

## 325-605 Management and Business Communication

<b>Credit Points:</b>	12.50
<b>Level:</b>	9 (Graduate/Postgraduate)
<b>Dates &amp; Locations:</b>	2009, This subject commences in the following study period/s: Semester 1, - Taught on campus.
<b>Time Commitment:</b>	Contact Hours: One 3-hour seminar per week (Semester 1). 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>	Dr Susan Ainsworth
<b>Subject Overview:</b>	This subject will explore a broad range of issues central to management and business communication. These issues will draw on a number of different theories of management, and may include knowledge management, cyber-communication & social media, gendered and interpersonal communication, organisational culture, leadership communication and change communication. The subject will evaluate and contrast different cases of management and business communication and explore the importance of good communication in businesses today.
<b>Objectives:</b>	<p>On successful completion of this subject, students should be able to:</p> <ul style="list-style-type: none"> <li># Identify the communication theories that have influenced workplace behaviour;</li> <li># Explain the significance of communication theories for management practice;</li> <li># Apply relevant theories to real problems in an organisation; and</li> <li># Evaluate the options available to managers in communicating in organisations.</li> </ul>
<b>Assessment:</b>	One 2-hour examination (50%) and assignments not exceeding 5000 words (50%).
<b>Prescribed Texts:</b>	To be advised.
<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>	<p>On successful completion of this subject, students should have improved the following generic skills:</p> <ul style="list-style-type: none"> <li># Problem solving skills and critical thinking skills will be fostered in the workshops and more directly with the assessment where students have to apply theoretical material to case studies and practical situations.</li> </ul>

	<ul style="list-style-type: none"><li># Collaborative learning and reflective skills will be developed by working individually and in groups through out the semester. Collaborative skills will also be fostered through exercises, role plays, and simulations that are incorporated into the seminars. Reflective skills will also be developed through the individual project.</li><li># Verbal and written communication skills will be developed via the project and through the experience of working in groups throughout the semester. The interactive nature of the workshops will also, indirectly, help to improve communication skills.</li><li># Computer skills will be strengthened through the use of the website.</li></ul>
<b>Related Course(s):</b>	Master Of Applied Commerce (Management) Master Of Applied Commerce (Management) Master of Applied Commerce (Organisational Change) Master of Applied Commerce (Organisational Change) Master of Business and Information Technology Master of Business and Information Technology Master of Management