

AcQual 114 Course Outline for New Short Course

(for courses less than 0.3333 EFTS)

V2

Course Title:	Planning and Managing Organisations		
SMS Course Code:		TEC Qualification Code:	OTCONT
Approvals Database Application No:		Level:	5
EFTS:		Credit:	4
Total Learning Hours:	40	Directed Learning Hours:	
Work Experience Learning Hours:	Nil	Self Directed Learning Hours:	40
NQF Unit Standards assessed in this course: N/A			

Aim:

To learn the importance of decision making and planning including the mix of emotion and logic which underpins this process and how to adapt to changes in organisational structures.

Learning Outcomes:

At the completion of the course, students will be able to:

1. Establish and achieve organizational goals and objectives through the application of different management techniques to support planning and resource allocation in realising strategy in different structures.

Indicative Content:

- Difference between goals and objectives
- S.M.A.R.T. technique
- Managing resource allocation

Assessment

Assessment Activity	Weighting	Learning Outcomes
Assignment	100%	1

Completion Requirements:

Learners must achieve a 50% pass mark for successful completion.

Related courses

Leading and management is the third of three short courses required to be awarded credit for the full Principles of Management course. The related short courses are:

- Introduction to management
- Planning and managing organisations

Award: EduBit EBT500023

Resources:

1. [Online learning resources](#) designed for independent study
2. Selected [open access readings and video resources](#).