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| Mekdela Amba University, Department of Management | | | | | |
| ***Degree Program*** | | | B.A. in Management | | |
| ***Module Code*** | | | MGMT-M2082 | | |
| ***Course Number*** | | | MGMT2082 | | |
| ***Course Title*** | | | Organizational Behavior | | |
| ***ECTS credit points*** | | | 5 | | |
| ***Course Information*** | | | Academic Year: 2nd Semester: II | | |
| ***Instructor’s Contact Information*** | | | Name: Tsehay Assefa Phone: 09-20-63-77-85 for mekane selam and 0963688138 Misganaw for tuluawulia campus | | |
| ***Course Objectives and Competences to be Acquired*** | | | The objective of this course is to acquaint students with basic skill that help them to better explain, predict, influence and manage human behavior in the organization | | |
| ***Course Description/Course Contents*** | | | The course organizational behavior is a field of study that investigates the impact those individuals, groups and organization structure has on behavior within organizations; and the application of this knowledge to improve productivity and job satisfaction in an organization. Organizational behavior uses systematic study to improve behavior so as to increase productivity and employee satisfaction. This course deals with theories of organizations, environment and organizational goal setting, organizational Behavior, individual attitude and perceptions, individual and group attributes in organizational behaviors, group dynamics, group and team formation, power and politics, conflict, and conflict management. | | |
| ***Pre-requisites*** | | |  | | |
| ***Status of the Course*** | | | Core | | |
| ***Schedule*** | | | | | |
| ***Topics and Sub Topics*** | | | | ***Course Objectives and Competences to be Acquired*** | |
| **CHAPTER ONE: AN OVER VIEW OF ORGANIZATIONAL BEHAVIOR**  1.1. What is organizational behavior?  1.2. The three basic units of analysis in OB  1.3. Replacing intuition with systematic study  1.4. A review of a manager’s job and its relation to the study of OB  1.5. The characteristics of OB  1.6. Development of OB  1.7. Contributing disciplines to OB  1.8. Management and OB in the 21st Century  1.9. Organization as a system  1.10. Ethics and Organizational Behavior | | | | After completing this unit, students will be able to:     * Define what organizational behavior is * Describe the three basic units of analysis in OB * Explain Managers job in relation to OB * Describe the characteristics and development of OB | |
| UNIT 2 - **FOUNDATION OF INDIVIDUAL BEHAVIOR AND LEARNING IN AN ORGANIZATION**  2.1. Perception  2.1.1. What Is Perception Mean?  2.1.2. Perceptual Process  2.1.3. Factors Influence Perception  2.2. Attitude  2.2.1. Definition of Attitude  2.2.2. Characteristics of Attitudes  2.2.3. Component of attitude  2.2.4. How attitudes are formed  2.2.5. Source of attitude  2.2.6. Types of attitude  2.2.7. Attitudes and consistency  2.3. Personality  2.3.1. Definition of Personality  2.3.2. Personality determinants  2.3.3. Major personality attributes influencing OB  2.3.4. Matching personality and job  2.4. Learning  2.4.1. Types of learning  2.4.2. Strategies of reinforcement, punishment and extinction  2.4.3. Theories of Learning | | | | After completing this unit, students will be able to:   * Identify the major individual variables that influents work behavior * Describe how attributions influence our behavior * Identify the BIG-FIVE personality dimensions * Discuss different types of learning | |
| **CHAPTER THREE - FOUNDATION OF GROUP BEHAVIOR**  3.1. Defining teams and/or groups  3.2. Classifying teams and/or groups  3.3. Why do people form and/or join teams/groups?  3.4. Stages in team/group development  3.5. Obstacle to team /group productivity  3.6. Increasing team/group productivity  3.7. Group behavior  3.8. Implication for performance and satisfaction | | | | At the end of this unit, students will be able to:   * Define the term group and describe the different types of group to which people belongs * List the stages of group development * Describe the characteristics of effective group | |
| **CHAPTER FOUR - MOTIVATION CONCEPTS AND THEIR APPLICATIONS**  4.1. What is motivation?  4.2. Features of Motivations  4.3. Importance of Motivation  4.4. Early Theories of Motivation  4.5. Contemporary theories of motivation  4.6. Implication of motivation for performance and satisfaction  4.7. Managerial Approaches for Improving Motivation | | | | At the end of this chapter students will be able to:   * Define the term motivation * Discuss early theories of motivation * Explain contemporary theories of motivation | |
| **CHAPTER FIVE - MANAGEMENT OF ORGANIZATIONAL CONFLICT**  5.1. Definition of conflict  5.2. Functional Vs. dysfunctional conflict  5.3 Nature of conflict in an organization  5.4. Cause of conflict in organizations  5.5. Conflict management strategies | | | | At the end of this unit students will be able to:   * Define conflict * Distinguish functional and dysfunctional conflict * Discuss nature and causes of conflict   Explain conflict management strategies | |
| **CHAPTER SIX - STRESS MANAGEMENT**  6.1. What is stress  6.2. Understanding sources of stress and its consequences  6.3. Effects of Stress  6.4. Stress management strategies  6.5. Implications for performance and satisfaction | | | | | At the end of this unit students will be able to:   * Define the concept of stress * Understand source of stress and consequences * Describe stress management strategies * Discuss the implication of stress for performance and satisfaction |
| **CHAPTER SEVEN - CULTURE AND DIVERSITY**  7.1.Culture and cultural diversity  7.2. Globalization and people at work | | | | At the end of this unit students will be able to:   * Define culture * Describe cultural diversity * Discuss about globalization and people at work | |
| **CHAPTER 8- POWER AND POLITICS IN AN ORGANIZATION**  8.1.A definition of power  8.2.Contrasting leadership and power  8.3. Base and sources of power  8.4. Power in group coalitions | | | | At the end of this unit students will be able to:   * Define power * Contrast leadership and power * Identify bases and sources of power | |
| **CHAPTER NINE - ORGANIZATIONAL DESIGN AND STRUCTURE**  9.1. The essence of OD and structure  9.2. Key organization design process  9.3. Types of organization structure  9.4 Technology and job design | | | | At the end of this unit students will be able to:   * Understand the essence of organizational design and structure | |
| **Course expectation** | * **Preparedness:** You must come to class prepared by bringing with you the appropriate materials like handouts, worksheets and exercises given, text books and completed assignments. Complete the individual and group assignments and other activities on time. You must plan your own learning through reading various course related materials and chapters in books. You are expected to work much individually to meet the requirement of the course. You have to use your time for group work and home study effectively. * **Participation: M**ake active participation during discussions (you must participate in class). You are not participating if you are simply talking to a friend, doing homework, daydreaming, or not doing what the rest of the class is doing. If you are working in a group or with a partner, you must talk to your group members or partner and be a part of the group. Always be ready and willing to give constructive feedback to partners/group members and to listen to their comments on your work * **Medium:** Use only English, which is the medium of instruction, especially in the class room | | | | |
| **Policy:** | * **Attendance:** It is compulsory to come to class on time and every time. If you are going to miss more than three classes during the term, you should not take this course * **Assignments:** You must do your individual and group assignments and submit on time. No late assignment will be accepted * **Tests/Quizzes:** You will have short quizzes and tests almost every unit. If you miss the class or, are late to class, you will miss the quiz or test. No makeup test or quizzes will be given. You are expected to observe the rules and the regulations of the University as well * **Cheating:** You must do your own work and not copy and get answers from someone else. When you are in class: please do not chew gum, eat something, listen to recorders or CD players, or involve in acts that spoil the normal teaching-learning process; switch off your cell phones before class and exam sessions. Any attempt to use cell phones in exam sessions will be considered an act of cheating and hence, dealt accordingly. | | | | |
| **Reference:** | * Schermerhorn R, John. Jr. " management and organizational behaviors" * Corbert J Marin Critical Cases in Organization and Management * Agrawall R.D, Organization and management * Nelson and Campbell Quck : organizational behavior * Davis and Newstrom: Human behavior at work: organization behavior * Mcshane and van Glinow : Organization Behavior * **JOHN M.IVANCEVICH, ROBERT KONOPASKE AND MICHAEL T. MATTESON,** (2005), ***“Organizational Behavior and Management”, 7th Edition,***McGraw-HILL Companies, INC, New York, America. * **JOHN R.SCHERMERHORN, JAMS G.HUNT & RICHARD N.OSBORN**,(2002), ***“Organizational Behavior”,7thEdition***, University of Phoenix, John Wiley & Sons Inc. USA. * **STEPHEN P.ROBINS**, (1992), “***Essentials of Organizational Behavior”,*** 3rd Edition, USA, Prentice Hall Inc. * Any other Books in organizational behavior can be help full. | | | | |
| ***Assessment Arrangement*** | | Activities Points  Test 1 & 2 30  Assignment (case study) & Presentation 20  Final Exam 50  **Total Points 100** | | | |
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