Organizational Behavior
HRPO 2307  Winter 2016

Professor: Alex Diaz
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Office Number: W-208
Office Hours: TBA
Meeting Days & Time: Online Course
Room Number: N/A

Credit Hours: 3
Division: Career Tech Education Division
Division Office Hours: 8:00 am – 6:00 pm
Division Office Phone: (214) 860-8848
Division Office Location: W-210

Course Description: Organizational Behavior is designed to study human behavior in organizations with a particular emphasis on the business organizational structure. Individual processes, interpersonal and group processes, organizational processes, and organizational change processes are developed by drawing on the social science disciplines of psychology, sociology, and political science and thorough awareness of cross cultural diversity. Topics include values, attitudes and perception, motivation, interpersonal and group dynamics, problem solving and decision making, goal setting, power and political behavior, conflict and organizational change.

Course Pre-requisites: None


Statement of Workplace and Foundation (SCANS) Competencies: Mountain View College is committed to preparing you with the knowledge and skills that you need to succeed in today's dynamic work environment. Toward this goal, the following workplace competencies and foundation skills have been integrated into this course:

Workplace Competencies
- Manage Resources: Manage time, money and materials
- Exhibit Interpersonal Skills: serve customers
- Work with Information: acquire/evaluate data, organize/maintain information, and interpret/communicate data
- Apply Systems Knowledge: work within organizational systems
- Use Technology: apply technology to specific tasks

Foundation Skills
- Demonstrate Basic Skills: reading, writing, speaking, and listening
- Demonstrate Thinking Skills: creative thinking, decision making, and problem solving
- Exhibit Personal Qualities: individual responsibility, self-esteem, sociability, self-management, and integrity

Student Learning Outcomes
1. Identify, define and illustrate important concepts in organizational behavior.
2. Define organizational behavior terminology and use it in proper context.
3. Apply currently accepted theories and methods to the solution of common types of problems related to organizational behavior.
4. Identify and discuss important issues in the study of organizational behavior.
Course Outline:
The topical outline is designed to give the student a clear summary of the subject matter to be covered in the course. It should not be implied that equal emphasis and time will be allotted to each topic. The topics included in MRKG 1311 are:

PART ONE - INTRODUCTION
Chapter 1: Introduction to the Field of Organizational Behavior

PART TWO - INDIVIDUAL BEHAVIOR AND PROCESSES
Chapter 2: Individual Behavior, Personality, and Values
Chapter 3: Perceiving Ourselves and Others in Organizations
Chapter 4: Workplace Emotions, Attitudes, and Stress
Chapter 5: Employee Motivation
Chapter 6: Decision Making and Creativity

PART THREE - TEAM PROCESSES
Chapter 7: Team Dynamics
Chapter 8: Communicating in Teams and Organizations
Chapter 9: Power and Influence in the Workplace
Chapter 10: Conflict and Negotiation in the Workplace
Chapter 11: Leadership in Organizational Settings

PART FOUR - ORGANIZATIONAL PROCESSES
Chapter 12: Designing Organizational Structures
Chapter 13: Organizational Culture
Chapter 14: Organizational Change

Evaluation Procedures:
The evaluation system will be based on grades earned through the examinations and all other assignments. The weight of assignments is as follows:
Exams – 50%  Critical Thinking – 40%  Discussion/Quizzes – 10%.

Grading Scale:
The grading scale is:  A (90% +)  B (80-89%)  C (70-79%)  D (60-69%)  F (59% & below)

Certification Procedures:
For state reporting purposes, this lecture course will capture attendance data. The student must log onto eCampus and access the course content to meet certification requirements. During the fall and spring terms the state reporting date is the 12th class day, and during the summer terms, the date is the fourth class day.

December 23, 2015.

If you find that you are unable to complete the course, it is your responsibility to withdraw. The last day to drop with a grade of “W” is January 5, 2016.

Students must begin attendance in all classes of enrollment. No exceptions. Financial Aid will not be granted to students who have been certified as not attending, by the certification date. For this lecture course, your physical participation in class, on or before the certification date will allow you to receive credit for FA purposes. For certification dates, check with the division or FAO for further information. Students, who are not certified as beginning class, are responsible for any payments due as a result of non-certification, to include the dropping of courses.

Late Work Policy:
Late work not accepted. The only exception is a medically documented emergency.

Makeup Exam Policy:
Late work not accepted. The only exception is a medically documented emergency.
**College Sponsored Events:**
It is your responsibility to arrange for course responsibilities **one week prior to the event**. Failure to do so will result in zero credit for any missed assignments.

**Electronic Devices:** (N/A for Online Instruction)
Silent all electronic devices (telephones) during class. You must exit the room to answer any calls. If your calls become an interruption to the class, I reserve the right to dismiss you from the classroom.

**Academic Dishonesty:**
Students that caught plagiarizing an assignment will be subject to an “F” in the course and possible expulsion from the college.

*Academic honesty is expected, and integrity is valued in the Dallas County Community Colleges. Scholastic dishonesty is a violation of the Code of Student Conduct. Scholastic dishonesty includes, but is not limited to, cheating on a test, plagiarism, and collusion. As a college student, you are considered a responsible adult. Your enrollment indicates acceptance of the DCCC Code of Student Conduct published in the DCCC Catalog. More information is available at [https://www1.dcccd.edu/catalog/ss/code.cfm](https://www1.dcccd.edu/catalog/ss/code.cfm).*

**Institution Policies:** Please visit [http://www.mountainviewcollege.edu/Academics/Documents/Institutional%20Policies.pdf](http://www.mountainviewcollege.edu/Academics/Documents/Institutional%20Policies.pdf) for a complete list of institutional policies (Stop Before You Drop; Withdrawal Policy; Repeating a Course; Financial Aid; Academic Dishonesty; Americans with Disabilities Act Statement; Religious Holidays; and Campus Emergency Operation Plan and Contingency Plan.).