uCertify

Course Outline

Organizational behaviour

1. Course Objective

2. Pre-Assessment

3. Exercises, Quizzes, Flashcards & Glossary

   Number of Questions

4. Expert Instructor-Led Training

5. ADA Compliant & JAWS Compatible Platform

6. State of the Art Educator Tools

7. Award Winning Learning Platform (LMS)

8. Chapter & Lessons

   Syllabus

   Chapter 1: Preface

   Chapter 2: Management and Organizational Behavior

   Chapter 3: Individual and Cultural Differences

   Chapter 4: Perception and Job Attitudes

   Chapter 5: Learning and Reinforcement

   Chapter 6: Diversity in Organizations

   Chapter 7: Perception and Managerial Decision Making

   Chapter 8: Work Motivation for Performance

   Chapter 9: Performance Appraisal and Rewards

   Chapter 10: Group and Intergroup Relations

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   Chapter 13: Leadership

   Chapter 14: Organizational Power and Politics

   Chapter 15: Conflict and Negotiations

   Chapter 16: External and Internal Organizational Environments and Corporate Culture

   Chapter 17: Organizational Structure and Change

   Chapter 18: Human Resource Management

1. 📖 Course Objective

The Organizational Behaviour course is designed to provide you with a solid foundation in the field of organizational behaviour. This course will equip you with the knowledge and skills needed to navigate the complex dynamics of modern workplaces and become an effective leader. The course helps you explore the basics of organizational behaviour, including the history, theories, and key concepts and learn about organizational structure and design, including their impact on employee behaviour and organizational effectiveness.

2. 📋 Pre-Assessment

Pre-Assessment lets you identify the areas for improvement before you start your prep. It determines what students know about a topic before it is taught and identifies areas for improvement with question assessment before beginning the course.

3. ⟳ Exercises

There is no limit to the number of times learners can attempt these. Exercises come with detailed remediation, which ensures that learners are confident on the topic before proceeding.

695

EXERCISES

4. ⏱ Quiz

Quizzes test your knowledge on the topics of the exam when you go through the course material. There is no limit to the number of times you can attempt it.

200

QUIZ

5. ⚡ flashcards

Flashcards are effective memory-aiding tools that help you learn complex topics easily. The flashcard will help you in memorizing definitions, terminologies, key concepts, and more. There is no limit to the number of times learners can attempt these. Flashcards help master the key concepts.

482

FLASHCARDS

6. 📖 Glossary of terms

uCertify provides detailed explanations of concepts relevant to the course through Glossary. It contains a list of frequently used terminologies along with its detailed explanation. Glossary defines the key terms.

482

GLOSSARY OF
TERMS
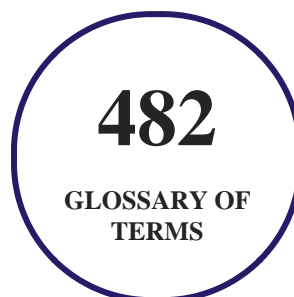
7. Expert Instructor-Led Training

uCertify uses the content from the finest publishers and only the IT industry's finest instructors. They have a minimum of 15 years real-world experience and are subject matter experts in their fields. Unlike a live class, you can study at your own pace. This creates a personal learning experience and gives you all the benefit of hands-on training with the flexibility of doing it around your schedule 24/7.

8. ADA Compliant & JAWS Compatible Platform

uCertify course and labs are ADA (Americans with Disability Act) compliant. It is now more accessible to students with features such as:

- Change the font, size, and color of the content of the course
- Text-to-speech, reads the text into spoken words
- Interactive videos, how-tos videos come with transcripts and voice-over
- Interactive transcripts, each word is clickable. Students can clip a specific part of the video by clicking on a word or a portion of the text.

JAWS (Job Access with Speech) is a computer screen reader program for Microsoft Windows that reads the screen either with a text-to-speech output or by a Refreshable Braille display. Student can easily navigate uCertify course using JAWS shortcut keys.

9. State of the Art Educator Tools

uCertify knows the importance of instructors and provide tools to help them do their job effectively. Instructors are able to clone and customize course. Do ability grouping. Create sections. Design grade scale and grade formula. Create and schedule assessments. Educators can also move a student from self-paced to mentor-guided to instructor-led mode in three clicks.

10. Award Winning Learning Platform (LMS)

uCertify has developed an award winning, highly interactive yet simple to use platform. The SIIA CODiE Awards is the only peer-reviewed program to showcase business and education technology's finest products and services. Since 1986, thousands of products, services and solutions have been

recognized for achieving excellence. uCertify has won CODiE awards consecutively for last 7 years:

- **2014**
    1. Best Postsecondary Learning Solution

- **2015**
    1. Best Education Solution
    2. Best Virtual Learning Solution
    3. Best Student Assessment Solution
    4. Best Postsecondary Learning Solution
    5. Best Career and Workforce Readiness Solution
    6. Best Instructional Solution in Other Curriculum Areas
    7. Best Corporate Learning/Workforce Development Solution

- **2016**
    1. Best Virtual Learning Solution
    2. Best Education Cloud-based Solution
    3. Best College and Career Readiness Solution
    4. Best Corporate / Workforce Learning Solution
    5. Best Postsecondary Learning Content Solution
    6. Best Postsecondary LMS or Learning Platform
    7. Best Learning Relationship Management Solution

- **2017**
    1. Best Overall Education Solution
    2. Best Student Assessment Solution
    3. Best Corporate/Workforce Learning Solution
    4. Best Higher Education LMS or Learning Platform

- **2018**
    1. Best Higher Education LMS or Learning Platform

2. Best Instructional Solution in Other Curriculum Areas

3. Best Learning Relationship Management Solution

- **2019**
  1. Best Virtual Learning Solution
  2. Best Content Authoring Development or Curation Solution
  3. Best Higher Education Learning Management Solution (LMS)

- **2020**
  1. Best College and Career Readiness Solution
  2. Best Cross-Curricular Solution
  3. Best Virtual Learning Solution

11. ⚙ Chapter & Lessons

uCertify brings these textbooks to life. It is full of interactive activities that keeps the learner engaged. uCertify brings all available learning resources for a topic in one place so that the learner can efficiently learn without going to multiple places. Challenge questions are also embedded in the chapters so learners can attempt those while they are learning about that particular topic. This helps them grasp the concepts better because they can go over it again right away which improves learning.

Learners can do Flashcards, Exercises, Quizzes and Labs related to each chapter. At the end of every lesson, uCertify courses guide the learners on the path they should follow.

Syllabus

Chapter 1: Preface

- About OpenStax

- About OpenStax Resources

- About Organizational Behavior

- Additional Resources

Chapter 2: Management and Organizational Behavior

- The Nature of Work

- The Changing Workplace

- The Nature of Management

- A Model of Organizational Behavior and Management

- Summary of Learning Outcomes

- Lesson Review Questions

- Critical Thinking Case

Chapter 3: Individual and Cultural Differences

- Individual and Cultural Factors in Employee Performance

- Employee Abilities and Skills

- Personality: An Introduction

- Personality and Work Behavior

- Personality and Organization: A Basic Conflict?

- Personal Values and Ethics

Chapter 5: Learning and Reinforcement

- Basic Models of Learning

- Reinforcement and Behavioral Change

- Behavior Modification in Organizations

- Behavioral Self-Management

- Summary of Learning Outcomes

- Lesson Review Questions

- Management Skills Application Exercises

- Managerial Decision Exercises

- Critical Thinking Case

Chapter 6: Diversity in Organizations

- An Introduction to Workplace Diversity

- Diversity and the Workforce

- Diversity and Its Impact on Companies

- Challenges of Diversity

- Key Diversity Theories

- Benefits and Challenges of Workplace Diversity

- Recommendations for Managing Diversity

- Summary

- Lesson Review Questions

- Management Skills Application Exercises

- Managerial Decision Exercises

- Critical Thinking Case

Chapter 7: Perception and Managerial Decision Making

- Overview of Managerial Decision-Making

- How the Brain Processes Information to Make Decisions: Reflective and Reactive Systems

- Programmed and Nonprogrammed Decisions

- Barriers to Effective Decision-Making

- Improving the Quality of Decision-Making

- Group Decision-Making

- Summary of Learning Outcomes

- Lesson Review Questions

- Management Skills Application Exercises

- Managerial Decision Exercises

- Critical Thinking Case

Chapter 8: Work Motivation for Performance

- Motivation: Direction and Intensity

- Content Theories of Motivation

- Process Theories of Motivation

- Recent Research on Motivation Theories

- Summary of Learning Outcomes

- Lesson Review Questions

- Management Skills Application Exercises

- Managerial Decision Exercises

- Critical Thinking Case

Chapter 9: Performance Appraisal and Rewards

- Performance Appraisal Systems

- Techniques of Performance Appraisal

- Feedback

- Reward Systems in Organizations

- Individual and Group Incentive Plans

- Summary of Learning Outcomes

- Lesson Review Questions

- Management Skills Application Exercises

- Managerial Decision Exercises

- Critical Thinking Case

Chapter 10: Group and Intergroup Relations

- Work Groups: Basic Considerations

- Work Group Structure

- Managing Effective Work Groups

- Intergroup Behavior and Performance

- Summary of Learning Outcomes

- Lesson Review Questions

- Management Skills Application Exercises

- Managerial Decision Exercises

- Critical Thinking Case

Chapter 11: Understanding and Managing Work Teams

- Teamwork in the Workplace

- Team Development Over Time

- Things to Consider When Managing Teams

- Opportunities and Challenges to Team Building

- Team Diversity

- Multicultural Teams

- Summary of Learning Outcomes

- Lesson Review Questions

- Management Skills Application Exercises

- Managerial Decision Exercises

- Critical Thinking Case

Chapter 12: Communication

- The Process of Managerial Communication

- Types of Communications in Organizations

- Factors Affecting Communications and the Roles of Managers

- Managerial Communication and Corporate Reputation

- The Major Channels of Management Communication Are Talking, Listening, Reading, and Writing

- Summary of Learning Outcomes

- Lesson Review Questions

- Management Skills Application Exercises

- Managerial Decision Exercises

- Critical Thinking Case

Chapter 13: Leadership

- The Nature of Leadership

- The Leadership Process

- Leader Emergence

- The Trait Approach to Leadership

- Behavioral Approaches to Leadership

- Situational (Contingency) Approaches to Leadership

- Substitutes for and Neutralizers of Leadership

- Transformational, Visionary, and Charismatic Leadership

- Leadership Needs in the 21st Century

- Summary of Learning Outcomes

- Lesson Review Questions

- Management Skills Application Exercises

- Managerial Decision Exercises

- Critical Thinking Case

Chapter 14: Organizational Power and Politics

- Power in Interpersonal Relations

- Uses of Power

- Political Behavior in Organizations

- Limiting the Influence of Political Behavior

- Summary of Learning Outcomes

- Lesson Review Questions

- Management Skills Application Exercises

- Managerial Decision Exercises

- Critical Thinking Case

Chapter 15: Conflict and Negotiations

- Conflict in Organizations: Basic Considerations

- Causes of Conflict in Organizations

- Resolving Conflict in Organizations

- Negotiation Behavior

- Summary of Learning Outcomes

- Lesson Review Questions

- Management Skills Application Exercises

- Managerial Decision Exercises

- Critical Thinking Case

Chapter 16: External and Internal Organizational Environments and Corporate Culture

- The Organization's External Environment

- External Environments and Industries

- Organizational Designs and Structures

- The Internal Organization and External Environments

- Corporate Cultures

- Organizing for Change in the 21st Century

- Summary of Learning Outcomes

- Lesson Review Questions

- Management Skills Application Exercises

- Managerial Decision Exercises

- Critical Thinking Case

Chapter 17: Organizational Structure and Change

- Organizational Structures and Design

- Organizational Change

- Managing Change

- Summary of Learning Outcomes

- Lesson Review Questions

- Management Skills Application Exercises

- Managerial Decision Exercises

- Critical Thinking Case

Chapter 18: Human Resource Management

- An Introduction to Human Resource Management

- Human Resource Management and Compliance

- Performance Management

- Influencing Employee Performance and Motivation

- Building an Organization for the Future

- Talent Development and Succession Planning

- Summary

- Lesson Review Questions

- Management Skills Application Exercises

- Managerial Decision Exercises

- Critical Thinking Case

Chapter 19: Stress and Well Being

- Problems of Work Adjustment

- Organizational Influences on Stress

- Buffering Effects of Work related Stress

- Coping with Work related Stress

- Summary of Learning Outcomes

- Lesson Review Questions

- Management Skills Application Exercises

- Critical Thinking Case

Chapter 20: Entrepreneurship

- Overview of Entrepreneurship

- Characteristics of Successful Entrepreneurs

- Business Model Canvas

- New Venture Financing

- Design Thinking

- Optimal Support for Entrepreneurship

- Summary of Learning Outcomes

- Lesson Review Questions

- Management Skills Application Exercises

- Managerial Decision Exercises

- Critical Thinking Case

Chapter 21: Appendix A: Scientific Method in Organizational Research

- Theory Building in Organizations

- Scientific Method in Organizational Behavior Research

- Basic Research Designs

Chapter 22: Appendix B: Scoring Keys for Self-Assessment Exercises

- Lesson 2

- Lesson 3

- Lesson 4

- Lesson 8

- Lesson 9

- Lesson 13

- Lesson 14

- Lesson 18

Videos and How To

uCertify course includes videos to help understand concepts. It also includes How Tos that help learners in accomplishing certain tasks.

<table>
<tr><td>85
VIDEOS</td><td>09:59
HOURS</td></tr>
</table>

12. Practice Test

Here's what you get

50	**4**	**50**
PRE-ASSESSMENTS QUESTIONS	**FULL LENGTH TESTS**	**POST-ASSESSMENTS QUESTIONS**

Features

Each question comes with detailed remediation explaining not only why an answer option is correct but also why it is incorrect.

Unlimited Practice

Each test can be taken unlimited number of times until the learner feels they are prepared. Learner can review the test and read detailed remediation. Detailed test history is also available.

Each test set comes with learn, test and review modes. In learn mode, learners will attempt a question and will get immediate feedback and complete remediation as they move on to the next question. In test mode, learners can take a timed test simulating the actual exam conditions. In review mode, learners can read through one item at a time without attempting it.

13. Post-Assessment

After completion of the uCertify course Post-Assessments are given to students and often used in conjunction with a Pre-Assessment to measure their achievement and the effectiveness of the exam.

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