

## SYLLABUS

Course basic data			
Academic unit:	Faculty of Tourism and Environment		
Course title:	Organizational Behaviour		
Level:	Bachelor		
Course status:	Obligatory		
Year of study:	II		
Number of hours per week:	3		
Value in credits – ECTS:	4		
Time / location:			
Course leader:	Prof. Ass. Dr.BislimLekiqi		
Contacting details:	<a href="mailto:bislim.lekqiq@ushaf.net">bislim.lekqiq@ushaf.net</a>		
Course description			
	The main topic covering this module are as following: Introduction to Organizational Behavior; The overall pattern of behavior at work: Values and attitudes; Personality; Perception; Skills and capabilities; Motivation through work design; Group behaviour; Social relations to and from the Organization; Communication; Power and political behaviour,		
Course aims:			
	Students become acquainted with the meaning of organizational behaviour and learn how to understand employee behaviour and how to achieve greater effectiveness with the use of human resources, how to motivate and evaluate workers in order to stimulate enhanced employee performance at work.		
Learning outcomes:			
	<p>After this course, students will be able to:</p> <ul style="list-style-type: none"> <li>• Identify and explain the role of personality and behavior that influence organizational perception.</li> <li>• Identify and compare approaches related to employee motivation and performance.</li> <li>• Understand the importance of effective communication within the organization, discuss the importance of groups in organizations and how they can influence decision-making, efficiency and effectiveness of the organization.</li> <li>• Evaluate the role and effectiveness of leadership within the organization and apply workplace ethics</li> </ul>		
Contribution in Student's learning (should correspond with Students learning outcomes)			
Activity	Hrs	Days/weeks	Total
Lectures and exercises	3	15	45
Practical work			
Contact hours/consultations with lecturer	2	2	4
Exercises in the field (study visits)			
Tests, seminars	1	2	2
Home work	1	8	8
Student's independent study time (library or home)	2	12	22
Final preparation for exam	3	5	15

Time spent during assessment (tests, quizzes, final exam)	3		3
Projects, presentations, etc.	1		1
<b>Total</b>			<b>100</b>

<b>Teaching methodology:</b>	<p>Teaching will be developed through lectures, practical examples, individual and group discussions, working with seminars, periodic assessments, etc. All of these will be implemented in theoretical and practical presenting in audio visual form through electronic technology with Windows Office programs.</p> <p>In theoretical terms will be provided general scientific knowledge based on contemporary literature. Practical part mainly will be implemented through concrete examples from literature and from the experience of private and public manufacturing enterprises, non-profit organizations. Hereby, will be build interactive relations between professor and students, and among students.</p>
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<b>Assessment methods:</b>	<p>Presence 0-10 point</p> <p>Engagement in lectures and exercises 0-10 point</p> <p>Tets I 0-35 point</p> <p>Tets II 0-35 point</p> <p>Seminar work 0-10 point</p> <p>EXAM 0-70 point</p> <p>Tests I and II are written tests with proportional division of questions according to the lectures, which will consist of 10 questions, of which there will be open questions, closed and half open questions.</p> <p>The exam has 20 (18 + 2) questions with proportional division of questions according to the lectures, of which there will be open questions, closed and half open questions. Assessment is for 18 questions, Two additional questions are options for replacement. Points from attendance, engagement and seminar work will be transferred.</p>
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**List of references**

<b>Basic literature</b>	<ol style="list-style-type: none"> <li>1. Kasimati M., (2010), SielljeOrganizative, Tiranë;</li> <li>2. Canco G., etj., (2016), SielljaOrganizative, Tiranë;</li> </ol>
<b>Additional literature</b>	<ol style="list-style-type: none"> <li>3. Stephen Robbins, Timothy Judge, 2013 Organizational Behavior; 15th global edition,</li> <li>4. Schreyögg, G., &amp; Sydow, J., (2009), Verhalten in Organisationen, Springer-Verlag;</li> </ol>

**Lectures Timeline**

<b>Week</b>	<b>Lectures</b>
<b>Fist week:</b>	Presentation of the Syllabus,
<b>Second week:</b>	Introduction to Organizational Behavior
<b>Third week:</b>	The overall pattern of behavior at work,
<b>Fourth week:</b>	Values and attitudes,
<b>Fifth week:</b>	Personality
<b>Sixth week:</b>	Perception

<b>Seventh week:</b>	Skills and capabilities
<b>Eighth week:</b>	Interactive Discussions on course Materials - First Test,
<b>Ninth week:</b>	Motivation through work design,
<b>Tenth week:</b>	Group behavior
<b>Eleventh week:</b>	Social relations to and from the Organization,
<b>Twelfth week:</b>	Communication – 7C OF COMMUNICATION
<b>Thirteenth week:</b>	Power and political behavior,
<b>Fourteenth week:</b>	Summary lecture and presentation of seminar papers
<b>Fifteenth week:</b>	Interactive Discussions on course Materials – Second Test,
<b>Academic policies and rules of conduct:</b>	
<ul style="list-style-type: none"> <li>• Participation on lectures and exercise is mandatory.</li> <li>• Students are encouraged to seek clarification during the lectures and exercises.</li> <li>• Professor will be available for clarification and consultation to students. Students are required after each lecture to read, at least, obligatory literature and to do the assignments and essays. Students are encouraged to open and broadcast debates.</li> <li>• The student should be aware and comply rules and regulations of the institution. She/he must respect the schedule of lectures, exercises and must be intently during lectures. It is required to present ID during tests and exams.</li> <li>• During the drafting of seminars, the student should comply guidelines from professor in order to complete the research and technical part of the paper.</li> </ul>	