



ORGANIZATIONAL BEHAVIOR COURSE SYLLABUS

Date: 11/9/11

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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 by lecture, brainstorming, demonstration, individual and group projects, and group problem solving methods of instruction.

GRADING SYSTEM:

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

**GRADE
CALCULATION
METHOD:**

Assignments/Quizzes	=	20%
Unit 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!

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

**ATTENDANCE
POLICY:**

The student is responsible for punctual and regular attendance in all classes, laboratories, clinical, practica, internships, field trips, and other required class activities. The College does not grant excused absences; therefore, students are urged to reserve their absences for emergencies. When illness or other emergencies occur, the student is responsible for notifying instructors and completing missed work if approved for late submission by instructors.

The student is tardy if not in class at the time the class is scheduled to begin and is admitted to class at the discretion of the instructor.

Instructors maintain attendance records. However, it is the student's responsibility to withdraw from a course. A student enrolling in and attending at least one course session remains enrolled until the student initiates a withdrawal.

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.

Absences for Religious Holidays: Students who are absent from class in order to observe religious holidays are responsible for the content of any activities missed and for

the completion of assignments occurring during the period of absence. Students who anticipate their observance of religious holidays will cause them to be absent from class and do not wish such absences to penalize their status in class should adhere to the following guidelines:

1. Observance of religious holidays resulting in three or fewer consecutive absences: Discuss the situation with the instructor and provide written notice at least one week prior to the absence(s). Develop (in writing) and instructor-approved plan which outlines the make up of activities and assignments.
2. Observances of religious holidays resulting in four or more consecutive absences: Discuss the situation with the instructor and provide the instructor with written notice within the first 10 days of the academic term. Develop an instructor-approved plan with outlines the make up of activities and assignments.

**CLASSROOM
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.

CELLULAR PHONES AND PAGERS/BEEPERS: Cellular phones, pagers and beepers are not permitted to be turned on or used within the classroom. Use of these devices during classroom time will be considered a violation of the student code as it relates to "disruptive behavior."

**CLASS/LAB
PROCEDURES:**

Students are responsible for reading and following each assigned chapter, referencing the material available on the web site, posting answers to the discussion topics, utilizing any online reference materials available and contacting the instructor with any questions or concerns.

All assignments must be completed and turned in for grading as scheduled. **No assignment will be accepted after its due date.**

There are **NO** makeup tests. ONE zero on a test grade may be replaced with the final exam grade.

The Learning Center, located in the rooms E-2 & E-5 of the East Building, provides computers for your use. Check the website <http://www.sccsc.edu/resources/tutoring/tlc> or call 592-4968 for current semester operating hours.

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.

Inclement Weather Schedule:

- Check SCC Web Site: www.sccsc.edu
- Tune to **Channel-7** Local T.V. Station (CBS)
- Tune to an FM/AM Local radio station

Program Director

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Mrs. Karen Ravan
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**COURSE OUTCOMES
& OBJECTIVES:**

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