

School of Accounting and Commercial Law

## MMPA 511 MANAGEMENT

Trimester 3, 2014

### COURSE OUTLINE

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#### Names and Contact Details

<i>Course Coordinator &amp; Lecturer</i>	Deborah Jones <a href="mailto:deborah.jones@vuw.ac.nz">deborah.jones@vuw.ac.nz</a> Office Hours: Tuesday 4-5 pm	RH 930	463 5731
<i>Course Administrator</i>	Rebekah Sage <a href="mailto:rebekah.sage@vuw.ac.nz">rebekah.sage@vuw.ac.nz</a> Office hours: Monday-Friday, 8.30 am-5 pm	RH 728	463 6921

#### Trimester Dates

Monday 17 November 2014 –Tuesday 17 February 2015

#### Withdrawal from Course

1. Your fees will be refunded if you withdraw from this course on or before Friday 28 November 2014.
2. The standard last date for withdrawal from this course is 27 January 2015. 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

Tuesdays: 12.40 – 3.30 pm

Venue: GB LT 4 (Government Buildings Lecture Theatre 4), Pipitea Campus

In Week 3 there will be no lecture, and there will be extra lectures on Mondays in Weeks 4 and 11. See the last page of this outline for the lecture schedule and the venues for extra lectures.

#### 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 and critical analysis.

## **Group Work**

All assessment on this course is individual. Collaboration on individual assignments is not allowed beyond general discussion as to how one might interpret the nature of the assignment question. Please do not work together to formulate a response and do not loan out your completed individual assignments.

## **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.

## **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 resources);
- (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 emphasises understanding various perspectives on management theory.

## **Readings**

The key readings for this course are contained in the textbook, available at VicBooks:

Schermerhorn et al, (2014). *Management: Foundations and Applications*. 2<sup>nd</sup> Asia-Pacific Edition. Milton, QLD: Wiley.

Further individual reading will be required for Assignment 2. Suggestions for sources and scope of reading will be provided on Blackboard and discussed in class.

## Assessment

The assessment for this course consists of a Short Test, an individual Research Essay and a Final Test.

Assessment	%	Due Date
Short Test – 1 hour	20%	In class Week 6 - Tuesday 6 January
Research Essay	30%	Week 10 by 3 pm Wednesday 4 February <ul style="list-style-type: none"><li>• Hand in a hard copy to the assignment box on the Mezzanine Floor.</li><li>• ALSO email a copy to Course Coordinator</li></ul>
Final Test – 2 hours	50%	In class Week 12 – Tuesday 17 February

### Short Test

This is a one-hour, closed-book, in-class test based on material covered in class Weeks 1-5. It will include 5 compulsory critical analysis questions, one for each of the 5 topics in Weeks 1-5. Assessment criteria will be provided on Blackboard and discussed in class before the test.

### Research Essay

This is a 2,000-word essay which discusses ways that management knowledge could enhance the practice of accounting. You can draw on any two perspectives covered in the course, and will need to do some additional reading, depending on your topic. A detailed Assignment Guide, including assessment criteria, will be provided on Blackboard and discussed in class.

### Final Test

This is a closed-book, two-hour case study test. You will be assigned a case, and asked to answer two questions about the case that will require you to draw on different theories covered in the course. All book chapters covered during the course may be tested. Assessment criteria will be provided on Blackboard and discussed in class before the test.

### Penalties

#### Research Essay

The Research Essay 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 the MPA Administrator, 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.*

### **Tests**

Unjustifiable absence from a 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 the MPA Administrator 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.*

### **Mandatory Course Requirements**

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

- Sit both tests,
- Submit the research essay on the due date, and
- Obtain at least 40% of the marks available in the final test.

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 to student email addresses.

### **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.

**MMPA 511 Lecture Schedule**

<b>Week</b>	<b>Date</b>	<b>Topics</b>	<b>Readings</b>
1	18 Nov	Course Introduction The contemporary workplace	Chapter 1
2	25 Nov	The environment and diversity	Chapter 3
3	2 Dec	No class this week (two classes next week)	
4	8 Dec	Ethical behaviour and social responsibility 12.30-3.20 pm GBLT4	Chapter 5
	9 Dec	Information and decision-making	Chapter 6
5	16 Dec	Organising	Chapter 9
<b>Mid-Trimester Break (Monday 22 December 2014 – Sunday 4 January 2015)</b>			
6	6 Jan	<b>Short Test</b> , in class Review of Mid-Trimester Test	
7	13 Jan	Human resource management	Chapter 11
8	20 Jan	Leading	Chapter 12
9	27 Jan	Communication and interpersonal skills	Chapter 13
10	3 Feb	Motivation and rewards	Chapter 14
11	9 Feb	Leading and managing change 12.30-3.20 pm GBLT3	Chapter 15
	10 Feb	Course Revision	
12	17 Feb	<b>Final Test</b> 12.45 pm in GBLT4	

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