

Kingsborough Community College of the City University of New York  
Department of Business- Professor [REDACTED]  
**BA 31 – Organizational Behavior and Management**  
(3 credits/ 3 hours/ wk) (Fall 2019)

Prerequisite: BA1100- Fundamentals of Business

**Contact Information:** E-mail is always the best way to reach me:

[REDACTED] My office is [REDACTED] and my telephone number is [REDACTED]

Do not leave a voice mail message because it cannot be retrieved.

Please note: E-mail may **not** be checked daily. If there is an emergency, contact the business department and they will contact me. **Department Phone:** 718-368-5555.

**Course Description:** The impact of organizational behavior on individuals, the economy and society; the role of organizations. Topics include: improving performance and productivity, individual motivation, leadership style and the effect of the external environment on the organization.

**Text:** ORGANIZATIONAL BEHAVIOR 13<sup>th</sup> Edition, by Uhl-Bien, Schermerhorn, Osborn; published by Wiley

**Methods of Evaluation:**

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| 1. Exam #1 (Date to be announced in class)                              | 25% |
| 2. Exam #2 (Date to be announced in class)(2 PARTS-<br>TO BE EXPLAINED) | 25% |
| 3. Attendance, Class Participation, and Other Assignments               | 15% |
| 4. Final Examination  | 35% |

**Course Objectives/Learning Outcomes:**

1. Describe how individuals behave in organizational settings.
2. Explain the interrelationship between productivity and organizational variables.
3. Define and properly apply management and organizational terminology.
4. Identify and analyze the contributions made by individuals and groups within the organization to optimize productivity.

**Policies:** 1) Absences: **You are limited to four (4) absences and attendance will be taken daily! Absences in excess of this may result in a penalty grade or a “WU” grade at the discretion of the professor** in effect, an automatic administrative withdrawal from the course (no credit given regardless of work done or tests taken). **Three (3) latenesses will result in one absence;** 2) Assignments must be handed in by the due date- late submissions will not be accepted, unless there are extenuating circumstances and a penalty will be imposed; 3) **There will be no make-up examinations, unless failure to attend an exam is for good cause shown** and no credit will be given for missed assignments; 4) Please be courteous to your instructor and fellow students- **cell phones, MP3 players and all PDAs must be turned off during class time.** 5) If you miss class you are responsible to acquire course content for the day including announcements or handouts.

**Office Hours:** By Appointment Only. I will make myself available to students at their request.  
**Course Transferability (3 credits)**-Baruch: MGT3300; Brooklyn: BUSN 3240; City: ECO31250; CSI: MGT320; York: BUS301

**Course Schedule:**

Chapter	Topic	Week	Exams
1	Introducing Organizational Behavior	1	<b>Exam #1 (25%)</b> Chapters 1, 2, 3, and 4
2	Diversity, Personality, and Values	2	
3	Perception, Attribution, and Learning	3	
4	Emotions, Attitudes, and Job Satisfaction	4, 5	<b>Exam #2 (25%)</b> Chapters 6, 7, 8
6	Motivation and Performance	5, 6	
7	The Nature of Team	7	<b>Final Exam (35%)</b> Chapters 10, 11, 12 & 13
8	Teamwork and Team Performance	8	
10	Conflict and Negotiation	9, 10	
11	Communication	10	
12	Power and Politics	11	
13	The Leadership Process	11, 12	

**Miscellaneous:** Extra credit assignment may be given solely at the professor’s discretion, but is highly unlikely.

**Tutoring** is available in the Library Room 606 Dr. Susan Hom Please utilize if you are having difficulty with material. Writing services and help is available in room M239.

**Access-Ability Services (AAS)** serves as a liason and resource to the KCC community regarding disability issues, promotes equal access to all KCC programs and activities, and makes every reasonable effort to provide appropriate accommodations and assistance to students with disabilities. Please contact this office, located in Room D-205, if you require such accommodation and assistance. I will be glad to make the accommodations you need, but you must have documentation from the Access-Ability office for any accommodations.

Note: All exam dates will be provided in class well in advance of the exam. If you have a problem, please speak with the Professor immediately.

**The above schedule is provided as a guide and it is intended to be adhered to, however, the Professor reserves the right to change the schedule or exam content and will notify the class accordingly. The Professor also reserves the right to limit the amount of content covered in a Chapter.**