



MABALACAT CITY COLLEGE

INSTITUTE OF BUSINESS AND COMPUTING EDUCATION

First Semester A.Y. 2023-2024

Outcome-Based Teaching and Learning Plan and Module Guide for HBO - *Human Behavior in Organizations*



VISION: Mabalacat City College envisions itself to be the top choice in the community it serves for quality education and training by 2025.

MISSION: The Mission of Mabalacat City College is to meet the needs of its community as a center for learning aiming for open admission policy.

COURSE DESCRIPTION:

This course introduces the students to the factors affecting the behaviour of individuals and groups in organization focusing on the specific factors that tend to explain behaviour of individuals, groups, and organizations. Various theories and models of organizational behaviour work group behaviour, motivation in life and work, and human relations among others are discussed and related to organizational practices and phenomena.

PROGRAM INTENDED LEARNING OUTCOMES (PILO) – BS ENTREPRENEURSHIP (BASED ON CMO No. 18 Series 2017)

A graduate of BS in Entrepreneurship should be able to:

- a. Conduct a self-assessment to determine level of entrepreneurial competencies.
- b. Analyze/scan the environment to determine business opportunities and develop their profitability profiles from which entrepreneurial ventures can be selected from.
- c. Prepare a business plan.
- d. Mobilize the necessary human, financial, logistical, and technical resources to implement the business plan.
- e. Prepare and comply with requirements for business operation.
- f. Operate and manage the enterprise observing good governance and social responsibility.
- g. Apply entrepreneurial management in any organization other than own enterprise.





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PRE-REQUISITE: None

NUMBER OF UNITS: 3 Units Lecture

COURSE INTENDED LEARNING OUTCOMES (CILO):

1. Explained the role and importance of human behavior in organizations as applied to real-world business scenarios;
2. Articulated the different aspects of human behavior in times of change;
3. Assessed organizational behavior in terms of human behavior and organizational context; and
4. Applied human behavior / organizational behavior models, concepts, and theories to actual industry dilemma.

COURSE OUTLINE

Week	Intended Learning Outcomes (ILO)	Topic	Teaching & Learning Materials	Assessment Task (Requirements with schedule or time allotment)	SDG COHERENCE
1-2	Preparation for 3 rd to 6 th weeks learning materials, Midterm examination questionnaire, TOS etc.				





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3	<ul style="list-style-type: none"> • Explain the Importance of Interpersonal Skills • Discuss Management and Organizational Behavior • Describes Disciplines That Contribute to OB • List OB Challenges and Opportunities 	<p>What is Organizational Behavior</p> <ul style="list-style-type: none"> - The Importance of Interpersonal Skills - Management and Organizational Behavior - Disciplines That Contribute to OB - OB Challenges and Opportunities 	<ul style="list-style-type: none"> • Lecture Notes • PowerPoint Presentation • Books <ul style="list-style-type: none"> - Robbins Stephen & Judge Timothy, (2019). Organizational Behavior, 18th edition Global Edition • Suggested Web Readings <ul style="list-style-type: none"> https://courses.lumenlearning.com/wm-organizationalbehavior/chapter/what-is-organizational-behavior/ 	<ul style="list-style-type: none"> • Objective Type Quiz 	<p>SDG Nos</p> <p>1: No Poverty</p> <p>4: Quality Education</p>
4	<ul style="list-style-type: none"> • Contrast the three components of an attitude. • Summarize the relationship between attitudes and behavior. • Compare the major job attitudes. • Define job satisfaction. 	<p>Attitudes and Job Satisfaction</p> <ul style="list-style-type: none"> - Three components of an attitude. - The relationship between attitudes and behavior. - Major job attitudes. - Job satisfaction - The main causes of job satisfaction. - Three outcomes of job satisfaction. 	<ul style="list-style-type: none"> • Lecture Notes • PowerPoint Presentation • Books <ul style="list-style-type: none"> - Robbins Stephen & Judge Timothy, (2019). Organizational Behavior, 18th edition Global Edition • Suggested Web Readings <ul style="list-style-type: none"> - https://open.lib.umn.edu/organizationalbehavior/chapter/4-2-work-attitudes 	<ul style="list-style-type: none"> • Objective Type Quiz • Group/ Individual assignments 	<p>4: Quality Education</p> <p>5: Gender Equality</p> <p>8: Decent Work and Economic Growth</p> <p>16. Peace, Justice and</p>





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	<ul style="list-style-type: none"> Summarize the main causes of job satisfaction. Identify three outcomes of job satisfaction. 				Strong Institution
5	<ul style="list-style-type: none"> Explain the factors that influence perception. Describe attribution theory. Explain the link between perception and decision making, predicts behavior. Explain how individual differences and organizational constraints affect decision making. Contrast the three ethical decision criteria 	<p>Perception and Individual Decision Making</p> <ul style="list-style-type: none"> What Is Perception? Person Perception: Making Judgments About Others The Link Between Perception and Individual Decision Making Decision Making in Organizations Influences on Decision Making: Individual Differences and Organizational Constraints What About Ethics in Decision Making? Creativity, Creative Decision Making, and 	<ul style="list-style-type: none"> Lecture Notes PowerPoint Presentation Books <ul style="list-style-type: none"> Robbins Stephen & Judge Timothy, (2019). Organizational Behavior, 18th edition Global Edition Suggested Web Readings <ul style="list-style-type: none"> https://www.csus.edu/indiv/s/sablynskic/ch5obe150.htm 	<ul style="list-style-type: none"> Objective Type Quiz Group/ Individual assignments 	<p>4: Quality Education</p> <p>5: Gender Equality</p> <p>9: Industry, Innovation and Infrastructure</p>





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	<ul style="list-style-type: none"> Describe the three-stage model of creativity. 	Innovation in Organizations			
6-7	<ul style="list-style-type: none"> Distinguish between the different types of groups. Describe the punctuated-equilibrium model of group development. Show how role requirements change in different situations. Demonstrate how norms exert influence on an individual's behavior. Show how status and size differences affect group performance. 	Foundations of Group Behavior <ul style="list-style-type: none"> Defining and Classifying Groups Stages of Group Development Group Decision Making 	<ul style="list-style-type: none"> Lecture Notes PowerPoint Presentation Books: Robbins Stephen & Judge Timothy, (2019). Organizational Behavior, 18th edition Global Edition Suggested Web Readings https://www.csus.edu/indiv/s/sablynskic/chap8.htm 	<ul style="list-style-type: none"> Objective Type Quiz Group/ Individual assignments 	<p>4: Quality Education</p> <p>5: Gender Equality</p> <p>9: Industry, Innovation and Infrastructure</p> <p>16. Peace, Justice and Strong Institution</p>





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	<ul style="list-style-type: none"> Describe how issues of cohesiveness and diversity can be integrated for group effectiveness. Contrast the strengths and weaknesses of group decision making. 				
8	Midterm Examination				
9-10	Preparation for 11 th to 15 th weeks learning materials, final examination questionnaire, TOS etc.				
11-12	<ul style="list-style-type: none"> Analyze the continued popularity of teams in organizations. Contrast groups and teams. 	Understanding Work Teams <ul style="list-style-type: none"> Why Have Teams Become So Popular? Differences Between Groups and Teams Types of Teams Creating Effective Teams 	<ul style="list-style-type: none"> Lecture Notes PowerPoint Presentation Books: Robbins Stephen & Judge Timothy, (2019). Organizational Behavior, 18th edition Global Edition Suggested Web Readings 	<ul style="list-style-type: none"> Objective Type Quiz Group/ Individual assignments 	4: Quality Education 5: Gender Equality





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	<ul style="list-style-type: none"> Contrast the five types of team arrangements. Identify the characteristics of effective teams. Explain how organizations can create team players. T10-6 Decide when to use individuals instead of teams 	<ul style="list-style-type: none"> - Turning Individuals into Team Players 	<p>https://www.csus.edu/indiv/s/sablynskic/chap8.htm</p>		<p>9: Industry, Innovation and Infrastructure</p> <p>16. Peace, Justice and Strong Institutions</p>
13-14	<ul style="list-style-type: none"> Describe the functions and process of communication. Contrast downward, upward, and lateral communication through small-group networks and the grapevine. Contrast oral, written, and nonverbal communication. 	<p>Communication</p> <ul style="list-style-type: none"> - Functions of Communication - Direction of Communication - Modes of Communication - Choice of Communication - Barriers to Effective Communication 	<ul style="list-style-type: none"> Lecture Notes PowerPoint Presentation Books: Robbins Stephen & Judge Timothy, (2019). Organizational Behavior, 18th edition Global Edition Suggested Web Readings https://www.csus.edu/indiv/s/sablynskic/chap8.htm 	<ul style="list-style-type: none"> Objective Type Quiz Group/ Individual assignments 	<p>4: Quality Education</p> <p>5: Gender Equality</p> <p>9: Industry, Innovation and Infrastructure</p> <p>16. Peace, Justice and</p>





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	<ul style="list-style-type: none"> Describe how channel richness underlies the choice of communication method. Identify common barriers to effective communication. 				Strong Institution
15	<ul style="list-style-type: none"> Identify seven elements of an organization's structure. Identify the characteristics of the functional structure, the bureaucracy, and the matrix structure. Identify the characteristics of the virtual structure, the team structure, and the circular structure. 	<p>Foundations of Organization Structure</p> <ul style="list-style-type: none"> What Is Organizational Structure? Common Organizational Frameworks and Structures The Leaner Organization: Downsizing Why Do Structures Differ? Organizational Designs and Employee Behavior 	<ul style="list-style-type: none"> Lecture Notes PowerPoint Presentation Books: Robbins Stephen & Judge Timothy, (2019). Organizational Behavior, 18th edition Global Edition Suggested Online Videos: https://www.csus.edu/indiv/s/sablynskic/chap8.htm 	<ul style="list-style-type: none"> Objective Type Quiz 	<p>4: Quality Education</p> <p>5: Gender Equality</p> <p>8. Decent Work and Economic Growth</p> <p>9: Industry, Innovation and Infrastructure</p>





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	<ul style="list-style-type: none"> Describe the effects of downsizing on organizational structures and employees Analyze the behavioral implications of different organizational designs. 				
16-17	<ul style="list-style-type: none"> Contrast the forces for change and planned change. Describe ways to overcome resistance to change. Compare the four main approaches to managing organizational change. Demonstrate three ways of creating a culture for change. 	<p>Organizational Change and Stress Management</p> <ul style="list-style-type: none"> Change Resistance to Change Approaches to Managing Organizational Change Creating a Culture for Change Stress at Work Consequences of Stress at Work Managing Stress 	<ul style="list-style-type: none"> Lecture Notes PowerPoint Presentation Books: Robbins Stephen & Judge Timothy, (2019). Organizational Behavior, 18th edition Global Edition Suggested Online Videos: https://www.csus.edu/indiv/s/sablynskic/ch19.htm 	<ul style="list-style-type: none"> Objective Type Quiz Group/ Individual assignments 	<p>4: Quality Education</p> <p>8. Decent Work and Economic Growth</p> <p>9: Industry, Innovation and Infrastructure</p>





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	<ul style="list-style-type: none">• Identify the potential environmental, organizational, and personal sources of stress at work and the role of individual and cultural differences.• Identify the physiological, psychological, and behavioral symptoms of stress at work.• Describe individual and organizational approaches to managing stress at work.				
18	Final Examination				

SUMMARY OF REVISIONS:





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Revision	Date	Updated by	Short Description of Changes
1.0	September 13, 2023	Geralyn A. Quiambao, MBM	Inclusion of additional topics Inclusion of Sustainable Development Goals Statement

GENERAL GUIDELINES AND POLICIES:

As the College currently follows Hybrid Delivery of Learning on its instruction, the following general guidelines and policies are set by the School to be followed by the faculty-in-charge and the students of the course.

Attendance

Checking of attendance during face-to-face classes is a requirement and will be strictly observed.

Academic Integrity

Observance of the outmost academic integrity shall be observed by the students of the course. Plagiarism, cheating, and other forms of academic dishonesty shall not be tolerated by the faculty-in-charge nor the Institute.

Accomplishment of Requirements

All requirements given by the instructor/faculty-in-charge of the course to the students shall be referred to as "work output". Each work output must be accomplished by the students until the schedule set by the instructor/faculty-in-charge. Final student's output must also be accomplished by the schedule set by the instructor of the course.

Line of Communication





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The course's official line of communication shall be through the following:

MCC Contact Number: 0928 503 9538

MCC Email Address: geralyn.quiambao@mcc.edu.ph

Messenger Account: <https://www.facebook.com/GeralynQuiambaoMS>

Quiambao MS Team account

The outmost respect and courtesy must be observed by students in communicating to their instructor/faculty-in-charge of the course and to their classmates and vice versa. Any form of disrespectful and discourteous way of communication shall not be tolerated by the School.

Instructional Materials (IMs)

Working students may avail of the modular type of teaching. MS Teams on-line platform may be utilized by the instructor/faculty-in-charge of the course to the students adapting the flexible learning scheme.





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Grading System:

Classwork (Worksheets)	30%
Class Participation (Recitation and Participation in the Discussion Forum)	20%
Attendance	10%
Major Examination (Midterm and Finals)	40%
Semestral Grade = (Midterm Grade + Finals Grade) / 2	100%

References:

Robbins Stephen & Judge Timothy, (2019). Organizational Behavior, 18th edition Global Edition

Prepared by:

Geralyn A. Quiambao
Instructor 1

Reviewed by:

Karla Marie D. Cunanan
Officer in charge, BSE

Recommending Approval:

Josephine C. Evangelista, Ph.D.
Dean, IBCE

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VP for Academic Affairs

