

MGMT G115: ESSENTIALS OF ORGANIZATIONAL BEHAVIOR

Item	Value
Curriculum Committee Approval Date	03/02/2021
Top Code	050600 - Business Management
Units	3 Total Units
Hours	54 Total Hours (Lecture Hours 54)
Total Outside of Class Hours	0
Course Credit Status	Credit: Degree Applicable (D)
Material Fee	No
Basic Skills	Not Basic Skills (N)
Repeatable	No
Grading Policy	Standard Letter (S), • Pass/No Pass (B)

Course Description

Formerly: Behavioral Management. This course focuses on the application of behavioral science approach to management and employer/employee relationships. Various psychological principles which affect employee motivation and productivity will be explored in depth. Also included will be experiential exercises and role-playing. Transfer Credit: CSU.

Course Level Student Learning Outcome(s)

1. Course Outcomes
2. Define organizational behavior and how it affects the management process through experiential exercises and discussions.
3. Evaluate how globalization, diversity, and technology affect an organization.
4. Identify elements of organizational behavior such as personalities, attitudes, and perceptions, and how these elements affect motivation in the workplace.
5. Distinguish between traditional and contemporary theories of leadership in organizations.
6. Demonstrate how power and politics affect an organization and its people.
7. Analyze conflict in an organization, and how change and development can lead to a functional organization.

Course Objectives

- 1. Describe the role of supervision and management in organizations.
- 2. Evaluate the role of organizational theory as it relates to management.
- 3. Describe the process of new employee training and orientation.
- 4. Analyze the different types of appraisal devices and be able to choose the most appropriate instrument for the given situation.
- 5. Summarize the Federal and State laws that affect employee health and safety.

Lecture Content

1.The Role of the Supervisor and Manager a.Types of Supervisory and Managerial Skills b.General Functions of the Supervisor and Manager c.Responsibilities 2.Organizational Behavior a.Developing people-centered organizations and skills b.The present and past of organizational behavior c.Ensuring High Quality d.Quality Control e.Techniques for Quality Control 3.Working with Teams a.Group Dynamics b.Types of Teams c.Groups in the Workplace d.Characteristics and Development of Workgroups e.Managing Diversity: Releasing Employee Potential 4.Organizational Culture and Ethics a.Ethics in the Workplace b.Organizational Values and the Foundations of organizational culture c.Benefits of Ethical Behavior d.Making Ethical Decisions 5.Reaching Goals and Objectives a.Organizational planning b.Missions, Goals, and Objectives c.Policies, procedures, rules, guidelines d.Effective Control 6.Organization Structure a.Organization Charts b.Types of Structures c.Delegating d.Parity Principle, Chain of Command, Unity of Command 7.Leadership a.Human Relations b.Leadership Styles c.Characteristics of Leaders d.Perceptions, attitudes, values 8.Problem Solving and Decision Making a.Guidelines for Decision Making b.Tools for Decision Making 9.Communications a.The Communication Process b.Biases in Perception c.Types of Messages 10.Motivation through Needs, Job Design, and Satisfaction a.Content and Process Theories b.Equity Theory of Motivation c.Social Perception and Attributions 11.Productivity a.The Productivity Challenge b.Productivity Measurements c.Strategies d.Cost Control 12.“Problem” Employees a.Absenteeism and Tardiness b.Insubordination and Uncooperativeness c.Alcohol and Drug Abuse d.Counseling e.Discipline 13.Managing Time and Stress a.Time Management b.Stress Management 14.Managing Conflict and Change a.Managing Conflict b.Types of Conflict c.Organization Politics and Power 15.Influence Tactics, Empowerment and Politics a.Social Power b.Power Sharing to Power Distribution 16.Orientation and Training a.Orientation of New Employees b.Assessment of Training Needs 17.Appraising Performance a.Purposes of Performance Appraisal b.Types of Appraisals 18.The Impact of the Law a.Government Regulation of Safety and health b.Types of Safety and Health Problems c.Workplace Programs to Promote Safety and Health Benefits

Method(s) of Instruction

- Lecture (02)
- DE Live Online Lecture (02S)
- DE Online Lecture (02X)

Instructional Techniques

A combination of lecture material, slides, course assignments, and quizzes and tests.

Reading Assignments

Reading assignments, case studies, quizzes, and/or discussion boards.

Writing Assignments

Case Studies requirement: Student must be able to write responses to cases assigned.

Out-of-class Assignments

Technologically based assignments/projects.

Demonstration of Critical Thinking

Student will demonstrate critical thinking/problem solving by being able to distinguish problems from symptoms, determine possible alternatives, select alternative solution through the use of the decision making process, and to develop contingency plans as necessary.

Required Writing, Problem Solving, Skills Demonstration

Case Studies requirement: Student must be able to write response to cases assigned.

Eligible Disciplines

Business: Masters degree in business, business management, business administration, accountancy, finance, marketing, or business education OR bachelors degree in any of the above AND masters degree in economics, personnel management, public administration, or Juris Doctorate (J.D.) or Legum Baccalaureus (LL.B.) degree OR bachelors degree in economics with a business emphasis AND masters degree in personnel management, public administration, or J.D. or LL.B. degree OR the equivalent. Masters degree required. Management: Masters degree in business administration, business management, business education, marketing, public administration, or finance OR bachelors degree in any of the above AND masters degree in economics, accountancy, taxation, or law OR the equivalent. Masters degree required. Marketing: Masters degree in business administration, business management, business education, marketing, advertising, or finance OR bachelors degree in any of the above AND masters degree in economics, accountancy, taxation, or law OR the equivalent. Masters degree required.

Textbooks Resources

1. Required Open Education Resource. Organizational Behavior, Latest ed. Minneapolis: Univ of Minnesota Libraries Publishing, 2020

Other Resources

1. Instructor prepared materials.