

## MGMT90111 Management and Business Communication

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| <b>Credit Points:</b>                    | 12.5   |
| <b>Level:</b>                            | 9 (Graduate/Postgraduate)  |
| <b>Dates &amp; Locations:</b>            | 2015, Parkville<br>This subject commences in the following study period/s:<br>Semester 1, Parkville - Taught on campus.  |
| <b>Time Commitment:</b>                  | Contact Hours: One 3-hour seminar per week Total Time Commitment: Approximately 2.5 hours of personal study per hour of class time is required to achieve a satisfactory level of performance  |
| <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>  | For the purposes of considering requests 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 for 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 Disability 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>                          | Semester 1: <a href="mailto:nuzhatl@unimelb.edu.au">nuzhatl@unimelb.edu.au</a> ( <a href="mailto:nuzhatl@unimelb.edu.au">mailto:nuzhatl@unimelb.edu.au</a> )   |
| <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 incorporate communication with stakeholders, the impact of new information and communication technologies, encouraging employee voice, and informal communication systems in organizations. The subject will evaluate and contrast different cases of management and business communication and explore the communication challenges facing businesses today.  |
| <b>Learning Outcomes:</b>                | <b>On successful completion of this subject, students should be able to:</b> <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 take-home end-of-semester examination (50%); 2400 word individual assignment due in week 6 (25%); 15 minute group presentation in class with 5 minutes of Q&A, due weeks 10-12(15%); and 600 word individual reflection on group presentation, due 2 weeks after the group presentation (10%).   |
| <b>Prescribed Texts:</b>                 | You will be advised of prescribed texts by your lecturer.  |
| <b>Breadth Options:</b>                  | This subject is not available as a breadth subject.  |

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| <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><b>On successful completion of this subject, students should have improved the following generic skills:</b></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> <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; and</li> <li># Computer skills will be strengthened through the use of the website.</li> </ul> |
| <b>Related Course(s):</b>                     | Master of Accounting<br>Master of Business and Information Technology<br>Master of Management<br>Master of Management<br>Master of Operations Research and Management Science<br>Master of Public Administration<br>Master of Public Administration (Enhanced)   |
| <b>Related Majors/Minors/Specialisations:</b> | 100 Point Master of Journalism<br>150 Point Master of Journalism<br>150 point Master of Marketing Communications<br>150 point program - full time over 18 months<br>200 Point Master of Journalism<br>200 point Master of Marketing Communications<br>200 point program - full time over 18 months<br>200 point program - full time over 24 months<br>MIS Professional Specialisation<br>MIS Research Specialisation   |