



Organizational Behavior

COURSE SYLLABUS

3-0-3

Date: 11/30/11

COURSE NUMBER: MGT 255

PREREQUISITE(S): RDG 100, MGT 101

CO-REQUISITE(S): None

COURSE DESCRIPTIONS:

This course is a study of effective individual and group behavior in an organization to maximize productivity, and psychological and social satisfaction. Areas to be included are effective communication in leadership and decision-making, organizational culture, management's role in motivating employees, and the need for change.

TEXTBOOK(S): ORGB. 2009 Edition by Nelson, Debra and James Quick. Published by South-Western, Cengage. ISBN: 0-324-58132-7

REFERENCE(S): None

OTHER REQUIRED MATERIALS, TOOLS, AND EQUIPMENT: Computer with Internet access, Internet Explorer 5.0 or higher or other current browser, Java, word processing software (must be able to save Word format), and anti-virus software.

METHOD OF INSTRUCTION: This course will be taught using online lecture notes, discussion boards and electronic messages.

GRADING SYSTEM:

90	-	100	=	A
80	-	89	=	B
70	-	79	=	C
60	-	69	=	D
Below	-	60	=	F

**GRADE
CALCULATION
METHOD:**

Unit Tests	=	20%
Tests/Midterm	=	40%
Final/Project	=	40%
	=	<u>100%</u>

Students will be given a window of testing time and must take the test within that window. There are no make-up tests. If an emergency arises and you are unable to be present for a test, call your instructor immediately.

Assignments will not be accepted late. Tardiness of assignments, projects, papers, exercises, and tests will result in a grade of zero (0). If you have a chance to turn them in early – use it!

CONFIDENTIALITY:

All students' e-mail addresses may be available to other students in the class. Although some assignments in an online course may encourage or require peer communication, the instructor will make every effort to protect the confidentiality of any personal communication (for example, grades). However, you should recognize that e-mail and other electronic media are not secure; there is no guarantee of the privacy of your e-mail or other personal information.

**APPROPRIATE
ONLINE BEHAVIOR:**

The use of Spartanburg Community College's website, e-mail service or course management software for creation and/or distribution of material not pertaining to course participation is prohibited and is grounds for dismissal according to College policy under "disruptive behavior." Such actions, include, but are not limited to:

- Inappropriate use of email and discussion boards for:
 - ✓ Harassment
 - ✓ Unlawful solicitation
 - ✓ "Spamming"
 - ✓ "Flaming"
- Use of online editing tools within the course management software to:
 - ✓ Create offensive material
 - ✓ Link to inappropriate materials

**ATTENDANCE
POLICY:**

An electronic e-mail is required from each student to the instructor by the end of the drop/add period. At this time the Instructor will drop the student from the course if it is not received.

All assignments and tests are required by their due date with no exceptions since they do count as your attendance for the time period in which they are due.

****Absolutely no makeup tests, re-do on homework, or extra credit is given in this course****

Attendance in an online course is defined by correspondence/interaction as required by the instructor. Students are responsible for accessing the web class weekly to meet the course requirements *[one contact per week is the minimum requirement]* of exams, discussion board and paper submissions.

Instructors maintain attendance records. However, it is the student's responsibility to withdraw from a course. A student who stops attending the online class and fails to initiate a withdrawal will remain on the class roster. *With this in mind, for every assignment, test or exam not completed while still enrolled in the course the student will receive a grade of zero and the final course grade will be calculated accordingly.*

Withdrawal Policy: During the first 75% of the course, a student may initiate withdrawal and receive a grade of W. A student cannot initiate a withdrawal during the last 25% of the course. Extenuating circumstances require documentation and approval by the appropriate department head and academic dean.

**ACADEMIC
CONDUCT:**

ACADEMIC DISHONESTY: Students are expected to uphold the integrity of the College's standard of conduct, specifically in regards to academic honesty. All forms of academic dishonesty including, but not limited to, cheating on assignments/tests, plagiarism, collusion, and falsification of information will call for disciplinary action. Disciplinary action imposed may include one or more of the following: written reprimand, loss of credit for assignment/test,

termination from course, and probation, suspension, or expulsion from the College. For further explanation of this and other conduct codes, please refer to the Student Handbook.

CLASS/LAB PROCEDURES:

It is the responsibility of the student to read and follow each assigned chapter, reference the material available on the web site, post answers to the discussion topics, utilize any online reference materials available and contact the instructor with any questions or concerns. Students can usually expect a response from the instructor within 24 hours.

There is a possibility of minor adjustments being made in the schedule during the semester. Be sure to check the calendar and the Discussion Board 2 – 3 times each week for changes and adjustments.

All assignments must be completed and turned in for grading as scheduled. These will be sent to the instructor using the E-mail feature within Blackboard. **No assignment will be accepted after its due date.**

Tests will be released for a specified time frame as noted on your weekly assignments with an appropriate time limit. **If any test is not taken during the specified time frame, the test grade will be recorded as a zero.**

Everyone will take a comprehensive final exam. No exemptions!

ACCOMMODATIONS:

Students who need special accommodations in this class because of a documented disability should notify Student Disability Services by calling (864) 592-4818, toll-free 1-800-922-3679; via email through the SCC web site at www.sccsc.edu/resources/disabilities; or by visiting the office located in the East Building Room 30-B on the SCC Central campus. Contacting Student Disability Services early in the semester gives the College an opportunity to provide necessary support services and appropriate accommodations.

Program Director

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**STUDENT LEARNING
OUTCOMES:**

Upon satisfactory completion of this course, the student will be able to:

- I. Demonstrate a basic understanding of the fundamentals of human behavior in organizations
 1. Acknowledge and understand the key differences among different personalities and in different work situations along with variations among a diverse workforce
 2. Understand the need and understanding for change in organizations and the opportunities/challenges it creates

- II. Demonstrate an active understanding and working knowledge of the different types of individual personalities, our perceptions, attitudes and emotions.
 1. Appraise current findings about individual behaviors, group/team behaviors, and organizational interactions that enhance individual and organizational effectiveness
 2. Appraise current findings of perceptions within organizational groups, community groups and family groups and how they contribute to a person's ability to function in a work group

- III. Clarify individual differences in organizations:
 1. Individuals' needs for motivation and management's role in motivating employees
 2. Assessing how individuals learn and utilizing feedback
 3. Acknowledging and identifying stress in employees and exercising coping methods

- IV. Assess the role that effective communication plays in decision-making and leadership in organizations
 1. Understand the importance of effective communication from top down as well as bottom up approach
 2. Relate interpersonal communication skills to organizational settings
 3. Evaluate the communications process as a whole
 4. Differentiate between individual and group communications and work ethics

- V. Assess the need and importance for well designed jobs and an organizational culture
 - 1. Illustrate the differences in job design and its correlation to an organizations structure
 - 2. Develop an understanding and ways to assess the importance and strength of an organization's culture