



UNIVERSITI TEKNOLOGI MARA

ADM201: SOCIAL AND CULTURAL DIMENSIONS IN ORGANISATION

<b>Course Name (English)</b>	SOCIAL AND CULTURAL DIMENSIONS IN ORGANISATION <b>APPROVED</b>
<b>Course Code</b>	ADM201
<b>MQF Credit</b>	3
<b>Course Description</b>	Introduction to organizational behavior is a theoretical approach to guide students to understand individual differences and how to improve the productivity of groups and individuals. This course covers relevant theories on team dynamics, power and politics, organizational change and organizational culture in order to understand the today's business environment.
<b>Transferable Skills</b>	1. Demonstrate ability to identify and articulate self-skills, knowledge and understanding confidently and in a variety of contexts. 2. Demonstrate ability to communicate clearly and confidently and listen critically. 3. Demonstrate practical and contemporary knowledge of relevant professional, ethical and legal frameworks. 4. Demonstrate ability to work professionally and contribute positively in a team. 5. Demonstrate professional skills, knowledge and competencies.
<b>Teaching Methodologies</b>	Lectures, Demonstrations, Tutorial, Problem Based Learning (PBL), Discussion, Debates, Role Play
<b>CLO</b>	CLO1 Explain the theories of personality, management and motivation; and CLO2 Distinguish the different types of groups; and CLO3 Describe organisational politics;and CLO4 Recognise trends and issues in organisational culture.
<b>Pre-Requisite Courses</b>	No course recommendations

Topics
<b>1. Personality</b> 1.1) Understanding personality 1.2) Attitudes 1.3) Perception 1.4) Emotions 1.5) Values and beliefs
<b>2. Theories of Management</b> 2.1) Fayol's 14 Principles of Management 2.2) Taylor's scientific Management principles 2.3) Weber's Bureaucracy 2.4) The Hawthorne studies 2.5) Systems Theory 2.6) The Contingency approach
<b>3. Team Dynamic</b> 3.1) Types of group 3.2) Process of group development 3.3) Factors affecting team performance 3.4) Group Decision making
<b>4. Organizational Politics</b> 4.1) Technique of politics in an organization 4.2) Causes of politics in an organization 4.3) How to reduce politics in an organization 4.4) Impression management technique

**5. Organizational culture**

- 5.1) Definition of organizational culture
- 5.2) Sources of organizational culture
- 5.3) Types of organizational culture
- 5.4) 5.5.4 Functions of organizational culture

**6. Organizational Change**

- 6.1) Definition of organizational change
- 6.2) Change agent
- 6.3) Forces of organizational change
- 6.4) Factors caused resistance of change
- 6.5) How to overcome resistance to change
- 6.6) Lewin's force field analysis model

Assessment Breakdown	%
Continuous Assessment	40.00%
Final Assessment	60.00%

Details of Continuous Assessment	Assessment Type	Assessment Description	% of Total Mark	CLO
	Assignment	Report assignment and presentation : It is a group work comprising of maximum 3 members (or as allowed by tutor on certain situation). Each group needs to answer a question assigned by the tutor and present in 10-15 minutes. Total marks will be 15 (Report assignment = 7.5 marks, Presentation = 7.5 marks)	15%	CLO4
	Quiz	It consists of 4 short questions. Students are required to answer any TWO (2) questions. Each question carries 5 marks. Total marks will be 10 and converted into 5 %. Time allocated is 30 minutes	5%	CLO1
	Test	Test 1 : Test 1 = It consists of 4 essay questions and students are required to choose 2. Each question carries 10 marks. Total marks will be 20 and converted into 10 %. Time allocated is 60 minutes.	10%	CLO1
	Test	Test 2 : It consists of 4 essay questions and students are required to choose 1. Each question carries 25 marks. Total marks will be 25 and converted into 10 %. Time allocated is 60 minutes.	10%	CLO1

Reading List	Recommended Text	Robbins, S.P. & Judge, T. A. (2016) 2016, <i>Organisational Behaviour (17th ed.)</i> Prentice-Hall: New Jersey [ISBN: 13:978-1-292-]
	Reference Book Resources	McShane, S.L. & Von Glinow, M. A. (2015),, <i>Organisational Behaviour: Emerging Knowledge, Global Reality.</i> McGraw-Hill: New York, 15ed Ed.
Article/Paper List	This Course does not have any article/paper resources	
Other References	This Course does not have any other resources	