Kingsborough Community College of the City University of New York
Department of Business

BA 3100 – Organizational Behavior and Management
(3 credits/3 hours/week) Prerequisite: BA1100- Fundamentals of Business

Tell me and I forget. Teach me and I remember. Involve me and I learn.
- Benjamin Franklin

Course Description: The understanding of organizational behavior relative to individuals, the economy and society and the importance of interrelationship in effective management. Topics include improving performance and productivity, individual motivation, leadership style and the effect of the external environment on the organization.

Course Materials:
Text: ORGANIZATIONAL BEHAVIOR 13th Edition, by Uhl-Bien, Schermerhorn, Osborn; published by Wiley. The text can be purchased online, through the publisher or at our bookstore. You are not required to purchase Wiley resources. Only the book is necessary.

Blackboard Access and Use: This course will be conducted through Blackboard (BB). You must be able to use and navigate BB to be successful in this course.

Location of Information on BB: All resources provided by the Professor, including links to videos, exams, assignment etc. can be found in Course Modules unless directed otherwise in an Announcement. All Discussion forums are in Discussions on the left-hand side of the screen. You should begin the Course in the tab to left that says, “Start Here”

Course Objectives/Learning Outcomes:
1. Understand the importance of how individuals behave in organizational settings and the impact of those behaviors on other individuals and the organization.
2. Explain the interrelationship between productivity, job satisfaction, and individuals satisfaction as well the interrelationship among those variables.
3. Grasp the importance of communication in business, management and relationships and learn how to effectively communicate.
4. Familiarity with management and organizational terminology and ability to apply the terms appropriately.
5. Identify and analyze the contributions made by individuals and groups (teams) within the organization to optimize productivity.

Methods of Evaluation: (note varies by instructor)
1. Exam #1 (Given in 2 Parts worth a total of 100 points) 20%
2. Exam #2 (Given in 2 Parts worth a total of 100 points) 20%
3. Discussion Board Posts (Worth a total of 100 points- 10 posts/Responses) 30%
4. Other Assignments (Worth a total of 100 points- as allocated) 10%
5. Final Examination (100 points) 20%

All exams are multiple choice and/or True/False
Your Path to Success

Your success in this course depends upon your commitment to the work and your interaction with the material provided. Make sure your assignment, discuss board posts and exam are completed by the due dates provided in the Course Schedule. It is recommended that you keep copies of all your work. I suggest that all Discussion board posts and assignments be done in a word processing program and then copy and paste your work or for an assignment, attach the document.

Please make sure you communicate with me throughout the course. I have provided various modes of communication. If you have any difficulty, please do not hesitate to contact me. I am here to support, encourage and further your learning process.

While it is expected that you Read all assigned work, your book is structured so that key terms and definitions are situated in the margins. If you find in a particular week that time management is an issue, at a minimum, with respect to the assigned textbook reading, read through the key terms and definitions in the margins.

Discussion Forums: You will be required on a weekly basis to post to a Discussion forum related to the weekly reading assignments/videos/ tasks. Your initial weekly post will be created in your own Thread within the Forum. Directions to create a thread will be provided in Announcements or refer to BB tutorials. You will also be required to post a reply to one of your peer students posts. Make sure your reply is submitted. It is important that you post by the deadline date as others are counting on the posts so they can provide their reply. You may post before the due date but make sure you complete the work assigned first. You are graded on the quality of your applications of the assigned information, organization of information and clarity. A grading rubric for discussions will be posted on BB in announcements.

Exams/Assignments: Multiple Choice- True/False: All exams and some assignments will be provided in this format. It is essential that you are familiar with submitting an exam on BB.

Other Assignments: These assignments will be graded based upon the information provided in each assignment, the detail provided, and whether the instructions were followed or, if Multiple Choice, the grade earned and will comprise 10% of your overall grade.

It is very important that you read the instructions on all assignments, discussion board posts and exams.

Other Information:

Academic Integrity: You are required to follow the CUNY Policy for academic integrity which can be located at www.kbcc.cuny.edu. Students are expected to do their own work. Cheating, copying from another student (including discussion board posts) or copying from an electronic device during an exam is prohibited and may result in a zero grade on a test, or a discussion board post or for the course. Plagiarism is using someone else’s words or ideas, even if they are expressed in your own words. You must
give credit to person either through reference or quotes. Since you will be watching videos and commenting on them make sure that you give credit to the source of your information (including discussion posts).

**Online Etiquette:** It is important that each or you are respectful of your fellow classmates. All discussion posts should be courteous and collegial. Choose your words carefully. No curse words please. Everyone is entitled to an opinion. Posting of any language which is angry, offensive, libelous, or scandalous is strictly prohibited. For further information online etiquette, please see the student handbook at: [http://www.sps.cuny.edu/studentservices/pdf/Netiquette.pdf](http://www.sps.cuny.edu/studentservices/pdf/Netiquette.pdf)

Furthermore, any acts of harassment and/or discrimination including, but not limited to race, gender, age, sexual orientation, religion, or ability will not be tolerated.

**Course Transferability (3 credits)-** Baruch: MGT3300; Brooklyn: BUSN 3240; City: ECO31250; CSI: MGT320; York: BUS301

**Access-Ability Services** (AAS) serves as a liaison 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.

**Preferred Gender Pronoun and Name:** I affirm all forms of gender expressions and identities. If you prefer to be called a different name than what is on the class roster, please let me know. Feel free to inform me on your preferred gender pronoun or if you do not have a pronoun.

**Business Department:** 718-368-5555 (located at M355)

All communications to students via email or Blackboard (BB) will go only to the email account listed on the Blackboard Learning Management System.

You must access your Blackboard Account and KBCC email account immediately. Please make sure your email account is updated and is one that you access regularly.

**Need Help with BB or email:**

**Contact Student Help Desk:** Via telephone: 718-368-5154
Via email at helpdesk@students.kbcc.cuny.edu

**Other information can be obtained through CUNY or KBCC website.**