

Planning and Quality Assurance Affairs

Form (A)

Course Specifications

General Information

Course name	Organizational Behaviour
Course number	EBUS3314
Faculty	
Department	
Course type	Major Needs
Course level	3
Credit hours (theoretical)	3
Credit hours (practical)	0
Course Prerequisites	

Course Objectives

- 1 - Exploring the meaning, levels and nature of OB
- 2 - Introducing the concept of personality and personality shapers and traits
- 3 - Identifying the difference between personality and ability and how ability can be managed
- 4 - Clarifying the challenges facing OB in the current environment
- 5 - Differentiating between types of groups
- 6 - Understanding how members in a group behave
- 7 - Clarifying how to control members in groups
- 8 - Identifying communication functions and networks
- 9 - Explaining the steps in the communication process
- 10 - Understanding how to become barriers to effective communication
- 11 - Identifying the driving and holding back forces for change
- 12 - Explaining the reasons for resisting change
- 13 - Identify the different types of change according to purpose

Intended Learning Outcomes

Knowledge and Understanding	<ul style="list-style-type: none"> * Meaning of OB, nature and levels of OB * Changing social and cultural environment, the evolving global environment, advancing information technology * Definition of personality, shapers of personality, different models for understanding personality * Differences between personality and ability, types of ability, how ability can be managed * Formal groups, informal groups, command groups, task force groups, and teams * Group size, composition, function, and status * how groups control their members using rules, roles, and norms * Methods of preventing preventing problems in communication * Steps of the communication process * Communication problems and how to overcome them * Driving forces and holding back forces for change * Why people resist change * Evolutionary and revolutionary types of change
Intellectual Skills	<ul style="list-style-type: none"> * Analytical and critical thinking skills by reviewing the theory of OB and its levels * Problem solving by evaluating the different alternatives for facing challenges to OB * Critical analysis by comparing between the negative and positive characteristics of each type of personality * Analytical skills by understanding the difference between personality and ability * Analytical skills to differentiate between the different types of groups * Problem solving skills by understanding the expected behaviour of the employees * Analytical skills by comparing between the methods for controlling behaviour * Problem solving skills by exercising how to prevent problems in communication * Analytical skills by understanding the components of the communication process from the sender to the feedback * Problem solving skills by evaluating the possible barriers to effective communication * Critical thinking skills by comparing the driving and the holding back forces for change * Analytical skills by evaluating the reasons for resisting change * Analytical skills by evaluating the reasons for resisting change * Analytical skills by comparing between the main types of change
Professional Skills	<ul style="list-style-type: none"> * Decision making skills by choosing the best method to overcome challenges to OB * Practical skills by conducting tests to decide the types of the personalities and communication skills by showing the results of the tests * Practical skills by knowing how to manage ability * Practical skills by understanding how to choose a type of group according to the purpose * Practical skills on how norms , rules, and roles can control behaviour * Decision making skills to decide on the best possible way to prevent the problems

Professional Skills	<ul style="list-style-type: none"> * Practical skills by demonstrating how to send a message, how to receive a message, and how to provide a feedback * Decision making skills by choosing the best possible method to overcome the barriers to effective communication * Communication skills by participating in the discussion * Decision making by deciding how to overcome the resistance to change from a list of possible alternatives
General Skill	<ul style="list-style-type: none"> * Practical skills by knowing how to choose the type of needed change * Confidence skills by participating in the discussion * Creative thinking skills by developing alternatives to overcome challenges to OB * Creative thinking by discussing the shapers of personality * Creative thinking skills by understanding the reasons behind the behaviour of the group members * Creative thinking skills by listing the possible reasons for problems in communication * Creative thinking skills by setting alternatives to overcome the barriers * Creative thinking by setting alternatives on how to overcome resistance to change

Course Contents

1 - What is organizational Behaviour OB
2 - Challenges for OB
3 - Nature of personality
4 - Nature of ability
5 - Types of work groups
6 - Characteristics of work group
7 - Rules, rules and norms
8 - Functions and network organization
9 - Communication process
10 - Barriers to effective communication
11 - Forces for and impediments to change
12 - Organizational, group and individual reasons for resisting change
13 - Types of change

Teaching and Learning Methods

1 - Lectures
2 - Discussion
3 - Case studies

Students Assessment

<u>Assessment Method</u>	<u>TIME</u>	<u>MARKS</u>
Mid term exam	week 8	30
Participation and attendance	continous	10
Final Exam	At the end of the course	60

Books and References

Essential books	Organizational Behaviour: Jenifer M George and Gareth R Jones, 2007
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Knowledge and Skills Matrix

Main Course Contents	Study Week	Knowledge and Understanding	Intellectual Skills	Professional Skills	General Skill
what is organizational Behaviour	1	Meaning of OB, nature and levels of OB	Analytical and critical thinking skills by reviewing the theory of OB and its levels	Communication skills by participating in the discussion	Confidence skills by participating in the discussion
Challenges for OB	2	Changing social and cultural environment, the evolving global environment, advancing information technology	Problem solving by evaluating the different alternatives for facing challenges to OB	Decision making skills by choosing the best method to overcome challenges to OB	Creative thinking skills by developing alternatives to overcome challenges to OB
Nature of personality	1	Definition of personality, shapers of personality, different models for understanding personality	Critical analysis by comparing between the negative and positive characteristics of each type of personality	Practical skills by conducting tests to decide the types of the personalities and communication skills by showing the results of the tests	Creative thinking by discussing the shapers of personality
Nature of ability	1	Differences between personality and ability, types of ability, how ability can be managed	Analytical skills by understanding the difference between personality and ability	Practical skills by knowing how to manage ability	Confidence skills by participating in the discussion
Types of work groups	1	Formal groups, informal groups, command groups, task force groups, and teams	Analytical skills to differentiate between the different types of groups	Practical skills by understanding how to choose a type of group according to the purpose	Confidence skills by participating in the discussion
Characteristics of work groups	1	Group size, composition, function, and status	Problem solving skills by understanding the expected behaviour of the employees	Communication skills by participating in the discussion	Creative thinking skills by understanding the reasons behind the behaviour of the group members
Rules, roles, and norms	1	how groups control their members using rules, roles, and norms	Analytical skills by comparing between the methods for controlling behaviour	Practical skills on how norms, rules, and roles can control behaviour	Confidence skills by participating in the discussion

Functions and networks in organizations	1	Methods of preventing problems in communication	Problem solving skills by exercising how to prevent problems in communication	Decision making skills to decide on the best possible way to prevent the problems	Creative thinking skills by listing the possible reasons for problems in communication
Communication process	1	Steps of the communication process	Analytical skills by understanding the components of the communication process from the sender to the feedback	Practical skills by demonstrating how to send a message, how to receive a message, and how to provide a feedback	Confidence skills by participating in the discussion
Barriers to effective communication	1	Communication problems and how to overcome them	Problem solving skills by evaluating the possible barriers to effective communication	Decision making skills by choosing the best possible method to overcome the barriers to effective communication	Creative thinking skills by setting alternatives to overcome the barriers
Forces for and impediments to change	1	Driving forces and holding back forces for change	Critical thinking skills by comparing the driving and the holding back forces for change	Communication skills by participating in the discussion	Confidence skills by participating in the discussion
Organizational, group, and individual reasons for resisting change	1	Why people resist change	Analytical skills by evaluating the reasons for resisting change	Decision making by deciding how to overcome the resistance to change from a list of possible alternatives	Creative thinking by setting alternatives on how to overcome resistance to change
Types of change	1	Evolutionary and revolutionary types of change	Analytical skills by comparing between the main types of change	Practical skills by knowing how to choose the type of needed change	Confidence by participating in the discussion