



**TRINITY VALLEY COMMUNITY COLLEGE
ADMINISTRATIVE-MASTER SYLLABUS**

Course Title:

Organizational Behavior

Course Prefix and Number:

HRPO 2307

Department – Division:

Business and Computer Science Division

Course Type – select from one of the following categories.

- Academic General Education Course (from ACGM – but not in TVCC Core)
- Academic TVCC Core Course
- WECM Courses

Semester Credit Hours: Lecture Hours: Lab/other hours

Semester Credit Hours	Lecture Hours	Lab/Other* Hours
3	3	0

Other hours include practicum, clinical or other types of non-lecture instruction. *If other, please specify: _____

Course Catalog Description

This course presents a study of accepted principles of present day psychology that will be of practical value in business, personal efficiency, human relations and morale, personality and emotional health, personal leadership and teamwork exercises.

Prerequisites/co requisites

None

Topical Outline

- 1. Introduction to Human Relations**
- 2. Improving Personal and Organizational Communications**
- 3. Understanding Your Communication Style**
- 4. Building High Self-Esteem**
- 5. Attitudes Can Shape Your Life**
- 6. Motivating Yourself and Others**
- 7. Improving Interpersonal Relations**
- 8. Achieving Emotional Balance in a Chaotic World**
- 9. Developing a Professional Presence**
- 10. Team Building: A Leadership Strategy**
- 11. Resolving Conflict and Dealing with Difficult People**
- 12. Responding to Personal and Work-Related Stress**
- 13. Valuing Work Force Diversity**

Course Learning Outcomes

Upon completion of the course, the student will:

- 1. Explain organizational theory as it relates to management practices, employee relations, and structure of the organization to fit its environment and operation.**
- 2. Analyze leadership styles and determine their effectiveness in employee situations.**
- 3. Discuss experiences in managing and resolving organizational problems.**
- 4. Describe the impact of corporate culture and atmosphere on employee behavior**
- 5. Analyze and discuss team dynamics, teambuilding strategies, and cultural diversity.**
- 6. Develop Interpersonal skills that help one cope with work/life issues and conflicts that surface in our lives.**
- 7. Develop an understanding of how the study of human relations will help one achieve career success and increased work/life balance.**

Relationship to General Education Outcomes – In addition to the core competencies, Trinity Valley Community College has established ten general education goals which specify knowledge and skills that students should gain from completing courses in the various component areas of the core curriculum. Information regarding curriculum and assessment as a means for the improvement of student learning through the general education component. (Select all that apply.)

Mark with an "X"	General Education Outcome
	A. To communicate clearly and effectively in both oral and written English.
	B. To improve reading skills focused on comprehending, analyzing, interpreting, and evaluating printed materials.
	C. To understand mathematical information and utilize mathematical skills.
	D. To demonstrate qualitative and quantitative critical thinking skills.
X	E. To understand and appreciate cultural and ethnic diversity.
	F. To utilize computer based technology in accessing information, solving problems, and communicating.
	G. To recognize and evaluate artistic achievements in the visual and performing arts.
	H. To improve basic understanding of political, economic, and social systems.
	I. To demonstrate knowledge of the physical universe and living systems.
X	J. To develop skills and strategies to become an engaged learner.

Required Text(s)

Effective Human Relations: Personal and Organizational Applications; Reece, Barry L. and Rhonda Brandt, Houghton Mifflin Co., 10th Edition, 2008.
ISBN: 978-0-618-897919

Optional Text(s)

none

Material/Technology to be supplied by the student.

Internet tools will be utilized in the completion of this course.

Course Requirements/Grading System – describe any course specific requirements such as research papers or reading assignments and the generalized grading format for the course; not intended to restrict the individual nature by which each faculty member who teaches the course determines course requirements and final student performance, but should offer consistency within reason for all sections taught for those departments without a standardized format.

METHODS OF INSTRUCTION: Instruction will be by lecture/computer application/demonstration/discussion, with emphasis on student- teacher interaction.

METHODS OF EVALUATION: The evaluation process will consist of tests, case studies, and assignments which will constitute seventy percent (70%) of the grade, the final will account for twenty percent (20%), and class attendance and participation will constitute the remaining ten percent (10%).

Approvals – the contents of this document have been reviewed and are found to be accurate.

Prepared by	Signature	Date
Department Head	Signature	Date
Division Chair	Signature	Date
Vice President	Signature	Date