

# AMITY GLOBAL INSTITUTE

## MODULE SYLLABUS

<b>Course</b>	<b>Diploma in Accounting &amp; Finance</b>
Module Title	Managing People, Organisations and Management
Module Syllabus No. (if any)	N IL
Year Offered	2018
Start-Date	May 2018 /September 2018
End-Date	May 2019 /September 2019
Syllabus / Content / Learning Outcomes	<p>On successful completion of the module students will be able to:</p> <p><b>Knowledge and Understanding</b></p> <p>a) Understand the role and functions of a manager of people, in any organisational context</p> <p>b) Appreciate the wider, external contexts of managing people</p> <p><b>Subject - specific Skills</b></p> <p>c) Develop effective approaches and skills to deal with a range of employment situations</p> <p>d) Appreciate and evaluate the possible implications of recent and future change in the field of people management</p> <p><b>Key Skills</b></p> <p><b>Communication Skills</b></p> <p>e) Write clearly and effectively in appropriate styles and formats</p> <p>f) Convey ideas clearly and confidently in group situations</p> <p><b>Group work</b></p> <p>g) Work co-operatively with others to achieve a common goal and review individual strengths and weaknesses in the context of an evaluation of group learning activity</p> <p><b>Information Skills</b></p> <p>h) Identify information needs, locate relevant information and interpret findings</p> <p><b>Problem Solving</b></p> <p>i) Plan how to tackle tasks and problems</p>
No. of Teaching Hours	<p>Teacher Managed Learning Eg : Lectures : 48 Hrs</p> <p>Student Managed Learning Eg : Tutorials, Seminars etc : 152 Hrs</p> <p>TOTAL = 200</p>
Teaching Methods	Lectures, tutorials, case-studies analysis, research journals and group discussion.
Assessment Methods and Weightages	<p>Written Assessment 1 (1500 Words) – 50%</p> <p>Written Assessment 2 (1500 Words) – 50%</p>

Note: All Information provided to Amity will be kept strictly confidential except for those required under statutory requirements and by government authorities and relevant university partners and accreditation bodies as part of the regulatory or course requirements.

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Skills for Maximising Learning Outcomes	Reading and research
Dates of Examinations, Major Assessments and Assignments	Examination Period (not all modules have end-of-semester / year examinations) Indicative: December 2018 & May 2019/ January 2019 & September 2019
Recommended Text	The teaching and learning strategy will incorporate a practical workshop approach to employment situations, while incorporating lecture material to deliver key concepts and discuss the dynamic nature of this subject area  Warren Bennis - On Becoming a leader - Basic Books; Fourth Edition
Additional Reference Texts (if any)	NIL
Additional Remarks (if any)	NIL

Lesson No.	Learning Outcome
1	Managing People: What's it all about?
2	An introduction - What do managers of people do? - Functional areas, current topical issues and potential future developments.
3	External environment & framework of employment (e.g. state institutions, labour market issues)
4	People Management Skills
5	Getting the best from people: Communicating, team-building,
6	Motivation and emotional intelligence
7	Managing change, interviewing, negotiating
8	Handling conflict, gaining commitment
9	People Management Activities
10	Recruiting and Selecting People
11	Training and Developing
12	People Health, Safety & Welfare
13	People Management & the Law
14	Why is knowledge of the law important for managers of people
15	Main provisions of both common law and current employment legislation to workplace situations like Participating in an equal opportunities workshop or using case studies illustrating unfair dismissal
16	Actual and potential changes in employment law

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