

COURSE COMPACT

Course Code: BUS 322
Course Title: Organizational Behaviour
Course Status: Compulsory
Course Duration: 3 hours for 15 weeks (45 hours)

Lecturer Data

Names of the Lecturers: Dr D.G.Adejumo

Qualifications : HND In Textiles(Blackburn), PGD In Textiles Industries(Leeds), B.Sc(Unilag), MBA(Ilorin) , and Ph.D. Management Science(Unilorin)

Department : Business Studies
 College : Business & Social Sciences(CBS)
 E-mail : Adejumo.dende@lmu.edu.ng
 Office Location : B121 , First Floor, 2nd College Building
Consultation Hours: Friday 9 am- 12noon

Course Content:

The scope of organizational behavior, organizational structuring, Individuals in organization, groups at work, and organizational change.

Course description:

This is a course that teaches knowledge-base of organizational behaviour

Course Justification

Students of every Department of Business studies need to have a basic understanding of the theory and practice of organizational behaviour in business organizations .

Course Objectives :

The course will provide students with a clear concise and comprehensive introduction to the theory and practice of behaviour in organizations

Course Requirements :

To derive maximum benefits from the course must have learnt basic knowledge of elements of functional areas of business

Method of Grading**S/N Grading Score(%)**

1. Test Assignment	30
2. Examination	70
Total	100%

Any of the underlisted that are applicable and appropriate:

-Intensive and interactive Class Discussion

- Tutorials/ Student Presentations

Illustrations by visual or Visuals equipment

LECTURE CONTENTS

Week 1- : Scope of organizational behaviour : Concept of organizational behaviour,

Course objectives : At the end of the lecture the students should be able to discuss extensively the domain and concept of organizational behavior

Description :

1st hour : Identification of Scope and detail discussion scope of organizational behaviour

2nd hour : Discussion of concept of organizational behavior

3rd hour : Interactive session

Study questions : Discuss elaborately the scope and concept of organizational behaviour

Week 2 : , Definition and concept of organizations. differences between organizational behaviour and management

Objectives : At the end of the lecture the students should be able to differentiate between work organizations and other forms of organizations, and understand that management is a subset of organizational behaviour

Description :

1st hour : Definition and concept of organizations ,

2nd hour : Organizational behavior and management

3rd hour : interactive session

Study questions :

1. What do you understand by “organization at work”
2. Differentiate between “ organization at work place” and other forms of organizations
3. “Organizational behavior as a field of study is more complicated than management.” Examine the statement

Week 3 -6 : Organizational structuring: Definition of organization structure, and different types of organizational structures

Objectives : At the end of the lectures the students should be able to: know the need for organizational structuring, and different kinds of organizational structures

Description :

1st – 12th hour : Definition of organization structure, fundamental issues in organization structure, major variables in organizational behaviour, basic types of organizational structures, and organizations as systems, and Interactive sessions

Study questions :

1. Define the term “organization structure”
2. Identify and discuss fundamental issues in organization structure,
3. Specify and write brief notes of major variables in organizational behaviour
4. “Organizations can be tagged as systems”. Discuss
5. Identify five different types of basic forms of organization structures and explain four of them with the aids of diagrams

Week 7 : Concept of perception, Practical implication of perception at work, Personal values and attitudes at work

Objectives : At the end of the lecture the students should be able to:

1. Have proper understanding of the issues that determine how people perceive in business organization'
2. Have appreciable knowledge of perception at work
3. Explain the terms "personal values, and attitudes at work"

Description :

1st hour : Concept of perception, practical implication of perception at work

2nd hour : Meanings of personal values and attitudes, and issues that are relevant to formation of personal values and attitudes

3rd hour : Interactive session

Study questions :

1. Explain the term perception and discuss briefly implication of perception at work place
2. Explain the terms "personal values, and attitudes at work"
3. Why is it that two people may receive same stimulus, but merely see different truth in the stimulus?
4. Differentiate between personal attitudes and value

Week 8-9 : Concept of motivation, Factors influencing motivation at work, Motivation theories, Motivation as a management goal

Objectives : At the end of the lecture the students should be able to:

1. Discuss Concept of motivation,
2. Identify and explain factors influencing motivation at work
3. Identify some motivation theories
4. Explain why motivation should be a goal for managers

Description :

1st - 5th hour : Concept of motivation, factors influencing motivation at work , motivation theories, Motivation as a management goal

6th hour : **interactive session**

Study questions :

1. Explain the term "motivation"
2. Identify and explain factors that may influence motivation techniques at work
3. Identify three motivation theories

Week 9-10 : Concept of learning, Factors affecting learning, Learning styles

Objectives : At the end of the lecture the students should be able to:

1. Discuss concept of learning and factors that affect learning;
2. Identify and explain learning styles:

Description :

1st - 5th hours : Concept of learning, Factors affecting learning, Learning styles

6th hour : Interactive session

Study questions :

1. Discuss briefly "Concept of learning;
2. Identify and discuss factors that may affect a learning
3. Identify and describe four learning styles

Week 11 : Formal and informal groups, Key issues in group behavior, Formation of groups

Objectives : At the end of the lecture the students should be able to:

1. Explain formal and informal groups in business organizations
2. Identify and explain key issues in group behaviour
3. Understand the process of formation of groups in group behaviour

Description :

1st -2nd hour : Meanings and characteristics of formal and informal groups in organizations, key issues in group behaviour, and process of group formation

3rd hour : Interactive session

Study questions :

1. Differentiate between formal and informal groups
2. Identify and explain key issues in group behaviour
3. Discuss the process of group behaviour

Week 12th - : Decision- making and communication in groups, Communication processes within groups, guidelines for successful group

Objectives : At the end of the lectures the students should be able to:

1. explain how decisions are made in groups
2. Explain Communication process within groups,
4. identify and discuss guidelines for successful groups

Description;

1st -2nd hour : Decision- making and communication in groups, Communication processes within groups, guidelines for successful group

3rd hour : Interactive session

Study questions :

1. explain how decisions are made in groups
2. Explain Communication process within groups,
3. identify and discuss guidelines for successful groups

Week 13th – Theory of change and strategies for change

Objectives : At the end of the lectures the students should be able to

1. Discuss theory of change and strategies that can be employed for changes in organizations

Description;

1st -2nd hour : theory of change and strategies that can be employed for changes in organizations

3rd hour : Interactive session

Study questions :

1. Discuss briefly “ theory of change”
2. Identify and explain briefly strategies that can be employed for change in organizations

Week 14th - : Revision.

Objectives : Responding to students questions on the topics covered from week 1-13

Week 15 : Examination

Objectives :

To examine the students on all that have been taught during the semester

Reading List :

1. Mullins, L.J.(2000) Management and Organizations Behaviour(14th Edition) London, Pitman Publisher.
2. Handy C.B.(1993) Understanding organizations(4th Edition), London, Penquin
3. French, W.L., Kast, F.E. and Rosenzweigh, J.E(1985) Behaviour in Organizations, New York, Harper and Row.
4. Cole,G.A , (1995) Organizational Behaviour, London, Letts Educational, Aldine Place.

Additional Study Questions:

1. Differentiate between Organizational Behaviour and Management Theory.
2. 'Every organizational structure represents an attempt to deal with two conflicting forces and other pressures.' *identify and explain these two conflicting forces and other pressures.*
- 3 What do you understand by the term "informal group"
- 4 Define the term "organizational Behaviour"
- 5 "Organizational Structure could be based on the ways the organizations choose to specialize their activities." Identify and explain fully three ways that an organization like PZ. Nigeria, Plc. could choose to specialize its activities.
- 6 Discuss equity and goal theories of motivation.
- 7 "Among the key issues to be considered in examining the behaviour of people in formal groups are purpose of group and leadership of group." Discuss these two variables.
- 8 With the aids of diagrams explain the following terms(in connection with communication process within groups): (1) Wheel,(2) Circle, and All Channel.
- 9 List 7 of the types of behaviours that individuals can manifest in communication process within groups
- 10 Why is it that two people may receive same stimulus, but merely see different truth in the stimulus?
11. Explain with the aid of a diagram, *why business organization is referred to as "open system"*
- 12 "Cole (1995) suggested how physiological needs(such as social needs, contacts and team membership) of employees can be met by managers in business organizations." What these suggestions.
- 13 "There are differences between motives that push people towards certain kinds of behavior and those that pull people or attract them towards certain kinds of behavior." Explain these two motives.
- 14 Compare and contrast(using five examples) the characteristics of effective and ineffective groups.
- 15 "In work situations, some entrenched attitudes can adversely affect harmony, discipline and efficiency, and it is important for managers to be able to bring about change for better. This is not an easy task. However, it was argued that a method can be used to bring about change for better in this situation." Discuss the method.

16 Identify four learning styles which came up from the research of Honey and Mumford(1982)

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