

SYLLABUS

PAD 320: ORGANIZATIONAL THEORY AND BEHAVIOR

Introduction:

This course aims at improving our understanding of conceptions (theory) of organizations and the actions (behavior) of people who work in them. Organizational Theory attempts to explain the functioning of organizations in order (like any other theory) to enable prediction and possibly control of the results of a given change. The behavior of members of an organization can mean the organization's success or failure to achieve its objective. Therefore, predicting, understanding, and influencing behavior in organizations is an important task of management.

It would be interesting as we work through assigned readings to think constantly of instances where organizational behavior conforms or deviates from certain aspects of organizational theory. By noting such conformities and deviations we are better able to draw our own conclusions about what can be expected in the real world of organizational life, when, after college, we decide to join one.

Course Objectives

In brief, the objectives of this course are:

1. To provide to the student as insight into the various organizational theories.
2. To enable the student to understand the dynamics of human behavior in organizations.
3. To apprise the student with the management processes that occur in organizations in terms of control, leadership, motivation, inter-personal relations, etc.
4. To help student appreciate the organizational needs of modern as well as post-industrial societies and relate these needs to various aspects of organizational structure and behavior.

FORMAT:

Class format will be lecture and discussion. It is to your advantage to attend class regularly, since exams are based largely on class material which is also covered in the HRM text. Participation is strongly encouraged, not only to keep class more interesting, but because learning is more effective if you are involved. Keeping current with the reading not only facilitates participation, but also reduces panic at exam time.

COURSE REQUIREMENTS:

- All Students are expected to read the assigned chapters before class.
- All assignments are due at the beginning of class.
- Points will be deducted for all late assignments.

- All exams are to be taken on the dates scheduled.
- NO MAKE UPS!
- CHEATING - AUTOMATIC FAILURE!
- Class participation is encouraged.
- Class attendance will be taken daily.

Evaluation Criteria

Students will be evaluated on the basis of attendance, class participation, examinations (including the final examination), quizzes, and any other assignments required by the instructor.

TEXT

Stephen P. Robbins, Essentials of Organizational Behavior, current edition (upper Saddle River, N.J. Prentice Hall).

<u>Course Sequence</u>	<u>Week</u>
1. <u>Discussion of various concepts relating to organizations</u>	1 – 2
- Definition of organization	
- Examples of organization	
- Characteristics of organization	
- Why study organization	
- Organizational goals	
- Functions served by organizational goals	
- Effectiveness and efficiency	
- Centralization and decentralization	
2. <u>Organization Theory</u>	3 – 4
Formal/classical view of organization	
Informal/Human relations view of organization	
3. Motivational Theory	5 – 7
4. Organizational Leadership	8 – 9
5. Decision Making	10 – 11
6. Quality of work life	12
7. Communication in organization	13 – 14

NOTE

In addition to the assigned text book, students are expected to utilize the library resources