



The University of Southern Queensland

Course specification

Description: Organisational Behaviour

Subject	Cat-nbr	Class	Term	Mode	Units	Campus
MGT	1000	58025	3, 2006	EXT	1.00	Toowoomba

Academic group:	FOBUS
Academic org:	FOB003
Student contribution band:	2
ASCED code:	080307

STAFFING

Examiner: Gerard Betros
Moderator: Bernadette Lynch

SYNOPSIS

This course will open the door and set you on your way to being a better manager in the workplace. MGT1000 provides an essential foundation for professional business education as it not only introduces students to many workplace and management issues, but also introduces students to a range of academic writing, research and scholarship activities. Organisational behaviour and management is the discipline base for the course. This discipline assumes that the people within an organisation have a major impact on its effectiveness. This course aims to provide students with a scholarly understanding of human behaviour within organisations. There are three major areas of human behaviour that are studied. First, at the level of the individual, attributes and processes such as personality, motivation, perception, job satisfaction and job performance are identified and the managerial implications for enhancing individuals' performance are considered. Second, at the group level, the important attributes of group dynamics and conflict resolution are identified and the managerial implications for developing high performing teams are considered. Third, at the organisation-wide level, structure and culture are considered as major challenges to managers who are seeking quality outcomes.

OBJECTIVES

The course objectives define the student learning outcomes for a course. The assessment item/s that may be used to assess student achievement of an objective is/are shown in parentheses after each objective. On successful completion of this course, students should be able to:

1. describe, apply and critique theory that managers and other professionals use to enhance individual employee performance and satisfaction (Assignment 1, Assignment 2, Examination)
2. describe, apply and critique theory that managers and other professionals use to enhance team and group performance and satisfaction (Assignment 1, Assignment 2, Examination)

3. describe, apply and critique theory that managers and other professionals use to enhance employee performance and satisfaction at the system or organisation wide level (Assignment 1, Assignment 2, Examination)
4. demonstrate mastery of basic academic writing and research skills (Assignment 1, Assignment 2).

TOPICS

	Description	Weighting (%)
1.	Introduction to organisational behaviour	5.00
2.	Introduction to organisations as systems	5.00
3.	Individual level: values attitudes and job satisfaction	10.00
4.	Individual level: personality and emotions at work	10.00
5.	Individual level: perception and individual decision-making	10.00
6.	Individual level: motivation concepts and applications	10.00
7.	Academic writing and research: research	5.00
8.	Academic writing and research: writing	5.00
9.	Group level: foundations of group behaviour	10.00
10.	Group level: understanding and building teams	10.00
11.	Group level: communication	10.00
12.	Group level: power, politics and conflict	10.00

TEXT and MATERIALS required to be PURCHASED or ACCESSED

ALL textbooks and materials are available for purchase from USQ BOOKSHOP (unless otherwise stated). Orders may be placed via secure internet, free fax 1800642453, phone 07 46312742 (within Australia), or mail. Overseas students should fax +61 7 46311743, or phone +61 7 46312742. For costs, further details, and internet ordering, use the 'Textbook Search' facility at <http://bookshop.usq.edu.au> click 'Semester', then enter your 'Course Code' (no spaces).

Robbins, S, Millett, B & Waters-Marsh, T 2004, *Organisational behaviour: leading and managing in Australia and New Zealand*, 4th edn, Prentice Hall, Frenchs Forest, New South Wales.

REFERENCE MATERIALS

Reference materials are materials that, if accessed by students, may improve their knowledge and understanding of the material in the course and enrich their learning experience.

Certo, S 2006, *Modern management: adding digital focus*, 10th edn, Prentice Hall, Upper Saddle River, New Jersey.

Gordon, JR 2002, *Organizational behavior: a diagnostic approach*, 7th edn, Prentice Hall, Upper Saddle River, New Jersey.

Huczynski, A & Buchanan, D 2004, *Organizational behaviour: an introductory text*, 5th edn, Prentice Hall, New York.

Kreitner, R 2007, *Management*, 10th edn, Houghton Mifflin Company, Boston, Massachusetts.
 Wrathall, JP 2004, *Student learning guide and workbook to accompany 'Organisational behaviour: leading and managing in Australia and New Zealand'*, 4th edn, Prentice Hall, Frenchs Forest, New South Wales.

STUDENT WORKLOAD REQUIREMENTS

ACTIVITY	HOURS
Assessment	10.00
Directed Study	90.00
Private Study	55.00

ASSESSMENT DETAILS

Description	Marks out of	Wtg(%)	Due date
WRITTEN ASSIGNMENT 1	100.00	45.00	12 Jan 2007 (see note 1)
WRITTEN ASSIGNMENT 2	100.00	5.00	12 Jan 2007
2 HOUR EXAMINATION	50.00	50.00	END S3 (see note 2)

NOTES

1. Assignment 1 must be by electronic submission ONLY. Hard copies will not be accepted. Refer to your Introductory Book and course Website for correct labelling and submission details. Times and dates refer to Australian Eastern Standard Time (AEST).
2. The examination is scheduled to be held in the end-of-semester examination period. Students will be advised of the official examination date after the timetable has been finalised.

IMPORTANT ASSESSMENT INFORMATION

- 1 Attendance requirements:
If you are an international student in Australia, you are advised to attend all classes at your campus. For all other students, there are no attendance requirements for this course. However, it is the students' responsibility to study all material provided to them or required to be accessed by them to maximise their chance of meeting the objectives of the course and to be informed of course-related activities and administration.
- 2 Requirements for students to complete each assessment item satisfactorily:
To satisfactorily complete an individual assessment item a student must achieve at least 50% of the marks. (Depending upon the requirements in Statement 4 below, students may not have to satisfactorily complete each assessment item to receive a passing grade in this course.)
- 3 Penalties for late submission of required work:
If students submit assignments after the due date without prior approval then a penalty of 20% of the total marks available for the assignment will apply for each working day late.
- 4 Requirements for student to be awarded a passing grade in the course:

To be assured of receiving a passing grade a student must submit all of the weighted assessment items and achieve at least 50% of the total weighted marks available for the course.

- 5 Method used to combine assessment results to attain final grade:
The final grades for students will be assigned on the basis of the aggregate of the weighted marks obtained for each of the summative assessment items in the course.
- 6 Examination information:
This is a closed examination. Candidates are allowed to bring only writing and drawing instruments into the examination. Students are not permitted to take mobile telephones, pagers or other electronic means of communication into the examination room.
- 7 Examination period when Deferred/Supplementary examinations will be held:
Any Deferred or Supplementary examinations for this course will be held during the next examination period.
- 8 University Regulations:
Students should read USQ Regulations 5.1 Definitions, 5.6. Assessment, and 5.10 Academic Misconduct for further information and to avoid actions which might contravene University Regulations. These regulations can be found at the URL <http://www.usq.edu.au/corporateservices/calendar/part5.htm>. Students should also read the Faculty of Business Guide to Policies and Procedures of the Faculty which can be found at the URL <http://www.usq.edu.au/handbook/current/buspolproc.html>.

ASSESSMENT NOTES

- 1 Assignments: (i) Students must submit their assignment by the due date. (ii) Students must retain a copy of each assignment submitted for assessment. This must be produced within 24 hours if required by the Examiner. (iii) The Examiner may grant an extension of the due date of an assignment in extenuating circumstances. Students may apply for an extension through the DEC before the due date or by including an application with the submitted assignment after the due date. Such applications should be in writing and include supporting documentary evidence. The authority for granting extensions rests with the relevant Examiner.
- 2 Assignment 1 must be by electronic submission ONLY. Hard copies will not be accepted. Refer to your Introductory Book and course Website for correct labelling and submission details. Times and dates refer to Australian Eastern Standard Time (AEST).

OTHER REQUIREMENTS

- 1 Learning resources: Prescribed texts and materials (see above); recommended reference materials (see above); printed Introductory Book and Study Book/s; CD (compact disc); and course Website accessible via USQConnect.
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