

School of Accounting and Commercial Law

MMPA 511: ORGANISATIONAL MANAGEMENT

Trimester Three 2010

COURSE OUTLINE

COURSE COORDINATOR

Dr Kala S Retna

Room: RH1002, Rutherford House

Phone: 463 5066

Email: Kala.Retna@vuw.ac.nz

Office Hour: Wed 11 – 12 and by appointment

COURSE ADMINISTRATOR

Ms Danielle Van Resseghem

Room: RH708

Phone: 463 7465

Email: Danielle.VanResseghem@vuw.ac.nz

Office hours: Monday – Friday 8.30am – 5pm

Office is closed: 10.30 – 10.45am and 3.30 – 3.45pm

Trimester Dates: Friday 19th November – Friday 18th February 2011

Teaching Period: Friday 19th November – Saturday 18th December 2010

Friday 14th January – Friday 18th February 2011

Class Times and Room Numbers

Friday 12:40 – 15:30 (12.40 – 3.30pm)

Venue RWW315, Railway West Wing, Pipitea Campus

Withdrawal from Courses:

Your fees will be refunded if you withdraw from this course on or before **21 November 2010**

The last date for withdrawal from this course is the three-quarter point of the teaching period, i.e. 28 January 2011. After that date, permission to withdraw requires the permission of the Associate Dean (Students) as set out in section 8 of the Personal Courses of Study Statute

<http://policy.vuw.ac.nz/Amphora!~policy.vuw.ac.nz~POLICY~000000001743.pdf>

To apply for permission, fill in the Late Withdrawal form available from either of our Student Customer Service Desks.

Course Content

This course offers a broad perspective on modern management in the business, public and voluntary sectors, and examines key issues likely to face managers in the near future.

Course Learning Objectives

Students who are successful in this course will be able to:

- Identify and explain the basic functions of management (including human resource);
- Describe the various schools of management theory, including the assumptions about human nature that underlie these schools;
- Describe the key features and significance of group dynamics, communication, and motivation;
- Identify and assess the social, environmental and ethical responsibilities of management;
- Describe the various types of organisational structures and the factors influencing their design;
- Explain the information, problem-solving and decision-making process and apply these techniques to management problems;
- Identify and explain current internal and external forces impinging on managerial and organisational change and the need to respond to these factors.

Course Delivery

The course will consist of Lectures and Tutorials. There will be tutorials when required during each block of class time, usually the final 50 minutes of allocated class time. Students are expected to attend these tutorials which will be used to work on case studies, explore questions and issues raised during the formal lectures. See Annex A for course schedule.

Expected Workload

This course is a 15-point course. One point is equated to 10 hours of work, which means a total of 150 hours is expected for this course, spread over the 12 teaching weeks. This involves attending the lectures and tutorials every week, individual assignment and all preparations prior to attending lectures and for both class Test I and II.

Readings

The course textbook:

Victoria Management School (2010). *Management: A VMS Approach*. Australia: John Wiley & Sons. The textbook is available at the Victoria Book Centre.

Materials and Equipment

Lecture notes, presentation slides and additional material will be posted on Blackboard.

Assessment Requirements

The assessment for this course comprises two in-class tests, and an individual organisational analysis assignment. Each piece of assessment involves a combination of each objective outlined above.

- 2 Tests worth 70 percent of the final grade
 - Class Test 1 will be on **Saturday 18th December 2010** and will cover material through to week 5 (1½ hr) -Worth 30%.
 - Class Test 2 will be on **18th February 2011** and covers material from the first week through to week 11(2 hrs) –Worth 40%.
- Individual Assignment worth 30% percent of the final grade will be **due in class on 28 January 2011**.

1. In-Class Test I

Date: 18 Dec 2010

Marks: 30%

Duration: 1½ hours

The in-class test (closed book) will comprise of essay questions that will require you to show your understanding and analysis on specific management concepts covered in the course. **Choose 2 questions out of 3**. Each question will have an equal weightage of 15%. Further details will be discussed in class.

2. In-Class Test 2

Date: 18 February 2011

Marks: 40%

Duration: 2 hours

It is a closed 2-hour in-class test. The test is structured in two parts. In the first part, you will be assigned a case and asked to answer one question. The second part will consist of two essay questions and you will be required to answer one question only. Essay style answers are expected for both parts of the test. All book chapters covered during the course are examinable.

3. Individual Assignment – Organisational Analysis

Due: 28 January 2011

Marks: 30%

Length: 1500 words

Details of assignment will be given in the class.

Your assessed work may also be used for quality assurance purposes, such as to assess the level of achievement of learning objectives as required for accreditation and audit purposes. The findings may be used to inform changes aimed at improving the quality of FCA programmes. All material used for such processes will be treated as confidential, and the outcome will not affect your grade for the course.

Handing in assignment

Assignment should be handed in to the Course Coordinator in hard copy form in **class** on the due date. All completed assignment must have a cover sheet. The cover sheet is in Annex B. Students must also keep an electronic copy of their work archived in case the original goes missing. Failure to do so will jeopardise any claim by you that your work was submitted in the rare case where your work goes astray.

Late assignment/Penalty

To be handed to the Course Administrator at Room: 708, Level 7, Rutherford House. A late assignment will have one point (of the maximum 5) deducted for each day it is late unless prior permission has been granted or evidence of exceptional circumstances (e.g. medical issues) is provided.

Mandatory Course Requirements

In order to pass this course, a student must achieve a weighted average mark of 50% or more, utilising the indicated weightings. The following broad indicative characterisations of grade will apply in grading assignment and the two in-class tests.

| | |
|-------|---|
| A+ | excellent performance in all respects at this level |
| A | excellent performance in almost all respects at this level |
| A- | excellent performance in many respects at this level |
| B+ | very good, some aspects excellent |
| B, B- | good but not excellent performance at this level |
| C+, C | work satisfactory overall but inadequate in some respects |
| D | poor performance overall, some aspects adequate |
| E | well below the required standard |
| K | failure to achieve mandatory course requirements and have achieved at least an average "C" over all the assessment. Note this is a failing grade. |

Class Representative

A class representative will be elected in the first lecture, and that person's name and contact details will be made available to VUWSA, the Course Coordinator and the class via a Blackboard posting. The class representative provides a communication channel to liaise with the Course Coordinator on behalf of students. <http://www.vuwsa.org.nz/representation/class-reps/>

Communication of Additional Information

Additional information will be available on Blackboard – <http://blackboard.vuw.ac.nz>.

For the following important information follow the links provided:

Academic Integrity and Plagiarism

<http://www.victoria.ac.nz/home/study/plagiarism.aspx>

General University Policies and Statutes

<http://www.victoria.ac.nz/home/about/policy>

AVC (Academic) Website: information including: Conduct, Academic Grievances, Students with Impairments, Student Support

http://www.victoria.ac.nz/home/about_victoria/avcacademic/Publications.aspx

Faculty of Commerce and Administration Offices

<http://www.victoria.ac.nz/fca/studenthelp/>

Manaaki Pihipihinga Programme

http://www.victoria.ac.nz/st_services/mentoring/

MMPA 511 2010 03 Course Schedule

| Week | Date | Topic | Chapter |
|------------|---------------------------|---|----------|
| 1 | 19 Nov 2010 | <ul style="list-style-type: none"> • Course Aims & Structure; • Introducing Management | 1 & 2 |
| 2 | 26 Nov 2010 | <ul style="list-style-type: none"> • Individual Behaviour | 13 |
| 3 | 3 Dec 2010 | <ul style="list-style-type: none"> • Communication | 16 |
| 4 | 10 Dec 2010 | <ul style="list-style-type: none"> • Ethics and Social responsibility | 4 |
| 5 | 17 Dec 2010 | <ul style="list-style-type: none"> • Motivation • Teams & Teamwork | 14 15 |
| 6 | 18 Dec 2010 (Saturday) | <ul style="list-style-type: none"> • In-Class Test 1 • Review of Class Test 1 | |
| Term Break | | | |
| 7 | 14 Jan 2011 | <ul style="list-style-type: none"> • Intro to HR | 12 |
| 8 | 21 Jan 2011 | <ul style="list-style-type: none"> • Information & Decision making | 7 |
| 9 | 28 Jan 2011 | <ul style="list-style-type: none"> • Planning Processes and Techniques | 8 |
| 10 | 4 Feb 2011 | <ul style="list-style-type: none"> • Organisational Innovation and Change | 11 |
| 11 | 11 Feb 2011 | <ul style="list-style-type: none"> • Organisational Structure • Review of Lectures | 10 |
| 12 | 18 Feb 2011 | <ul style="list-style-type: none"> • Class Test 2 • Test 2 –Review • Course Evaluation | |

Annex B



School of Accounting and Commercial Law

MMPA511 Assignment Cover Sheet

| | |
|-----------------------|---|
| Assignment | ✓ |
| Individual Assignment | |
| Word count | |

Name: _____

Student ID: _____

Date Due: _____

Date Submitted: _____

*I have read and understood the university policy on Academic Integrity and Plagiarism.
I declare this assignment is free from plagiarism.*

Signed: _____

Extension of the due date (*if applicable*)

Date extension applied for: _____

Extension granted until: _____

Extension granted by: _____

Submit to Ms Daniell at Room: 708 of the Rutherford House, Reception Counter during office hours.



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Request for re-examination of assessed work.

| | | |
|--|---|---------------|
| Assessment affected <i>e.g. Class Test ,1, 2, 2 or Individual assignment</i> | | |
| Student ID | Name As it appears in your enrolment | ID No: |
| Contact Details | Phone _____ _____ Email _____ | |

Specify which section (criteria specified in the mark sheet) you wish to be re-examined

Note: requests to re-examine “all” criteria will not be considered.

Clearly state why you believe each of these sections should be re-examined:

Note: “I think it is worth more,” is insufficient.

In requesting a re-examination of my submitted work, I understand that the result may be an increase OR decrease in the mark obtained.

.....

Signature

.....

Date