



NATIONAL OPEN UNIVERSITY OF NIGERIA

BUS 831



Organizational Theory & Behaviour **Course Guide**

BUS 83I Organisational Theory and Behaviour

Course Guide

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Course Guide

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Introduction

BUS 831: Organisational Theory and Behaviour is a three credit course, available to all students of M.Sc. Business Administration programme of the Faculty of Management Sciences. The course consists of 21 units, which cover the concept and theory of organisational theory and behaviour. This course guide tells you briefly what BUS 831 is all about, the materials you will be using and how to make use of them. It also includes self-assessment and tutor-marked questions.

Course Aims

The aims of this course are to expose you to the nature of theory and reviews of major organisational theories, and to the concepts and practices of organisational behaviour as the bases for guiding the management of organisations.

Course Objectives

At the end of this course, you should be able to:

- explain the different organisational theories and their themes
- Explain the principles, theories, and practices of organisational behaviour.

Working through the Course

You are required to read the study units in each module, in addition to relevant textbooks and journal articles that will help you to understand the issues and be well grounded. This study is simplified to aid your understanding. There are self-assessment exercises and tutor-marked assignments in each unit. You will, at the end of the semester, be examined on this course.

Course Materials

The National Open University of Nigeria provides you with course materials namely;

- Course Guide
- Study Units
- References for further Reading

Study Units

The study units in this course are as follows:

Module 1: Introduction to Organisational Theory and Behaviour

- Unit 1: Introduction to Organisation
- Unit 2: Classical Organisation Theory
- Unit 3: Neo-Classical Organisation Theory
- Unit 4: Human Resource/Organisational Behaviour Perspective
- Unit 5: Modern Structural Organisation Theory
- Unit 6: Systems Theories of Organisation
- Unit 7: Introduction to Organisational Behaviour

Module 2: Individual Behaviour

- Unit 1: Personality
- Unit 2: Perceptions and Individual Decision-Making
- Unit 3: Job Satisfaction
- Unit 4: Emotions and Mood
- Unit 5: Motivation

Module 3: Group Behaviour

- Unit 1: Foundations of Group Behaviour
- Unit 2: Communications
- Unit 3: Work Teams
- Unit 4: Leadership
- Unit 5: Power and Politics in Organisations
- Unit 6: Conflict and Negotiation
- Unit 7: Organisational Structures/Design

Module 4: Organisation Systems

- Unit 1: Organisational Culture/Climate
- Unit 2: Organisational Change and Development

Modules

This course is grouped into four modules namely: Module 1: Introduction to Organisational Theory and Behaviour; Module 2: Individual Behaviour; Module 3: Group Behaviour; and Module 4: Organisation Systems.

Assessments

Your assessment on this course will be two-pronged. First, you are required to study each unit, attempt the tutor-marked assignments and send them to your Centre for marking. Second, you shall sit for examination on this course at the end of the semester. The self-assessment exercises are meant for you to monitor your personal progress on the course.

Self-Assessment Exercise

The tutor-marked assignments constitute your continuous assessment, and accounts for 30% of the total score for this course. You are required to attempt, at least, four tutor-marked assignments, three of which must be submitted to your Centre before you sit for the end-of-course examination. Your Facilitator will give you the tutor-marked assignment to attempt and submit.

Final Examination and Grading

You are required to sit for examination at the end of this course. The examination accounts for 70% of the total score for this course. Your score in the examination will be added to your score in the tutor-marked assignment to make up your total score for the course. Your Centre will inform you of the examination period.

Course Marking Scheme

Assessment	Marks
Tutor-marked assignments 1-4	Best three (3) marks out of the four (4) assignments, for a total of 30% (10 marks each).
End of course examination	70% of overall course marks
Total	100%

How to Get the Most from This Course

To make the most from this course guide:

- Design your study schedule
- Stick to your schedule
- Gather your study materials

Course Guide

- Follow the study units sequentially
- Go through the objectives of each study unit, after studying the unit, to convince yourself that you understood the unit. If there are doubts, re-study that unit and/or seek support.
- Make your personal notes as you study the units; that will help you to revise for your examination more easily.
- Meticulously revise this study guide as part of your preparation for the end of course examination.

Summary

This course, BUS 831: Organisational Theory and Behaviour, exposes you to the review of major organisational theories, and to the concepts and practices of organisational behaviour as the bases for guiding the management of organisations. A good understanding of the study units will equip you to pass your examination comfortably. More importantly, it will equip you to perform well at work and evolve into an effective and efficient manager.