



# BBA 102

## Principles of Management

S2 Day 2016

*Dept of Marketing and Management*

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#### **Disclaimer**

Macquarie University has taken all reasonable measures to ensure the information in this publication is accurate and up-to-date. However, the information may change or become out-dated as a result of change in University policies, procedures or rules. The University reserves the right to make changes to any information in this publication without notice. Users of this publication are advised to check the website version of this publication [or the relevant faculty or department] before acting on any information in this publication.

## General Information

Unit convenor and teaching staff

Unit Convenor

Dr Alison Barnes

[alison.barnes@mq.edu.au](mailto:alison.barnes@mq.edu.au)

Contact via email

E4A 640

Monday 2:30pm - 3:30pm

Administrator

John Truong

[john.truong@mq.edu.au](mailto:john.truong@mq.edu.au)

Contact via email

Department of Marketing and Management - E4A

N/A

Yang Yang

[yang.yang@mq.edu.au](mailto:yang.yang@mq.edu.au)

Credit points

3

Prerequisites

Corequisites

Co-badged status

Unit description

This unit addresses areas of interest for those wishing to understand management and the nature of organisations, their structure and operation. Topics include the development of organisations and management; the context or environment of an organisation; what constitutes performance for an organisation, and sustainability.

## Important Academic Dates

Information about important academic dates including deadlines for withdrawing from units are available at <https://www.mq.edu.au/study/calendar-of-dates>

## Learning Outcomes

On successful completion of this unit, you will be able to:

An understanding of major approaches to management

An understanding of some of the major functions of managers

An understanding of how organisations are structured and different approaches to structure

An understanding of the various challenges managers face in the current business environment

Effectively collaborate as a group to reach a collective goal.

## General Assessment Information

Important:

It is the responsibility of students to view their marks for each within session assessment on iLearn within 20 working days of posting. If there are any discrepancies, students must contact the unit convenor immediately. Failure to do so will mean that queries received after the release of final results regarding assessment marks (not including the final exam mark) will not be addressed.

Attaining an overall grade of 50 or above is sufficient to pass the unit.

## Assessment Tasks

Name	Weighting	Due
<u>Class Test</u>	5%	Week 4 tutorials
<u>Essay</u>	35%	Week 9: Wednesday 12th October
<u>Presentation and Participation</u>	20%	Tutorial weeks 5-12
<u>Final Examination</u>	40%	Formal examination period

### Class Test

Due: **Week 4 tutorials**

Weighting: **5%**

**Duration/Length: 30 minutes / 20 multiple choice questions**

### Aims and Objectives

This test aims to assess your understanding of the material covered in the Weeks 1 - 3 lectures. It will be conducted during the Week 4 tutorials and involves 20 multiple choice questions, each worth a quarter of a mark. The objective of the test is to provide students with feedback on an early assessment task within the first third of the study period.

### Late submissions

No **extensions** will be granted. Students who have not submitted the task prior to the deadline will be awarded a mark of 0 for the task, except for cases in which an application for disruption of studies is made and approved.

On successful completion you will be able to:

- An understanding of major approaches to management
- An understanding of some of the major functions of managers
- An understanding of the various challenges managers face in the current business environment

## Essay

Due: **Week 9: Wednesday 12th October**

Weighting: **35%**

**Duration/Length: 1200 Words**

### Submission Details

All students must submit their essays electronically through Turnitin using the link on iLearn, and in hard copy to BESS (E4B 106) by **4.00pm** on the due date.

Hard copies must be identical to the electronic version submitted.

### Aims and Objectives

This assessment encourages students to:

- Understand the challenges facing organisations in the contemporary business environment.
- Provide a critical perspective of the academic literature on a topic.
- Construct a sustained argument in response to the question.
- Utilise and conform to the principles of academic rigour in the production of an acceptable, formal response to the question.

(See Assessment guide on iLearn for marking rubric)

### Late submissions

Late essays must also be submitted through Turnitin and a hard copy should be submitted to BESS in building E4B to be date stamped and forwarded to your tutor for marking. No extensions will be granted. There will be a deduction of 20% of the total available marks (i.e. 7 marks) made from the total awarded mark for each 24 hour period or part thereof that the submission is late

(for example, 25 hours late in submission incurs a 40% or 14 marks penalty). This penalty does not apply for cases in which an application for disruption of studies is made and approved. No submission will be accepted after feedback have been posted/given in lectures/classes.

On successful completion you will be able to:

- An understanding of major approaches to management
- An understanding of some of the major functions of managers
- An understanding of the various challenges managers face in the current business environment

## Presentation and Participation

Due: **Tutorial weeks 5-12**

Weighting: **20%**

### Weighting

- *Group presentation and report (including individual question)= 15% (please note that half of this is made up of individual work/contribution)*
- *Class participation during group presentations= 5%*

### Duration/Length

- *Group presentation – 30 minutes*
  - *5 marks awarded to the group. 2.5 marks awarded to the individual. Total 7.5 marks*
- *Group written report including:*
  - *Introduction and conclusion 300 words (2.5 marks awarded to the group)*
  - *Individual question – 500 words (5 marks individually awarded)*

### Submission Details

Present and submit report at assigned tutorial and participate in class discussion initiated by other groups on a weekly basis.

### Aims and Objectives

This assessment encourages students to:

- Work effectively as a team.
- Consider a range of perspectives and findings on a management-related topic.

(See Assessment guide on iLearn for marking rubric)

### **Late submission**

No extensions will be granted. There will be a deduction of 10% of the total available marks made from the total awarded mark for each 24 hour period or part thereof that the submission is late (for example, 25 hours late in submission – 20% penalty). This penalty does not apply for cases in which an application for disruption of studies is made and approved.

On successful completion you will be able to:

- An understanding of major approaches to management
- An understanding of some of the major functions of managers
- An understanding of how organisations are structured and different approaches to structure
- An understanding of the various challenges managers face in the current business environment
- Effectively collaborate as a group to reach a collective goal.

## **Final Examination**

Due: **Formal examination period**

Weighting: **40%**

**Duration: 2 hours + 10 minutes reading time**

A final examination is included as an assessment task for this unit to provide assurance that:

- i) the product belongs to the student and
- ii) the student has attained the knowledge and skills tested in the exam.

The final examination will be of two hour duration and will be held during the University Examination period. The exam will include multiple choice and short answer questions.

On successful completion you will be able to:

- An understanding of major approaches to management
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- An understanding of how organisations are structured and different approaches to structure
- An understanding of the various challenges managers face in the current business environment

## Delivery and Resources

### Classes

- Number and length of classes: 1 x 2 hour lecture and 1 x 1 hour tutorial, i.e. 3 hours face to face per week unless indicated otherwise in the lecture schedule.
- Classes may vary due to public holiday(s)
- The timetable for classes can be found on the University web site at: <http://www.timetables.mq.edu.au/>

### Required text

Kinicki, A., Scott-Ladd, B., Perry, M. and Williams, B. (2015) **Management : a practical introduction**. McGraw Hill Education: North Ryde, NSW.

The text is available from the Co-Op Bookshop. Copies are held in the Library's Reserve section.

### Technology Used and Required

Students will need to be familiar with a web browser to access the unit web page. Students are also required to access the companion website which accompanies the text.

### Unit web page

The web page for this unit can be found at: <https://ilearn.mq.edu.au/login/MQ/>

### Consultation hours

John Truong is the first point of contact for all administrative issues. His contact details are listed above.

Tutors are available for consultation. Speak to them directly before or after class to arrange a mutually convenient time. You may email them directly. Their contact details are available on the unit iLearn website.

Students experiencing significant difficulties with any topic in the unit must seek assistance immediately.

# Unit Schedule

## LECTURE PROGRAM

Week	Week Commencing	Lecture Topic	Tutorials
1	1 August	Managers and management	<b>No tutorials</b>
2	8 August	Business communication and interpersonal skills	Introduction
3	15 August	Understanding groups and managing teams	Effective presentation and essay writing skills
4	22 August	The external environment	<b>Class test held during this week's tutorials</b>
5	29 August	Culture, organisations and management	Group presentation 1
6	5 September	Contemporary issues: Ethics, sustainability and CSR	Group presentation 2
7	12 September	Foundations of management: Planning	Group presentation 3
		<b>MID SESSION BREAK</b> <b>September 19 – October 3</b>	
8	4 October	<b>Labour Day Long Weekend Public Holiday</b> <b>Reading week: no lecture and no tutorials</b>	<b>No tutorials</b>



9	10 October	Foundations of management: Decision making <b>Essay due</b>	Group presentation 4
10	17 October	Foundations of management: Organisational structure and design	Group presentation 5
11	24 October	Managing human resources, change & innovation	Group presentation 6
12	31 October	Foundations of management: Control	Group presentation 7
13	7 November	Exam briefing	Unit review

## Policies and Procedures

Macquarie University policies and procedures are accessible from [Policy Central](#). Students should be aware of the following policies in particular with regard to Learning and Teaching:

Academic Honesty Policy [http://mq.edu.au/policy/docs/academic\\_honesty/policy.html](http://mq.edu.au/policy/docs/academic_honesty/policy.html)

**New Assessment Policy in effect from Session 2 2016** [http://mq.edu.au/policy/docs/assessment/policy\\_2016.html](http://mq.edu.au/policy/docs/assessment/policy_2016.html). For more information visit [http://students.mq.edu.au/events/2016/07/19/new\\_assessment\\_policy\\_in\\_place\\_from\\_session\\_2/](http://students.mq.edu.au/events/2016/07/19/new_assessment_policy_in_place_from_session_2/)

Assessment Policy prior to Session 2 2016 <http://mq.edu.au/policy/docs/assessment/policy.html>

Grading Policy prior to Session 2 2016 <http://mq.edu.au/policy/docs/grading/policy.html>

Grade Appeal Policy <http://mq.edu.au/policy/docs/gradeappeal/policy.html>

Complaint Management Procedure for Students and Members of the Public [http://www.mq.edu.au/policy/docs/complaint\\_management/procedure.html](http://www.mq.edu.au/policy/docs/complaint_management/procedure.html)

Disruption to Studies Policy [http://www.mq.edu.au/policy/docs/disruption\\_studies/policy.html](http://www.mq.edu.au/policy/docs/disruption_studies/policy.html) *The Disruption to Studies Policy is effective from March 3 2014 and replaces the Special Consideration Policy.*

In addition, a number of other policies can be found in the [Learning and Teaching Category](#) of Policy Central.

## Student Code of Conduct

Macquarie University students have a responsibility to be familiar with the Student Code of Conduct: [https://students.mq.edu.au/support/student\\_conduct/](https://students.mq.edu.au/support/student_conduct/)

## Results

Results shown in *iLearn*, or released directly by your Unit Convenor, are not confirmed as they are subject to final approval by the University. Once approved, final results will be sent to your student email address and will be made available in [eStudent](#). For more information visit [ask.mq.edu.au](http://ask.mq.edu.au).

**Submission of assessments:** All students must submit their essays through Turnitin using the link on iLearn by the due date. Hard copies must be submitted to BESS located in Building E4B. Hard copies must be identical to the electronic version submitted. Late essays must also be submitted through Turnitin and a hard copy should be submitted to BESS in building E4B to be date stamped and forwarded to your tutor for marking.

**Extension requests:** The University is committed to equity and fairness in all aspects of its learning and teaching. In stating this commitment, the University recognises that there may be circumstances where a student is prevented by unavoidable disruption from performing in accordance with their ability. A disruption to studies policy exists to support students who experience serious and unavoidable disruption such that they do not reach their usual demonstrated performance level. The policy is available at: [http://www.mq.edu.au/policy/docs/disruption\\_studies/policy.html](http://www.mq.edu.au/policy/docs/disruption_studies/policy.html)

## Student Support

Macquarie University provides a range of support services for students. For details, visit <http://students.mq.edu.au/support/>

## Learning Skills

Learning Skills ([mq.edu.au/learningskills](http://mq.edu.au/learningskills)) provides academic writing resources and study strategies to improve your marks and take control of your study.

- [Workshops](#)
- [StudyWise](#)
- [Academic Integrity Module for Students](#)
- [Ask a Learning Adviser](#)

## Student Services and Support

Students with a disability are encouraged to contact the [Disability Service](#) who can provide appropriate help with any issues that arise during their studies.

## Student Enquiries

For all student enquiries, visit Student Connect at [ask.mq.edu.au](http://ask.mq.edu.au)

## IT Help

For help with University computer systems and technology, visit [http://www.mq.edu.au/about\\_us/offices\\_and\\_units/information\\_technology/help/](http://www.mq.edu.au/about_us/offices_and_units/information_technology/help/).

When using the University's IT, you must adhere to the [Acceptable Use of IT Resources Policy](#). The policy applies to all who connect to the MQ network including students.

## Graduate Capabilities

### Discipline Specific Knowledge and Skills

Our graduates will take with them the intellectual development, depth and breadth of knowledge, scholarly understanding, and specific subject content in their chosen fields to make them competent and confident in their subject or profession. They will be able to demonstrate, where relevant, professional technical competence and meet professional standards. They will be able to articulate the structure of knowledge of their discipline, be able to adapt discipline-specific knowledge to novel situations, and be able to contribute from their discipline to inter-disciplinary solutions to problems.

This graduate capability is supported by:

### Learning outcomes

- An understanding of major approaches to management
- An understanding of some of the major functions of managers
- An understanding of how organisations are structured and different approaches to structure
- An understanding of the various challenges managers face in the current business environment
- Effectively collaborate as a group to reach a collective goal.

### Assessment tasks

- Class Test
- Essay
- Presentation and Participation
- Final Examination

### Critical, Analytical and Integrative Thinking

We want our graduates to be capable of reasoning, questioning and analysing, and to integrate and synthesise learning and knowledge from a range of sources and environments; to be able to

critique constraints, assumptions and limitations; to be able to think independently and systemically in relation to scholarly activity, in the workplace, and in the world. We want them to have a level of scientific and information technology literacy.

This graduate capability is supported by:

## **Learning outcomes**

- An understanding of major approaches to management
- An understanding of some of the major functions of managers
- An understanding of how organisations are structured and different approaches to structure
- An understanding of the various challenges managers face in the current business environment
- Effectively collaborate as a group to reach a collective goal.

## **Assessment tasks**

- Essay
- Presentation and Participation
- Final Examination

## **Problem Solving and Research Capability**

Our graduates should be capable of researching; of analysing, and interpreting and assessing data and information in various forms; of drawing connections across fields of knowledge; and they should be able to relate their knowledge to complex situations at work or in the world, in order to diagnose and solve problems. We want them to have the confidence to take the initiative in doing so, within an awareness of their own limitations.

This graduate capability is supported by:

## **Learning outcomes**

- An understanding of major approaches to management
- An understanding of the various challenges managers face in the current business environment
- Effectively collaborate as a group to reach a collective goal.

## **Assessment tasks**

- Essay
- Presentation and Participation

## **Effective Communication**

We want to develop in our students the ability to communicate and convey their views in forms effective with different audiences. We want our graduates to take with them the capability to

read, listen, question, gather and evaluate information resources in a variety of formats, assess, write clearly, speak effectively, and to use visual communication and communication technologies as appropriate.

This graduate capability is supported by:

## **Learning outcomes**

- An understanding of major approaches to management
- An understanding of some of the major functions of managers
- An understanding of how organisations are structured and different approaches to structure
- An understanding of the various challenges managers face in the current business environment
- Effectively collaborate as a group to reach a collective goal.

## **Assessment tasks**

- Essay
- Presentation and Participation
- Final Examination

## **Changes from Previous Offering**

No significant changes from previous offering.

## **Global and Sustainability**

Developing sustainable organisations through the creation of innovative and ethical practices.

## **Research and Practice**

- This unit uses research from external sources.
- This unit gives you opportunities to conduct your own research.

### **Recommended texts:**

Jones, G. and George, J. (2012). Essentials of Contemporary Management 4<sup>th</sup> Edition. McGraw-Hill: Boston.

Nash, G. (2011). A Guide to Writing Argumentative Essays. Wiley: Milton.

Samson, G. and Daft, R. (2012). Fundamentals of Management 4<sup>th</sup> Edition. Cengage: South Melbourne.