



ORGANIZING AND DIRECTING ADMINISTRATIVE RESOURCES

INSTITUTE FOR PROFESSIONAL AND EXECUTIVE DEVELOPMENT

United Kingdom

UNIT SPECIFICATION

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Unit Title

Organizing and Directing Administrative Resources

Credit value

The credit value for this unit is 30

30 credits equivalent to 300 hours of teaching and learning
(10 hours is equivalent to 1 credit)

Guided learning hours (GLH) = 50 hours

GLH includes lectures, tutorials and supervised study. This may vary to suit the needs and requirements of the learner and/or the approved centre of study.

Directed learning = 50 hours: This includes advance reading and preparation, group study, and undertaking research tasks.

Self-managed learning = 200 hours: This includes completing assignments and working through the core and additional reading texts. It also includes personal research reading via other physical and/or electronic resources.

Learning outcome Learner will:	Assessment criteria Learner can:
1.0 Understand the key issues in organizing administrative resources	1.1 Evaluate the importance of having effective systems for organizing administrative resources in an organization 1.2 Explain what is meant by an organizational structure and differentiate between formal and informal structures of organization 1.3 Examine the advantages and disadvantages of having formal and informal organizations respectively within a company 1.4 Explain what is meant by a bureaucratic organization and analyse its advantages and disadvantages 1.5 Give an account on the various levels of authority that may exist in an organization 1.6 Examine the organizational pyramid and analyse how it relates to the organization of administrative resources 1.7 Evaluate the significance of unity of objective within an organization 1.8 Explore the significance of span of control within an organization 1.9 Examine the relevance of unity of command within an organization 1.10 Explore the methods of departmentation 1.10.1 Examine the advantages and disadvantages of the various methods of departmentation 1.11 Analyse the implications of using group working in an organization
2.0 Understand how an organization can be structured	2.1 Examine the characteristics of line organization 2.2 Examine the characteristics of functional organization 2.3 Examine the characteristics and types of committee organization 2.4 Evaluate the advantages and disadvantages of committee

<p>3.0 Understand key issues relating to authority, responsibility and organizational culture</p> <p>4.0 Understand how conflict and change can be managed in an organization</p>	<p>organization</p> <p>2.5 Evaluate the attributes of a successful committee</p> <p>2.6 Differentiate between the different structures of organization (such as matrix, functional, divisional, clover-leaf structure, circular structure, linking-pin)</p> <p>3.1 Differentiate between authority, responsibility and power</p> <p>3.2 Examine the nature of positional power and personal power</p> <p>3.3 Explore the different kinds of authority (formal, functional, personal, line and staff authority)</p> <p>3.4 Explain what is meant by delegation and analyse the reasons for delegation</p> <p>3.5 Examine the factors that influence the degree of delegation</p> <p>4.1 Examine the nature of organizational change and its implications</p> <p>4.2 Give an account on the organizational change process</p> <p>4.3 Examine the sources of resistance to change</p> <p>4.4 Analyse ways of overcoming resistance to change</p> <p>4.5 Examine the nature of conflict in organization</p> <p>4.6 Examine the advantages and disadvantages of conflict within an organization</p> <p>4.7 Examine the types of conflicts that are possible to exist in an organization</p> <p>4.8 Evaluate the methods that can be used to manage conflicts in an organization</p>
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5.0 Understand the nature of leadership in organization	5.1 Analyse the principles of directing 5.2 Examine the duties of the board of directors of an organization 5.3 Explain what is meant by leadership and examine the characteristics of a good leader 5.4 Give an account on the main theories of leadership 5.5 Analyse the theories of motivation and analyse their relationship with leadership
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Recommended learning resources

Indicative reading	<p>Thompson et al 2005. Strategic Management; Awareness and Change 5th Edition: Thompson Learning, London ISBN 978-1-844480-083-4</p> <p>Robert Appleby 1994. Modern Business Administration 6th Edition: Pitman Publishing London ISBN 0-273-60282-9</p> <p>Access to other credible online resources and publications is encouraged</p>
Learning Aid	<ul style="list-style-type: none">• A comprehensive IPED study material is available to aid in learning and research of this unit.• We supply IPED course materials free of charge. Our study materials, which offer quick learning start, are comprehensive, use simple English, and are easy to read and understand. The contents are so sufficient and self-explanatory; that in majority of cases readers do not require further support; although support is always available when you need it.