



## KOMAR UNIVERSITY OF SCIENCE AND TECHNOLOGY (KUST)

### Managing People and Organization COURSE SYLLABUS Spring 2016

<b>Course Title</b>	Managing People and Organization		
<b>Course Code</b>	BUS3345	<b>No. of Credits</b>	3
<b>Department</b>	All Departments of COB	<b>College</b>	College of Business
<b>Pre-requisites Course Code</b>	Principle of Management	<b>Co-requisites Course Code</b>	None
<b>Course Coordinator(s)</b>	Mr. Meran Farhad Noori		
<b>Email</b>	meran.farhad@komar.edu.iq	<b>Office No.</b>	241
<b>Other Course Teacher(s)/Tutor(s)</b>	None	<b>IP No.</b>	
<b>Class Hours</b>	Tuesday, Thursday – 10:00 – 11:30 A.M. (Room – G-07)		
<b>Office Hours</b>	Monday – Thursday – 1:30 – 3:30 P.M.		
<b>Course Type</b>	College Requirement		
<b>Offer in Academic Year</b>	Spring 2016		

#### **COURSE DESCRIPTION**

This course provides future leaders and managers with a basic understanding of theories and principles of Organizational Behavior and their practical applications in critical Human Resource Management responsibilities for effective management of employees, teams, and organizations. Included are key and socially responsible management practices in planning, organizing, and controlling for achieving organizational goals and objectives, as well as in creating a high quality work environment for attracting, development for attracting, developing, and retaining human talent.

#### **COURSE OBJECTIVES**

This course uses an action-oriented approach to understanding organizations and studying the behavior of people in organizations.

#### **COURSE LEARNING OUTCOMES**

After participating in the course, students would be able to:

1. Demonstrate competence in management and organizational behavior by analyzing organizational problems and opportunities, applying relevant theory to the situation, and proposing appropriate interventions.
2. Understand why people behave the way they do.
3. Develop an awareness of his or her own behavior in dealing with others.
4. Design motivational programs for themselves and others.
5. Analyze the cultural and political environments of organization.
6. Develop and demonstrate competencies in team building, communication,



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leadership, motivation, ethics and social responsibility through experiential exercises.

### GUIDELINES ON GRADING POLICY

<i>Points</i>	<i>Percentage Scores</i>	<i>Grade</i>
<b>A</b>	<b>95–100</b>	<b>4.0</b>
<b>A-</b>	<b>90-94</b>	<b>3.7</b>
<b>B+</b>	<b>87–89</b>	<b>3.3</b>
<b>B</b>	<b>83-86</b>	<b>3.0</b>
<b>B-</b>	<b>80-82</b>	<b>2.7</b>
<b>C+</b>	<b>75–79</b>	<b>2.3</b>
<b>C</b>	<b>70-74</b>	<b>2.0</b>
<b>C-</b>	<b>65-69</b>	<b>1.7</b>
<b>D+</b>	<b>60–64</b>	<b>1.3</b>
<b>D</b>	<b>55-59</b>	<b>1.0</b>
<b>D-</b>	<b>50-54</b>	<b>0.7</b>
<b>F</b>	<b>0–49</b>	<b>0</b>
<b>I</b>	Incomplete Course Work	
<b>W</b>	Official Withdrawal	
<b>Passing Grade</b>	<b>65% and above</b>	

### COURSE TEACHING AND LEARNING ACTIVITIES

#### Course Teaching and Learning Activities:

1. Case analysis will elaborate on basic issues in the field to ensure a breadth of understanding in the class.
2. Reading assignments will offer more specific insights into particular areas of international business, providing depth of understanding
3. Suggested Optional Readings, which will provide up-to-date, real-life examples of the abstract theories and generalizations of the textbook and lectures.
4. The Quizzes, Exams, and Homework will offer students the opportunity to integrate everything they have learned.

### COURSE ASSESSMENT Tools

Assessment Tool	Description	Weight
Homework	Individual assignment about essential topics (2)	15%
Quizzes	During the semester students are going to have five quizzes (2)	10%



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<b>Midterm Exam</b>	Examination questions from all lecture up to date	<b>20%</b>
Group Presentation	Group assignments about updated topics and class presentation	15%
<b>Final Exam</b>	Comprehensive exam is given at the end of the semester.	<b>30%</b>
Participation	This includes preparing for the lectures, discussions and attendance.	10%

### ESSENTIAL READINGS: (Journals, textbooks, website addresses etc.)

**Textbooks:**

Griffin, R. W., Moorhead G., (2010). *Managing People and Organizations* (10<sup>th</sup> ed.). Mason, OH. Cengage Learning.

*Management of Organizational Behavior*, 9<sup>th</sup> Edition, Hersey, Blanchard and Johnson, Saddle River, NJ. Pearson Prentice Hall.

*Human Resource Management*, 13<sup>th</sup> ed, Gary Dessler, Florida International University ISBN-13:978-0-13-266821-7

**References:**

[Http://www.amanet.org/training/articles/Managing-Cultural-Diversity.aspx](http://www.amanet.org/training/articles/Managing-Cultural-Diversity.aspx)

*Essentials of Organizational Behavior*. 8<sup>th</sup> Edition, Robbins S. P. Saddle River, NJ. Pearson Prentice Hall.

### COURSE POLICY (including plagiarism, academic honesty, attendance etc.)

**KUST Academic Policy**

<http://sar.komar.edu.iq/files/Student%20hand%20Book%202013.pdf>

- **Attendance Policy:** students registered for this course are expected to attend all the lectures, examinations, quizzes and any class tutorials, and are subject to penalties specified by the instructor for that course according to the section 5.5 student attendance in Komar student handbook.
- **Make-up Policy:** Anyone who does not turn up for examination without any good excuse will be marked a zero, unless student has an illness and must provide a prove of such a matter .
- **Plagiarism:** Using another person’s ideas, words, drawings, etc. without giving proper credit (through a citation) is considered plagiarism. This includes anything from a book, magazine, technical report or journal, or website. It ALSO includes anything copied from another student’s paper or from a paper you wrote for another class where you received credit for it. Plagiarism is considered *Academic Dishonesty* and you may be reported to the Dean of Students if I suspect you of plagiarism.
- **Academic Honesty:** students are expected to perform their own work on all assignments in this course. Dishonesty on an exam, quiz, or reports will result in a grade of zero for that assignment. Further action will be taken according to KUST academic Honor Policy. See; sec. 5.10 Academic Honor from student handbook.



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### GUIDELINES FOR SUCCESS

1. Self-respect and others within the academic field and in charge of you.
2. Time keeping and keeping up with daily activities during lectures.
3. Involve in the materials of the class and find out more by asking questions.
4. Avoid and careless step towards the attendance sheet unless you have explanation.
5. Be active and ask questions if you don't get the idea of anything during lectures.
6. Do assignments, course work within lab and keep up with all during your study

### Course calendar: According to the academic calendar for Spring Semester 2016

Week	Beg/End Dates	Topics	CLO	Activities
1	01/03/2016 03/03/2016	Course syllabus/Introduction to the course The Meaning of Managing People and Organizational An Overview of Organizational Behavior	1	
		Basic Managerial Roles Critical Managerial Skills	1	
2	08/03/2016 10/03/2016	Managing for Effectiveness	2	
		Group and Team Level Outcomes	2	<b>Quiz 1</b>
3	15/03/2016 17/03/2016	The Growth of International Business Managerial Behavior Across Culture	3	
		People in Organizations including Psychological Contracts, The Person –Job Fit, Individual Differences.	3	
<b>Nawroz Holiday March 20, 2016 – March 21, 2016</b>				
4	22/03/2016 24/03/2016	Personality Traits at Work Big Five Personality Traits	3	<b>Homework 1 Due</b>
		Types of Workplace Behavior Performance Behavior	3	<b>Group Presentation1 Due</b>
5	29/03/2015 - 31/03/2015	The nature of motivation The importance of motivation	4	
		Need based Perspectives on Motivation The Hierarchy of Needs	4	
6	05/04/2016 07/04/2016	Motivating Employees Performance Through Work Work Design in Organization	4	<b>Quiz 2</b>
		Early Perspectives on Employee Involvement.	4	



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7	12/04/2016 14/04/2016	Review for Midterm Exam	1, 2, 3,4	
<b>Midterm Exam 19/04/2016 - 25/04/2016</b>				
8	26/04/2016 28/05/2016	Managing Stress and the Work-Life Balance Individual coping strategies	5	
		Fundamental Work-Life Relationship Balancing Work-Life Linkage	5	
9	05/05/2016 10/05/2016	The nature of decision making and problem solving Types of Decision	3	<b>Quiz 3</b>
		Process of Decision Making managers take	3	
10	12/05/2016 17/05/2016	Managing group in an organization Types of Groups	2	<b>Homework 2 Due</b>
		Formal Group Informal Group	2	<b>Quiz 4</b>
11	19/05/2016 24/05/2016	Differentiating Team from Groups Authority and Reward System	2	
		Essential Team Issue Regarding Performances	6	
12	17/05/2016 19/05/2016	The Nature of Leadership Leaders Vs. Management	6	<b>Quiz 5</b>
		Trait approach to Leadership	6	
13	24/05/2016 26/05/2016	The Path-Goal Theory of Leadership Leader Behavior	6	
		Leadership Through the Eyes of Followers Transformational vs. Transactional Leadership	6	
14	31/05/2016 02/06/2016	Presentation and discussion of Groups	<b>Group Presentation 2 Due</b>	
15	07/06/2016 09/06/2016	Final review	1, 2, 3, 4, 5, 6	
<b>Final Examination 22/6/2016 – 28/6/2016</b>				