

Course Prospectus

For BUS 350 Organizational Theory and Behavior

Spring Semester 2017

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Overview

Understanding and anticipating human attitudes and behavior in the organizational context is a useful and powerful capability. Business leaders need to know why people behave the way they do when they are in organizations and how changing circumstances will impact peoples' behavior in the workplace.

Today's business leaders can anticipate continued innovation, technological advancements and change, downsizing, restructuring, intense competition, reengineering, entrepreneurial growth, and an expanding web of international linkages among business entities in the global economy.

Organizational behavior is a cornerstone of success for individuals in organizations. Even the most skilled business professional will be an ineffective leader without good organizational behavior skills, including a firm understanding of managing and motivating individuals and teams and the interpersonal and communication skills necessary for effective performance in different organizational situations.



In our business world today, organizational theory and behavior concepts have become essential tools in managing effective teams and understanding and predicting human behavior in organizations. Its focus is upon studies of how business entities can be structured more effectively, and how events effect organizations and their productivity and success. The study of organizational behavior is more significant today as business organizations adapt to rapidly changing business environments in a global economy. Photo courtesy of the U.S. Department of Commerce.

Course description

This course covers individual aspects of organizational behavior. Emphasis is on individual-organizational interface, organizational characteristics, organizational processes, and organization change and development. Upon completion, students should be able to demonstrate knowledge and understanding of organizational structures, implement adaptations for diverse organizational cultures, recognize and eliminate internal and external constraints, overcome organizational conflicts and plan successful change efforts.

Prerequisites and corequisites

A course in accounting or business, or consent of instructor.

Course credit

Three (3) semester credit hours.

Instructional objectives

On successful completion of this course, a student should be able to:

1. Explain what is meant by organizational behavior and management and how it effects the world of business today;

2. Identify the potential advantages of organizational behavior knowledge and how focusing on the human element can contribute to organizational and managerial effectiveness;
3. Summarize the research methods of organizational behavior;
4. Explain alternate organizational behavior perspectives and conceptual frameworks;
5. Explain how personality and perception influence behavior in organizations;
6. Apply theories and concepts of motivation and teamwork to developing strategies for improving performance;
7. Apply theories and concepts of conflict management and negotiation to improve organizational communication and performance;
8. Assess the influence of communication and organizational culture on management and employee behavior;
9. Define key terms.

Your instructor

A faculty member for this course had not been appointed at this time.

Technology access

This course requires web access and an established email account. The Adobe Acrobat Reader is necessary to view documents that are PDF files. One can download the reader free at <http://www.adobe.com/products/acrobat/readstep2.html>.

Course evaluation

Student input is welcome for improving this course. Making suggestions by email is helpful. Our goal in this course is to facilitate the successful achievement of all instructional objectives by all students. At the end of the course students have the opportunity of assessing the course. We want to make e-learning courses as effective as we can. By completing the assessment you can earn 30 points toward your final grade. We may also ask some other questions concerning a student's experience in distance learning to help us improve our program. We appreciate students letting us know how we can improve our products and services for them and other distance learners.

Icebreaker assignment

To officially begin this course you must complete an icebreaker assignment by which you introduce yourself to your classmates through posting a short autobiography on the course Discussion Forum. A student can earn 30 points by posting the Icebreaker assignment on time. These points could make the difference between an A or a B, or passing or not passing this course.

- The icebreaker assignment must be submitted not later than Monday, January 23, 2017.
- Post your biography as a reply to the "Icebreaker" topic on the lesson "Welcome and Overview" Discussion Forum.

- Please read and comment on at least two other bios by the due date in order to get credit.
- Full credit for this assignment will only be given if all three of the above requirements are met.

Do NOT create a NEW discussion. Simply tell the class about yourself and your goals. This is not the place for a profession of faith, or the details your conversion experience, or problems you have had with previous fellowships, as that information is more of a private nature. Here you inform your classmates what you would like them to know about you. As we have people from all over the world enrolled in this course each autobiography will help us know, understand and appreciate each other.

Textbooks

Students may order their books through the University Bookstore which is located on our main website. Living University is a participant in the Amazon Services LLC Associates Program. Be aware that the books used or referred to in this course are commercial publications. They represent the views and ideas of their authors, editors, and publishers. Living University does not endorse these texts nor vouch for their accuracy. We simply employ them in helping you master the content of the course.

Required Textbook

Organizational Behavior and Management, 10th Edition, by Ivancevich, Konopaske and Matteson.

Optional Books

Organizations, Behavior, Structure, Process. 14th Edition, by Gibson, Ivancevich and Konopaske.

Course requirements and grades

Due dates and extensions

Submit assignments on or before the due date. Students must complete the course by the last official day of instruction as set forth in the academic calendar.

Reading assignments

Reading assignments are integrated into the lesson pages at the course website.

Writing assignments

Any writing assignments in this course should follow the MLA style as set forth in *Writing Research Papers: A Complete Guide* by Lester & Lester. Please cite your sources and use quotation marks where needed. The Files feature on an Assignment Submission page lets you submit your work so your instructor can have it handy for download, review, and grading.

Study tips

Distance learning emphasizes self-motivation. The instructor functions as a facilitator with the student as the driving force in mastering course content. Students are encouraged not to put off completing their readings and assignments. While there are many different learning styles, the following strategy should serve the needs of most students.

- Look over assigned readings.
- Read the assigned readings making notes before viewing the assigned lecture.
- Define terms in the assignment. The four exams will specifically test basic terminology. Students should develop their biblical and theology vocabulary as they proceed assignment by assignment.
- As students view lectures, they should complete their notes.
- Complete the answers for the lesson writing assignment.
- Each week students should review notes, geographical terms and locations, and the words they defined.
- If a student has a question, ask. Questions should arise in the teaching-learning process. By bringing questions to our attention, students not only acquire assistance but they also maintain the interaction necessary in higher education. To submit a question just click on the instructor's name on the course "Info" page and send your question by email through the Populi system.

Quizzes and examinations

There are no quizzes in this course.

There are four online closed book exams of no more than 50 objective questions each. **Exam 4 is a proctored examination** which are to be taken online. A proctored exam is one that is overseen by an impartial individual (called a proctor) who monitors or supervises a student while he or she is taking an exam. The proctor ensures the security and integrity of the exam process for all involved.

Students have several choices for completing these two proctored exams:

1. A student can come to campus for an exam. The instructor will establish a specific campus classroom, date and time for the student to come to LU and complete the exam with the instructor or his or her representative.
2. A student can utilize a Living Church of God church officer (i.e. elder, deacon, deaconess, adult/youth leader, etc.). Be sure to politely ask the individual and if he or she consents to be the proctor for you.
3. A student can use ProctorU online. ProctorU is a service that LU faculty may utilize for proctoring online exams. ProctorU allows students to conveniently and securely complete assigned exams using almost any web cam. With a computer and approved web cam, a student can take online exams at home, at work, or almost anywhere they have Internet access. ProctorU connects students directly to their proctor via web cam so they can both see and talk to one another. ProctorU can also monitor the student's computer while they complete the exam. Students pay ProctorU directly for this service. LU does not reimburse students for proctoring fees. To view a demo video on how this service works, or to sign up and schedule testing appointments, the Living University portal is located at www.proctoru.com/portal/livinguniv .

4. A student can use a college or university testing center. There is usually a fee for this service which students pay directly. LU does not reimburse students for proctoring fees.
5. A student can have an approved proctor. This may be a school official, such as a teacher or registrar, or a librarian who is not related to the student.

All university students should present proper photo identification to their proctor before taking an exam unless the proctor personally knows the student being tested. All exams are online. In order for a proctored exam grade to be recorded, a signed Proctor's Signature Form (PSF) must be sent to LU. There is no PSF required for ProctorU. Otherwise, provide the approved proctor with a copy of the Proctor's Signature Form (PSF) and a stamped envelope with appropriate postage paid, properly addressed to:

Michelle R. Broussard
Living University
2301 Crown Centre Drive, Suite A
Charlotte, NC 28227-7705

Grading

A course grade will be determined based on the number of points a student has earned over the semester as follows:

Icebreaker Assignment (30 points)
Exams (four, each worth 100 points, for a total of 400 points; All four exams are online; **closed book and closed-notes**). **Only Exams 4 is a proctored exam.**
Discussions (five, each worth 10 points for a total of 50 points)
"What I Learned" Essay (40 points)
Course Evaluation (30 points)
TOTAL 550 points

Grades are in the traditional American style of an A, B, C, D, or F. In distance learning, we believe that the measure of mastery of course subject matter is completion of 80% of the objectives for a course. That means that we want students to earn at least 800 points in this course. If they do not do so then they have not achieved the level of the mastery we would like them to have.

We want this course to be competency-based and so it is possible for the entire class to receive an A or a B. There is no artificial curving of scores in the assignment of grades (if you do not know what that means, do not worry about it). Mastery of the material is what one's goal should be.

Grades, assigned by points, are as follows:

A 450-500 points
B 400-449 points
C 350-399 points
D 300-349 points

F Below 300 points

Course calendar

Lesson 1 The Field of Organizational Behavior

- Topic 1 Managing Effective Organizations
 - Topic 2 National Culture
 - Topic 3 Organizational Culture
 - Topic 4 Managing Globally
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Lesson 2 Understanding Individual Behavior

- Topic 1 Human Nature
 - Topic 2 Individual Differences at Work
 - Topic 3 Perceptions and Attributions
 - Topic 4 Motivation: Background and Theories
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Lesson 3 Managing Individual Behavior

- Topic 1 Leadership: Fundamentals and Perspectives
 - Topic 2 Job Design and Performance
 - Topic 3 Evaluation and Rewards Influence on Behavior
 - Topic 4 Managing Misbehavior
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Lesson 4 Group Behavior and Interpersonal Influence

- Topic 1 Groups and Teams
 - Topic 2 Managing Conflict and Negotiations
 - Topic 3 Power and Politics
 - Topic 4 Managing Individual Stress
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Lesson 5 Organizational Processes

- Topic 1 Communication
 - Topic 2 Managing Communication
 - Topic 3 Decision Making
 - Topic 4 Managing Organizational Change and Learning
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