

**Faculty of Economics and Political Science**

**Organization and Organizational Behavior**

**Information :**

**Course Code :** PAD 302

**Level :** Undergraduate

**Course Hours :** 3.00- Hours

**Department :** Department of Public Administration

**Instructor Information :**

Title	Name	Office hours
Lecturer	Ayat Abdel Kader Basuoni Abou Seeda	4

**Area Of Study :**

This course is an analysis of human work behavior at the individual, interpersonal, team and organizational levels. It is a foundation course in individual and group behavior in organizations. It emphasizes on the development of interpersonal competencies to allow individuals to effectively work as professionals and managers in rapidly changing, diverse, team-oriented and technologically integrated global environment. This course trains students to design different organizational structures to different types of organizations with considering the factors that affect the process. It also pays an attention to the concept of authority and its patterns. It provides tools to understand and evaluate organizational behavior in accordance with three levels of analysis: individual, group and organizational processes. In addition, it emphasizes the difference between the authority and the responsibility. Topics covered included: personality and attitude, perception, motivation, leadership, communication, conflict, change, stress management, job and organization design, ethics, and decision making. It emphasizes how managers could utilize OB principles and techniques to achieve organizational effectiveness.

**Course Goals:**

- Provide tools to understand and evaluate organizational behavior in accordance with three levels of analysis: individual, group and organizational processes.
- Focus on multiple OB topics covering personality and values, individual decision-making, motivation concepts & applications, team works, communication, conflict, change and stress management.
- Emphasize how managers could utilize OB principles and techniques to achieve organizational effectiveness.
- Analyze the foundations of organization structure.

**Description :**

This course is an analysis of human work behavior at the individual, interpersonal, team and organizational levels. It is a foundation course in individual and group behavior in organizations. It emphasizes on the development of interpersonal competencies to allow individuals to effectively work as professionals and managers in rapidly changing, diverse, team-oriented and technologically integrated global environment. This course trains students to design different organizational structures to different types of organizations with considering the factors that affect the process. It also pays an attention to the concept of authority and its patterns. It provides tools to understand and evaluate organizational behavior in accordance with three levels of analysis: individual, group and organizational processes. In addition, it emphasizes the difference between the authority and the responsibility. Topics covered included: personality and attitude, perception, motivation, leadership, communication, conflict, change, stress management, job and organization design, ethics, and decision making. It emphasizes how managers could utilize OB principles and techniques to achieve organizational effectiveness.

**Course outcomes :**

**a. Knowledge and Understanding: :**

1 -	Discuss the challenges and opportunities for organizational behavior.
2 -	State examples of improving quality and productivity through organizational behavior.
3 -	Discuss the foundations of organization structure.
4 -	Explain the foundations of organization structure.

**b. Intellectual Skills: :**

1 -	Analyze Personality and value.
2 -	Categorize emotions and moods.
3 -	Assess communication.

**c. Professional and Practical Skills: :**

1 -	Demonstrate the foundations behavior, and interpret the various aspects affecting individual; group and organizational behavior.
2 -	Demonstrate motivation concepts and their usages.
3 -	Evaluate leadership in the organization, and recognize the basic approaches & theories.
4 -	Justify organizational change and development as well as their stimulants.

**d. General and Transferable Skills: :**

1 -	Communicate effectively in a group.
2 -	Develop interpersonal skills and able to create a positive environment at workplace.

**Course Topic And Contents :**

Topic	No. of hours	Lecture	Tutorial / Practical
Introductory Lecture and Course Outline	3	1	
Introduction to OB	3	1	
Diversity in Organizations	3	1	
Personality and Value	3	1	
Motivation Concepts & Applications	3	1	
1st Mid-Term		1	
Emotions and Moods	3	1	
Group Behavior	3	1	
Understanding Work Teams	3	1	
Communication	3	1	
2nd Mid-Term		1	
Leadership	3	1	
Foundation of Organization Structure	3	1	
Organizational Culture	3	1	
Final Exam		1	

**Teaching And Learning Methodologies :**

Data show and computer in lectures
------------------------------------

Demonstration videos

Group discussion

Research Paper

**Course Assessment :**

Methods of assessment	Relative weight %	Week No	Assess What
Course Work (Attendance, Participation, Assignments, Quizzes, Research Paper) D	30.00		To assess theoretical background of the intellectual and practical skills and understanding.
Final Exam	40.00	15	To assess knowledge and intellectual skills.
Midterm Exam(s)	30.00		To assess professional skills.

**Recommended books :**

Edwin A. Locke (ed), Handbook of Principles of Organizational Behavior, 2nd Edition, John Wiley & Sons, Ltd, United Kingdom, 2009.