analysis	25%	Final Exam	30%
Case Study	5%	Quizzes may be in class or online	

GRADING CRITERIA: (The following criteria may be changed to suite the particular course/instructor) Please note that most universities will not accept your course for transfer credit **IF** your grade is **less than C-**.

Alpha Grade	4-point Equivalent	Percentage Guidelines	Alpha Grade	4-point Equivalent	Percentage Guidelines
A+	4.0	90-100	C+	2.3	67-69
A	4.0	85-89	C	2.0	63-66
A-	3.7	80-84	C-	1.7	60-62
B+	3.3	77-79	D+	1.3	55-59
B	3.0	73-76	D	1.0	50-54
B-	2.7	70-72	F	0.0	00-49

STUDENT RESPONSIBILITIES:

- Your attendance and participation are important to the success of this course. As well, you are responsible for obtaining any notes or handouts you may have missed due to an absence.
- Unauthorized late assignments, if accepted, will have a 10% per day late penalty applied to the assignment grade. If you believe that you have a legitimate reason for handing in an assignment or other deliverable, please contact the instructor beforehand.
- The Final Project & Presentation must be completed to pass BA2390
- **No rewrites will be given on missed quizzes and the Mid-term. If there is an excusable absence for missing the Mid-term, the weighting of the missed exam may be added onto the final exam weighting.**

COURSE SCHEDULE/TENTATIVE TIMELINE

<u>Week(s)</u>	<u>Topic</u>	<u>Chapter</u>	<u>Activities</u>
September 5	Introduction to Course		
September 10	BA1380 – review Group formation Power & Politics	Ch. 8	Group Policies Quiz #1
September 17	Steve Jobs – the Man in the Machine	Ch. 8	
September 24	Conflict & Negotiation <i>Project</i>	Ch. 9	Quiz #2
October 8	Organization Culture	Ch. 10	Quiz #3
October 15	<i>Project</i> Leadership	Ch. 11	
October 22	Leadership	Ch. 11	Quiz #4
October 29	Mid-Term Chapters 8-11 Projects		Mid-Term
November 5	Decision, Making, Creativity & Ethics	Ch. 12	Quiz #5
November 12	<i>Spirituality in the Workplace</i> <i>Projects</i>	Ch. 13	
November 19	Organization Structure	Ch. 13	Quiz #6
November 26	Fall Break Organization Change	Ch. 14	
December 3	Organization Change Projects	Ch. 14	Quiz #7
December 5	Presentations		
	Review		
TBD	Final Exam		

STATEMENT ON PLAGIARISM AND CHEATING:

Cheating and plagiarism will not be tolerated and there will be penalties. For a more precise definition of plagiarism and its consequences, refer to the Student Conduct section of the College Admission Guide at <http://www.gprc.ab.ca/programs/calendar/> or the College Policy on Student Misconduct: Plagiarism and Cheating at <http://www.gprc.ab.ca/about/administration/policies/>

Plagiarism

Plagiarism means submitting work (words, ideas, images, or data) in a course as if it were their own work done expressly for that particular course when, in fact, it is not. Most commonly, plagiarism exists when:

- the work submitted or presented was done, in whole or in part, by an individual other than the student (this includes having another person impersonate the student or otherwise substitute the work of another for their own in an assignment, examination, or test)
- Parts of a student's work are taken from another source without reference to the original author. This includes ideas, words, and images appearing in print, digital, graphical, internet, audio and video formats
- students submit or present the work in one course which has also been submitted in another course (although it may be completely original with the student) without the prior agreement of the instructor
- Clinical or laboratory reports are falsified or fabricated.

While it is recognized that academic work often involves reference to ideas, data and conclusions of others, intellectual honesty requires that such references be explicitly and clearly noted.

Instructors may choose to use online plagiarism detection services. When students submit a paper, it is understood that they are consenting to such a procedure and that they cannot claim any copyright violation should such paper be uploaded to an online plagiarism detection database.

I acknowledge that I have read the course outline and agree to and understand the expectations and policies of this course as outlined.

Student _____ Date _____

**Note: all Academic and Administrative policies are available on the same page.