

# 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	February 2018 / September 2018
End-Date	January 2019 / August 2019
Syllabus / Content / Learning Outcomes	<p>On successful completion of the module students will be able to:</p> <p>Knowledge and Understanding</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>Subject - specific Skills</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>Key Skills</p> <p>Communication Skills</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>Group work</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>Information Skills</p> <p>h) Identify information needs, locate relevant information and interpret findings</p> <p>Problem Solving</p> <p>i) Plan how to tackle tasks and problems</p>
No. of Teaching Hours	<p>Lectures = 24</p> <p>Seminars (Including group activities) = 24</p> <p>Independent Study Hours = 102</p> <p>Assignment Preparation = 50</p> <p>TOTAL = 200</p>
Teaching Methods	Lectures, tutorials, case-studies analysis, research journals and group discussion.
Assessment Methods and Weightages	<p>Literature search and short group seminar presentation, with slides submitted – 40%</p> <p>Group report and reflection on Assignment 1 - 30%</p> <p>Multiple Choice TCA – 30%</p>
Skills for Maximising Learning Outcomes	Reading and research
Dates of Examinations, Major Assessments and	TBA

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Assignments	
Recommended Text	<p>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</p> <p>Warren Bennis - On Becoming a leader - Basic Books; Fourth Edition</p>
Additional Reference Texts (if any)	NIL
Additional Remarks (if any)	NIL

Lesson No.	Learning Outcome
Indicative content	<ul style="list-style-type: none"> <li>▪ Managing People: What's it all about?</li> <li>▪ An introduction - What do managers of people do? - Functional areas, current topical issues and potential future developments.</li> <li>▪ External environment &amp; framework of employment (e.g. state institutions, labour market issues).</li> <li>▪ People Management Skills</li> <li>▪ Getting the best from people: Communicating, team-building,</li> <li>▪ Motivation and emotional intelligence</li> <li>▪ Managing change, interviewing, negotiating</li> <li>▪ Handling conflict, gaining commitment</li> <li>▪ People Management Activities</li> <li>▪ Recruiting and Selecting People</li> <li>▪ Training and Developing</li> <li>▪ People Health, Safety &amp; Welfare</li> <li>▪ People Management &amp; the Law</li> <li>▪ Why is knowledge of the law important for managers of people</li> <li>▪ 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</li> <li>▪ Actual and potential changes in employment law</li> </ul>

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