

STUDENT WARNING: This course syllabus is from a previous semester archive and serves only as a preparatory reference. Please use this syllabus as a reference only until the professor opens the classroom and you have access to the updated course syllabus. Please do NOT purchase any books or start any work based on this syllabus; this syllabus may NOT be the one that your individual instructor uses for a course that has not yet started. If you need to verify course textbooks, please refer to the online course description through your student portal. This syllabus is proprietary material of APUS.

American Public University System

The Ultimate Advantage is an Educated Mind

School: Management
Course Number: MGMT311
Course Name: Organizational Behavior
Credit Hours: 3
Length of Course: 8 Weeks
Prerequisite: ENGL101

Please see the **Lessons** area in the classroom for additional course specific information

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Course Description (Catalog)

Successful organizations strive to hire the best talent and seek innovative strategies on how to retain them. Leaders attempt to create an environment that is appealing by soliciting feedback on what motivates them to stay. This course examines the field of organizational behavior and the various research strategies in areas such as personality, motivation, values, stress, leadership skills, power bases, and communication. It is designed to explore the attitudes and behavior of leaders and employees.

Course Scope

This course provides an overview of management functions, fundamental principles of business strategy, individual differences, motivation and leadership for beginning management majors. It will help students understand the various influences on worker attitudes and behaviors so that they can better manage their workforce and thus guide that workforce toward realizing organizational objectives.

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Course Materials

Required Course Textbooks:

Nahavandi, A., Denhardt, R., Denhardt, J., & Aristigueta, M. (2015). *Organizational behavior*. Thousand Oaks, CA: Sage Publications.

The VitalSource e-book is provided via the APUS Bookstore.

Please visit <http://apus.libguides.com/bookstore> for more information.

Required Readings:

Dartey-Baah, K. (2013). The Cultural Approach to the Management of the International Human Resource: An Analysis of Hofstede's Cultural Dimensions. *International Journal of Business Administration*, 4(2), 39-45. doi:10.5430/ijba.v4n2p39

Horcher, K. (2005). *Essentials of financial risk management*. Hoboken, NJ: Wiley.

Lewis, R. (2012). *When teams collide: managing the international team successfully*. Boston, MA: Nicholas Brealey Publishing.

Norsworthy, J. R., & Zabala, C. A. (1990, January). WORKERS ATTITUDES AND THE COST OF PRODUCTION: HYPOTHESIS TESTS IN AN EQUILIBRIUM MODEL. *Economic Inquiry*, 28(1), 57.

Townsend, H. (2002). *Foundations of business economics*. New York, NY: Routledge.

Walker, J. (2006). *Accounting in a nutshell*. Amsterdam, London: Elsevier Butterworth-Heinemann.

The United Illuminating Company. (2007). *Risky Business: Employing Enterprise Risk Management*, 83-89.

Additional Resources

See Course Outline

Websites

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In addition to the required course texts the following public domain Websites are useful. Please abide by the university's academic honesty policy when using Internet sources as well. Note Web site addresses are subject to change.

Site Name	Website URL/Address
APUS Library	http://www.apus.edu/Online-Library/tutorials/apa.htm

Course Objectives

After successfully completing this course, you will be able to:

- Draft a company policy that encourages managers to empower their employees
- Prepare a strategy to motivate a diverse group of employees
- Analyze workplace conflict
- Critique individual decision making abilities
- Deconstruct a management problem related to motivation, personality, diversity and/or power within an organization

Course Outline

Week	Topic(s)	Learning Objective(s)	Reading(s)	Assignment(s)
1	Culture and Diversity; Self-Awareness, Personality, Emotions and Values; Perception and Attribution	<ul style="list-style-type: none"> • Draft a company policy that encourages managers to empower their employees 	Textbook Chap. 2, 3 and 4	Introductory Forum & Weekly Forum
2	Motivation and Engagement; Fostering Creativity and Innovation; Managerial Economics	<ul style="list-style-type: none"> • Draft a company policy that encourages managers to empower their employees 	Textbook Chap. 5 and 7 Additional economics readings	Weekly Forum Assignment #1

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3	Managing Conflict and Negotiations; Decision Making	<ul style="list-style-type: none"> • Draft a company policy that encourages managers to empower their employees • Critique individual decision making abilities 	Textbook Chap. 8 and 11	Weekly Forum
4	Making a calculated decision using accounting concepts	<ul style="list-style-type: none"> • Draft a company policy that encourages managers to empower their employees • Analyze workplace conflict 	Additional accounting readings	Weekly Forum Assignment #2
5	Communicating Effectively with Others	<ul style="list-style-type: none"> • Draft a company policy that encourages managers to empower their employees 	Textbook Chap. 9	Weekly Forum Presentation of Topic for final paper in Forum
6	Corporate Finance and Operational Risk Management	<ul style="list-style-type: none"> • Draft a company policy that encourages managers to empower their employees 	Additional Finance and Risk Management Readings	Weekly Forum Assignment #3
7	Organizational Strategy and Structure; Organizational Culture and Change	<ul style="list-style-type: none"> • Draft a company policy that will encourages managers to empower their employees • Prepare a strategy to motivate a diverse group of employees 	Textbook Chap. 14 and 15 Additional Readings	Weekly Forum Assignment #4
8	Final Paper Due	<ul style="list-style-type: none"> • Deconstruct a management problem related to motivation, personality, diversity and/or power within an organization 	Final Paper Week	Final Paper Due

Course Delivery Method

This course delivered via distance learning will enable students to complete academic work in a flexible manner, completely online. Course materials and access to an online learning management system will be made available to each student. Online assignments are due by Sunday evening of the week as noted and include Forum questions (accomplished in groups

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through a threaded forum), examination, and individual assignments submitted for review by the Faculty Member). Assigned faculty will support the students throughout this eight-week course.

Policies

Please see the [Student Handbook](#) to reference all University policies. Quick links to frequently asked question about policies are listed below.

[Drop/Withdrawal Policy](#)

[Plagiarism Policy](#)

[Extension Process and Policy](#)

[Disability Accommodations](#)

Grading Scale

Please see the [Student Handbook](#) to reference the University's [grading scale](#).

Citation and Reference Style

Attention Please: Students will follow the APA Format as the sole citation and reference style used in written work submitted as part of coursework to the University. Assignments completed in a narrative essay or composition format must follow the citation style cited in the APA Format.

Late Assignments

Students are expected to submit classroom assignments by the posted due date and to complete the course according to the published class schedule. The due date for each assignment is listed under each Assignment. As adults, students, and working professionals, I understand you must manage competing demands on your time. We all know that "life happens" but it is important to adhere as closely to the deadlines in the class as possible.

Should you need additional time to complete an assignment, please contact me before the due date so we can discuss the situation and determine an acceptable resolution. If arrangements are not made in advance, a late penalty of 10% will be assessed for any assignment submitted 1-7 days past the due date. Assignments will not be accepted after the 7th day. No work will be accepted past the final day of class.

Netiquette

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Online universities promote the advancement of knowledge through positive and constructive debate – both inside and outside the classroom. Forums on the Internet, however, can occasionally degenerate into needless insults and “flaming.” Such activity and the loss of good manners are not acceptable in a university setting – basic academic rules of good behavior and proper “Netiquette” must persist. Remember that you are in a place for the rewards and excitement of learning which does not include descent to personal attacks or student attempts to stifle the Forum of others.

- **Technology Limitations:** While you should feel free to explore the full-range of creative composition in your formal papers, keep e-mail layouts simple. The Sakai classroom may not fully support MIME or HTML encoded messages, which means that bold face, italics, underlining, and a variety of color-coding or other visual effects will not translate in your e-mail messages.
- **Humor Note:** Despite the best of intentions, jokes and especially satire can easily get lost or taken seriously. If you feel the need for humor, you may wish to add “emoticons” to help alert your readers: ;-), :), ☺

Disclaimer Statement

Course content may vary from the outline to meet the needs of this particular group.

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Academic Services

The Online Library is available to enrolled students and faculty from inside the electronic campus. This is your starting point for access to online books, subscription periodicals, and Web resources that are designed to support your classes and generally not available through search engines on the open Web. In addition, the Online Library provides access to special learning resources, which the University has contracted to assist with your studies. Questions can be directed to librarian@apus.edu.

- **Charles Town Library and Inter Library Loan:** The University maintains a special library with a limited number of supporting volumes, collection of our professors' publication, and services to search and borrow research books and articles from other libraries.
- **Electronic Books:** You can use the online library to uncover and download over 50,000 titles, which have been scanned and made available in electronic format.
- **Electronic Journals:** The University provides access to over 12,000 journals, which are available in electronic form and only through limited subscription services.
- **Tutor.com:** AMU and APU Civilian & Coast Guard students are eligible for 10 free hours of tutoring provided by APUS. [Tutor.com](http://tutor.com) connects you with a professional tutor online 24/7 to provide help with assignments, studying, test prep, resume writing, and more. Tutor.com is tutoring the way it was meant to be. You get expert tutoring whenever you need help, and you work one-to-one with your tutor in your online classroom on your specific problem until it is done.
- **Disability Accommodations:** Students are encouraged email dsa@apus.edu to discuss potential academic accommodations and begin the review process.

Request a Library Guide for your course (<http://apus.libguides.com/index.php>)

The AMU/APU Library Guides provide access to collections of trusted sites on the Open Web and licensed resources on the Deep Web. The following are specially tailored for academic research at APUS:

- Program Portals contain topical and methodological resources to help launch general research in the degree program. To locate, search by department name, or navigate by school.
- Course Lib-Guides narrow the focus to relevant resources for the corresponding course. To locate, search by class code (e.g., SOCI111), or class name.

If a guide you need is not available yet, please email the APUS Library: librarian@apus.edu.

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Turnitin.com

Faculty may require assignments be submitted to Turnitin.com. Turnitin.com will analyze a paper and report instances of potential plagiarism for the student to edit before submitting it for a grade. In some cases professors may require students to use Turnitin.com. This is automatically processed through the Assignments area of the course.