COURSE INFORMATION FORM

DISCIPLINE
Business Administration

COURSE TITLE
Organizational Behavior

CR.HR 3 LECT HR 3 LAB HR _______ CLIN/INTERN HR _______ CLOCK HR _______

CATALOG DESCRIPTION
Course investigates the impact that individuals, groups, and organizational structures have on behavior in the workplace. The student will develop individual competencies with an emphasis in business environments. The acquired competencies can be applied toward improving individual and organizational effectiveness.

PREREQUISITES
None

EXPECTED STUDENT OUTCOMES IN THE COURSE
Upon completion of this course, the student will be able to:
1. Describe the communication process through understanding one’s communication style, how to develop one’s high self-esteem, and how attitudes and personal values influence one’s life.
2. Formulate and apply personal strategies to improve human relations.
3. Use team-building and conflict-resolution techniques to encourage workplace climate and efficiency.
4. Discuss the changing nature of the organization regarding diversity, changing gender roles, dynamics, and assessment of stress.
CLASS-LEVEL ASSESSMENT MEASURES
Student accomplishment of expected student outcomes will be assessed using the following measures. (Identify which measures are used to assess which outcomes.)

1. The Myers-Briggs Indicator, in-class discussion and debates, discussion of text and class materials, quizzes and examination (1)
2. Sketch and design Johari window with explanations and concepts (2)
3. Group exercises and projects, case studies, internal projects, discussion of text, class materials and quizzes (3)
4. List stress management techniques, role-playing, case studies, and quizzes (4)

PROGRAM-LEVEL OUTCOMES ADDRESSED
“Course/Program Assessment Matrix” to show the relationships between course and program outcomes and assessment measures.

General Education Outcomes
Specify which general education outcomes, if any, are substantially addressed by the course by completing the “Course/Program Assessment Matrix” to show the relationship between course and program outcomes and assessment measures.

Occupational Program Outcomes
Specify which occupational program outcomes, if any, are substantially addressed by the course by completing the “Course/Program Assessment Matrix” to show the relationship between course and program outcomes to assessment measures.
Individual instructors may order this outline as fits the needs of their individual courses. In addition, they may place more emphasis on some areas than on others. What is assured is that this particular list is covered in the course. Other topics may be added to a course as the instructor sees fit, and as time and interest allow. An *asterisk can be used to mark an item as optional.

I. Improving personal and organizational communications
   A. A communication style model
   B. Myers-Briggs Indicator*
   C. Building self-esteem
   D. Organizations and self-esteem

II. The influence of personal values upon ethical choices

III. Attitudes as life-shaping forces

IV. Motivating self -- and others

V. The power of positive reinforcement for behavior modification

VI. Developing a professional presence

VII. Team-building and leadership roles

VIII. Effective conflict management skills
   A. Conflict resolution
   B. Adapting to personal and work related stress
   C. Valuing work force diversity
   D. The changing roles of men and women