

## **ORGANIZATIONAL BEHAVIOR**

<b>Course No</b>	:	<b>BUS 282</b>
<b>Course Title</b>	:	<b>ORGANIZATIONAL BEHAVIOR</b>
<b>Prerequisites</b>	:	<b>BUS 152</b>
<b>Course Type</b>	:	<b>Major – Elective</b>
<b>Faculty Member</b>	:	<b>Dr.           ; Room #           ; Telephone           ; e-mail</b> <b>;</b>
<b>Office Hours</b>	:	
<b>Class Time</b>	:	
<b>Lecture Class</b>	:	

**Course Objectives:** This course aims to give an understanding about how to fully utilize people in organizations. It is the study and application of the knowledge of human behavior, in order to increase performance levels and job satisfaction. This study is critical to the goals of increasing productivity and meeting new competitive challenges. This course will prepare the student for more advanced studies in political science and public administration.

### **Course Description:**

This course serves as an introduction to the field of organizational behavior. This course covers a wide breadth of theories and applications dealing with such topics as perception, motivation, decision-making, team dynamics, negotiation, conflict management, leadership, and organizational culture. This is designed to expose the student to the fundamental principles with which to understand human behavior inside public organizations. The course examines various theories developed in an attempt to explain and predict employee behavior in an organizational context.

### **Course Outline:**

1. Introduction to the Field Organizational Behavior
2. Individual Behavior and Learning in Organization
3. Perception and Personality in Organizations
4. Workplace Emotions, Values, and Ethics
5. Organizational Leadership
6. Employee Motivation
7. Applied Motivational Practices
8. Team Dynamics
9. Decision Making and Employee Involvement
10. Organizational Structure and Design
11. Organizational Change and Development
12. Organizational Culture
13. Communicating in Organizational Settings
14. Organizational Power and Politics
15. Stress Management
16. Organizational Conflict and Negotiation

### **Learning Outcomes:**

1. Describe institutionalization and its relationship to organizational culture
2. Define the common characteristics making up organizational culture
3. Contrast strong and weak cultures
4. Identify the functional and dysfunctional effects of organizational culture on people and the organization
5. Explain the factors determining an organization's culture
6. Clarify how culture is transmitted to employees

**Skills to be developed:**

1. The student develops oral, technical & team communication skills needed to integrate system behavior among members of an organization.
2. The student develops analytic reading and writing skills.
3. The student develops the ability to apply abstract ideas in the literature and analytic skills to everyday organizational experiences.
4. The student develops and uses computer skills required to complete papers and presentations.
5. Students will apply course materials to interpersonal team communication skills and to formal organizational communications in a natural setting.

**Evaluating Student Performance:**

<b>Class participation and attendance</b>	<b>10%</b>
<b>Individual assignments /or/ Tests (two)</b>	<b>40%</b>
<b>Mid-term examination</b>	<b>20%</b>
<b>Project Presentation</b>	<b>30%</b>

Assignment	LO1	LO2	LO3	LO4	LO5	LO6
Class participation	X		X	X		X
Class assignment/tests	X	X	X	X	X	X
Mid-term exam		X			X	
Project					X	

**Grading:**

<u>Percentage Score</u>	<u>Letter Grade</u>	<u>GPA Points</u>	<u>Percentage Score</u>	<u>Letter Grade</u>	<u>GPA Points</u>
90 - 100	A	4.0	70 - 74	C	2.0
85 - 89	B+	3.5	65 - 69	D+	1.5
80 - 84	B	3.0	60 - 64	D	1.0
75 - 79	C+	2.5	< 60	F	0.0

**Educational Resources:**

<b><i>Educational Resource</i></b>	<b>Description</b>	<b>Comments</b>
<b>Textbooks Required</b>	<b>Kreitner, Robert &amp; Kinicki, Angelo, Organizational Behavior 5th edition, Irwin/McGraw-Hill 2001</b>	
<b>References</b>	<b>Th. &amp; Worley, Chr , Organizational Development and Change. Thomson Publishing, ITP, 1997</b>	
<b>Journals</b>	<b>Chris, Chr. &amp; Schon, D.A., Organizational Learning II ; Theory , Method and Practice. Addison Wesley 1996.</b>	
<b>Computers</b>	<b>McShane, Steven L. 2001. Organizational Behavior, 4<sup>th</sup> ed. Toronto: McGraw-Hill Ryerson.</b>	
<b>CD - ROM :</b>	<b>Journal of Staff, Program, &amp; Organization Development.</b>	
<b>Other Resources:</b>	<b>Internet searches for obtaining info on Organizational Behavior.</b>	
	<b>(CD-ROM) data base in the library + Action learning through CD</b>	
	<b>Accompanying the textbook</b>	
	<b>Library resources, Internet search of periodicals</b>	

**Course Schedule & Outline:**

**Sixteen Week Semester, 3 hrs/Wk**

<b>Date</b>	<b>Week</b>	<b>Outline Syllabus</b>	<b>Learning Outcomes</b>	<b>Homework Assignments, Due dates</b>
<b>February</b> 12/2-16/2	1		LO1	
<b>February</b> 19/2-23/2	2		LO2	
<b>May</b> 28/5- 31/5		<b>General Review</b>		