

Organizational Behavior Abbreviated Course Syllabus

<u>Course Number:</u>	BB981A
<u>Course Name:</u>	organizational behavior
<u>Instructors:</u>	Chen Yiyi
<u>Students:</u>	HRM AY2020-2023; Financial Management
<u>Required Text:</u>	<ol style="list-style-type: none">1. ORGANIZATIONAL BEHAVIOR, Sun Jianmin, Higher Education Press, 20192. ORGANIZATIONAL BEHAVIOR (18th edition), edited by Stephen P. Robbins, China Renmin University Press, 20203. ORGANIZATIONAL BEHAVIOR (4th Ed.), Duan Wanchun, Higher Education Press, 2020
<u>Course Description:</u>	Organizational behavior is a discipline that studies the psychology and behavior regularity of people in a certain organization, improves the ability of managers to predict, guide and control people's behavior, so as to successfully achieve the expected goals of the organization and improve the personal satisfaction of organization members. Through the study of this course, students will have a comprehensive and in-depth understanding and grasp of the psychological and behavioral characteristics and laws of individuals, groups, organizations and leaders in organizations, learn to use psychological theories and methods to effectively motivate people's behavior, fully mobilize people's enthusiasm, initiative and creativity, so as to maximize the role of people and improve labor productivity.

Topic Outline:	Hours/Minutes
I. Introduction	4
A. Basic concepts of organizational behavior: ① organization ② organization and management ③ organizational behavior	
B. The historical evolution and development trend of organizational behavior	
C. The research object and content of organizational behavior: ① The research object of organizational behavior ② The research content of organizational behavior	
II. Perception and Decision	6
A. Basic concepts of perception: ① Characteristics of perception ② Classification of perception	

③ Process of Perception	
B. Accounting equation:	
① Meaning of attribution	
② Theories of attribution	
C. Perception Affect Individual Decision Making:	
① Implications of Decision Making	
② Links between perception and decision Making	
D. Decision making in organization:	
① Decision theory model	
② Avoid bias and error in decision making	
III. Personality	6
A. The basic concept of personality:	
① Definition of personality	
② Characteristics of personality	
③ Structure of personality	
B. Psychological characteristics of personality:	
① Temperament	
② Character	
③ Ability	
C. Measuring personality in the workplace:	
① Personality trait theory	
② Big Five Model the five-factor model	
③ Myers-briggs type indicator	
IV. Values and Attitudes	6
A. The basic concept of values:	
① Meaning of values	
② Source of values	
③ Classification of values	
B. The influence of values on individual behavior	
C. The basic concept of attitude:	
① Definition of attitude	
② Mental structure of attitude	
D. Attitude and behavior:	
① The basic theory of attitude	
② The influence of attitude on behavior	
V. Emotion and Stress	4
A. The basic concept of emotion:	
① Definition of emotion	
② The role of emotion	
③ Source of emotion	
B. Emotional intelligence:	
① Meaning of emotional intelligence	
② Emotional intelligence transfer model	
C. Emotional labor:	

① The meaning of emotional labor	
② Emotional dissonance	
D. Working stress:	
① Meaning of stress	
② Causes of stress	
③ Consequences of stress	
VI. Motivation and Incentive	2
A. The basic concepts of motivation and motivation:	
① Needs, motivations and behaviors	
② Need structure and motivation structure	
③ Meaning of motivation	
B. The need theory of motivation:	
① Maslow's hierarchy of needs	
② Herzberg's two-factor theory	
C. Process theories of motivation:	
① Froome's expectation theory	
② Adams' theory of fairness	
③ Locke's goal setting theory	
④ Skinner's theory of reinforcement	
D. Synthetic incentive theory:	
① The content of comprehensive incentive theory	
② The enlightenment of comprehensive motivation theory	
VII Group Psychology and Behavior	6
A. Group psychology and behavior:	
① Group meaning	
② Types of group	
B. Formation and development of groups:	
① The basis of group formation	
② Group development stage	
③ Group cohesion	
C. Group structure:	
① Categories and relationships	
② Role in a group	
③ Position in the group	
④ group norms	
⑤ group size	
D. Identify group behavior characteristics:	
① Deindividuation	
② Social facilitation	
③ Social inerting	
④ Conformity	
⑤ Group decision-making	
E. Managing group conflict:	
① group relation	

- ② Group conflict
- ③ Strategies and methods for conflict resolution

VIII	Team Management	4
A.	The basic concept of a team:	
①	Meaning of team	
②	Characteristics of the team	
③	Formation of team	
B.	The types of teams:	
①	Teams divided by task type	
②	Types of teams embedded in the organization	
③	Team diversification and networking	Balance sheet
C.	How Do I Manage a team:	
①	Team Running	
②	Team communication and interaction	
③	Team leadership and decision-making	Income statement
D.	How Do I conduct a Team evaluation:	
①	Team effectiveness	
②	Team evaluation	Cash flow statement
IX.	Leadership	2
A.	The basic concept of leadership:	
①	Meaning of leadership	
②	Elements of leadership	
③	The role of leadership	
④	Influence of leaders	
B.	The classical leadership theories:	
①	Trait theory	
②	Behavioral theory	
③	Contingency theory	
C.	The new leadership theories:	
①	Transformational leadership	
②	Servant leader	
③	Ethical leadership	
④	Authentic leader editing	
⑤	Other leadership styles	
X.	Communication	2
A.	Basic concepts of communication:	
①	Definition of communication	
②	Meaning of communication	
③	Communication process	
④	Interpersonal communication	
⑤	Organization Communication	Overview of accounting work organization
B.	The types of organizational communication:	
①	Classification by communication channel	

②	Divided by communication medium	
③	Division based on information feedback	
④	IT and Organizational communication	
C.	How to overcome barriers in organizational communication:	
①	Barriers in organizational communication	
②	Ways to overcome organizational communication barriers	
D.	How to Conduct cross-cultural Communication:	
①	Connotation and significance of cross-cultural communication	
②	Main factors affecting cross-cultural communication	
③	Strategies for cross-cultural communication	
XI	Organization Structure Design	4
A.	The basic concept of organizational structure design:	
①	Organizational structure	
②	Organization design	
③	Principles of organizational structure	
B.	The influencing factors of organizational structure design:	
①	Strategy	
②	Environment	
③	Technology	
④	Organization scale	
C.	The basic form of organizational structure	
D.	Organizational change and organizational development:	
①	Organizational change	
②	Organizational development	
XII	The Relationship between Individuals and Organizations	2
A.	Person-organization fit	
B.	Organizational socialization and personal strategies	
C.	Organizational identity and organizational commitment	
D.	Psychological contract	
E.	Organizational citizenship behavior	
Total Sessions (Coverage Hours)		48

Summary of UG CPC Topics Covered in this Course:	Hours/Minutes
a. Marketing	2
b. Finance	0
c. Accounting	0
d. Management	12
e. Legal environment of Business	2
f. Economics	2
g. Business Ethics	4
h. Global Dimensions of Business	8
i. Business Communications	2

j.	Information System	4
k.	Quantitative Techniques and Statistics	4
l.	Business Policies	0
m.	Comprehensive or Integrating Experience	8
Total Estimated CPC Coverage Hours		48