

Lincoln University

Course Syllabus – Spring Semester 2010

Course Number and Title: BA 320 I - Organizational Behavior and Administration

Number of Credits – 3

Mondays – 9:00 AM – 11:45 AM

Instructor: Tesfaye Ketsela, Ph.D.
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Course Description

An analysis of individual, interpersonal, and group behavior within organizations and the influence of human, cultural, technological, structural, and environmental factors. Examined are practices of management, such as designing jobs and organization structures, evaluating and rewarding performance, organizational and employee development, and other management processes. These techniques include high performance organizations, management by objectives, total quality management, and the like; it uses varied approaches to leadership, conflict management, change, and adaptation to the environment. (3 units)

Course Objective:

This course is designed to familiarize students with the concepts, principles and applications of how individuals, groups and structures interact to achieve organizational objectives. Each of these variables are examined from a behavioral science perspective by covering topics such as individual and group behavior, theories of motivation, leadership, communication and models of organizational structure.

Specific Learning Objectives:

Upon completion of this course, students will be able to:

- Define OB
- Describe various disciplines that contribute to OB
- Explain the importance of studying OB to managers
- Discuss the foundations of individual and group behavior
- Describe the relations of values, attitudes and job satisfaction
- Discuss the motivation process
- Compare and contrast various motivation models and their applications
- Describe work teams and how managers can effectively use them
- Discuss the communication process, principles and applications
- Explain the concept of leadership, theories, principles and applications
- Define the basis of power and its impact on organizational politics
- Describe conflict in organizations
- Explain various forms of organizational structure
- Relate the concepts and theories covered in the different sections to day-to-day situations using examples from your places of employment or any organization you are a member of

Learning Activities (See Details under “Methods, Class Activities, etc below)

- Reading assignments
- Classroom Lecture by course instructor
- Class Discussion (on principles learned, presentation of assignments by students, group discussions on practical problems organizations face)
- Case Analysis – critical evaluation of cases
- Library research based assignments on contemporary management issues

Assessment:

Students will be assessed on a continuous basis including their class attendance, participation in discussions and written assignments in addition to the Mid-term and Final Examinations according to the following breakdown :

- Class attendance and participation (10%)
- Mid-term examination (30%)
- Case Analysis and papers on assignments (10%)
- Final Examination (50%)

Grading: Mark	Mark	Letter Grade	Grade Point out of 4.00
	Letter Grade	Grade Point out of 4.00	
	95 - 100	A	4.00
	91 – 94	A-	3.70
	85 - 90	B+	3.30
	76 - 84	B	3.00
	66 – 75	B-	2.70
	60 –65	C+	2.30
	50 -55	C	2.00
	45 -49	C-	1.70
	40 – 46	D	1.00
	39 and below	F (failure).....	0.00 -

Graduate students should score the minimum passing grade according to LU’s policy - **(While the above is given as a general guideline, the percentage point, letter grade and grade point is subject to adjustment based on: a) overall performance of class and; b) level at which the course is taken (i.e. Graduate or Undergraduate level for combined classes) and c) Lincoln University’s policy guideline on grading.)**

Required Text

Robbins, Stephen P. (2001 *Organizational Behavior*. New Jersey: Prentice Hall

Recommended Text Books:

Robbins, Stephen B and Judge, Tim A. (2006) *Organizational Behavior* (12 ed.). New Jersey: Prentice Hall

Nelson, Debra L and Quick James Campbell (2006). *Organizational Behavior: Foundations, Realities and Challenges*. San Francisco: South West Educational Publishers

Supplemental Readings

Will be assigned as course progresses.

Methods of Course Delivery, Class Activities, and Assignments:

- 1) Students will be required to read in advance the material to be covered in upcoming classes so that they come prepared for the lecture on the topic. The reading assignment will be distributed separately.
- 2) Material will be presented in:
 - a) lecture format using power point and/or overhead projectors
 - b) handouts (including short notes, case studies, and class assignments for discussion will be distributed
- 3) During lecture hours, all students will be expected to take notes.
- 4) Students are encouraged to ask questions after sections or chapters are covered
- 5) There will be group discussions on material covered so that students exchange ideas on topics assigned to each group by the instructor. The discussion will mainly focus on how the principles and concepts learnt are applied in real life situations
- 6) Written assignments (such as case analysis) will be given from time to time and students will be expected to work on them and submit their work on due dates.
- 7) There will be a term-paper to be submitted by students at the end of the course. Details on topics, writing format, recommended length will be given by the instructor.

Course Plan
(See next page)

Lincoln University
Course plan for BA 370 Organizational Behavior and Administration
Spring Semester/2010

Dr. Ketsela

Week	Topics to be covered	Reading Assignment	Activities	Remarks
Jan 25	Introduction to OB – - Individual Behavior)	Read Chapters 1 and 2 in text	Lecture, class discussion, question and answer session	After one hour and half lecture – students will form groups to work on assigned discussion, cases,etc
Feb 1	Values, attitudes, Personality and Emotions,	Read chapters 3 and 4 in text	“	
Feb 8	Perception and Decision Making, Motivation	Read Chapters 5 , 6 and 7	“	Case Analysis on chapters covered
Feb 15	Washington B-Day Holiday		“	
Feb 22	The Group: Group Behavior, Work Teams	Read Chapters 8 and 9	“	
March 8	Communication, Leadership	Read Chapters 10 and 11	“	
March 15	Leadership, power and Politics	Read Chapter, 12 and 13	“	Case analysis on chapters covered
March 16 to 21	Spring Recess			

Course Plan for OB 370 I– Continued
Dr. Ketsela

Week	Topics to be covered	Reading Assignment	Activities	Remarks
March 22	Revision of chapters covered until Spring recess (March 15)			
March 29	Conflict and Negotiation , Organizational Structure	Read Chapters 14 and 15	Lecture, class discussion, question and answer session	
April 5	Work Design and Technology, HR policies and practices	Read chapters 16 and 17	“	
April 12	Organizational Culture, Organizational Change and Stress Management	Read Chapters 18 and 19	“	Case analysis on chapters covered
April 19	Change Management Part one	Read Handout to be given by the instructor	“	
April 26	Change Management Part two	Read Handout to be given by the instructor	“	Case analysis on chapters covered
May 3	Revision of Material covered from March 22 to April 26			
May 10	Reserved for any unfinished business			
May 17	Final Examination			