

**ALLAMA IQBAL OPEN UNIVERSITY ISLAMABAD
(Department of Business Administration)**

ORGANIZATIONAL BEHAVIOR (8517)

CHECKLIST

SEMESTER: AUTUMN 2013

This packet comprises the following material:

- 1) Text book
- 2) Assignment no. 1 & 2
- 3) Course outline
- 4) Assignment forms (2 sets)
- 5) Schedule for submitting the assignments

In this packet, if you find anything missing from the above-mentioned material, please contact at the address given below: -

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WARNING

- 1. PLAGIARISM OR HIRING OF GHOST WRITER(S) FOR SOLVING THE ASSIGNMENT(S) WILL DEBAR THE STUDENT FROM AWARD OF DEGREE/CERTIFICATE, IF FOUND AT ANY STAGE.**
- 2. SUBMITTING ASSIGNMENTS BORROWED OR STOLEN FROM OTHER(S) AS ONE'S OWN WILL BE PENALIZED AS DEFINED IN "AIOU PLAGIARISM POLICY".**

ASSIGNMENT No. 1

Course: Organizational Behavior (8517)

Semester: Autumn 2013

Level: MBA

Total Marks: 100

Pass Marks: 50

- Q.1 Define organizational behavior and discuss the concept of leaning organization. (20)
- Q. 2 What is meant by perception? Discuss the process of development of a personality with suitable examples. (20)
- Q. 3 In a private organization, how a manager can motivate employee's performance through goal setting, explain your answer with examples. (20)
- Q. 4 Discuss the following with examples: (10+10)
- a) Intrapersonal and interpersonal conflict
 - b) Organizational politics
- Q. 5 What is meant by occupational stress? Discuss the concept of stress management. (20)

GUIDELINES FOR ASSIGNMENT # 1:

You should look upon the assignments as a test of knowledge, management skills, and communication skills. When you write an assignment answer, you are indicating your knowledge to the teacher:

- Your level of understanding of the subject;
- How clearly you think?
- How well you can reflect on your knowledge & experience?
- How well you can use your knowledge in solving problems, explaining situations, and describing organizations and management?
- How professional you are, and how much care and attention you give to what you do?

To answer a question effectively, address the question directly, bring important related issues into the discussion, refer to sources, and indicate how principles from the course materials apply. The student must also be able to identify important problems and implications arising from the answer.

For citing references, writing bibliographies, and formatting the assignment, APA format should be followed.

ASSIGNMENT No. 2

Total Marks: 100

Pass Marks: 50

This assignment is a research-oriented activity. You are required to obtain information from a business/commercial organization and prepare a report of about 1000 words on the issue allotted to you to be submitted to your teacher for evaluation.

You are required to select one of the following issues according to the last digit of your roll number. For example, if your roll number is P-3427180 then you will select issue No. 0 (the last digit): -

Issues:

0. Groups and teams
1. Nonverbal communication
2. Changes faced by organization
3. Organizational culture
4. Organizational structure
5. Leadership
6. Occupational stress
7. Communication technology
8. Reward system
9. Job satisfaction

The report should follow the following format:

1. Title page
2. Acknowledgements
3. An abstract (one page summary of the paper)
4. Table of contents
5. Introduction to the issue (brief history & significance of issue assigned)
6. Practical study of the organization (with respect to the issue)
7. Data collection methods
8. SWOT analysis (strengths, weaknesses, opportunities & threats) relevant to the issue assigned
9. Conclusion (one page brief covering important aspects of your report)
10. Recommendations (specific recommendations relevant to issue assigned)
11. References (as per APA format)
12. Annexes (if any)

GUIDELINES FOR ASSIGNMENT # 2:

- 1.5 line spacing
- Use headers and subheads throughout all sections
- Organization of ideas
- Writing skills (spelling, grammar, punctuation)
- Professionalism (readability and general appearance)
- Do more than repeat the text
- Express a point of view and defend it.

WORKSHOP:

The workshop presentations provide you opportunity to express your communication skills, knowledge & understanding of concepts learned during practical study assigned in assignment # 2.

You should use transparencies and any other material for effective presentation. The transparencies are not the presentation, but only a tool; the presentation is the combination of the transparencies and your speech. Workshop presentation transparencies should only be in typed format.

The transparencies should follow the following format:

- 1) Title page
- 2) An abstract (one page summary of the paper)
- 3) Introduction to the issue (brief history & significance of issue assigned)
- 4) Practical study of the organization (with respect to the issue)
- 5) Data collection methods
- 6) SWOT analysis (strengths, weaknesses, opportunities & threats) relevant to the issue assigned
- 7) Conclusion (one page brief covering important aspects of your report)
- 8) Recommendations (specific recommendations relevant to issue assigned)

GUIDELINES FOR WORKSHOP PRESENTATION:

- Make eye contact and react to the audience. Don't read from the transparencies or from report, and don't look too much at the transparencies (occasional glances are acceptable to help in recalling the topic to cover).
- A 15-minute presentation can be practiced several times in advance, so do that until you are confident enough. Some people also use a mirror when rehearsing as a substitute for an audience.

WEIGHTAGE OF THEORY & PRACTICAL ASPECTS IN ASSIGNMENT # 2 & WORKSHOP PRESENTATIONS:

Assignment # 2 & workshop presentations are evaluated on the basis of theory & its applicability. The weightage of each aspect would be:

Theory:	60%
Applicability (practical study of the organization):	40%

COURSE OUTLINE (8517)

Unit–1: Overview of Organizational Behavior

- 1.1 Organizational Behavior: Theoretical Framework
 - 1.1.1 Defining Organizational Behavior
 - 1.1.2 Historical Background for Modern Organizational Behavior
 - 1.1.3 Challenges Faced by Management
 - 1.1.4 Organizational Behavior Model
- 1.2 Emerging Organizations
 - 1.2.1 Role of Information Technology
 - 1.2.2 Total Quality Management
 - 1.2.3 Learning Organizations

Unit–2: Micro Perspective of OB–I

- 2.1 Perception Process and Impression Management
 - 1.2.4 Meaning and Significance of Perception
 - 1.2.5 Individual Perceptual Process
 - 1.2.5.1 Perceptual Selectivity
 - 1.2.5.2 Perceptual Organization
 - 1.2.5.3 Social Perception
 - 1.2.6 Impression Management
- 2.2 Personality and Attitudes
 - 2.2.1 Meaning of Personality
 - 2.2.2 Development of Personality and Socialization
 - 2.2.3 Nature and Dimensions of Attitudes
 - 2.2.4 Job Satisfaction and Organizational Commitment

Unit–3: Micro Perspective of OB–II

- 3.1 Motivation: Needs, Content and Processes
 - 3.1.1 Meaning of Motivation
 - 3.1.2 Types of Motives
 - 3.1.3 Theories of Motivation
 - 3.1.3.1 Content Theories of Work Motivation
 - 3.1.3.2 Process Theories of Work Motivation
 - 3.1.3.3 Contemporary Theories of Work Motivation
- 3.2 Motivating Performance through Job Design and Goal Setting
- 3.3 Learning: Processes, Reward System, and Behavioral Management
 - 3.3.1 Theoretical Processes of Learning
 - 3.3.2 Principles of Learning: Reinforcement and Punishment
 - 3.3.3 Organizational Reward Systems
 - 3.3.4 Behavioral Management

Unit–4: The Dynamics of OB–I

- 4.1 Group Dynamics and Teams
 - 4.1.1 Nature of Groups
 - 4.1.2 Dynamics of Informal Groups

- 4.1.3 Dynamics of Formal Work Groups
- 4.1.4 Teams in Modern Workplace
- 4.2 Interactive Conflict and Negotiation Skills
 - 4.2.1 Types of Conflict
 - 4.2.1.1 Intra-Individual Conflict
 - 4.2.1.2 Interpersonal Conflict
 - 4.2.1.3 Intergroup Behavior and Conflict
 - 4.2.1.4 Organizational Conflict
 - 4.2.2 Negotiation Skills

Unit-5: The Dynamics of OB-II

- 5.1 Occupational Stress
 - 5.1.1 Meaning of Stress
 - 5.1.2 Dynamics of Stress
 - 5.1.3 Effects of Occupational Stress
 - 5.1.4 Stress Management
- 5.2 Power and Politics
 - 5.2.1 Meaning and Types of Power
 - 5.2.2 Distinctions Between Power, Authority and Influence
 - 5.2.3 Meaning and Nature of Organizational Politics
 - 5.2.4 Political Implications of Power

Unit-6: Leadership

- 6.1 Defining Leadership
- 6.2 Background and Classic Studies on Leadership
- 6.3 Established Theories of Leadership
- 6.4 Emerging Theoretical Frameworks for Leadership
- 6.5 Leadership Styles
- 6.6 Roles and Activities of Leadership
- 6.7 Leadership Skills

Unit-7: A Macro Perspective of OB-I

- 7.1 Communication Technology and Interpersonal Processes
 - 7.1.1 Historical Background of Communication
 - 7.1.2 Communication Technology
 - 7.1.3 Nonverbal Communication
 - 7.1.4 Interpersonal Communication
 - 7.1.5 Downward Communication
 - 7.1.6 Upward Communication
- 7.2 Interactive Communication in Organizations
 - 7.2.1 Decision Making
 - 7.2.2 Nature of Decision Making
 - 7.2.3 Behavioral Decision Making
 - 7.2.4 Behavioral Oriented Decision-Making Techniques
 - 7.2.5 Creativity and group Decision Making

Unit–8: A Macro Perspective of OB–II

- 8.1 Organizational Theory and Design
 - 8.1.1 Classical Organization Theory and Design
 - 8.1.2 Modification of Bureaucratic Structuring
 - 8.1.3 Modern Organization Theory
 - 8.1.4 Modern Organization Design
- 8.2 Organizational Culture
 - 8.2.1 Nature of Organizational Culture
 - 8.2.2 Creating and Maintaining a Culture

Unit–9: Horizons for Organizational Behavior

- 9.1 International Organizational Behavior
 - 9.1.1 Impact of Culture on International Organizational Behavior
 - 9.1.2 Communication in an International Environment
 - 9.1.3 Motivation Across Cultures
 - 9.1.4 Managerial Leadership Across Culture
- 9.2 Organizational Change and Development
 - 9.2.1 Changes Facing Organizations
 - 9.2.2 Organizational Development Approaches and Techniques
 - 9.2.3 Future of Organizational Behavior

Recommended Books:

Robbins, S. P. (2009). *Organizational Behaviour* (10th ed.). Hoboken New Jersey: John Wiley & Sons Inc.

Luthen, F. (2006). *Organizational Behaviour*. Mc Graw-Hill

Griffin, R. W., & Moorhead, G. (2011). *Organizational Behaviour* (10th ed.). Canada: Nelson Education Ltd.

