Description: Managing Organisations

Subject          Cat-Nbr   Class  Term  Mode  Units  Campus
MGT             2002      24155  2, 2003  EXT   1.00   TWMBA

Academic Group:   Academic Org:  HECS Band:  ASCED Code:
FOBUS            FOB003     2          080307

STAFFING
Examiner: Joe Zhou
Moderator: Bruce Millett

SYNOPSIS
In this course the student will learn about the nature of organisations, the external
environmental dynamics that interplay with organisations, the internal subsystems, structures
and processes of organisations and the terrain, role, tasks, functions and required skills of
managers. Students are exposed to the challenges related to a career in management in a
changing world. A study is made of the evolution of management as field of study and of
managerial practices. Students are introduced to the role requirements of modern-day
managers and are acquainted with various conceptual, analytical and practical tools and
methodologies that are and can be used in managing organisations in complex and ever
changing environments. Specific topics include: the shift from the industrial era to the
information and knowledge age, the interplay with organisations and management of trends
such as globalisation, the information technology revolution and the new workplace, the
challenges of entrepreneurship and small business, managerial decision-making, strategic
thinking and planning, work and organisational structuring and design, managerial ethics,
social responsibility, managing and leading diverse people, managing the value chain,
creativity and the management of innovation and change, and continuous quality and
performance improvement and control.

OBJECTIVES
On successful completion of this course, students should be able to:

- explain the general nature of management, how it has evolved as a field of theory
  and practice and discuss contemporary developments and challenges related to the
  managing of organisations
• discuss and analyse the general role, nature and functioning of organisations, the
variety and dynamics related to their internal and external environments and the
concomitant challenges related to making sound decisions as managers
• describe, apply and analyse various principles and issues in making future and
structure related decisions in organisations
• explain, apply and debate principles on the theory and practice of mobilising the
human resources of an organisation and managing for continuous improvement of
organisational performance
• summarise and analyse issues relevant to making a career of managing

TOPICS

Description                                                      Weighting (%)  
1. Managing organisations: introductory perspectives               10.00
2. Towards an understanding of organisations and how they operate  10.00
3. Organisations and their environments                           10.00
4. Making good decisions: being ethical and socially responsible  10.00
5. Thinking ahead: making futuristic decisions and crafting plans and strategies  10.00
6. Creating an infrastructure: organising and structural design   10.00
7. Mobilising human resources: communication, leadership and teamwork  15.00
8. Managing to continuously improve the organisation and its performance  15.00
9. Making a career of managing                                    10.00

TEXT and MATERIALS required to be PURCHASED or ACCESSED:

Books can be ordered by fax or telephone. For costs and further details use the ‘Book Search’
facility at http://bookshop.usq.edu.au by entering the author or title of the text.


REFERENCE MATERIALS

Reference materials are materials that, if accessed by students, may improve their knowledge
and understanding of the material in the course and enrich their learning experience.

Davidson, P & Griffin, RW 2003, Management: an Australasian perspective, 2nd edition,
John Wiley & Sons, Milton, Queensland.

Limerick, D, Cunnington, B & Crowther, F 2002, Managing the new organisation:
collaboration and sustainability in the postcorporate world, 2nd edition, Allen & Unwin,
St.Leonards, New South Wales.


**STUDENT WORKLOAD REQUIREMENTS**

<table>
<thead>
<tr>
<th>ACTIVITY</th>
<th>HOURS</th>
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<tbody>
<tr>
<td>Assessment</td>
<td>42</td>
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<tr>
<td>Directed Study</td>
<td>98</td>
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<tr>
<td>Private Study</td>
<td>20</td>
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**ASSESSMENT DETAILS**

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<tr>
<th>Description</th>
<th>Marks Out of</th>
<th>Wtg(%)</th>
<th>Required</th>
<th>Due Date</th>
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<tr>
<td>ASSIGNMENT 1</td>
<td>100.00</td>
<td>30.00</td>
<td>Y</td>
<td>18 Aug 2003</td>
</tr>
<tr>
<td>ASSIGNMENT 2</td>
<td>100.00</td>
<td>30.00</td>
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<td>06 Oct 2003</td>
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<td>3 HOUR EXAMINATION</td>
<td>100.00</td>
<td>40.00</td>
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<td>END S2     (see note )</td>
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**NOTES:**

. The examination is scheduled to be held in the end-of-semester examination period.
Students will be advised of the official examination date after the timetable has been finalised.

**IMPORTANT ASSESSMENT INFORMATION**

1. **Attendance requirements:**
   
   If you are an International student in Australia it is a requirement of your student visa that you attend all classes at your campus. For all other students, there are no attendance requirements for this course. However, it is the students' responsibility to study all material provided to them or required to be accessed by them to maximise their chance of meeting the objectives of the course and to be informed of course-related activities and administration.

2. **Requirements for students to complete each assessment item satisfactorily:**
   
   To complete each of the assessment items satisfactorily, students must obtain at least 50% of the marks available for each assessment item.

3. **Penalties for late submission of required work:**
   
   If students submit assignments after the due date without prior approval then a penalty of 20% of the total marks gained by the student for the assignment will apply for each working day late.

4. **Requirements for student to be awarded a passing grade in the course:**
To be assured of receiving a passing grade a student must submit all of the summative assessment items and achieve at least 50% of the available weighted marks for those items and a mark of at least 40% for the examination.

Method used to combine assessment results to attain final grade:
The final grades for students will be assigned on the basis of the weighted aggregate of the marks obtained for each of the summative assessment items in the course.

Examination information:
This is a closed examination. Candidates are allowed to bring only writing and drawing instruments into the examination.

Examination period when Deferred/Supplementary examinations will be held:
Any Deferred or Supplementary examinations for this course will be held during the next examination period.

University Regulations:
Students should read USQ Regulations 5.1 Definitions, 5.6 Assessment, and 5.10 Academic Misconduct for further information and to avoid actions which might contravene University Regulations. These regulations can be found at the URL: http://www.usq.edu.au/SECARIAT/calendar/Part5/ or in the printed version of the current USQ Handbook. Students should also read The Guide to Policies and Procedures of the Faculty which can be found at the URL: http://www.usq.edu.au/handbook/2003/title663.html or in the printed version of the current USQ Handbook.

ASSESSMENT NOTES

1 Assignments: (i) The due date for an assignment is the date by which a student must despatch the assignment to the USQ. The onus is on the student to provide proof of the despatch date, if requested by the Examiner. (ii) Students must retain a copy of each item submitted for assessment. This must be produced within five days if required by the Examiner. (iii) The Examiner may grant an extension of the due date of an assignment in extenuating circumstances. Students may apply for an extension through the DEC before the due date or by including an application with the submitted assignment after the due date. Such applications should be in writing and include supporting documentary evidence. The authority for granting extensions rests with the relevant Examiner. (iv) The Examiner will normally only accept assessments that have been written, typed or printed on paper-based media. (v) The Examiner will not accept submission of assignments by facsimile. (vi) Students who do not have regular access to postal services or who are otherwise disadvantaged by these regulations may be given special consideration. They should contact the Examiner to negotiate such special arrangements. (vii) In the event that a due date for an assignment falls on a local public holiday in their area, such as a Show holiday, the due date for the assignment will be the next day. Students are to note on the assignment cover the date of the public holiday for the Examiner's convenience.