The University of Southern Queensland

Course Specification

<table>
<thead>
<tr>
<th>Description: Organisational Behaviour and Management</th>
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<tr>
<td>Subject</td>
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<tr>
<td>MGT 1000</td>
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Academic Group: FOBUS
Academic Org: FOB003
HECS Band: 2
ASCED Code: 080307

STAFFING

Examiner: Bernadette Lynch
Moderator: Lesley Willcoxson

SYNOPSIS

This course provides students with a management perspective on organisational behaviour. Organisational behaviour is a field of study that specifically focuses on the impact that people have on organisational effectiveness and efficiency. The impact of behaviour is considered at three levels. 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 motivating employees are considered. Second, at the group level, the important attributes of group dynamics are identified and the managerial implications for motivating employees are considered. Second, at the group level, the important attributes of group dynamics are identified and the managerial implications for developing teams, influencing outcomes, and resolving conflicts are considered. Third, at the organisation-wide level of analysis, structure, culture and change are considered as major challenges to managers for achieving quality outcomes. At the three different levels of analysis, managers are concerned with the behavioural implications for achieving goals on the one hand, and adapting goals so that organisations are relevant to their environments on the other hand. Students are concerned with understanding these behavioural implications. The study of organisational behaviour must thus be seen as an essential foundation for professional business education.
OBJECTIVES

Our overall aim is to contribute to students' current or future ability to be good managers. This is an introductory course. The purpose is to give students an initial introduction to the strategies, techniques and knowledge that managers and other professionals require in order to contribute to individual employee performance and satisfaction; develop and lead high performance work groups or teams; and design new organisations or change existing organisations in order to meet organisation goals. These objectives have been written to emphasise practical strategies that can be applied to specific examples. These are the goals or end points. In order to apply these strategies, there are specific concepts, definitions and theories that students need to learn. So the objectives consist of two levels: (1) the strategies and (2) the theory that forms the building blocks to understanding these strategies. By the end of this course students should be able to:

- explain why knowledge of OB is important to managers;
- discuss different perspectives on what managers do;
- apply strategies for improving individual performance;
- apply strategies for effectively developing and leading work groups or teams;
- discuss the factors that influence organisation structure and design;
- discuss organisation change, including changing organisation culture; and
- identify problems in organisations, choose which level of analysis to apply, and suggest possible approaches to solving the problem.

TOPICS

Description                                      Weighting (%)  
1. INTRODUCTION Module No. 1 Organisational behaviour & management 5.00
2. INDIVIDUAL LEVEL Module No. 2 Foundations of individual behaviour
   Module No. 3 - Motivation 30.00
3. GROUP LEVEL Module No. 4 - Groups and teams Module No. 5
   Communication, decision making & conflict Module No. 6 - Leadership & power 30.00
4. THE ORGANISATION / SYSTEM LEVEL Module No. 7 -
   Organisational structure Module No. 8 - Organisational culture Module No.
   9 - Organisational change 35.00

TEXT and MATERIALS required to be PURCHASED or ACCESSED:

Books can be ordered by fax or telephone. For costs and further details use the 'Book Search' facility at http://bookshop.usq.edu.au by entering the author or title of the text.


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.


STUDENT WORKLOAD REQUIREMENTS

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<th>ACTIVITY</th>
<th>HOURS</th>
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<tr>
<td>Assessment</td>
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</tr>
<tr>
<td>Directed Study</td>
<td>90</td>
</tr>
<tr>
<td>Private Study</td>
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ASSESSMENT DETAILS

<table>
<thead>
<tr>
<th>Description</th>
<th>Marks Out of</th>
<th>Wtg(%)</th>
<th>Required</th>
<th>Due Date</th>
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<tbody>
<tr>
<td>CMA TEST</td>
<td>100.00</td>
<td>5.00</td>
<td>Y</td>
<td>04 Mar 2002</td>
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<td>(see note 1)</td>
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<td>WRITTEN ASSIGNMENT 1</td>
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NOTES:

1. Further details about the due dates are detailed in the assessment section of the Course Specifications.
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3. Further details about the due dates are detailed in the assessment section of the Course Specifications.
4. Further details about the due dates are detailed in the assessment section of the Course Specifications.
5. Further details about the due dates are detailed in the assessment section of the Course Specifications.

OTHER REQUIREMENTS

1. To pass this course students must obtain a pass in the written assignments - normally that is at least 22.5/45 for the total of Essay Assignments 1 and 2. You must also pass the exam - normally that is a total of at least 20/40 on the exam, but a higher mark may be required. You must pass the assignments in aggregate and the examination to be eligible to pass. Final grades for the course will be determined by the addition of the marks obtained in each assessment item, weighted as in the Assessment Details and by considering the students' level of achievement of the objectives of the course.

2. The due date of an assignment is the date by which a student must despatch the assignment to the University, and is normally that defined in the relevant course specification. The onus is on the student to provide, if requested, proof of date of despatch.

3. Students should organise their affairs to ensure that they meet due dates for all assignments. Extensions will be granted only under exceptional extenuating circumstances, normally involving a significant medical condition.

4. All assignments despatched after due dates without appropriate extension approvals or after approved extension dates may be penalised up to a maximum of 20% of the assigned mark per work day.

5. Students must retain a copy of all assignments which must be provided if/when required by the Course Leader.

6. Mobile telephones and other electronic media are not permitted in exam venues.