

**OSTİM TECHNICAL UNIVERSITY  
FACULTY OF ECONOMICS AND ADMINISTRATIVE SCIENCES  
DEPARTMENT OF BUSINESS ADMINISTRATION  
COURSE SYLLABUS FORM**

<b>BUS 204 Organizational Behavior</b>							
<b>Course Name</b>	<b>Course Code</b>	<b>Period</b>	<b>Hours</b>	<b>Application</b>	<b>Laboratory</b>	<b>Credit</b>	<b>ECTS</b>
Organizational Behavior	BUS 204	1	3	0	0	3	5

<b>Language of Instruction</b>	English
<b>Course Status</b>	Compulsory
<b>Course Level</b>	Bachelor
<b>Learning and Teaching Techniques of the Course</b>	Lecture, Question-Answer, Teamwork, Presentation, Report-Writing

<b>Course Objective</b>
The aim of the course is to introduce students to the basic concepts of behavioral dynamics at individual, group and organizational levels. The course will cover topics such as attitude, personality, values, decision making, motivation, team behavior, communication, power, politics, leadership, conflict, culture, change and stress management.

<b>Learning Outcomes</b>
<p>On successful completion of this course, students should be able to:</p> <ul style="list-style-type: none"> <li>• Define the concept of organizational behavior</li> <li>• Identify individual-level components of organizational behavior</li> <li>• Identify group dynamics and group behavior</li> <li>• Recognize the importance of studying and analyzing behavior on an organizational level</li> <li>• Find the ways to improve individual, group-level and organizational behavior both as an employee and an employer</li> </ul>

<b>Weekly Topics and Related Preparation Studies</b>		
<b>Weeks</b>	<b>Topics</b>	<b>Preparation Studies</b>
1	Introduction to Organizational Behavior	Robbins & Judge (2022) – Chapter 1
2	The Individual Personality and Values	Robbins & Judge (2022) – Chapter 4
3	The Individual Attitudes and Job Satisfaction	Robbins & Judge (2022) – Chapter 3
4	The Individual Perception	Robbins & Judge (2022) – Chapter 6
5	The Individual Individual Decision-making	Robbins & Judge (2022) – Chapter 6
6	The Individual Motivation	Robbins & Judge (2022) – Chapter 7 & Chapter 8
7	The Group Group Behavior Work Teams	Robbins & Judge (2022) – Chapter 9 & Chapter 10
<b>8</b>	<b>MIDTERM EXAM</b>	
9	The Group Communication	Robbins & Judge (2022) – Chapter 12
10	The Group Power and Politics	Robbins & Judge (2022) – Chapter 11
11	The Group Leadership	Robbins & Judge (2022) – Chapter 13
12	The Organization Organizational Culture	Robbins & Judge (2022) – Chapter 15
13	The Organization Human Resources Policies and Practices	Robbins & Judge (2022) – Chapter 16
14	The Organization Organizational Change	Robbins & Judge (2022) – Chapter 17
15	The Organization Diversity Management Conflict and Negotiation	Robbins & Judge (2022) – Chapter 2 & 18
<b>16</b>	<b>FINAL EXAM</b>	

<b>Textbook (s)/References/Materials:</b>
<b>Textbook:</b> Robbins, S. P. & Judge, T. A. (2022). <i>Organizational Behavior</i> (18 <sup>th</sup> Ed.). Pearson.
<b>Supplementary References:</b> Class notes and slides.

<b>Assessment</b>		
<b>Studies</b>	<b>Number</b>	<b>Contribution margin (%)</b>
Attendance		
Lab		
Classroom and application performance grade	<b>1</b>	<b>5</b>
Field Study		
Course-Specific Internship (if any)		
Quizzes / Studio / Critical	2	10
Homework		
Presentation	1	5
Projects		
Report	1	10
Seminar		
<b>Midterm Exam/Midterm Jury</b>	<b>1</b>	<b>20</b>
<b>General Exam / Final Jury</b>	<b>1</b>	<b>50</b>
	<b>Total</b>	<b>100</b>
<b>Success Grade Contribution of Semester Studies</b>		<b>50</b>
<b>Success Grade Contribution of End of Term</b>		<b>50</b>
	<b>Total</b>	<b>100</b>

<b>ECTS / Workload Table</b>			
<b>Activities</b>	<b>Number</b>	<b>Duration (Hours)</b>	<b>Total Workload</b>
Course hours (Including the exam week: 16 x total course hours)	14	3	42
Laboratory			
Application			
Course-Specific Internship			
Field Study			
Study Time Out of Class	16	2	32
Presentation / Seminar Preparation	1	6	6
Projects			
Reports	1	10	10
Homework			
Quizzes / Studio Review	2	1	2
Preparation Time for Midterm Exam / Midterm Jury	1	14	14
Preparation Period for the Final Exam / General Jury	1	14	14
<b>Total Workload/25 hours</b>	<b>(118/25 = 4.72)</b>		
<b>ECTS</b>	<b>5</b>		

#### **Relationship Between Course Learning Outcomes and Program Competencies**

<b>No</b>	<b>Learning Outcomes</b>	<b>Contribution Level</b>				
		<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
<b>L01</b>	Define the concept of organizational behavior					X
<b>L02</b>	Identify individual-level components of organizational behavior					X
<b>L03</b>	Identify group dynamics and group behavior					X
<b>L04</b>	Recognize the importance of studying and analyzing behavior on an organizational level					X
<b>L05</b>	Find the ways to improve individual, group-level and organizational behavior both as an employee and an employer					X

Relationship Between Course Learning Outcomes and Program Competencies							
No	Program Competencies	Learning Outcomes					Total Effect (1-5)
		L01	L02	L03	L04	L05	
1	Know the basic concepts and practical information about the science of business administration and core business activities	x	x	x	x		4
2	Evaluate global and local issues by using ideas and concepts from the field of business administration; examine and analyze management related information and applications in line with scientific principles by using appropriate qualitative and quantitative methods; interpret and synthesise the data and find solutions to business related problems	x				x	2
3	Take responsibility as a member of an interdisciplinary team to solve unpredictable and complex business problems; be able to work effectively in teams of various functions and disciplines; effectively carry out project activities				x		1
4	Carry out independent studies in the field by utilizing obtained knowledge and skills						
5	Set goals and objectives for the institution he/she works at; detect and solve basic problems; analyze the internal and external environment of the business; evaluate the developments, support continuous improvement and provide innovative strategies						
6	Acquire the skill to manage activities aimed at the improvement of the employees as a leader, make decisions and implement them	x	x				2
7	Acquire the entrepreneurship skill; design and manage a business; promote innovativeness and sustainability						
8	Maintain life-long learning activities; achieve self-improvement; follow higher level educational programs						
9	Inform stakeholders with a sense of social responsibility as an individual with effective communication skills; share his/her emotions, thoughts and solutions to problems verbally and in writing; understand the behaviors and psychology of his/her colleagues			x	x	x	2

<b>10</b>	Use the information and communication technologies and computer software required by the field						
<b>11</b>	Effectively use English to follow, read, write and speak about the universal information in the field of business and management sciences and be able to communicate with colleagues in a foreign language with professional proficiency						<b>0</b>
<b>12</b>	Act according to the law in all his/her affairs; have a sense of professional and ethical responsibility and code of business conduct and act in line with social values		<b>x</b>				<b>1</b>
<b>13</b>	Be aware of the contemporary business problems as well as the interdisciplinary scope of business administration and analyze these; have the competence to understand the effects of business and management sciences on these problems on a universal, environmental, legal, social and societal level and in terms of health, security and globalization					<b>x</b>	<b>1</b>
<b>14</b>	Give research proposals, be able to design research studies, prepare and present research reports						<b>0</b>
<b>15</b>	Manage work time and personal time; fulfil the requirements of his/her duties on time		<b>x</b>				<b>1</b>
<b>16</b>	Have the competence to work in non-governmental organizations, private sector and public entities					<b>x</b>	<b>1</b>
<b>Total Effect</b>							<b>15</b>

Policies and Procedures	
<b>Web page:</b>	<a href="https://www.ostimteknik.edu.tr/business-administration-1240/907">https://www.ostimteknik.edu.tr/business-administration-1240/907</a>
<b>Exams:</b>	The exams aim at assessing various dimensions of learning: knowledge of concepts and theories and the ability to apply this knowledge to real-world phenomena, through analyzing the situation, distinguishing problems, and suggesting solutions. The written exams can be of two types, ie. open-ended questions, which can also be in the form of problems or multiple-choice questions. The case could also be carried to the Dean's Office for additional disciplinary action.
<b>Assignments:</b>	Quizzes and Homework (Assignments) might be applicable. Scientific Research Ethics Rules are very important while preparing assignments. The students should be careful about citing any material used from outside sources and reference them appropriately.
<b>Missed exams:</b>	Any student missing an exam needs to bring an official medical report to be able to take a make-up exam. The medical report must be from a state hospital.
<b>Projects:</b>	Not applicable.
<b>Attendance:</b>	Attendance requirements are announced at the beginning of the term. Students are usually expected to attend at least 70% of the classes during each term.
<b>Objections:</b>	If the student observes a material error in his/her grade, he/she has the right to place an objection to the Faculty or the Department. The claim is examined and the student is notified about its outcome.