

Departmental Course Syllabus

Business Department * Academic Instruction Center Suite 325 **Revision:** Fall 2009
San Antonio College * 1300 San Pedro Avenue * San Antonio, TX 78212-4299

Course Number and Title: HRPO 2307 – Organizational Behavior

Credit Hours: 3

Instructor: Varies

Office: Varies

Phone Number: (210) 486-1414 **Fax:** (210) 486-1503

E-mail: Varies

Web Address: <http://www.alamo.edu/sac/business>

Office Hours: To be posted by the individual instructor.

I. Catalog Description:

This course discusses the analysis and application of organizational theory, group dynamics, motivation theory, leadership concepts, and the integration of interdisciplinary concepts from the behavioral sciences.

II. Pre-requisites, co-requisites and other requirements:

None

III. Text and/or Other Requirements:

Organizational Behavior; 13th edition Robbins – Prentice Hall Publisher 0-13-600717-1

IV. Method of Instruction:

- A. Lecture
- B. Audio-Visual presentations
- C. Group discussion
- D. Student oral presentation

V. Course Content:

This course addresses the different Organizational Behavior (OB) theories professed by researcher/practitioners; it defines OB, explains historical and contemporary approaches to OB, recognizes the major aspects comprising OB study, applying different OB approaches as determined by different situations, and explains the probable direction and role of OB.

VI. Learning Outcomes:

Learning Outcome 1: The student will be able to explain organizational theory as it relates to management practices, employee relations, and structure of the organization as it fits into environment and operation.

Performance Objectives/Methods of Measurement for this outcome:

The student will be able to:

1. Define organizational behavior on a written exam or quiz.

2. Explain the factors that determine an individual's personality by taking the MBTI and on a written examination.
3. Explain the impact of job typology on the personality/job performance relationship by means of case work or written examination.
4. Apply concepts on emotions to OB issues by means of case work.
5. Explain how perception affects the decision-making process on a written examination.
6. Explain how the contemporary theories of motivation complement each other by means of case work or written examination.
7. Identify the six key elements that define an organization's structure on written examination or quiz.
8. List the factors that favor different organizational structures by mean of case work or on a written examination.

Learning Outcome 2: The student will be able to analyze leadership styles and determine their effectiveness in employee situations.

Performance Objectives/Methods of Measurement for this outcome:

The student will be able to:

1. Contrast on a written examination leadership and management.
2. Contrast transformational with transactional leadership by means of case work.
3. Identify the four roles that team leaders perform by means of case work and on a written examination.
4. Define the seven bases of power on a written examination.

Learning Outcome 3: The student will be able to discuss experiences in managing and resolving organizational problems.

Performance Objectives/Method of Measurement for this outcome:

The student will be able to:

1. Differentiate between the traditional, human relations, and interactionist views of conflict by means of case work or a written examination.
2. Describe on a written examination or quiz the five conflict-handling intentions.
3. Identify on a written examination or quiz the five steps in the negotiation process.

Learning Outcome 4: The student will be able to describe the impact of corporate culture and atmosphere on employee behavior.

Performance Objectives/Methods of Measurement for this outcome:

The student will be able to:

1. Describe institutionalization and its relationship to organizational culture on a written examination or case work.
2. Define on a written examination the common characteristics making up

- organizational culture.
3. Identify by means of case work the functional and dysfunctional effects of organizational culture on people and the organization.
 4. Explain on a written examination the factors determining an organization's culture.
 5. Clarify on a written examination how culture is transmitted to employees.

Learning Outcome 5: The student will be able to analyze and discuss team dynamics, team building strategies, and cultural diversity.

Performance Objectives/Methods of Measurement for this outcome:

The student will be able to:

1. Explain on a written examination the growing popularity of teams in organizations.
2. Specify on a written examination or case work the characteristics of effective teams.
3. Identify on a written examination the content in a typical diversity-training program.
4. Summarize sources of individual and organization resistance to change by means of case work.

The following SCANS skills will be taught in this course: acquires and evaluates information (C5), interprets and communicates information (C7), and understands systems (C15). Foundation skills included are: reading (F1), writing (F2), listening (F5), seeing things in the mind's eye (F10), knowing how to learn (F11), self-esteem (F14), sociability (F15), self-management (F16), and integrity/honesty (F17).

VII: Course requirements and grade computation:

A. College Requirements:

1. A written comprehensive final examination, not to exceed three hours in length, shall be given at the end of each semester for each course at the regularly scheduled time. Any exceptions to these requirements must be approved by the appropriate dean. Other examinations are given at the discretion of the instructor.

A student who must be absent from a final examination should petition that instructor for permission to post pone the examination. A student absent without permission from a final examination is graded "F". Postponed examination result in a grade of "I". The final exam must be taken within 120 calendar days from the end of the semester or the grade automatically becomes an "F". (San Antonio College Bulletin, Faculty Handbook – January 1995)

B. Departmental Requirement:

Workload: Students are responsible for reading and studying each chapter PRIOR TO class lecture and discussion of the chapter.
THIS IS VERY CRITICAL. Your success in this class is dependent upon your continued commitment to maintaining a daily study time outside the classroom. You must stay current.

C. Instructor Requirements:

Grading Scale:

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

VIII: College Policies:

- A. San Antonio College does not discriminate on the basis of race, religion, color, national origin, sex, age, or disability with respect to access, employment programs or services.
- B. “Students are urged not to bring children to either a class or a lab. Minors under the age of twelve (12) must not be left unattended on campus.”
College Academic Council – April, 1998
- C. ADA Statement: “As per Section 504 of the Vocational Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, if accommodation is needed contact the Office of DisABILITY Support Services, CAC 124C, Phone: (210) 733-2347”
- D. A Rapid Response Team exists for the purpose of responding to emergencies. If you have a disability that will require assistance in the event of a building evacuation, notify Disability Support Services, Chance Academic Center 124C, Phone: (210) 733-2347.
- E. Academic Dishonesty: Students may be subject to disciplinary proceedings resulting in an academic penalty or disciplinary penalty for academic dishonesty. Academic Dishonesty includes, but is not limited to cheating on a text, plagiarism and collusion. For additional information refer to the “Student Code of Conduct”: in the San Antonio College Bulletin.
- F. Students are required to silence all electronic devices (e.g., pagers, cellular phones, etc.) when in classrooms, laboratories and the library. College

Academic Council, 01/2000.

- G. San Antonio College Attendance Policy: Regular and punctual attendance is required. A student absent for any reason is responsible for all work missed. Absences are recorded from the first day of class. A student absent the equivalent of two weeks of instruction, may be dropped by the instructor with a grade of "W." Both tardiness and early departure from class are forms of absenteeism. The instructor establishes the policy with regard for each.
- H. San Antonio College is a smoke free campus.
- I. ACCD DPS Emergency Phone Numbers:
ACCD DPS Emergency Phone (210) 222-0911
ACCD DPS General Phone (210) 208-8099
ACCD DPS Weather Phone (210) 208-8189 – (For information on college closures)
- J. Students must also abide by the policies, procedures, and rules set forth in the "Student Code of Conduct" and all other policies set forth in the San Antonio College Bulletin.
www.alamo.edu/sac/sacmain/schedule/SAC_Bulletin_05-06.pdf

IX. Miscellaneous Information

1. Retention Period For Student Work, Exams, etc:

Student papers and exams will be retained for one semester after the completion of the course.

2. Business Department

For degree plans, general syllabi outlines, and other information on your current course and faculty, please visit the Business Department website at: <http://www.alamo.edu/sac/business> or contact us at (210) 733-2700.

3. Business Computer Lab

The Business Computer Lab is a student lab that is open to any Business Department student majoring in any of the departments programs and/or taking any department course. For more information, please contact the BCL at (210) 785-6058 or visit us on the web at <http://www.alamo.edu/sac/business/lab>.

