2.3.2 Basic information of each course/module (Provide information where applicable in Table 3.)

Table 3: Summary of information on each course/module

1.	Name of Course/Module: **Organizational Behavior**				
2.	Course Code:　　**BBA 2174**				
3.	Name(s) of academic staff: Kamal Abd Razak, MBA				
4.	Rationale: It is important for the students to have overall understanding in the knowledge of organizational behavior. The course consist of the knowledge delivery, practical skills training, problem solving skills training and cultivation of the ability of thinking, analysing and practising the theory learned. The course will educate the students from the basic conceptual theory to practical application.				
5.	Semester and Year offered:　　Semester 3 Year 2				
6.	Total Student Learning Time (SLT)	Face to Face			Total Guided and Independent Learning
	L = Lecture T = Tutorial P = Practical O = Others	L 32	T 19	P -	O 5 　　160
7.	Credit Value: 4				
8.	Prerequisite (if any): None				
9.	Objectives: The objectives of this course are • To expose students to key ideas and issues in OB that influence the way people behave in organizational setting. • To develop competencies of analyzing behavioral issues in the work environment. • To appreciate how behavior differs between individuals, how it changes in groups, and how organizational systems influence behavior. • To provide a conceptual and empirical understanding of the structure and human behaviors both as individual and groups within organizations.				
10.	Learning outcomes: At the end of the semester the students will be able to: • Explain the theoretical foundations and basic facts of organizational behavior, including those associated with motivation, job satisfaction, power, leadership, communication, stress, and organizational structure. • Articulate well-justified personal stances regarding issues of ethical behavior and cultural diversity in organizations. • Show progress in developing skills in presenting ideas to others. • Apply knowledge of organizational phenomena to various real-life organizational situations.				
11.	Transferable Skills: Development of transferable skills such as organizational behavior analysis skills, effective group work, leadership skills, and knowledge in approaches to problem-solving.				
12.	Teaching-learning and assessment strategy Class Participation, Assignments, Team Work, Case Studies, and Presentation.				

13.	Synopsis:
	Understanding the dynamics of human behavior in the work context is the key to the success in managerial positions. This course is designed to help students understand causes and dynamic of employees' behavior and how it can be professionally managed for effective functioning. The topics include individual, group and organizational system and process factors that determine employees' productivity, satisfaction and other organizational outcomes.
14.	Mode of Delivery: Lectures/Tutorial/Practical /Class Activities

15.	Assessment Methods and Types:

Class Participation | 10%
Continuous Assessment, Assignments and Tests | 20%
Case Studies, Seminar, Project Paper and Presentation | 30%
Final exam | 40%

Total | **100%**

1.	Mapping of the course/module to the Programme Aims NA
2.	Mapping of the course/module to the Programme Learning Outcomes: See attached
18.	Content outline of the course/module and the SLT per topic:

Topics	Delivery				GL Hour	NGL Hour	SLT
	L	T	P	O			
1. Introduction to Organizational Behavior • Define the concepts of organization and organizational behavior (OB). • Identify the fundamental assumptions of the field of organizational behavior. • Describe how the field of organizational behavior is being shaped by the global economy, increasing racial and ethnic diversity in the workforce, and advances in technology.	4	2	-	-	6	12	18

2. *Perception and Learning* • Distinguish between the concepts of social perception and social identity. • Explain the attribution process works and describe the various sources of bias in social perception. • Understand how the process of social perception operates in the context of performance appraisals, employment interviews. • Define learning and describe types most applicable to Organizational behavior. • Describe how principles of learning are involved in organizational training and innovative reward systems.	3	1	-	1	5	10	15
3. *Personalities, Abilities, Emotions and Stress* • Define personality and describe its role in the study of OB. • Identify the big five dimensions of personality. • Define achievement motivation and describe the difference between learning and performance. • Distinguish between emotions and moods. • Describe the effects of emotions and moods on behavior in organizations. • Describe ways that people manage their emotions in organizations. • Identify the major causes and consequences of stress. • Identify various organizational resources for managing stress.	3	2	-	1	6	12	18

Topic							
4. *Work Related Attitudes* • Define attitudes and describe their basic components. • Describe the concept of job satisfaction & organizational commitment. • Distinguish between prejudice and discrimination. • Describe steps to be taken by organizations to manage diversity in the workforce.	3	3	-	-	6	12	18
5. *Motivation in Organizations* • Define motivation and explain its importance in the field of organizational behavior. • Describe need hierarchy theory and recommendation of improving motivation in organizations. • Identify and explain the conditions through which goal setting can be used to improve job performance. • Describe expectancy theory and how it may be applied in organizations. • Distinguish between job enlargement, job enrichment, and job characteristics model as techniques for motivating employees.	4	2	-	-	6	12	18
6. *Group Dynamics and Teamwork* • Define what is meant by a group and identify different types of groups operating within organizations. • Describe the importance of norms, roles, status and cohesiveness within organizations. • Describe the important of individual performance in groups. • Define what teams are and various types of teams. • Understand the effectiveness and failure of some teams in organizations.	3	2	-	1	6	12	18

7. *Communication in Organizations* • Describe the process of communication and its role in organizations. • Identify various forms of verbal and non-verbal media used in organizations. • Describe the informal and formal forces that are responsible for communication in organizations. • Explain various things to improve communication in organizations.	3	2	-	-	5	10	15
8. *Decision making in Organizations* • Identify the steps in the analytical model of decision making and distinguish between the various types of decision making that people make. • Describe models of decision making. • Identify the various factors that lead people to make imperfect decisions. • Describe various traditional techniques and high tech techniques that can be used to enhance the quality of individual and group decisions.	3	2	-	1	6	12	18
9. *Influence, Power and Politics in Organizations* • Define the concepts of social influence, power, and organizational politics. • Describe the major varieties of social influence that exist. • Identify the major types of individual power in organizations. • Describe the two major approaches to the development of power in organizations.	2	1	-	1	4	8	12

	10. *Leadership in Organizations* • Identify the characteristics that distinguish successful leaders from ordinary people. • Distinguish between the two basic forms of leader behavior. • Describe the nature charismatic leadership. • Describe various techniques used to develop leadership in organizations.	2	1	-	-	3	6	9
	11. *Organizational Culture, Creativity and Innovation* • Define organizational culture. • Identify the various functions organizational culture serves in organizations. • Describe types of organizational culture. • Define creativity and describe components of individual and team creativity. • Describe various approaches to promoting creativity in organizations.	2	3	-	-	5	10	15
	TOTAL STUDENT LEARNING TIME (SLT)	32	19	0	5	56	104	160

3.	Main references supporting the course: • Stephen P. Robbins, Timothy A. Judge (2010) Organizational Behavior. 14th edition. Prentice Hall. • Jason Colquitt, Jeffrey LePine, Michael Wesson (2010) Organizational Behavior: Improving Performance and Commitment in the Workplace. 2nd edition. McGraw-Hill/Irwin. • Stephen P. Robbins and Timothy A. Judge (2012) Organizational Behavior. 15th edition. Prentice Hall. Other References: • Greenberg, J. and Baron, R.A (2003) Behavior in Organizations, 8th Edition, Prentice Hall. • McShane, Von Glinow (2003) Organizational Behavior, McGraw Hill. • Nelson, Debra L. & Quick, James (2000) Organizational Behavior: Foundations, Realities, & Challenges, 3rd edition. South Western College Publishing.
4.	Other additional information: Nil