 **Sukkur IBA University**

**FACULTY OF BUSINESS ADMINISTRATION**

**ORGANIZATIONAL BEHAVIOR**

**Course Outline**

1. **Course Identification and General Information**

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| --- | --- |
| **Program and Class**: BBA-IV | **Semester**: **Spring 2025** |
| **Credit Hours:** 03 | **Facilitator:** Ali Akbar Shah  **Email:** syedaliakbar.kk@iba-suk.edu.pk  **Office Location:** Faculty Room |
| **Pre-requisite Course: -** | **Counseling Hours:** Tuesday 12.00 pm-2.00 pm |

**2. Schedule of Assessment Tasks for Students during the Semester**

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| --- | --- | --- | --- |
| **S. No:** | **Assessment Task (e.g. essay, test, group project, examination etc.)** | **Week Due** | **Proportion of Final Assessment/Marks** |
| 1 | Quizzes | 5, 11 &15 | 6 |
| 2 | Assignment/Term Project | 13 | 5 |
| 3 | Class Participation (Activities + Discussion) |  | 4 |
| 4 | Presentations | 9 & 14 | 5 |
| 4 | Mid-Term Exams | Academic  Calendar | 30 |
| 5 | Final exam | Academic  Calendar | 50 |

**3. Recommended Books**

|  |  |  |  |
| --- | --- | --- | --- |
| **S. No** | **Book Name** | **Author Name** | **Publisher & Edition** |
| 1 | Organizational Behavior | Stephen P. Robbins, Timothy A. Judge | 17th or 18th Edition- Prentice Hall |

#### 4. Course Description

This course deals with human behavior in organizations. Conceptual frameworks, case discussions, and skill-oriented activities are applied to course topics which include: motivation, learning and development, group dynamics, leadership, communication, power and influence, change, diversity, organizational design, and culture. It provides the student with the tools to understand and evaluate individual, group and organizational processes. This course is intended to help participants acquire skills and analytic concepts to improve organizational relationships and effectiveness. The student will also gain an appreciation of the relevance of the study of organizational behavior.

#### 5. Course Learning Outcomes (CLOs)

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| --- | --- | --- | --- |
| **S.No** | **CLOs** | **Course Teaching Strategies** | **Assessment Methods** |
| 1 | Students will be able to understand the ethical implications of workplace deviant culture, stress, power and organizational politics. | Lecture  Reading  Class discussion  Case study | Assignments  Exam  Quiz |
| 2 | Students will be able to give presentations with confidence and proficiency. | Role Plays  Interactive discussion | Presentations  Interactions |
| 3 | Students will be able to identify critical issues relate to OB and propose recommendations & solutions. | Lecture  Class discussion  Articles/Scenarios | Exam  Project  Assignments  Quizzes |
| 4 | Students will be able to work effectively in teams. | Articles  Class discussion  Group discussion | Classroom Activities  Project |
| 5 | Students will be able to understand international perspective of organizational behavior related issues. | Lecture  Class discussion  Articles  Case study | Assignment  Project |
| 6 | Students will acquire necessary know-how of theories, concepts and will understand the best practices related to organizational behavior in today’s organizations. | Articles  Class discussion  Case study | Exam  Assignment  Quiz |

**6. Assessment Task Description**

**Projects/ Assignments and Presentations Details Along with Predefined Assessment Criteria:**

* **Project/Assignments:**

**Group Assignments** will require to conduct small tasks i.e. social activity, survey, interview, research, video etc. The project requires you to work in a group. A full briefing of the project will be given in early sessions of the course. It is critical that you should establish co-operative and collaborative working arrangements within your group early on in the assignment. Although the facilitator will regularly monitor the progress on the assignment and it is your responsibility to inform the facilitator if you encounter any problem in carrying out the project smoothly and experiencing any issue of coordination from your group members.

**Individual Assignments** on current issues in OB will be assigned. Students are required to research the topic and submit a short formal written report on the findings.

**Assessment:** Integration of knowledge is the purpose of this project. Students are required to apply the conceptual frameworks and behaviors, and how this is impacting their learning effectiveness in terms of behavior, ethics and continuous learning. You will submit a comprehensive assignment (3-6 pages), which worth 6% of total grade.

**Submission:** The deadline for two different assignment/project shall be 4th and 09th week of this semester.

* **Presentations:**

Students are required to give presentation on different OB issues in the NEWS and are suggested to do some research and present in teams. Issues i.e:

* Organizational Politics - Stress Management
* Sexual Harassment at Workplace - Entrapreneurship Culture
* Positive Workplace Culture - Types of Bosses & Dysfunctional Workplace Culture
* **Quiz:**

Three quizzes will be taken from the covered syllabus.

**Timeline:** Three quizzes will be taken before every term exam. i.e. 5th, 11th and 15th week of this semester.

**Assessment:** Out of three, two best quizzes will be counted in your final grade that worth 6%.

**Other Important Policies:**

* **Submission:**

Students are expected to submit course works both in hard and soft copy. Students are advised to send soft copy of the course work through an email (fatima.phdmgt17@iba-suk.edu.pk) and must mention assignment title in subject line.

**No Late Presentations:**

Students are expected to give presentations on scheduled day and time, any delay led to zero points.

* **Communication:**

I expect each student to actively participate in class discussions to understand the conceptual frameworks of the course. If any students have missed to understand, email me your query. I will respond to your query within 24 hours. My office doors are open for all the students during the consulting hours. If you need my assistance beyond consulting hours, just send me email for the appointment.

* **Respect:**

I expect from each student to respect his/her class fellows and promote healthy learning environment for all of us.

* **Attendance/ Leaving the Session:**

In first session of the day, if any student come late by more than Five minutes, would strictly be marked as absent.

Leaving the session for any purpose will not be appreciated (apart from any extreme unavoidable cause) and doer will be strictly **marked absent in the SESSION**.

* **Readings:**

You are expected to read the assigned materials before the class/period. This helps you grasp the material more fully and creates a better classroom environment.

* **Electronic Devices:**

Deactivate all electronic pagers, cell phones, smart watches, and tablet PCs etc. during class time. If there is need for such devices, you can only use upon the permission of facilitator.

#### 7. Lesson Plan & Week Wise Schedule

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| --- | --- | --- | --- |
| **Week** | **Topics** | **Recommended Readings** | **Class Plan** |
|  | **Ice Breaking Activities**   * Socializing and Networking |  | In Class Activities |
| 1 | **Introduction to Organizational Behavior**   * Defining Organizational Behavior * The Importance of Interpersonal Skills * What Managers Do (Management Functions, Roles & Skills) * How will knowing OB make a difference? * Challenges in the Pakistani Workplace | Chapter 1 | Experiential Exercise: The OB Way |
| 2 | * Complementing Intuition with Systematic Study * Disciplines That Contribute to the OB Field * There Are Few Absolutes in OB * Challenges and Opportunities for OB | Chapter 1 |  |
| 3 | **Attitude and Job Satisfaction**   * Attitudes & its main Components * Major Job Attitudes * Job Satisfaction & Measurement * How Satisfied Are People in Their Jobs? * Causes of Job Satisfaction * The Impact of Satisfied and Dissatisfied Employees on the Workplace. | Chapter 3 | Live Attitude Talk Show:  Job Attitudes |
| 5 & 6 | **Emotions and Moods**   * Emotions and Moods * The Functions of Emotions * Sources of Emotions and Moods * Emotional Labor * Affective Events Theory * Emotional Intelligence * OB Applications of Emotions and Moods Selection. | Chapter 4 | Scenario Based Activities |
| 7 & 8 | **Personality and Values**   * Personality & its determinants * MBTI & Big Five Personality Model * Other Personality Traits * Values (Terminal vs. Instrumental) * Generational Values * Linking an Individual’s Personality and Values to the Workplace   International Values | Chapter 5 |  |
| **First Quiz** | | | |
| **First Term Exam** | | | |
| 9 | **Perception and Individual Decision Making**   * Perception & Influencing Factors * Making Judgment about Others * Attribution Theory * Common Shortcuts of Judging Others * The Link between Perception and Individual Decision Making. | Chapter 6 | Perception Game |
| 10 | * Decision Making in Organizations * Common Biases & Errors in Decision Making * Influences on Decision Making: Individual Differences and Organizational Constraints * What about Ethics in Decision Making? | Chapter 6 | Have a Heart: Case Presentations |
| 11 | **Motivation: From Concepts to Applications**  **Motivation theories**   * Equity theory/Organizational justice * Two factor theory * Expectancy theory * Motivating by Job Design: The Job Characteristics Model * Job Rotation and Job Enrichment * Alternative Work Arrangements: Flextime, Job Sharing, Telecommuting, * The Social and Physical Context of Work * Employee Involvement: Participative Management and Representative Management * Using reward to motivate | Chapter 7 & 8 | Activity: Eliminate the Boredom |
| 12 & 13 | **Understanding Work Teams**   * Difference between teams and groups * Types of Teams * Creating effective teams * Turning individuals in to team players | Chapter 10 | Team Building Activities:  Scavenger Hunt |
| **Second Quiz** | | | |
| **Second Term Exam** | | | |
| 14 | **Leadership**  Summarize the conclusions of trait theories of leadership.  Identify the central tenets and main limitations of behavioral theories of leadership.  Contrast contingency theories of leadership.  Describe the positive leadership styles and relationships.  Discuss the roles of leaders in creating ethical organizations.  Describe how leaders can have a positive impact on their organizations through building trust.   * Identify the challenges and opportunities to our understanding of leadership. | Chapter 12  Current NEWS Issues | Social Media Buzz and the Case of Khaadi  Board Game |
| 15 | **Conflict & Negotiation**   * A Definition of Conflict * Transitions in Conflict Thought * The Conflict Process Stage * Negotiation * Negotiation Strategies * Third Party Negotiations | Chapter 14 | Role Plays |
| 16 | **Organizational Change and Stress Management**   * Forces for Change * Planned Change * Resistance to Change * Overcome resistance to change * Approaches of managing organizational change: Lewin’s Three-Step Model, Kotter’s Model * Creating culture for Change: Stimulate a culture of innovation, creating learning organization | Chapter 17 | Experiential Activity on Change |
| **Third Quiz** | | | |
| **Project & Presentations** | | | |
| **Final Exam** | | | |