



UNIVERSITI TEKNOLOGI MARA

CSC814: MANAGING PEOPLE AND SYSTEM

Course Name (English)	MANAGING PEOPLE AND SYSTEM APPROVED
Course Code	CSC814
MQF Credit	6
Course Description	To introduce knowledge and understanding of the business and its environment and the influence this has on how organisations are structured and on the role of the accounting and other key business functions in contributing to the efficient, effective and ethical management and development of an organisation and its people and systems.
Transferable Skills	Knowledge Comprehension Critical analysis
Teaching Methodologies	Lectures, Blended Learning, Tutorial
CLO	<p>CLO1 Understand the purpose and types of businesses and how they interact with key stakeholders and the external environment.</p> <p>CLO2 Understand business organisation structure, functions and the role of corporate governance.</p> <p>CLO3 Recognise the functions, systems and new technologies in accountancy and audit in communicating, reporting and assuring financial information, including the effective compliance, internal control and security of financial and other data.</p> <p>CLO4 Recognise the principles of authority and leadership and how teams and individuals are recruited, managed, motivated and developed</p> <p>CLO5 Understand the importance of personal effectiveness as the basis for effective team and organisational behaviour.</p> <p>CLO6 Recognise that all aspects of business and finance should be conducted in a manner which complies with and is in the spirit of accepted professional ethics and professional values.</p>
Pre-Requisite Courses	No course recommendations
Topics	
1. The business organisation, its stakeholders and the external environment 1.1) 1.The purpose and types of business organisation 1.2) 2.Stakeholders in business organisations 1.3) 3.Political and legal factors affecting business 1.4) 4.Macroeconomic factors 1.5) 5.Micro economic factors 1.6) 6.Social and demographic factors 1.7) 7.Technological factors 1.8) 8.Environmental factors 1.9) 9.Competitive factors	
2. Business organisational structure, functions and governance 2.1) 1.The formal and informal business organisation 2.2) 2.Business organisational structure and design 2.3) 3.Organisational culture in business 2.4) 4.Committees in business organisations 2.5) 5.Governance and social responsibility in business	

3. Accounting and reporting systems, compliance, control, technology and security

- 3.1) 1. The relationship between accounting and other business functions
- 3.2) 2. Accounting and finance functions within business organisations
- 3.3) 3. Principles of law and regulation governing accounting and auditing
- 3.4) 4. The sources and purpose of internal and external financial information, provided by business
- 3.5) 5. Financial systems, procedures and related IT applications
- 3.6) 6. Internal controls, authorisation, security of data and compliance within business
- 3.7) 7. Fraud and fraudulent behaviour and their prevention in business, including money laundering.
- 3.8) 8. The impact of Financial Technology (Fintech) on accounting systems

4. Leading and managing individuals and teams

- 4.1) 1. Leadership, management and supervision
- 4.2) 2. Recruitment and selection of employees
- 4.3) 3. Individual and group behaviour in business organisations
- 4.4) 4. Team formation, development and management
- 4.5) 5. Motivating individuals and groups
- 4.6) 6. Learning and training at work
- 4.7) 7. Review and appraisal of individual performance.
- 4.8) 8. The application and impact of Financial Technology (FinTech) in accountancy and audit

5. Personal effectiveness and communication

- 5.1) 1. Personal effectiveness techniques
- 5.2) 2. Consequences of ineffectiveness at work
- 5.3) 3. Competence frameworks and personal development
- 5.4) 4. Sources of conflicts and techniques for conflict resolution and referral
- 5.5) 5. Communicating in business

6. Professional ethics in accounting and business

- 6.1) 1. Fundamental principles of ethical behaviour
- 6.2) 2. The role of regulatory and professional bodies in promoting ethical and professional standards in the accountancy profession
- 6.3) 3. Corporate codes of ethics
- 6.4) 4. Ethical conflicts and dilemmas

Assessment Breakdown		%		
Final Assessment		100.00%		
Details of Continuous Assessment	Assessment Type	Assessment Description	% of Total Mark	CLO
Reading List	Recommended Text	BPP LEARNING MEDIA 2019, <i>FIA Foundations of Accountant in Business FAB (ACCA F1)</i> : [ISBN: 9781445370262]		
Article/Paper List	This Course does not have any article/paper resources			
Other References	<ul style="list-style-type: none"> Website ACCA GLOBAL 2019, <i>Study resources</i> https://www.accaglobal.com/my/en/student/exam-support-resources/foundation-level-study-resources/fab.html 			