

## BUSA90403 Business Tools: Money People & Processes

<b>Credit Points:</b>	12.5
<b>Level:</b>	9 (Graduate/Postgraduate)
<b>Dates &amp; Locations:</b>	2016, Parkville This subject commences in the following study period/s: September, Parkville - Taught on campus.
<b>Time Commitment:</b>	Contact Hours: 36 hours comprising 1 day of group seminars and syndicate group discussion per week (semi-intensive). Total Time Commitment: 170 hours
<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>	Assoc Prof Graeme Cocks
<b>Contact:</b>	Email: <a href="mailto:gcocks@unimelb.edu.au">gcocks@unimelb.edu.au</a> ( <a href="mailto:gcocks@unimelb.edu.au">mailto:gcocks@unimelb.edu.au</a> )
<b>Subject Overview:</b>	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.
<b>Learning Outcomes:</b>	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. 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.
<b>Assessment:</b>	Class participation (10%) Syndicate group assessments totalling 3,000 words or equivalent (45%) due shortly after the end of the syndicate group discussion period A two-hour end of subject examination (45%) during the first week of the examination period
<b>Prescribed Texts:</b>	None
<b>Recommended Texts:</b>	None
<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>Generic skills which should be gained from this subject include:</p> <ul style="list-style-type: none"> <li># leading and participating in teams and managing, persuading and influencing others;</li> <li># demonstrating the breadth of knowledge gained in an inter-disciplinary approach;</li> <li># applying advanced analysis, business communication and leadership skills in business and professional practice;</li> <li># 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;</li> <li># high level written and oral communication skills.</li> </ul>
<b>Notes:</b>	Students undertaking this subject will be expected to be competent in the basic use of Microsoft Excel.
<b>Related Course(s):</b>	Master of Biomedical Science Master of Biotechnology Master of Geoscience Master of Operations Research and Management Science Master of Science (BioSciences) Master of Science (Botany) Master of Science (Chemistry) Master of Science (Earth Sciences) Master of Science (Epidemiology) Master of Science (Geography) Master of Science (Information Systems) Master of Science (Physics) Master of Science (Vision Science) Master of Science (Zoology)
<b>Related Majors/Minors/ Specialisations:</b>	Environmental Science Environmental Science