NEW ZEALAND INSTITUTES OF TECHNOLOGY AND POLYTECHNIC QUALIFICATIONS IN INFORMATION & COMMUNICATIONS TECHNOLOGY

PRESCRIPTION: OM500 ORGANISATION AND MANAGEMENT

AIM OF MODULE:	To provide students with an understanding of business organisations, with a focus on how computing fits into the overall business environment, and the concepts of management, relevant to working in a computer environment.
CREDITS:	7
STUDENT LEARNING HOURS:	70
CONTENT REVISED:	Pre 1996
PRESCRIPTION EXPIRY DATE:	Nov 2011

Level and Assessment Schedule

TOPICS	Highest Skill Level				Suggested Assessment Percentage
	R	C	A	P	
1. Management and IS		*			30
2. Planning, Control and Quality	*				20
3. IS for Strategic Advantage	*				20
4. Human Resource Management	*				30
					100

The Student will:

1 MANAGEMENT AND INFORMATION SYSTEMS

R 1.1 Define the term of management.

1.2 Identify the types of managers.

1.3 Identify the steps in the management process.

1.4 Discuss management theory within an historical perspective (scientific management).

1.5 Discuss the usefulness of management theory to practising managers.

1.6 Explain the meaning of concepts and models.

1.7 Identify the major ways information technology has affected managers.

C 1.8 Explain how problems of information system performance can be solved by management involvement in IS planning and control.

1.9 Explain how information technology is affecting the structure and activities of organisations.

2 PLANNING, CONTROL AND QUALITY

R 2.1 Discuss the decision making process and its relationship to planning.

2.2 Identify the steps in the planning process.

2.3 Identify the different types of plans and highlight differences between them.

2.4 Identify the purpose and nature of the business plan.

2.5 Describe some of the more common planning techniques.

2.6 Identify how control relates to the other management functions of planning, organising and directing.

2.7 Define ISO 9000.

2.8 Identify the five documents of the ISO 9000 standards.

2.9 Discuss the meaning of ISO 9000 to a business and describe why organisations are required to comply.

2.10 Define Quality Control Circle and its relationship to performance within an organisation.

3 IS FOR STRATEGIC ADVANTAGE

R 3.1 Distinguish between data and information.

3.2 List the types of IS systems (e.g. TPS, DDS, MIS).

3.3 Give examples of how IS can provide support for a firm's business operations, management decision making and strategic advantage.

3.4 Identify the major types of Management Information Systems and discuss how each support the managers of the organisation.

3.5 Identify three strategic roles of an IS and give examples of how they can provide strategic advantage to a business.

4 HUMAN RESOURCE MANAGEMENT

R 4.1 Describe the part human resource management plays in influencing organisational performance.

4.2 Describe how organisations acquire, retain, maintain and develop human resources.

4.3 Identify how human resource management relates to the other management functions of planning, organisation and controlling.

4.4 Describe how a number of New Zealand organisations manage their most valuable resource (people).

4.5 Define motivation.

4.6 Describe the main motivational theories (i.e. Maslow's Hierarchy of Needs, the two factor theory, equity theory, expectancy theory).

4.7 Define leadership.

4.8 Identify the basis of power which give leaders the ability to influence others.

4.9 Distinguish between leaders and managers.

4.10 Discuss the psychological consequences of overwork.

4.11 Identify related problems of new technology and social isolation.