

**NORTHEASTERN TECHNICAL COLLEGE
COURSE OUTLINE**

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|-------------------------|-------------------|-----------------------|----------------------------|---|---|
| COURSE: | PREFIX NO. | EFFECTIVE DATE | NEXT REVIEW DATE | | |
| | MGT 255 | Spring 2010 | Spring 2012 | | |
| TITLE: | | CREDITS | CONTACTS | | |
| | | | CLASS - LAB - TOTAL | | |
| Organizational Behavior | | 3 | 3 | 0 | 3 |

PREREQUISITES: None

DESCRIPTION: This course is a study of effective individual and group behavior in an organization to maximize productivity, and psychological and social satisfaction.

TEXTBOOK(S) OR ALTERNATIVE: People At Work:Human Behavior in Organizations. Paul R. Timm and Brent D. Peterson. 5th Edition. 2000

MATERIALS (specifying those to be purchased by student): Collateral reading from sources other than NETC library.

COLLATERAL READING: Articles suggested by instructor.

CLASS MANAGEMENT ACTIVITIES (attendance, tardies, testing, etc.):

Academic Honesty:

During a test, as well as on any written assignment, paper, or project, anyone caught exchanging information or copying someone else's work will be given a grade of "F" on that work and face further disciplinary action. Collusion is defined as the unauthorized collaboration with any other person in preparing work offered for credit. This, as well as plagiarism, the appropriation of any other person's work and the unacknowledged incorporation of that work in one's own work offered for credit, will also be subject to a grade of "0" on the work and further disciplinary action. Please refer to the "Student Code Book" on "Academic Dishonesty". Copies of the Student Code are available in Student Services. In addition copies may be posted in instructional areas.

Absences:

Twenty percent of assigned hours will be the maximum number allowed. There are no unexcused absences except those verified by other instructors for field trips or school related assignments. A student with a doctor's excuse will be able to make up missed work, but the absence is still counted toward the number of allowed absences.

In the event that the student misses more than the allowable absences, the student will be dropped by the instructor, who will complete a withdrawal form, with a grade of "F". If the student wishes to withdraw from the class, the student must complete a withdrawal form which can be found in the Student Services Office of the College. The student will receive a grade of "W" if the work completed to date is acceptable; a grade of "WF" will be assigned if the work is unacceptable.

Tardies:

A student is tardy if he/she arrives for class after the instructor has checked the class roll. Three tardies count as one absence. Any student who shows up for class more than ten minutes late will be counted absent for that class. Any student who is tardy more than the allowed absences will be dropped from the class.

Assigned Work:

If an assignment is given to the class while a student is absent, he/she is required to turn in the work on the first day back to class.

Classroom Etiquette:

An integral part of an education is developing a sense of integrity and responsibility not only toward ourselves but also towards others. In the classroom, as on the job or in the home, exhibiting appropriate behavior reflects on your maturity. Arriving late to class, being unprepared, inappropriate talking while class is in session, etc., negatively reflects on you and your fellow students. Please be considerate.

Disabilities Statement:

Students with disabilities are encouraged to contact the Vice President for Student Services to discuss needs or concerns as they pursue an academic program and participate in campus life. The Vice President for Student Services will provide guidance regarding official documentation of disabilities and/or accommodation of needs. (See College Catalog)

Student ID:

It is mandatory that every student wear his or her student ID at all times on the Cheraw campus.

During the first week of classes, the instructor will issue a reminder to wear the ID. This reminder is a warning. After the first week of classes, the instructor is required to dismiss students

without ID from class. The student may get his/her ID (or a new one in Student Services for \$3.00) and return to class before the midpoint of the class. If the student cannot get his/her ID and return to class by the midpoint, the instructor will record the absence.

RESOURCES (A-V, persons, tools/equipment):

Videos in management

Professional manager as guest speaker

Magazine and newspaper articles

COURSE TOPICAL OUTLINE (List topics and sub-topics of course) and Calendar or approximate length of time devoted to topic.

PART I. The Subject:

Human Relations in Organizations

Chapter 1 - Human Relations: A Key to Professional and Personal Success

PART II. The Resource: People

Chapter 2 - Human Perception and Human Relations

Chapter 3 - Human Needs and Motivation: What Motivates People at Work?

Chapter 4 - Empowering People at Work by Unblocking Goals

Chapter 5 - How Organizations Arrange People to

Accomplish

Work

Chapter 6 - The Human Side of Organizations

PART IV. The Driving Force: Leadership

Chapter 7 - The Nature of Leadership

Chapter 8 - Developing a Leadership Style That Works

Chapter 9 - How Leaders Can Boost Effectiveness With Appropriate Rewards

PART V. The Medium: Communication

Chapter 10 - Understanding Managerial Communication:
The Human Transaction

Chapter 11 - Interpersonal Communication: Being Effective
With People

Chapter 12 - Communication in Small Groups; Effective
Teamwork in Organizations

OBJECTIVES OF COURSE:

Insure that students realize the most valuable resource a company has is its employees. To instill in them the worth a manager plays in developing the skills of its workforce.

INSTRUCTIONAL METHODS TO COMPLETE OBJECTIVES:

Lecture, guest speakers, video, case solutions

EVALUATIVE METHODS TO APPRAISE OBJECTIVES:

Weekly tests

GRADING SCALE:

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