



Basic Information:

Title:	Organizational Behavior	Code:	MGMT 571
Program:	MBIT via BBIT	Credit Hours:	Three (03)
Sessions:	30 Classes + Mid Term + Final Term	Pre-Requisite:	BBIT (Marketing)

Course Description:

This course examines the nature of individual and group employee behavior in a work environment and how it affects the organizational performance. Various psychological and sociological principles explain how and why people act as they do. It includes an emphasis on the use of theories as conceptual tools for analyzing and solving personnel problems. Each lesson builds upon previous lessons by starting at the individual level, then moving on to a team level, and finally adopting an organization-wide level of analysis.

Learning Outcomes:

At the end of the course, the students will be able to:

- ✓ *Understand the organizational behavioral challenges in a work environment.*
- ✓ *Articulate the impact of values, attitudes and the influence of diversity*
- ✓ *Describe the major motivational theories that affect the workplace.*
- ✓ *Understand how to manage the workforce diversity.*
- ✓ *Summarize the communication channels and their barriers.*
- ✓ *Identify major leadership issues in contemporary organizations.*
- ✓ *Define organizational culture and elaborate on its impact on performance.*

Teaching Learning Methodology:

The formal teaching component of this course consists of active student participation in class assignments and contribution to all forms of teaching and learning i.e. lectures, discussions, class assignments and project. Lectures will be twice a week of 90 min each.

Group Configurations:

One of the objectives of this course is to encourage and facilitate teamwork. Class will have to make a group of four/five for the class assignments and final project. The students will be encouraged to form their own groups. As a general guideline, each group should have members with diverse skill sets. All groups are required to submit their group members' names in a printed format by the end of 3rd week.

Weekly Term Plan

Wk	Lecture Topic
01	<i>Introduction to the Course and Course Motivation</i>
02	<i>Managing Diversity</i>
03	<i>Values, Attitudes, and Their Effects in the Workplace</i>
04	<i>Motivating Self and Others</i>
05	<i>Decision-Making</i>
06	<i>Foundations of Group Behavior</i>
07	<i>Class discussion and Case Studies</i>
08	<i>Working in Teams</i>
09	Mid-Term Examination
10	<i>Organizational Leadership</i>
11	<i>Communication</i>
12	<i>Change Management</i>
13	<i>Organizational Culture</i>
14	<i>Presentations (final project)</i>
15	<i>Presentations (final project)</i>
16	Final-Term Examination



Topics in Details

Introduction

- What Is Organizational Behaviour?*
- Defining organizational Behaviour (OB)*
- Making sense of Behaviour in organizations*
- How will knowing OB make a difference?*

Managing Diversity

- Types of diversities*
- Challenges of Managing Diversity at Workplace*

Values, Attitudes

- Values vs. Attitude*
- Assessing Cultural Values.*
- Cultural Differences*
- Generational Differences. Attitudes*
- Effects in the Workplace*

Motivating Self and Others

- Needs Theories of Motivation*
- Process Theories of Motivation*
- Responses to The Reward System*
- Creating A Motivating Workplace*
- Rewards and Job Redesign*

Decision-Making

- Process of Decision-Making*
- Group Decision-Making*
- Ethical Decisions*

Foundations of Group Behavior

- Group development and properties*

Working in Teams

- Teams Versus Groups*
- Why Have Teams Become So Popular?*
- Stages of Group and Team Development*
- Creating Effective Teams*

Organizational Leadership

- contingent and responsible leadership behaviors*

Communication

- Channels and Barriers*

Change Management

- Types of Changes,*
- Approaches to Change Management*

Organizational Culture

- Learning and Sustaining Culture*
- Spirituality in Culture*

Text & Recommended Readings

- A. *Organizational Behavior 15th Ed*
Stephen P. Robbins & Timothy A. Judge
- B. *Reference Books*

Assignment Specification

- Microsoft Word for Documentation*
- Headings* *Arial 11pt Bold*
- Normal Text* *Times New Roman 10pt*
- Header Footer* *Times New Roman 8pt*
- Paragraph* *Single Line Spacing*
First Line Indent 1.0 cm
- Page Margins* *2 cm from each side*



Grading Policy:

Final Grade for this course will be the cumulated result of the following term work with relevant participation according to the quoted percentage.

Sessional	25%	Mid Term	35%	Final Term	40%
Assignments	10 %	Mid Term Exam	25%	Final Exam	30%
Quizzes	10%	Lab Work/ Lab Mid Exam	10%	Case Study/ Project/ Term Paper	10%
Presentations	05%				

Remember subdivision of Mid Term and Final Term Examination should be done only in case of very essential and major Grading Instruments.

Dishonest Practices & Plagiarism

Any student found responsible for dishonest practice/cheating (e.g. copying the work of others, use of unauthorized material in Grading Instruments) in relation to any piece of Grading Instrument will face penalties like deduction of marks, grade 'F' in the course, or in extreme cases, suspension and rustication from IBIT.

For details consult Plagiarism Policy of the PU at <http://pu.edu.pk/dpcc/downloads/Plagiarism-Policy.pdf>

Grading System:

Letter Grade	Grade Point	Num Equivalence
A	4.00	85 – 100 %
A-	3.70	80 – 84 %
B+	3.30	75 – 79%
B	3.00	70 – 74 %
B-	2.70	65 – 69 %
C+	2.30	61 – 64 %
C	2.00	58 – 60 %
C-	1.70	55 – 57 %
D	1.00	50 – 54 %
F	0.00	Below 50 %
I	Incomplete	*
W	Withdraw	*

Norms to Course:

- ✓ Submission Date and Time for the term instruments is always **UN-EXTENDABLE**
- ✓ 7 Absentees in class will be result in forced withdrawal. (PU Policy)
- ✓ Re-sit in Mid and Final Term will cause you a loss of 2 and 3 grade marks respectively. (PU Policy)
- ✓ This is your responsibility to keep track of your position in class evaluation units.
- ✓ After the submission date, NO excuse will be entertained.
- ✓ **Keep a copy of all submitted Grading Instruments.**
- ✓ Assignment is acceptable only in its Entirety.
- ✓ No make up for any assignment and quiz.
- ✓ Copied & Shared work will score Zero.
- ✓ Assignments are Individual.

Good Luck