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## MODULE DESCRIPTOR

### Module Title

Management of People

Reference	BS3951	Version	2
Created	February 2017	SCQF Level	SCQF 9
Approved	July 2013	SCQF Points	20
Amended	August 2017	ECTS Points	10

### Aims of Module

The aim of the module is to develop transferable people management skills for higher level study and professional practice in management.

### Learning Outcomes for Module

On completion of this module, students are expected to be able to:

- 1 Demonstrate competence in a range of business skills to enable effective performance at the first level of management.
- 2 Critically evaluate strategies for optimising the effectiveness and productivity of people in the workplace.
- 3 Produce management reports and be able to negotiate and facilitate in a business environment.
- 4 Critically appraise and understand a range of management tools and systems and their respective applications when used in a management environment.

### Indicative Module Content

The topics covered by the syllabus are based around the integration of a range of principles, techniques and practices relevant to first level management. These are suitable for preparation of study and practice at middle management levels across differing organisations, from the private, public and voluntary sectors. This involves developing the learners understanding of the skills required for modern day management. This will include, presentation and report writing skills, effective meetings and time management, problem solving, facilitation and the giving and receiving of feedback.

### Module Delivery

The module is delivered in either Distance Learning Mode by self directed learning using web-based learning materials, supported by on-line support, or through blended delivery, with core content provided on-line and learning consolidated at workshops.

**Indicative Student Workload**

	Full Time	Part Time
Contact Hours	N/A	N/A
Non-Contact Hours	N/A	200
Placement/Work-Based Learning Experience [Notional] Hours	N/A	N/A
TOTAL	N/A	200
<i>Actual Placement hours for professional, statutory or regulatory body</i>		

**ASSESSMENT PLAN**

If a major/minor model is used and box is ticked, % weightings below are indicative only.

**Component 1**

Type:	Coursework	Weighting:	100%	Outcomes Assessed:	1, 2, 3, 4
Description:	A single combination coursework assessment				

**MODULE PERFORMANCE DESCRIPTOR****Explanatory Text**

The module is assessed by one component: C1 - Coursework - 100% weighting. Module Pass Mark = Grade D (40%)

Module Grade	Minimum Requirements to achieve Module Grade:
<b>A</b>	70% or above
<b>B</b>	60% - 69%
<b>C</b>	50% - 59%
<b>D</b>	40% - 49%
<b>E</b>	35% - 39%
<b>F</b>	0% - 34%
<b>NS</b>	Non-submission of work by published deadline or non-attendance for examination

**Module Requirements**

Prerequisites for Module	None.
Corequisites for module	None.
Precluded Modules	None.

**INDICATIVE BIBLIOGRAPHY**

- 1 ARMSTRONG, M., 2011. *How to be an even better manager*. 8th ed. London: Kogan Page.
- 2 GUIRDHAM, M., 2002. *Interactive behaviour at work*. 3rd ed. London: Prentice Hall.
- 3 MULLINS, L., 2016. *Management and organisational behaviour*. 11th ed. Harlow: Pearson Education Ltd.
- 4 TORRINGTON, D. and WEIGHTMAN, J., 1994. *Effective management: people and organisation*. 2nd ed. London: Prentice Hall.