

COURSE INFORMATION

School/Faculty:	Razak Faculty of Technology and Informatics	Page:	1 of 5
Program name:	Executive Diploma in Engineering Business Management		
Course code:	FRSB 1403	Academic Session/Semester:	2021/2022-1
Course name:	Understanding Organizational Behaviour	Pre/co requisite (course name and code, if applicable)	
Credit hours:	3		

Course synopsis	This course is designed to expose students to the concepts and theories in organizational behaviour, which is important in order to understand human behaviour in work environments. Firstly, students will be introduced to the nature of organizations, the roles played by individuals in the organization, theories of motivation and stress. Next, they will have the opportunity to understand group dynamics and the importance of effective conflict management practice. This course also emphasizes inter-group relations from topics such as power, politics and leadership. Finally, the student will learn issues related to organizational culture and change.			
Course coordinator (if applicable)	Dr. Hayati @ Habibah Abdul Talib			
Course lecturer(s)	Name	Office	Contact no.	E-mail
	Dr. Hayati @ Habibah Abdul Talib	Level 6, MJIT	03-22301364	hayati@utm.my
	AP. Dr. Nik Hasnaa Nik Mahmood	Level 13, Menara	03-2180 5243	nikhasnaa.kl@utm.my
	Dr. Wan Normeza Wan Zakaria	Level 14, Menara	03-2180 5267	normeza.kl@utm.my

Mapping of the Course Learning Outcomes (CLO) to the Programme Learning Outcomes (PLO), Teaching & Learning (T&L) methods and Assessment methods:

No.	CLO	PLO (Code)	Taxonomies and Generic skills	T&L methods	Assessment methods
CLO1	Identify and apply the main principles of the organizational behaviour.	PLO1 (KW)	C3	Lecture, Active Learning-Think pair share	Test Group Study Report Presentation
CLO2	Apply methods and theories in organizational behaviour to case studies	PLO6 (MPE)	P3 CTPS 1	Lecture, Active Learning- Case Study Discussion	Case Study Report Presentation
CLO3	Recognize problems and conflicts in the workplace arise due to personal, group and organizational factors	PLO3 (CTPS) PLO5 (TWS)	C2, A3 TS 3	Lecture, Active Learning- Brainstorming	PMA Presentation

Prepared by: Name: Dr. Hayati @ Habibah Abdul Talib Signature: Date: 15 September 2020	Certified by: Name: Signature: Date:
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CLO4	Demonstrate techniques to effective desirable organizational change.	PLO6 (MPE)	P3 CTPS3	Lecture, Active Learning	PMA Presentation
PMA -Post Module Assessment					

Details on Innovative T&L practices:

No.	Type	Implementation
1.	Active learning	Conducted through in-class activities such as, case study discussion, presentation, brainstorming, think pair share, etc.
2.	Lecture	Conventional Lecture/ Online learning (Real Time)

Weekly Schedule:

Week 1	Chapter 1. Introduction Introduction to OB <ul style="list-style-type: none"> What Managers Do? Challenges and Opportunities for OB Developing an OB Model
Week 2	Foundations of Individual Behavior, Job Satisfaction, Personality and Values <ul style="list-style-type: none"> Ability and Biographical Characteristics Attitudes and Job Satisfaction Organizational Commitment Personality and Values
Week 3	Perception <ul style="list-style-type: none"> What is Perception? Factors Influencing Perception Person Perception: Making Judgments About Others.
Week 4	Organizational structures and environments <ul style="list-style-type: none"> Implication of different structures of organization: horizontal vs. vertical
Week 5	Management of Diversity <ul style="list-style-type: none"> Diversity of workplace Important management of diversity Effective management of diversity
Week 6	Pay, Careers and Changing Employment Relationship <ul style="list-style-type: none"> Determinants and types psychological contracts Roles and methods of performance appraisal Important of merit pay Important of career, and career management
Week 7	Workplace Emotions <ul style="list-style-type: none"> Emotional in the Workplace Managing Emotions at Work Emotional Intelligence Goal Setting and Feedback Organizational Justice
Week 8	Mid-Semester Break

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Week 9	Case study and presentation
Week 10	Conflict and Stress Management <ul style="list-style-type: none"> • What is organizational conflict • Organizational Conflict Model • Resolving Conflict • Managing Stress
Week 11	Power, Politics, conflict and negotiation <ul style="list-style-type: none"> • Definition of Power • Bases of Power • Power Tactics • Politics: Power in Action
Week 12	Learning and Creativity in Organization <ul style="list-style-type: none"> • The nature of learning • Behaviorist • Cognitivist • Social Learning • Experiential Learning • Learning through creativity
Week 13	Organizational Culture & Change <ul style="list-style-type: none"> • What is Organizational Culture? • Creating and Sustaining Culture • How Employees Learn Culture • Creating an Ethical Culture • Forces for Change • Managing Planned Change • Resistance to Change • Approaches to Managing Organizational Change
Week 14	Case study and presentation
Week 15	Test

Transferable skills (generic skills learned in course of study which can be useful and utilised in other settings):

Team working
Written communication

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Student learning time (SLT) details:

Distribution of student Learning Time (SLT) Course content outline					Teaching and Learning Activities		TOTAL SLT
	Guided Learning (Face to Face)				Guided Learning Non-Face to Face	Independent Learning Non-Face to face	
CLO	L	T	P	O			
CLO 1	5			3	6	4	18
CLO 2	3			8	14	12	37
CLO3	4			5	8	8	25
CLO4	6			8	10	6	30
Total SLT	18h			24h	38h	30h	110h

Continuous Assessment		PLO (Code)	Percentage	Total SLT
1	Test	PLO1	20	As in CLO 1 (2h)
2	Group Study Report	PLO1, PLO6	20	As in CLO1 and CLO2 (4h)
4	Presentation	PLO3, PLO5, PLO6	20	As in CLO1, CLO2, CLO3 and CLO4 (3h)
Final Assessment			Percentage	Total SLT
5	Post Module Assessment	PLO2, PLO3	40	10h
Grand Total			100	120h

L: Lecture, T: Tutorial, P: Practical, O: Others

Special requirement to deliver the course (e.g: software, nursery, computer lab, simulation room):

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Learning resources:

Main references

Robbins, S.P. & Judge, T.A. (2018). Essentials of Organizational Behavior: Global Edition. New Jersey: Pearson Prentice Hall.

Additional references

McShame, S. L. and Von Glinow, M. A. (2019), Organization Behavior: Emerging Realities for the Workplace Revolution, 4ed. McGraw-Hill.

Additional readings:

Miner, J. B. (2007), Organizational Behavior: From Theory to Practice, M.E. Sharpe
Mintzberg, H. (1993), Structure in fives: designing effective organizations, Prentice Hall

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Academic honesty and plagiarism: (Below is just a sample)

Assignments are individual tasks and NOT group activities (UNLESS EXPLICITLY INDICATED AS GROUP ACTIVITIES)
Copying of work (texts, simulation results etc.) from other students/groups or from other sources is not allowed. Brief quotations are allowed and then only if indicated as such. Existing texts should be reformulated with your own words used to explain what you have read. It is not acceptable to retype existing texts and just acknowledge the source as a reference. Be warned: students who submit copied work will obtain a mark of **zero** for the assignment and disciplinary steps may be taken by the Faculty. It is also unacceptable to do somebody else's work, to lend your work to them or to make your work available to them to copy.

Other additional information (Course policy, any specific instruction etc.):

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