

BUSA90403 Business Tools: Money People & Processes

Credit Points:	12.50
Level:	9 (Graduate/Postgraduate)
Dates & Locations:	2010, Parkville This subject commences in the following study period/s: Semester 2, Parkville - Taught on campus.
Time Commitment:	Contact Hours: 36 hours comprising 1 day of group seminars and syndicate group discussion per week (semi-intensive). Total Time Commitment: Not available
Prerequisites:	None
Corequisites:	None
Recommended Background Knowledge:	None
Non Allowed Subjects:	None
Core Participation Requirements:	For the purposes of considering requests for Reasonable Adjustments under the Disability Standards for Education (Cwth 2005), and Students Experiencing Academic Disadvantage Policy, academic requirements for this subject are articulated in the Subject Description, Subject Objectives, Generic Skills and Assessment Requirements for this entry. The University is dedicated to provide support to those with special requirements. Further details on the disability support scheme can be found at the Disability Liaison Unit website: http://www.services.unimelb.edu.au/disability/
Coordinator:	Dr Carol Gill
Contact:	Email: c.gill@mbs.edu (mailto:c.gill@mbs.edu)
Subject Overview:	This subject will give an overview of the tools required to operate successfully in an organisational environment. The focus of the subject is the internal workings of an organisation and specifically addresses three main areas: working with people, managing budgets and understanding basic accounting, and managing processes and projects.
Objectives:	This subject aims to provide an internal perspective on organisations. Students will learn how to work in teams and leadership styles. They will learn about some basic tools for managing people. In addition to people management, students will also learn basic accounting, net present values, product costing and budgeting. Finally, the subject will cover process types, choice of operational models and project management skills. The subject will be aimed at both those students planning a future career in business and those students envisaging working in a research environment.
Assessment:	Syndicate group assessments totalling 3,000 words or equivalent (60%), commencing from the first class and to be completed in the final two weeks of the subject (submitted materials may include interim proposals, presentation, report); a three-hour end of subject examination (40%).
Prescribed Texts:	None
Recommended Texts:	None
Breadth Options:	This subject is not available as a breadth subject.
Fees Information:	Subject EFTSL, Level, Discipline & Census Date, http://enrolment.unimelb.edu.au/fees
Generic Skills:	Generic skills which should be gained from this subject include: <ul style="list-style-type: none"> • leading and participating in teams and managing, persuading and influencing others; • demonstrating the breadth of knowledge gained in an inter-disciplinary approach;

	<ul style="list-style-type: none">• applying advanced analysis, business communication and leadership skills in business and professional practice;• developing the ability to exercise critical judgement, be capable of rigorous and independent thinking, be able to account for their decisions and adopt a problem solving approach;• high level written and oral communication skills.
Notes:	Students undertaking this subject will be expected to be competent in the basic use of Microsoft Excel.
Related Course(s):	Master of Science (Biotechnology) Master of Science (Botany) Master of Science (Chemistry) Master of Science (Earth Sciences) Master of Science (Environmental Science) Master of Science (Epidemiology) Master of Science (Geography) Master of Science (Information Systems) Master of Science (Management Science) Master of Science (Physics) Master of Science (Zoology)