

Global Learning Semesters

Course Syllabus

Course: ACER-131 Organizational Framework I

Department: Accounting and Banking

Host Institution: Intercollege, Nicosia, Cyprus



Course Summary		
Course Code	Course Title	Recommended Credit Hours
ACER-131	Organizational Framework I	3
Semester Offered	Contact Hours	Prerequisites
Fall, Spring	42	None
Department	Level of Course	Language of Instruction
Accounting and Banking	Lower Division	English

Course Description

Recruitment and selection processes and procedures determining recruitment's, job analysis, description and specification, recruitment planning, interviewing and selection.

Training and development teams and team-based work organisation, objective setting, defining and allocating authority and responsibility, direction, supervision and delegation, resource allocation, project planning (outline only) establishing work standards, performance measurement.

Instructor

Avraam Hadjihannas

Course Aims and Objectives

On completion of the course students should:

Analyse future personnel requirements and describe recruitment and selection procedures

Describe the role and process of employee development

Explain the principles of successful team performance and the need to plan, monitor and evaluate team based work activities.

Teaching Methods

The course is delivered through a mixture of lectures, computer lab tutorials and practical exercises and assignments.

Course Teaching Hours

42 hours (14-weeks, 3 hours/week).

Evaluation and Grading

Attendance and Participation:	10%
Homework:	20%
Mid-Term:	30%
Final Exam:	40%

Readings and Resources

Required Textbook

ACCA PAPER 1.3 Managing People.

Recommended Reading

- GA Cole, Management Theory and Practice, Harvester Wheatsheaf
 - I Worthington, C Britton, The Business Environment, Pitman
- Accounting and Business (The Journal of the Association of ACCA)