

**EDUC40025 ECP43P Managing the Centre (FT)**

<b>Credit Points:</b>	12.50
<b>Level:</b>	4 (Undergraduate)
<b>Dates &amp; Locations:</b>	This subject is not offered in 2013.
<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>	Attend on-campus day as directed
<b>Contact:</b>	Education Student Centre
<b>Subject Overview:</b>	<P>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.</P>
<b>Objectives:</b>	Information not available
<b>Assessment:</b>	<P>Essays and assignments totalling 4000 words or equivalent.</P>
<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)