

## MGMT20010 Business Communication

<b>Credit Points:</b>	12.50						
<b>Level:</b>	2 (Undergraduate)						
<b>Dates &amp; Locations:</b>	2011, Parkville This subject commences in the following study period/s: Semester 2, Parkville - Taught on campus.						
<b>Time Commitment:</b>	Contact Hours: One 2-hour lecture and one 1-hour tutorial workshop weekly Total Time Commitment: 3 hours per week plus a minimum of 6 hours per week in self directed study						
<b>Prerequisites:</b>	The following subject is a prerequisite: <table border="1"> <thead> <tr> <th>Subject</th> <th>Study Period Commencement:</th> <th>Credit Points:</th> </tr> </thead> <tbody> <tr> <td>MGMT20001 Organisational Behaviour</td> <td>Semester 1, Semester 2</td> <td>12.50</td> </tr> </tbody> </table>	Subject	Study Period Commencement:	Credit Points:	MGMT20001 Organisational Behaviour	Semester 1, Semester 2	12.50
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MGMT20001 Organisational Behaviour	Semester 1, Semester 2	12.50					
<b>Corequisites:</b>	The following subject is also a corequisite <table border="1"> <thead> <tr> <th>Subject</th> <th>Study Period Commencement:</th> <th>Credit Points:</th> </tr> </thead> <tbody> <tr> <td>MGMT20001 Organisational Behaviour</td> <td>Semester 1, Semester 2</td> <td>12.50</td> </tr> </tbody> </table>	Subject	Study Period Commencement:	Credit Points:	MGMT20001 Organisational Behaviour	Semester 1, Semester 2	12.50
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MGMT20001 Organisational Behaviour	Semester 1, Semester 2	12.50					
<b>Recommended Background Knowledge:</b>	None						
<b>Non Allowed Subjects:</b>	Students are not able to gain credit for MGMT30016 Business Communication and MGMT20010 Business Communication. <table border="1"> <thead> <tr> <th>Subject</th> <th>Study Period Commencement:</th> <th>Credit Points:</th> </tr> </thead> <tbody> <tr> <td>MGMT30016 Business Communication</td> <td>Not offered 2011</td> <td>12.50</td> </tr> </tbody> </table>	Subject	Study Period Commencement:	Credit Points:	MGMT30016 Business Communication	Not offered 2011	12.50
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<b>Core Participation Requirements:</b>	For the purposes of considering request 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 of 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 HDisability Liaison Unit website: <a href="http://www.services.unimelb.edu.au/disability/">http://www.services.unimelb.edu.au/disability/</a>						
<b>Coordinator:</b>	Dr Nuzhat Lotia						
<b>Contact:</b>	Email: <a href="mailto:nuzhatl@unimelb.edu.au">nuzhatl@unimelb.edu.au</a> (mailto:nuzhatl@unimelb.edu.au)						
<b>Subject Overview:</b>	The ability to communicate effectively in the workplace is crucial to graduates and managers alike. This subject covers the fundamentals of good business communication and uses management theories to explore the latest trends in workplace communication. Some of the topics covered may include corporate communication with stakeholders, social media and employee communication, impact of new information and communication technologies and informal communication systems in organizations.						
<b>Objectives:</b>	On successful completion of this subject, students should be able to: <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> </ul>						

	# Apply relevant theories to real problems in an organisation.
<b>Assessment:</b>	A 2 hour end-of-semester examination (50%), one individual assignment not exceeding 2000 words due in week 4 (20%) and a second individual assignment not exceeding 3000 words due in week 8 (30%)
<b>Prescribed Texts:</b>	You will be advised of prescribed texts by your lecturer
<b>Breadth Options:</b>	<p>This subject potentially can be taken as a breadth subject component for the following courses:</p> <ul style="list-style-type: none"> <li># <b>Bachelor of Arts</b> (<a href="https://handbook.unimelb.edu.au/view/2011/B-ARTS">https://handbook.unimelb.edu.au/view/2011/B-ARTS</a>)</li> <li># <b>Bachelor of Biomedicine</b> (<a href="https://handbook.unimelb.edu.au/view/2011/B-BMED">https://handbook.unimelb.edu.au/view/2011/B-BMED</a>)</li> <li># <b>Bachelor of Environments</b> (<a href="https://handbook.unimelb.edu.au/view/2011/B-ENVS">https://handbook.unimelb.edu.au/view/2011/B-ENVS</a>)</li> <li># <b>Bachelor of Music</b> (<a href="https://handbook.unimelb.edu.au/view/2011/B-MUS">https://handbook.unimelb.edu.au/view/2011/B-MUS</a>)</li> <li># <b>Bachelor of Science</b> (<a href="https://handbook.unimelb.edu.au/view/2011/B-SCI">https://handbook.unimelb.edu.au/view/2011/B-SCI</a>)</li> <li># <b>Bachelor of Engineering</b> (<a href="https://handbook.unimelb.edu.au/view/2011/B-ENG">https://handbook.unimelb.edu.au/view/2011/B-ENG</a>)</li> </ul> <p>You should visit <b>learn more about breadth subjects</b> (<a href="http://breadth.unimelb.edu.au/breadth/info/index.html">http://breadth.unimelb.edu.au/breadth/info/index.html</a>) and read the breadth requirements for your degree, and should discuss your choice with your student adviser, before deciding on your subjects.</p>
<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>	<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> <li># Collaborative learning and reflective skills will be developed by working individually and in groups throughout the semester.</li> <li># Collaborative skills will also be fostered through exercises, role plays and simulations that are incorporated into the seminars.</li> <li># 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.</li> <li># 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 web site.</li> </ul>