

## 465-435 ECP43P Managing the Centre (FT)

<b>Credit Points:</b>	12.500
<b>Level:</b>	Undergraduate
<b>Dates &amp; Locations:</b>	2008, This subject commences in the following study period/s: Semester 1, - Taught on campus.
<b>Time Commitment:</b>	Contact Hours: This subject is offered in external mode and there will be no regular class contact Total Time Commitment: Not available
<b>Prerequisites:</b>	None
<b>Corequisites:</b>	None
<b>Recommended Background Knowledge:</b>	None
<b>Non Allowed Subjects:</b>	None
<b>Core Participation Requirements:</b>	<p>&lt;p&gt;For the purposes of considering request for Reasonable Adjustments under the Disability Standards for Education (Cwth 2005), and Student Support and Engagement Policy, academic requirements for this subject are articulated in the Subject Overview, Learning Outcomes, Assessment and Generic Skills sections of this entry.&lt;/p&gt;         &lt;p&gt;It is University policy to take all reasonable steps to minimise the impact of disability upon academic study, and reasonable adjustments will be made to enhance a student's participation in the University's programs. Students who feel their disability may impact on meeting the requirements of this subject are encouraged to discuss this matter with a Faculty Student Adviser and Student Equity and Disability Support: &lt;a href="http://services.unimelb.edu.au/disability"&gt;http://services.unimelb.edu.au/disability&lt;/a&gt;&lt;/p&gt;</p>
<b>Coordinator:</b>	Glenda MacNaughton
<b>Subject Overview:</b>	A brief introduction to management and organisation theory with special emphasis on organisation structure and management style. The key characteristics of the formal and informal organisation will be identified and their relevance to the management process will be considered. Topics will include a study of some key management processes: staff relations, job satisfaction and motivation and the reasons for staff turnover; organising time and space in the centre; a consideration of the role of the management committee and the relationship of the coordinator to the committee; the composition of committees and the implications of having parents as employers; promoting the centre in a turbulent environment and an examination of some key strategies in marketing; and an analysis of case studies derived from the experience of personnel in the field which reflect problems and tensions which impact on the coordinator.
<b>Assessment:</b>	Essays and assignments totalling 4000 words or equivalent.
<b>Prescribed Texts:</b>	None
<b>Recommended Texts:</b>	Information Not Available
<b>Breadth Options:</b>	This subject is not available as a breadth subject.
<b>Fees Information:</b>	Subject EFTSL, Level, Discipline & Census Date, <a href="http://enrolment.unimelb.edu.au/fees">http://enrolment.unimelb.edu.au/fees</a>
<b>Generic Skills:</b>	Information Not Available
<b>Related Course(s):</b>	Bachelor of Early Childhood Studies(Pathways Program)