** Jubail University College**

 **Department of Business Administration**

**COURSE SYLLABUS - SEMESTER 322**

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| **Course Code & Number** |  BUS 313  |
| **Course Title****Skill**  |  Organizational Behavior |
| **Instructor**  |  Dr Nailah Ayub |
| **Office Location**  |  # 422 |
| **Office Hours**  | **Day** | **Period** |
| Saturday  | 1, 2, 3, 4, 5 |
| Sunday | 4, 5, 6 |
| Monday  | 1, 2, 4, 5, 6 |
| Tuesday  | 3, 4, 5, 6 |
| Wednesday  | 1, 2, 3  |
| **Instructor’s Office Phone** | 03-3459000 Extension: 3649 |
| **Instructor’s Email**  | ayubn@ucj.edu.sa  |
| **Section numbers** |  **201**  | **203** |  |
| **Class hours** | **Day** | **Period** |
| Saturday | 6 |  |  |
| Sunday |  |  |  |
| Monday |  |  |  |
| Tuesday |  | 3 |  |
| Wednesday  | 4, 5 | 1, 2 |  |
| **Prerequisites** | BUS 101 |
| **Course Rationale** |  This course is designed to be study of structure, process, and behavior of groups and individuals within an organization. Learning techniques include case studies, experimental method, and group problem-solving.Students will study a range of organizational behaviour topics and theories. Organizational Behaviour (OB) concepts will be applied to a variety of complex organizational situations and settings. Students will gain practice in persuasive communication through analyzing interpersonal and managerial problems and making sound, practical recommendations. Students will have the opportunity to self-assess their own strengths and weaknesses as organizational members, and to apply leadership principles to the process of managing people at work. |
| **Course Objectives** | After completing this course, students will be able to: * + - understand the core principles and theories of organizational behaviour,
		- analyze typical workplace situations,
		- develop appropriate formal analytical skills in the management decision-making process related to organizational environment
		- develop social competence participating in group projects: workshops and case analysis;
		- evaluate cultural, ethnic and gender bias in the study of organizational behaviour.
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| **Methods of Instruction** | The course incorporates different teaching approaches: lecture, assignments, group work, class discussions and self motivation/self-learning “owning your own behavior”. You are expected to come to class having read and thought about topics scheduled for the class sessions. Note that your participation will make the class pleasant and intellectually stimulating, so please do attend every session. |
| **Required Textbook** | **Greenberg, J.R. & Baron, R.A. (2008). *Behavior in Organizations,* Ninth Edition. Prentice Hall: New Jersey.** ISBN# 0 13 066 491-X |
| **Proposed Websites** | http://www.prenhall.com/greenberg |
| **Grading Scheme** | Assignment 01 10%Assignment 02 10%Quiz 01 10%Quiz 02 10%Midterm Examination 20%Final Examination 40% **Total 100%** |

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| **Jubail University College Grading Scale** |
| **Total Points** | **Letter Grade** | **Percentage** | **Grade Point** |
|   | A+ | 95-100% | 4.0 |
|   | A | 90-<95% | 3.75 |
|   | B+ | 84-<90% | 3.5 |
|   | B | 80-<85% | 3.0 |
|   | C+ | 74-<80% | 2.5 |
|   | C | 70-<75% | 2.0 |
|   | D+ | 64-<70% | 1.5 |
|   | D | 60-<65% | 1.0 |
|   | F | 0-<60% | 0.0 |
|   | W | Withdrawal  | N/A |
|   | WP | Withdrawal while Pass  | N/A |
|   | WF | Withdrawal while Fail  | 0.0 |
|   | DN | Denial | 0.0 |
|   | I | Incomplete | N/A |
|   | P | Pass | N/A |
| **Jubail University College Policies** |
| **Attendance**  | 1. Attending at punctual time: Present otherwise the student is absent.2. Late attendance 0 − < 5 minutes: is late3. Late ≥ 5 minutes: is absentNotes:1. Every 3 late are counted as 1 absent
2. Every $\frac{3}{15}$ × total semester contact hours + 1 is DN
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| **Grading** | 1. Quality point: is the result of multiplying the credit hours by the grading points.
2. Semester GPA: is the result of dividing total quality points achieved in all courses at that semester by total graded credit hours of all courses in that semester.
3. Cumulative GPA in a semester: is the sum of total quality points achieved in all courses up to that semester divided by the total credit hours graded for all courses up to that semester
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| **Plagiarism & Cheating** | 1. Cheating is a serious offence and will be punished by the JUC. 2. Talking, looking at your colleagues’ exam papers or any other suspicious act is considered cheating during exam.3. Student will fail the subject if caught cheating. |
| **Course Outline** |
| **Week** | **Topics & Activities** | **Notes** |
|  | **An Introduction** | Chapter 1 |
| 2 | **The field of OB** * Basic nature; Fundamental Assumptions; History; Globalization and Diversity; Advance Technology
 | Chapter 1 |
| 3 | **Perception and learning** * Social Perception and Social Identity; Attribution process; Perceptual Biases
 | Chapter 3 |
| 4 | **Perception and learning** * Stereotyping; Learning; Training

QUIZ 1 | Chapter 3 |
| 5 | **Personality and abilities** * Basic nature; Aspects of Personality; Abilities and Skills
 | Chapter 4 |
| 6 | **Emotions and stress** * Emotions and Mood; Role of Emotions and Mood; Managing Emotions; Organizational Stress
 | Chapter 5 |
| 7 | **Work-related attitudes** * Attitudes; Prejudice; Managing diverse Workforce
 | Chapter 6 |
| 8 | **MID TERM EXAMINATION** |  |
| 9 | **Work-related attitudes** * Theories and Measures of Job Satisfaction; Organizational Commitment
 | Chapter 6 |
| 10 | **Teams*** Basic Nature; Dynamics of Work Groups; Individual Performance in Groups
 | Chapter 8 |
| 11 | **Teams*** Special Kind of Teams; Team Performance; Developing successful Teams

QUIZ 2 | Chapter 8 |
| 12 | **Conflict** * Psychological Contracts and Trust; Organizational Citizenship Behavior; Cooperation; Conflict
 | Chapter 11 |
| 13 | **Power** * Influence; Individual Power & Empowerment; Organizational Politics
 | Chapter 12 |
| 14 | **Culture*** Basic Nature; Forms of Organizational Culture
 | Chapter 14 |
| 15 | **Culture*** Basic nature; Fundamental Assumptions; History; Globalization and Diversity; Advance Technology
 | Chapter 14 |
| 16 | **Review Session** |  |
| 17 |  **FINAL EXAM** |  |