

**Management 60: Management & Organizational Behavior  
Long Beech City College  
Spring 2005 Syllabus**

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**Instructor Information:** Name: Robert Koenig  
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Phone: 562-938-4332 (LBCC office)  
Office Hours: Wednesdays by appointment  
**Course Information at <http://de.lbcc.edu/e-courses/mgmt.html>**

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**Class Sessions:** Wednesdays 7-10PM Room M204

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**Text:** ***Organizational Behavior 10<sup>th</sup> edition***  
Stephen P. Robbins  
Prentice Hall: Upper Saddle River, NJ

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**Course Description & Objectives:** We all are members of organizations. Improving our understanding of how individual groups and systems work within an organization will allow us to perform at our best.

The class material will include both theory and practical application of Organizational Behavior in organizations. OB is the study of how individuals and groups impact the behavior within an organization. It is a field of systematic study that focuses on improving productivity and other areas of performance improvement. At the completion of this course, the student will have studied the major topic areas within the field of OB and the challenges and opportunities for managers as they seek to apply OB principles within organizations.

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**Evaluation:** It is the responsibility of both the student and the instructor to evaluate learning and performance during the class. Evaluation during the course will happen several ways. Elements to be evaluated will be the following:

**Student performance**

1. Use of exams assess student learning
2. Individual Performance: Article summaries prepared by students
3. Chapter Review Questions, Completed as Homework Assignments to reinforce chapter reading.
4. Class Attendance and Participation.

**Instructor performance**

1. Self-assessment by instructor to assess whether or not objectives for class were met.
2. LBCC course evaluation questionnaire or similar.

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<b>Grading:</b>	<b>Tests and Assignments</b>	<b><u>Points</u></b>
	3 highest test scores (100 points each)	300
	3 Article Summaries (25 points each)	75
	Homework: Review Questions as Assigned	75
	<u>Class Attendance and Participation</u>	<u>50</u>
	<b>Total</b>	<b>500</b>

The final grade cutoff points are found on the following scale:

100 – 90% = A	450-500
89 – 80% = B	400-449
79 – 70% = C	350-399
69 – 60% = D	300-349
0 – 59 % = F	299 and below

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**Exams**

- ❖ Exams will be 60 minutes long given in the first hour of that week's class. Exams will be multiple choice, true false and/or and short essay questions. Open book for essay part. **NO Makeup Exams will be given.** The lowest exam score will be dropped.
- ❖ Bring Scantron and #2 pencils to exam.

The exams will cover the material discussed in class and the assigned reading. The exams are not cumulative and will cover only the material contained for the weeks specified prior to the exam. Hence, the final exam is simply your last exam.

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**Article Summaries**

**Preparing your Article Summaries:**

During the course of the semester you will provide individual summaries of three articles that describe a current organizational behavior issue. Articles must have been published in 2004 or 2005. Articles must be from the Wall Street Journal, Barron's, Los Angeles Times, Orange County Register, Press Telegram, Forbes Fortune or Business Week. Other sources require advance approval from the instructor.

**Type (double-spaced) 1 to 2 pages** that describe the following:

- ❖ Briefly summarize the issue involved ( **use specific reference to textbook or class**)
- ❖ Describe the organization Behavior concepts that are involved relate **specifically to the text or class.**
- ❖ Provide **your opinion** on the specific situation and/or the organizations course of action.
- ❖ Article Summaries are **due at the start of the week's** class as indicated. Articles will be accepted up to one **class.** Late with a five point reduction.
- ❖ **Attach article to work**

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**Class Attendance**

**Full attendance** is expected for students as part of the learning process. Effective with the class of January 19 any student who is absent for 3 or more classes is subject to being dropped from the class by the instructor without notice or having their grade **significantly reduced**. Class attendance is considered the **entire class**.

Instructor may use a sign in sheet to monitor attendance. If so, it is the students responsibility to insure he/she has signed in.

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**Class Assignments  
(Homework)**

Class assignments are due at the start of the class on the day indicated. **NO late class assignments will be accepted.** If a student is unable to attend class, Class Assignments will be considered "on time" if emailed to instructor. **prior** to the start of that nights class.

**All class assignments MUST be type written!**

Class Assignment will be worth 5 points for each chapter. Therefore a student has the opportunity to earn 90 points maximum on homework!

**Utilize this opportunity to help your grade.**

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**Class participation**

Effective learning in this class requires students to share their thought, experiences and questions relevant to the topic at hand. Quality is paramount to quantity in determining the class participation grade. The right comment at the right time can enhance everyone's understanding of the topic.

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**Conduct:**

All students are expected to observe the rules and regulations of the college. Please refer to your student handbook for specific details. Feel free to ask me if you have any questions as to how those rules apply to this class. You as a student are responsible for knowing the college regulations.

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**Changes to Syllabus**

This syllabus is subject to change. Announcements in class take precedence over any other communication.

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**Student Assignments**

**Students are expected to have read required chapters before class, and completed the Review Questions Assigned.**

<i>Week Of</i>	<i>Chapter</i>	<i>Title</i>	<i>Tests &amp; Articles</i>	<i>Questions for Review</i>
<b>12-Jan</b>	Introduction Chapter 1	Introductions and course overview What is Organizational Behavior?		
<b>19-Jan</b>	Chapter 2	Foundations of Individual Behavior		3,5,7,8,10
<b>26-Jan</b>	Chapter 3 Chapter 4	Values, Attitudes, and Job Satisfaction Personality and Emotions		1,3,5,9,10 2.5.7.8.10
<b>2-Feb</b>	Chapter 5	Perception and Individual Decision Making		2,4,7,8,9
<b>9-Feb</b>	Chapter 6	Basic Motivation Concepts	<b>Test 1</b> Chapters 1-5	2,3,4,5,7
<b>16-Feb</b>	Chapter 7	Motivation: From Concepts to Applications	<b>Article 1</b> Due	1,5,7,9,10
<b>23-Feb</b>	Chapter 8 Chapter 9	Foundations of Group Behavior Understanding Work Teams		1,3,7,9,10 1,3,5,7,9
<b>2-Mar</b>		<b>Flex Day No class</b>		
<b>9-Mar</b>	Chapter 10	Communication		1,5,6,8,9
<b>16-Mar</b>	Chapter 11	Basic Approaches to Leadership	<b>Test 2</b> Chapters 6-10	2,4,6,9,10
<b>23-Mar</b>	Chapter 12	Contemporary Issues in Leadership	<b>Article 2</b> Due	1,4,5,7,8,
<b>30-Mar</b>		Spring Break No Class		
<b>6-Apr</b>	Chapter 13	Power and Politics		2,3,6,8,10
<b>13-Apr</b>	Chapter 14	Conflict and Negotiation		1,3,4,5,6

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<b>20-Apr</b>	Chapter 15	Foundations of Organization Structure	<b>Test 3</b> Chapters 11-14	1,3,4,7,8
<b>27-Apr</b>	Chapter 16	Technology and Work Design		1,2,5,6,8
	Chapter 17	Human Resource Policies and Practices		1,3,7,8,9
<b>4-May</b>	Chapter 18	Organizational Culture	<b>Article 3</b> Due	2,5,6,8,9
<b>1-May</b>	Chapter 19	Organizational Change and Stress Management		
				3,4,5,8,9
<b>7-May</b>	<b>Final Exam</b>		<b>Test 4</b> Chapters 15-19	

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