Course specification

Description: Managing Organisations

<table>
<thead>
<tr>
<th>Subject</th>
<th>Cat-nbr</th>
<th>Class</th>
<th>Term</th>
<th>Mode</th>
<th>Units</th>
<th>Campus</th>
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<td>MGT</td>
<td>2002</td>
<td>48256</td>
<td>3, 2005</td>
<td>EXT</td>
<td>1.00</td>
<td>Toowoomba</td>
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Academic group: FOBUS
Academic org: FOB003
Student contribution band: 2
ASCED code: 080307

STAFFING
Examiner: Joe Zhou
Moderator: Ben Swanepoel

SYNOPSIS
Organisations are central to modern-day society and probably play the key role in delivering the vast range of services and products required by people in their daily lives. Any organisation exists for a purpose and is a deliberate arrangement of human and other resources with the aim of delivering needs-satisfying services and/or products as effectively and efficiently as possible. There are different types/kinds of organisations ranging from public/government institutions such as local authorities and government agencies, to churches, trade unions, banking and financial institutions, to privately and public owned business enterprises. Irrespective of type, any organisation has to be established, developed and maintained to operate as effectively and efficiently as possible amidst an increasingly complex, turbulent and competitive environment characterised by an almost endless list of human needs to be satisfied but with a general scarcity of resources. This course aims to develop an understanding and appreciation of the complex and evolving nature of organisations and their environments, how organisations operate and function, and the challenges related to successfully managing organisations and their resources. This course lays the foundation for a career in management. 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 completion of this course students will be able to:

1. 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
2. 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
3. describe, apply and analyse various principles and issues in making future and structure related decisions in organisations
4. 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
5. summarise and analyse issues relevant to making a career of managing

TOPICS

<table>
<thead>
<tr>
<th>Description</th>
<th>Weighting (%)</th>
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<tbody>
<tr>
<td>Managing organisations: introductory perspectives</td>
<td>10.00</td>
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<tr>
<td>Towards an understanding of organisations and how they operate</td>
<td>10.00</td>
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<tr>
<td>Organisations and their environments</td>
<td>10.00</td>
</tr>
<tr>
<td>Making good decisions: being ethical and socially responsible</td>
<td>10.00</td>
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<tr>
<td>Thinking ahead: making futuristic decisions and crafting plans and strategies</td>
<td>10.00</td>
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<tr>
<td>Creating an infrastructure: organising and structural design</td>
<td>10.00</td>
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<tr>
<td>Mobilising human resources: communication, leadership and teamwork</td>
<td>15.00</td>
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<tr>
<td>Managing to continuously improve the organisation and its performance</td>
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<tr>
<td>Making a career of managing</td>
<td>10.00</td>
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TEXT and MATERIALS required to be PURCHASED or ACCESSED

ALL textbooks and materials are available for purchase from USQ BOOKSHOP (unless otherwise stated). Orders may be placed via secure internet, free fax 1800642453, phone 07 46312742 (within Australia), or mail. Overseas students should fax +61 7 46311743, or phone +61 7 46312742. For costs, further details, and internet ordering, use the 'Textbook Search' facility at http://bookshop.usq.edu.au click 'Semester', then enter your 'Course Code' (no spaces).

(Pacific Rim edition)
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.


(Australasian edn)


STUDENT WORKLOAD REQUIREMENTS

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

<table>
<thead>
<tr>
<th>Description</th>
<th>Marks out of</th>
<th>Wtg(%)</th>
<th>Due date</th>
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<tbody>
<tr>
<td>ASSIGNMENT 1</td>
<td>100.00</td>
<td>30.00</td>
<td>02 Dec 2005</td>
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<tr>
<td>ASSIGNMENT 2</td>
<td>100.00</td>
<td>30.00</td>
<td>13 Jan 2006</td>
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<tr>
<td>2 HOUR EXAMINATION</td>
<td>100.00</td>
<td>40.00</td>
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NOTES

1. 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, you are advised to 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. To meet the study requirements
of this course, the students must have access to the Internet, regularly visit the course
Website, participate in online discussions and take online quizzes.

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
assessments and achieve at least 50% of the available weighted marks for those
items and a mark of at least 40% for the examination.

5 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.

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

7 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.

8 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/corporateservices/calendar/part5.htm. Students should also read
the Faculty of Business Guide to Policies and Procedures of the Faculty which can be

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) If requested, students will be required
to provide a copy of an assignment submitted for assessment purposes. This should be
despatched to the USQ within 24 hours of receipt of a request being made. (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.

OTHER REQUIREMENTS

1. Learning Resources: Prescribed text and materials (see above); recommended reference materials (see above); printed Introductory Book, Study Book/s and Book/s of Selected Readings; CD/s (compact disc/s); and course Website accessible via USQConnect.