

School of Accounting and Commercial Law

## **MMPA 511 MANAGEMENT**

Trimester 2, 2014

### **COURSE OUTLINE**

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<b>Names and Contact Details</b>	<b>Office</b>	<b>Telephone</b>
<i>Course Coordinator &amp; Lecturer</i> Arun Elias <a href="mailto:arun.elias@vuw.ac.nz">arun.elias@vuw.ac.nz</a>	RH 928	463 5736
<i>Lecturer</i> Kala Retna <a href="mailto:kala.retna@vuw.ac.nz">kala.retna@vuw.ac.nz</a>	RH 1002	463 5066
<i>Course Administrator</i> Pinky Shah <a href="mailto:pinky.shah@vuw.ac.nz">pinky.shah@vuw.ac.nz</a> Office hours: Monday-Friday, 9am-5.30pm	RH 728	463 6921

#### **Trimester Dates**

Teaching Period: Monday 14 July – Friday 17 October

Study Period: Monday 20 October – Thursday 23 October

Examination Period: Friday 24 October – Saturday 15 November (inclusive)

#### **Withdrawal from Course**

1. Your fees will be refunded if you withdraw from this course on or before Friday 25 July 2014.
2. The standard last date for withdrawal from this course is Friday 26 September 2014. After this date, students forced to withdraw by circumstances beyond their control must apply for permission on an '*Application for Associate Dean's Permission to Withdraw Late*' including supporting documentation. The application form is available from either of the Faculty's Student Customer Service Desks.

#### **Class Times and Room Numbers**

**Thursdays:** 5.40-8.30pm

**Venue:** RH LT 2 (Rutherford House Lecture Theatre 2), Pipitea Campus

## **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. See page 6 for lecture schedule.

## **Group Work**

For the group project, around 10 hours of time commitment is expected beyond the scheduled class time.

While this course has a tradition of study group collaboration, there are important elements in the assessment process that are strictly individual. Collaboration on the individual reflection is not allowed beyond general discussion as to how one might interpret the nature of the assignment. Please do not work together to formulate a response and do not loan out your completed individual reflection.

## **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 consists of 36 hours of classes, approximately eight hours per week outside classes during teaching weeks spent reading, studying and writing assignments and a further 20 hours revising during the mid-trimester break and study week.

## **Prescription**

Modern management in business, public and voluntary sectors.

## **Course Learning Objectives**

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

- (a) Analyse the basic functions of management (including human resource);
- (b) Evaluate the key features and significance of group dynamics, communication, and motivation;
- (c) Identify and assess the social, environmental and ethical responsibilities of management;
- (d) Analyse the information, problem-solving and decision-making process and apply these techniques to management problems;
- (e) Evaluate current internal and external forces impinging on managerial and organisational change and the need to respond to these factors.

## **Course Content**

MMPA 511 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. The course operates at the macro level with an emphasis of understanding the various schools of management theory, including the assumptions about human nature that underlie these schools.

## **Readings**

The readings for this course are contained in the Course Materials Book, which will be distributed before the first lecture.

## Assessment

From Trimester 1, 2014, a revised Assessment Handbook will apply to all Victoria courses: see <http://www.victoria.ac.nz/documents/policy/staff-policy/assessment-handbook.pdf>.

In particular, there will be a new grade scheme, in which the A+ range will be 90-100% and 50-54% will be a C-.

This course consists of two projects, class exercises, class test, and an examination. The first two assignments should be presented as management reports. The details of these assessments are:

Assessment	%	Due Date	Course Learning Objectives Covered
1. Mid-Tri Test	30%	Thu 21 Aug 2014 at 5.40pm in RHLT3	(a), (c), (e)
2. Group Project	15%	Presentations will take place on Thu 16 Oct 2014 (in class) Submit the written group report on Thu 16 Oct 2014 (submit in class)	(b), (d)
3. Individual Reflection	5%	Submit the individual reflection on Thu 16 Oct 2014 (submit in class)	(a), (b)
4. Exam	50%	TBA (see 'Examinations' below)	(d), (e)

## Assessment Guidelines

### 1. Mid-Trimester Test

The mid-trimester test is closed book and will have a time limit of 1½ hours. The test comprises two essay questions that will require you to show your understanding and analysis of specific management concepts covered in the course. Each question will have an equal weighting of 15%.

### 2. Group Project (maximum 5000 words, excluding figures, tables and other exhibits)

*Formatting requirements: double-spaced, 12 point, Times New Roman text.*

You will select an organisation for this assignment, preferably an organisation involved in/related to Accounting. In that organisation, you will select a management system. You will then describe, analyse and improve the management system using some of the management tools discussed in lectures 7-11.

In your project you will:

- Holistically describe the management system, in terms of its transformation process and its strategy;
- Critically analyse the management system, using appropriate management tools discussed in this course;
- Creatively improve the management system, using appropriate management tool;
- Present as a management report

Each group will give a 10 minute presentation followed by about 5 minutes of discussion during the normal lecture time on 16 October 2014.

### 3. Individual Reflection (maximum 300 words)

- Basing on your knowledge of group dynamics, provide an individual reflection on your experience of working in your group;
- More details will be provided in class.

#### 4. Examination

A two-hour closed book exam will be held during the formal Examination Period (see below).

#### Penalties

- **Assignment (Group Project and Individual Reflection)**

The assignment must be handed in on or before the due date and time. In fairness to other students, any assignment submitted after the deadline will be subject to a penalty of 5% of the total marks available for every day or part of a day (including Saturdays and Sundays) that the assignment is submitted late. For example, an assignment marked out of 100 due by 2pm on Monday 1 January but submitted at 1pm on Wednesday 3 January, will have 10 marks deducted. Assignments that are more than one week late will not be accepted.

An extension or waiver (with no penalty) will be considered on the grounds of exceptional personal circumstances. Students must complete the 'Assignment Extension/Waiver Application Form' available on Blackboard and submit the form (with the relevant supporting documentation) to Pinky Shah, preferably before the assignment due date.

*Note: The submission of an application does not mean that the extension has been approved. Penalties, as detailed above, will apply if the extension is not granted.*

- **Test**

Unjustifiable absence from the test will result in a mark of 'zero' for that test and may result in a student not meeting mandatory course requirements.

Students unable to take scheduled tests due to exceptional circumstances, must complete the 'Consideration of Exceptional Personal Circumstances for Tests Application Form' available on Blackboard. Submit this form to Pinky Shah as early as possible, preferably before the test date.

*Note: The submission of an application does not mean that the test requirement has been changed or waived. Penalties, as detailed above, will apply if it is not successful.*

**Exceptional Personal Circumstances** include an impairment assessed by Disability Services, illness, bereavement, circumstances involving the health or wellbeing of a relative or close friend, compulsory attendance at court, national or international representative commitments, significant cultural commitments, or activities in which the student is representing the University.

*Note: Not being organised or failing to plan ahead are **not** exceptional circumstances.*

#### Use of Turnitin

Student work provided for assessment in this course may be checked for academic integrity by the electronic search engine <http://www.turnitin.com>. Turnitin is an on-line plagiarism prevention tool which compares submitted work with a very large database of existing material. At the discretion of the Head of School, handwritten work may be copy-typed by the School and submitted to Turnitin. A copy of submitted materials will be retained on behalf of the University for detection of future plagiarism, but access to the full text of submissions will not be made available to any other party.

## **Examinations**

Students who enrol in courses with examinations are obliged to attend an examination at the University at any time during the formal examination period. The final examination for this course will be scheduled at some time during the following period:

Friday 24 October – Saturday 15 November (inclusive)

## **Mandatory Course Requirements**

In addition to obtaining an overall course mark of 50 or better, students must:

- sit the mid-trimester test
- submit group report on the due date, and
- obtain at least 40% of the marks available in the examination.

If you cannot complete an assignment or sit a test or examination, refer to

[www.victoria.ac.nz/home/study/exams-and-assessments/aegrotat](http://www.victoria.ac.nz/home/study/exams-and-assessments/aegrotat)

## **Class Representative**

A class representative will be elected in the first class, and that person's name and contact details made available to VUWSA, the course coordinator and the class. The class representative provides a communication channel to liaise with the course coordinator on behalf of students.

## **Communication of Additional Information**

Additional information concerning this course will be provided in lectures and posted on Blackboard: <http://blackboard.vuw.ac.nz>. Urgent notices will be circulated by email.

## **Student feedback**

Any feedback is considered and followed up on.

Student feedback on University courses may be found at

[www.cad.vuw.ac.nz/feedback/feedback\\_display.php](http://www.cad.vuw.ac.nz/feedback/feedback_display.php)

## **Link to general information**

For general information about course-related matters, go to

<http://www.victoria.ac.nz/vbs/studenthelp/general-course-information>

## **Note to Students**

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 academic audit. The findings may be used to inform changes aimed at improving the quality of VBS programmes. All material used for such processes will be treated as confidential, and the outcome will not affect your grade for the course.

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**MMPA 511 Lecture Schedule  
Trimester 2, 2014**

<b>Week</b>	<b>Date</b>	<b>Topics</b>	<b>Readings/Class Exercise</b>
1	17 Jul	<ul style="list-style-type: none"> <li>• Course Introduction:</li> <li>• Introducing Management</li> <li>• Ex: Identifying Management functions</li> </ul>	Reading 1
2	24 Jul	<ul style="list-style-type: none"> <li>• Communication</li> <li>• Ex: Application of Communication Process</li> </ul>	Reading 2
3	31 Jul	<ul style="list-style-type: none"> <li>• Motivation</li> <li>• Case study: Pixar</li> </ul>	Reading 3
4	7 Aug	<ul style="list-style-type: none"> <li>• Ethics and Social responsibility</li> <li>• Case study: Tom's of Maine</li> <li>• Group Ex: Ethics</li> </ul>	Reading 4
5	14 Aug	<ul style="list-style-type: none"> <li>• Teams &amp; Teamwork</li> <li>• Activity/Ex</li> <li>• Overview of HRM</li> </ul>	Readings 5, 6 & 7
6	21 Aug	<ul style="list-style-type: none"> <li>• Mid-Trimester Test</li> <li>• Review of Mid-Trimester Test</li> </ul>	
<b>MID-TRIMESTER BREAK (Monday 25 August – Sunday 7 September)</b>			
7	11 Sep	Complex Management Problems: Strategic Management	Reading 8
8	18 Sep	Describing a Management System	Reading 9, Case 1
9	25 Sep	Analysing a Management System	Reading 10
10	2 Oct	Improving a Management System	Reading 11
11	9 Oct	Systems Approaches to Management	Reading 12
12	16 Oct	Group Presentations Course Revision Student Evaluations	