

COURSE INFORMATION

School/ Faculty:	PPD / SPACE	Page:	1 of 5
Course code:	DDWG 1143	Academic Session/Semester:	2019/20/2
Course name:	Organizational Behaviour	Pre/co requisite (course name and code, if applicable):	DDWG 1113
Credit hours:	3		

Course synopsis	This course is designed to expose students to the concepts and theories in organizational behaviour for them to understand human behaviour at the workplace. First, students will be introduced to the roles played by individuals in the organization, theories of personality, learning and motivation. Next, they will have the opportunity to understand group dynamics, conflict management, communication and the importance of innovation. At the end of this course, students will learn about inter-group relations from topics such as power, influence, politics and leadership.			
Course coordinator (if applicable)	Dr. Sofian bin Ibrahim			
Course lecturer(s)	Name	Office	Contact no.	E-mail

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
1.	Explain the main principles of organizational behaviour.	PLO 1	C2	Lecture, Active Learning	T, Q, HW , F
2.	Illustrate problems and conflicts in the workplace that arise due to personal, group and organizational factors	PLO 3	P2 TH3	Lecture, Active Learning, Case Studies	T, HW, Pr, F
3.	Communicate clearly and effectively across a range of contexts and audiences.	PLO 4	P3 SC3	Active Learning, Case Studies	PR, Pr, F

Refer *Taxonomies of Learning and **UTM's Graduate Attributes, where applicable for measurement of outcomes achievement

***T – Test; Q – Quiz; HW – Homework; PR – Project; Pr – Presentation; F – Final Exam etc.

Prepared by: Name: Dr. Sofian bin Ibrahim Signature: Date: November 2019	Certified by: Name: Mohamad Shafie Abd Rashid Signature: Date: November 2019
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No.	CLO	PLO (Code)	**Taxonomies and **generic skills	T&L methods	***Assessment methods
4.	Demonstrate and participate in team roles and influence team to complete given tasks.	PLO9	TW2	Active Learning, Case Studies	PR, Pr
Refer *Taxonomies of Learning and **UTM's Graduate Attributes, where applicable for measurement of outcomes achievement ***T – Test; Q – Quiz; HW – Homework; PR – Project; Pr – Presentation; F – Final Exam etc.					

Details on Innovative T&L practices:

No.	Type	Implementation
1	Active Learning	Discussion / Role Play
2	Case Studies	Mini Research / Problem Solving

Weekly Schedule:

Week 1	1.0 INTRODUCTION TO OB 1.1 Importance of OB 1.1 Level of analysis 1.2 Management and OB 1.3 Challenges of OB in global organizations
Week 2 – Week 3	2.0 INDIVIDUALS IN ORGANIZATION 2.1 Perception and learning 2.2 Personality and values 2.3 Emotions and stress 2.4 Attitudes and work behaviour 2.5 Conflict and conflict management strategies

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Week 4 – Week 5	3.0 MOTIVATION AND TOOLS 3.1 Nature of work motivation 3.2 Creating motivating work setting : job design 3.3 Financial rewards as motivators
Week 6- Week 7 TEST 1	4.0 GROUPS AND ORGANIZATIONAL PROCESS 4.1 Nature of workgroup and teams 4.2 Effective workgroup and teams
Week 8	Mid-Semester Break
Week 9	5.0 COMMUNICATION 5.1 Communication process 5.2 Types of communication and organizational communication 5.3 Communication barriers 5.4 Communication strategies in global organizations
Week 10	6.0 POWER, INFLUENCE AND POLITICS 6.1 Nature of power and politics 6.2 Sources of formal and personal power 6.3 Organizational politics and the use of power 6.4 Strategies to encourage empowerment
Week 11	7.0 LEADERSHIP 7.1 Definition of leadership 7.2 Early approaches to leadership 7.3 Contemporary perspectives on leadership 7.4 Trust and leadership
Week 12	8.0 CREATIVITY, INNOVATION AND CULTURE 8.1 Importance of creativity and innovation 8.2 Initiating change and nurturing innovation

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	8.3 Culture of an innovative organization
Week 13 – Week14 (TEST 2) PRESENT ATION	9.0 Human Resources Implications of OB Presentations 9.1 Relationship between Human Resource Management and OB 9.2 Systems approach to HRM.

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

Critical Thinking and Communication Skills Leadership Autonomy and Responsibility

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	10h			2h	4h	20h	36h
CLO 2	10h			5h	4h	20h	39h
CLO 3	5h			5h	3h	12h	25h
CLO4	0			5h	2.5h	2.5h	10h
Total SLT	25h			17h	16h	54h	112h

Continuous Assessment		PLO	Percentage	Total SLT
1	Assignments	PLO1 , PLO3	10	As in CLO1(10), CLO2 (10h)
2	Test 1	PLO1 , PLO3	10	As in CLO1(10), CLO2 (10h)
3	Test 2	PLO1 , PLO3	10	As in CLO1(10), CLO2 (10h)
4	Project Assignment and Presentation	PLO3,PLO4, PLO9	10	As in CLO2 (10h) CLO3(5h) , CLO4(4h)
Final Assessment			Percentage	Total SLT
1	Final Exam	PLO1,PLO3	60	As in CLO1(10), CLO2 (10h), CLO3(5h)
Grand Total SLT				120

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

NIL

Learning resources:

Text book (if applicable) :

Main references :

Stephen. P. Robbins and Timothy A. Judge. (2018). *Organizational Behaviour*. 18th Edition. New Jersey: Pearson

Other references :

1. Angelo Kinicki (2017). *Organizational Behaviour: A Practical, Problem-Solving Approach*. 2nd Edition. Mc-Graw Hill Publisher.
2. Jeffery A, Wesson, Michael J. Colquitt Jason A (2018). *Organizational Behaviour*. 6th edition. Colquitt Publisher.
3. Terri A. Scandura (2018). *Essentials of Organizational Behavior: An Evidence-Based Approach*. 2nd Edition. SAGE Publications, Inc Publisher.

Online references : <http://elearning.utm.my>

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.):

NIL

Disclaimer:

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