Syrian Arab Republic		الجمهوريّة العربيّة السوريّة
Ministry of Higher Education and Scientific Research		وزارة التعليم العالي والبحث العلمي
Syrian Virtual University		الجامعة الافتراضيّة السوريّة

Organizational Theory and Behavior course definition document

Subject: Organizational Theory and Behavior OTB

Master's degree qualification and specialization in Building Information Modeling

- Dr. Rana Maya

No of sessions: 12

Course summary:

The course aims to prepare students for advanced leadership roles in organizations and will include principles, techniques and results of contemporary research in management and organizational behavior by discussing concepts related to continuous improvement in individual and group processes that lead to high performance and continuous improvement. The course will include concepts related to individual and personal behavior in organizations, including personality, decision-making, personal perceptions, teamwork, conflict, leadership, authority, ethics and influence. Additionally analyze factors at the organizational level that influence behavior, including change management, internal reward systems, culture, and organizational communication.

Course code: OBT

Course chapters:

No	Chapter name	Brief
1	The concept of organizational theory and behavior	Definition of the most important concepts related to organizational behavior
2	organization and Structure	Define organizational theories, organizational

		structure, and types of organization
3	Team building and management	Clarify the concept and characteristics of the work team and the methodology for building it
4	Leadership	Introducing leadership styles and styles and effective leadership qualities
5	Incentives and motivation	Introducing motivation theories, employee motives, and types of incentives
6	Environment and organizational culture	Clarify the concept of environment, organizational culture and its elements, and the concept of organizational affiliation
7	the management of change	Explain the concept of change management, its characteristics, strategies and tools for managing change
8	Job description and performance appraisal	Explain the concept of analysis, job description and methods of performance appraisal.

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Learning outcomes

Learning Outcomes	Learning Outcomes	assignment	Synchronous sessions	exam
LO1	Knowledge of the principles and analysis of individual human behavior in the workplace according to personality, values, perceptions and motives	√	√	
LO2	Identify the elements of group behavior including group dynamics, communication, leadership, authority, and managing work teams.	√	√	
LO3	Understand and choose the appropriate management style for influencing people, managing change and managing behavior in enterprise systems	√	√	
LO4	Understanding of organizational structure and culture and the ability to analyze jobs and evaluate performance	√	√	

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Evaluation criteria:

Learning Outcomes	To achieve the results, the student must demonstrate the capabilities in:
LO1	1-Understand the concept of organizational behavior 2- It determines the patterns of behavior within the organization 3- Understands individual behavior and explains the trends and behavior of individuals within the organization 4- It analyzes the behavior of individuals within the organization represented by personality, values and perception and identifies the mechanisms for changing it
LO2	1- Understand the concept of work teams, their features and characteristics 2- Analyzing the status of the organization and suggesting the appropriate type of work team 3- Acquiring the skill of building teams in organizations 4- Understand the concept of leadership and the difference between a leader and a manager 5- Knowledge of leadership behavior patterns and their characteristics 6- Acquire leadership skills to lead a team successfully 7- Understand the concept of motivation and its theories

	8- Analyze and understand the motivations within the organization for employees and managers 9- Understand incentives and their types 10- Evaluate the motivations of the employees and use the appropriate incentives to direct the behavior of the employees
LO3	1- Understand the change management process and its characteristics 2- Analyze the type of change required and determine the appropriate strategy 3- Apply change management tools 4- Evaluate and promote the change plan to be successful
LO4	1- Understand organizational theories, their historical development and contemporary concepts 2- Knowing the forms of the organizational structure of the organization as it relates to influencing and managing behavior in the organization's systems 3- Compare the alternatives of organizational structures and choose the appropriate organizational structure for the organization and for the implementation of projects 4- Designing the appropriate organizational structure for the organization 5- Understand the role and tasks of the project management office 6- Understand organizational culture, its elements and functions

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	7- Analyze and understand the cultures that exist in organizations
	8- Learn the practices of organizational culture change techniques
	9- Evaluation of employee affiliation and job loyalty
	10- Understand job description and analysis
	11- Preparing the job description
	12- Learn the methods of performance measurement and choose the appropriate method
	13- Implementing performance measurement and using it to improve performance

Guidelines:

Generating Evidence: The student individually prepares a brief report in which he demonstrates his ability to understand the previous outcomes, and this is before he takes the exam and deals with:

● An administrative or organizational problem that is due to the individuals working in the organization that will be chosen by him personally.

● Then he presents a solution to this problem through a systematically documented scientific presentation in an authentic manner.

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References:

Arabic:

- Dr. Abdul Hamid Al-Khalil, Organizational Behavior, The Syrian Virtual University, 2020.
- Muhammad Al-Maghraby, Organizational Behavior, Dar Al-Jinan for Publishing and Distribution, 2016
- Muhammad Qasim Al-Qaryouti, Theory of Organization and Organization, Dar Wael for Distribution and Publishing, Amman, 2008
- Mahmoud Al-Amyan, Organizational Behavior, University of Jordan, 2010
- Dr. Ahmed Maher, Human Resources Department, University House, Alexandria, Egypt. 2004.

English:

- Baijumon.p , organizational theory and behaviour ,university of calicut school of distance education.2015.
- Jorgen lagaard, organizational theory, Mille Bindslev &Ventus Publishing APS & bookboon.com,2006.

Related websites:

- www.simplypsychology.org/personality-theories.html
- www.odnetwork.org/?page=whatisod
- www.businessdictionary.com/.../organizational-development-OD.html
- www.job-analysis.net.
- www.performance-appraisal.
- www.career.com.

Virtual meetings: The virtual meetings continue concurrently with the simultaneous sessions and listen to all the requirements of the students.