



Arab Academy for Science and Technology and Maritime Transport

University/Academy: Arab Academy for Science & Technology & Maritime Transport

Faculty/Institute: College of Computing and Information Technology

Program: Information Systems

Course title	Organization Behavior
Course code	NC381

Form no. (11-A)

Knowledge and skills matrix for a course

Course content	Week study	Knowledge	Intellectual skills	Professional skills	General skills
Introduction to Organizations Behaviors	1	<ul style="list-style-type: none"> Define the concepts of organization and organizational behaviour 	<ul style="list-style-type: none"> Trace the historical developments and schools of thought leading up to the field of OB today 	<ul style="list-style-type: none"> Describe the field of organizational behaviour's commitment <i>to the specific method and the three levels of analysis it uses</i> 	<ul style="list-style-type: none"> Identify the fundamental characteristics of the field of organizational behaviour
Introduction to Organizations Behaviors (continue)	2	<ul style="list-style-type: none"> Describe how the field of OB today is being shaped by the global economy 	<ul style="list-style-type: none"> Explain how the OB is affected by advances in technology 	<ul style="list-style-type: none"> Describe how the field of OB today is being shaped by increasing racial and ethnic diversity in the workforce 	<ul style="list-style-type: none"> Explain how people's changing expectations about the desire to be engaged in their work and the pressure to promote quality have influenced the field of OB
Basic Features of perception	3	<ul style="list-style-type: none"> Distinguish between the concepts of social perception and social identity 	<ul style="list-style-type: none"> Explain how the attribution process works and describe the various sources of bias in social perception 	<ul style="list-style-type: none"> Understand how the process of social perception operates in the context of performance appraisals and employment interviews 	<ul style="list-style-type: none"> Perceptual biases.

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Social Perception	4	<ul style="list-style-type: none"> Describe the two types of learning :operant conditioning and observational learning 	<ul style="list-style-type: none"> Describe how principles of learning are involved in organizational training and innovative reward systems 	<ul style="list-style-type: none"> Compare the way organizations use reward in organizational behavior management programs 	<ul style="list-style-type: none"> How can organizations use punishment most effectively when administering discipline
Theories of learning	5	<ul style="list-style-type: none"> Define learning 	<ul style="list-style-type: none"> Learning and adapting to the world around us 	<ul style="list-style-type: none"> Observational learning and learning by imitating others 	<ul style="list-style-type: none"> Examples of observational learning in organizations
Enhancing desirable behavior through learning	6	<ul style="list-style-type: none"> Principles of learning 	<ul style="list-style-type: none"> Keys to effective training. 	<ul style="list-style-type: none"> Eliminating undesirable organizational behaviors 	<ul style="list-style-type: none"> Tips for using discipline effectively
7 th week exam	7	<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> 	<ul style="list-style-type: none">
Personality and O.B	8	<ul style="list-style-type: none"> Define personality and describe its role in the study of organizational behaviour. 	<ul style="list-style-type: none"> Identify the big five dimensions of personality 	<ul style="list-style-type: none"> Describe how the five dimensions and the elements of core self evaluations are related to the key aspects of OB 	<ul style="list-style-type: none"> Distinguish between positive and negative affectivity.
Personality and O.B (continue)	9	<ul style="list-style-type: none"> Describe achievement motivation and distinguish among learning, performance and avoidance goal orientations. 	<ul style="list-style-type: none"> Describe Machiavellianism 	<ul style="list-style-type: none"> Understand the difference between morning and evening persons and their role in work related behavior 	<ul style="list-style-type: none"> Differentiate among cognitive intelligence,emotional intelligence and practical intelligence and explain their influence on behavior in organizations.
Attitude	10	<ul style="list-style-type: none"> Define attitudes and work related attitudes 	<ul style="list-style-type: none"> Describe the basic components of attitudes 	<ul style="list-style-type: none"> Distinguish between prejudice and discrimination and identify various victims of prejudice in organizations 	<ul style="list-style-type: none"> Describe some of the steps taken by organizations today to manage diversity in the workforce and their effectiveness

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Attitude cont	11	<ul style="list-style-type: none"> Describe the concept of job satisfaction 	<ul style="list-style-type: none"> Summarize four major theories of job satisfaction 	<ul style="list-style-type: none"> Describe the consequences of job dissatisfaction and ways to promote job satisfaction 	<ul style="list-style-type: none"> Describe the concept of organizational commitment & its major forms
12 th week exam+ Attitude (continue)	12	<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> . 	<ul style="list-style-type: none"> 	<ul style="list-style-type: none">
Technique for enhancing motivation	13	<ul style="list-style-type: none"> Define motivation and explain its importance I the field of OB 	<ul style="list-style-type: none"> Describe need hierarchy theory and what it suggests about how to improve motivation in organization 	<ul style="list-style-type: none"> Describe the motivational fit approach and what it suggests about how to improve motivation in organization 	<ul style="list-style-type: none"> Identify and explain the conditions through which goal setting can be used to improve job performance
Technique for enhancing motivation (continue)	14	<ul style="list-style-type: none"> Describe equity theory 	<ul style="list-style-type: none"> Explain how the equity theory maybe applied to motivating people in organizations 	<ul style="list-style-type: none"> Describe the expectancy theory and how it maybe applied in organizations 	<ul style="list-style-type: none"> Distinguish among job enlargement, job enrichment and the job characteristics model as techniques for motivating employees
Team Work	15	<ul style="list-style-type: none"> Define what is meant by a group and identify different types of groups operating within organizations 	<ul style="list-style-type: none"> Describe the importance of norms ,roles ,status and cohesiveness within organizations 	<ul style="list-style-type: none"> Define what teams are and describe the various types of teams that exist in organizations 	<ul style="list-style-type: none"> Describe the effectiveness of teams in organizations

Course Instructor

Head of Department

Name:

Name: