

600-614 Business Tools:Money, People & Projects

Credit Points:	12.50
Level:	9 (Graduate/Postgraduate)
Dates & Locations:	2009, This subject commences in the following study period/s: Semester 2, - 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: -
Prerequisites:	-
Corequisites:	-
Recommended Background Knowledge:	-
Non Allowed Subjects:	-
Core Participation Requirements:	It is University policy to take all reasonable steps to minimise the impact of disability upon academic study and reasonable steps will be made to enhance a student's participation in the University's programs. This subject requires all students to actively and safely participate in laboratory activities. Students who feel their disability may impact upon their participation are encouraged to discuss this with the subject coordinator and the Disability Liaison Unit.
Coordinator:	Assoc Prof Jennifer George
Contact:	-
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 including motivating others and appraising and evaluating. 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 (including members from diverse cultural backgrounds), 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 report presentation skills; • oral communication and presentation skills; and • time management and self-management skills.
Notes:	Students undertaking this subject will be expected to be competent in the basic use of Microsoft Excel.
Related Majors/Minors/ Specialisations:	R05 PB Master of Science (Biotechnology) R05 PE Master of Science (Environmental Science) R05 PM Master of Science (Management Science) R05 PN Master of Science (Nanotechnology) R05 RA Master of Science - Geography (not offered until 2010) R05 RB Master of Science - Botany R05 RC Master of Science - Chemistry R05 RH Master of Science - Biomedical and Health Sciences R05 RI Master of Science - Information Systems R05 RP Master of Science - Physics R05 RZ Master of Science - Zoology