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BA 320 – Organizational Behavior and Administration Course Syllabus Spring 2014 (January 21 – May 12 /2014)

Course Number and Title: BA320 II – Organizational Behavior and Administration

Number of Credits: 3 (45 lecture hours)

Lecture Schedule: Wednesdays, 3:30 PM – 6:15 PM Units - 3

Instructor: Tesfaye Ketsela, Ph.D.

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Office hours: Wednesdays, 2:00 – 3:30 PM and 6:30 – 7:30 PM
(Please call in advance for an appointment)

Required Text Book: Robbins, Stephen B and Judge, Tim A. (2013) *Essentials of Organizational Behavior* (12th ed.). New Jersey: Prentice Hall

Other Text Books: (Available in library for reference)

Nelson, Debra L and Quick James Campbell (2006 or latest edition available in the library). *Organizational Behavior: Foundations, Realities and Challenges*. San Francisco: South West Educational Publishers
Robbins, Stephen P. (2001)

Supplemental Readings

Will be assigned as course progresses

Course Description

The course covers 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.



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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.*

Method of Learning:

Power Point presentations will be used to provide students with the principles and concepts covered in the text as well as in various sources on relevant topics. Students are required to read the chapters assigned in advance of each class lecture. Cases relevant to the topic(s) covered will be given to students so that they analyze them in light of the principles and concepts learned. There will be class discussions and group presentation by students on the case analysis and internet assignments. Students will be expected to have access to computers and printers so that they download journal articles and do internet assignments

Code of Conduct:

Students will be required to attend all classes and come to class on time. They are encouraged to participate in class discussions and show a cooperative attitude and behavior towards their class mates as well as the instructor. Copying the work of other students and presenting as one's own work (plagiarism) will result in the student being dismissed from



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class. While in class students must turn off their mobile phones or switched them to “Silent” mode so that there will be no disruption of class.

Examination and Grading Policy:

Assessment will be done as follows.

- **Mid-term Examination (25%)**
- **Group Project and Presentation + Article Critique (15%)**
- **Final Examination (45%)**
- **Class Attendance and Participation (15%)** (A daily record of attendance will be kept including a record of tardiness. Participation includes but not limited to:
 - a) Coming to class on time staying in class (required),
 - b) Taking lecture notes (required),
 - c) Being attentive during lecture hours (expected and encouraged),
 - d) Asking and answering questions (encouraged unless directed to an individual),
 - e) Class presentations (individual and group – required),
 - f) Showing cooperation and taking an active part as team member in group assignments (required).

Examination scores out of possible 100 points will be used with corresponding letter grades as indicated below:

91% and above	—————	A
86-90%	—————	A -
81-85%	—————	B+
76-80%	—————	B
71-75%	—————	B-
66-70%	—————	C+
61-65%	—————	C
56-60%	—————	C-
46-55%	—————	D
45% and less	—————	F

If and when necessary, the grades can be adjusted to reflect a normal distribution curve.

Course Schedule and Activities for BA 320: Organizational Behavior and Administration

Week	Topics to be covered	Chapters to be covered (Students should read the chapters in advance of class)	Activities	Remarks



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<p>Week 1 Wednesday Jan 22 3:30 – 6:15 PM</p>	<ul style="list-style-type: none"> • Introduction to OB • Foundations of Individual Behavior 	<p>Read chapter 1 chapter 2 for next class</p>	<p>Lecture, class discussion, question and answer session</p>	
<p>Week 2 Wednesday Jan 29 3:30 – 6:15 PM</p>	<ul style="list-style-type: none"> • Personality and Values • Perception and Individual Decision Making 	<p>Read chapter 3 and 4 for next class</p>	<p>Lecture, class discussion, question and answer session, Point and counter point exercise</p>	
<p>Week 3 Wednesday Feb 5 3:30 – 6:15 PM</p>	<ul style="list-style-type: none"> • Motivation Theories, concepts and applications • Emotions and Moods 	<p>Read Chapters 5 - and 6 and 7 for next class</p>	<p>Lecture, class discussion, question and answer session, Cases</p>	
<p>Week 4 Wednesday Feb 12 3:30 – 6:15 PM</p>	<p>The Group</p> <ul style="list-style-type: none"> • Group foundation • Stages of group devpt • Groups Structure and process • Groups Decision Makink <p>Work Teams</p>	<p>Read Chapters 8, and 9 for next class</p>	<p>Lecture, class discussion, question and answer session, Cases</p>	
<p>Week 5 Wednesday Feb 19 3:30 – 6:15 PM</p>	<p>Communication</p> <ul style="list-style-type: none"> • Functions of Communication • Interpersonal • Organizational • Channels - Barrier 	<p>Read Chapter 10 for next class</p>	<p>Lecture, class discussion, question and answer session,</p>	
<p>Week 6 Wed Feb 26 3:30 – 4:30 Mid Term Exam 4:30 – 6:15 PM</p>	<p>Mid tem Exam</p> <p>Leadership</p> <ul style="list-style-type: none"> • Theories of Leadership • Trait Theory • Behavioral • Contingency Theories • Creating Leaders • Implications of Leadership for Managers 	<p>Read Chapter 11 for next class</p>	<p>Lecture, class discussion, question and answer session, Case exercises</p>	



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<p>Week 7 Wed March 5 3:30 – 6:15 PM</p>	<p>Power and Politics</p> <ul style="list-style-type: none"> • Concepts • Bases of Power • Power in Actions • Implications for Managers 	<p>Read Chapter 12 for next class</p>	<p>Lecture, class discussion, question and answer session, Case exercise</p>	
<p>Week 8 Wed March 12 3:30 – 6:15 PM</p>	<p>Conflict and Negotiation</p> <ul style="list-style-type: none"> • The conflict process • Negotiation • Implications for manager 	<p>Read Chapter 13 for next class</p>	<p>Lecture, class discussion, question and answer session, Cases</p>	
<p>Week 9 Wed March 19</p>	<p>Spring Recess (March 18-22)</p>			
<p>Week 10 Wed March 26 3:30 – 6:15 PM</p>	<p>Student Presentation of Group Project</p>	<p>Group Project</p>	<p>Students present their project assignments followed by questions, and comments from the class</p>	
<p>Week 11 Wed, April 2 3:30 – 6:15 PM</p>	<p>Part Three – The Organization</p> <ul style="list-style-type: none"> • Organizational Structure • Designs of Organizations • Implications for managers 	<p>Read Chapter 14 for next class</p>	<p>Lecture, class discussion, question and answer session, Cases</p>	
<p>Week 12 Wed, April 9 3:30 – 6:15 PM</p>	<p>Organizational Culture</p> <ul style="list-style-type: none"> • Cultural variations • Organizational Culture Vs National Culture • Managing Cultural Change 	<p>Read Chapter 15</p>	<p>Lecture, class discussion, question and answer session, Cases</p>	
<p>Week 13 Wed, April 16 3:30 – 6:15 PM</p>	<p>Organizational Change and Development</p> <ul style="list-style-type: none"> • Forces of Change • Resistance to Change • Managing Change • Implications for managers 	<p>Read Chapter 16</p>	<p>Lecture, class discussion, question and answer session, Cases</p>	



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<p>Week 14 Wed, April 23 3:30 – 6:15 PM</p>	<p>Human Resource Policies and Practices</p> <ul style="list-style-type: none"> • Recruitment and Selection • Training Development • Performance Evaluation • Managing Diversity 	<p>Read From text by Stephen (reference text will be distributed)</p>	<p>Lecture, class discussion, question and answer session, Cases</p>	
<p>Week 15 Wed, April 30 3:30 – 6:15 PM</p>	<p>Presentation by class on Individual Internet assignment followed by questions, comments, by students</p> <p>Revision of major topics covered in preparation for final exam</p>	<p>Review all chapters in preparation for revision in next class</p>	<p>Presentation by students – discussion following presentations</p>	
<p>Week 16 Wed May 7 3:30 – 6:15 PM</p>	<p>Final Exam</p>		<p>Lecture, class discussion, question and answer session</p>	

Please note that the above schedule for lectures, examination dates and other activities can be changed, modified or revised if unforeseen circumstances dictate so or the changes are justified to address the needs of or are in the best interest of students. Some topics listed might be only reading assignments and other topics not listed above may be brought to class for discussion and exercises as needed. Any change to be made will be brought to the attention of students in advance.

Revised: 1/31/2014