

| ITEM | DETAILS | |
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| 1. Title of subject | BUSINESS ORGANISATION | |
| 2. Subject code | SEB101 | |
| 3. Status of subject | Core | |
| 4. Stage | Year 2 | |
| 5. Credit Hour | 3 | |
| 6. Pre-Requisite | None | |
| 7. Assessment | <p>40% Coursework</p> <ul style="list-style-type: none"> • Test 1 – 10% • Test 2 – 10% • Assignment 1 – 10% • Assignment 2 – 10% <p>60% Examination</p> | |
| 8. Semester | Semester 2 | |
| 9. Objective of subject | <p>To enable students to:</p> <ul style="list-style-type: none"> ▪ understand different types of organisations. ▪ understand how a department functions in an organisation. ▪ know the importance of information in an organisation and the needs of employees. | |
| 10. Synopsis of subject | <p>This course describes the different types of organisation; describes the functional areas within organisations and the activities undertaken within each functional area; describes the information requirements of organisations; describes the methods which organisations may use to fulfil their information requirements; discusses the need for and describe the methods of control in information systems; distinguishes between different theories of organisation and management; discusses the employee performance and the working environment.</p> | |
| 11. Details of subject | Contents | Hours |

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| Week 1 & 2 | Topics: Types of organisation Sole trader Partnership Joint stock companies | 2 |
| | Learning Outcomes: Students are able to describe what organisations are, the range of organisations and evaluate the range of goals of an organisation. | |
| Week 2 | Topics: Characteristics of organisation Types of system Authority, Responsibility and Delegation Span of control | 4 |
| | Learning Outcomes: Students are able to discuss the organisation as system. | |
| Week 3 | Topics: Organisation structure Division by function Organisation charts Purpose of chart | 4 |
| | Learning Outcomes: Students are able to discuss the different working relationships between organisations. | |
| Week 4 | Topics: Introduction of functional areas Human resources Production Purchasing Marketing | 4 |
| | Learning Outcomes: Students are able to provide reasons for the need for functional areas within an organisation. | |
| Week 5 | Topics: Human resource department Recruitment Job definition Interviewing Seven point plan | 4 |
| | Learning Outcomes: Students are able to describe the activities of the department. | |

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| Week 6 | Topics: Production department Planning and controlling Manufacturing methods | 4 |
| | Learning Outcomes: Students are able to understand the functions of production department. | |
| Week 7 | Topics: Purchasing department Purchasing Timing of purchasing Stock control | 4 |
| | Learning Outcomes: Students are able to identify the activities of the purchasing and stock control. | |
| Week 8 | Topics: Marketing department Market and consumer research , sales promotion, after sales service | 4 |
| | Learning Outcomes: Student are able to identify the activities of the marketing department and appreciate the need for market research. | |
| Week 9 | Topics: Administrative Department Data processing, Organisation and Methods | 2 |
| | Learning Outcomes: Students are able to discuss the process and purpose of organisation and methods. | |
| Week 10 | Topics: Nature and uses of Information Strategic, tactical and operational information Security of information | 2 |
| | Learning Outcomes: Students are able to identify levels of information within an organisation. | |
| Week 11 and 12 | Topics: Theorists of organisational style MaxWeber Taylor- Scientific management Mayo Elton Maslow Herzberg | 4 |

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| | Learning Outcomes: Students are able to relate the leading theorists on organisational style. | | |
| Week 13 and 14 | Topics: The working environment, planning office, resistance to change, stress | | 4 |
| | Learning Outcomes: Students are able to list the various features of the environment which affect the employee, and the factors to be considered for location of premises. | | |
| | Total | | 42 |
| 12. Text | Compulsory | Tudor, D. (1997). <i>Business Systems</i> (4 th ed.). UK: NCC Education. | |
| | Reference | Daniels, A. (1997). <i>Basic System Analysis</i> . India: Galgotia Publications. | |