

MGMT10003 Organisation and Management

Credit Points:	12.5
Level:	1 (Undergraduate)
Dates & Locations:	2016, Dookie This subject commences in the following study period/s: Semester 1, Dookie - Taught on campus.
Time Commitment:	Contact Hours: 24 hours lectures, 12 hours tutorials, up to 8 hours online discussion and workshops Total Time Commitment: 170 hours
Prerequisites:	None
Corequisites:	None
Recommended Background Knowledge:	None
Non Allowed Subjects:	None
Core Participation Requirements:	<p>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.</p> <p>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: http://services.unimelb.edu.au/disability</p>
Coordinator:	Ms Ros Gall
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Subject Overview:	The subject examines the business environment and the role of the manager, including an overview of the nature and history of management, the forces affecting contemporary organisations, and the management skills needed to succeed in today's business world. Students should gain an understanding of the definition of management, be able to describe the kinds of managers found in organisations, and identify and briefly explain the four basic management functions. The subject will focus on the roles and skills of management with special attention to managerial responsibility for effective and efficient achievement of goals. Special attention will be given to the importance of managerial ethics and social responsibility in management and how managers can influence their organisations' ethics and social responsiveness. The concepts and theories related to goal setting and planning, strategy formulation and implementation, management decision-making, and increasing productivity through control systems will be reviewed. Issues relating to designing an effective organisation structure, managing organisational change, and maintaining an effective workforce will also be explored. Considerable reliance is placed on case analysis to refine the capacity of students to apply relevant theory and principles.
Learning Outcomes:	Students will develop an understanding of: <ul style="list-style-type: none"> # Management theories and philosophies # Functions of management and leadership # Power and authority in organisations # Organising the workplace (organisational structures and job design) # Improving organisation effectiveness # Change management # Groups and teams

	<ul style="list-style-type: none"> # Communication and interpersonal skills # Motivation and job satisfaction # Conflict management # Social responsibility of organisations
Assessment:	A 1500-word assignment due approximately Week 6 worth 30% A 1500-word group assignment due approximately Week 9 worth 20% A two-hour end-of-semester examination worth 50%
Prescribed 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:	<p>This subject encompasses particular generic skills so that on completion of the subject students should have developed skills relating to:</p> <ul style="list-style-type: none"> # The use of electronic forms of communication # The student's flexibility and level of transferable skills should be enhanced through improved time management # Working collaboratively with other students # Enhanced ability to communicate their ideas effectively in both written and verbal formats # Accessing information from the library via both electronic and traditional means # Problem solving and critical thinking
Related Course(s):	Diploma in General Studies