



BBA 102

Principles of Management

S3 Day 2016

Dept of Marketing and Management

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General Information

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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

There will be no transfer of marks if students fail to complete an assessment.

Assessment Tasks

Name	Weighting	Hurdle	Due
<u>Class Test</u>	5%	No	Class 4 - Tues 13 Dec
<u>Presentation & Participation</u>	25%	No	Class 5 - 12
<u>Essay</u>	30%	No	5 Jan
<u>Final Examination</u>	40%	No	Formal Examination Period

Class Test

Due: **Class 4 - Tues 13 Dec**

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 first three lectures. It will be conducted during the tutorials on Tuesday 13 Dec (Class 4) 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.

This assessment task relates to the following Learning Outcomes:

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

environment

Important note on Late Submission

No extensions will be granted. Students who do not complete the quiz 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 how organisations are structured and different approaches to structure

Presentation & Participation

Due: **Class 5 - 12**

Weighting: **25%**

Weighting:

- Group presentation - 10%
- Individual written response - 10%
- Class participation - 5%

Duration

- Group presentation - 30-40 minutes (plus time for discussion)
- Individual written response - 350 words

Submission Details: Present in the assigned tutorial, submit response via turnitin on the day of your presentation and participate in class discussion initiated by other groups on a weekly basis. Participation marks will be awarded based on a consistent contribution to class discussions throughout the session.

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

This assessment task relates to the following Learning Outcomes:

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

environment

Important note on 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. No submission will be accepted after solutions have been posted.

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
- Effectively collaborate as a group to reach a collective goal.

Essay

Due: **5 Jan**

Weighting: **30%**

Duration/Length: 1500 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.

Late essays must also be submitted through Turnitin and a hard copy should be submitted to BESS to be date stamped and forwarded to your tutor for marking.

Further details on the assessment can be found in the Assessment Guide on iLearn. Please ensure that you refer to this guide.

Aims and Objectives

The assessment encourages students to:

- Understand the challenges facing managers 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

The assessment task relates to the following Learning Outcomes:

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

Important note on 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. No submission will be accepted after solutions have been posted.

On successful completion you will be able to:

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

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:

1. the product belongs to the student, and
2. The student has attained the knowledge and skills tested in the exam

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

This assessment task relates to the following Learning outcomes:

- An understanding of major approaches to management
- An understanding of the main functions of management
- 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

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

Delivery and Resources

Classes

- Number and length of classes
 - 1 x 2 hour lecture and 1 x 1 hour tutorial
 - Classes in Session 3 are compressed into a 4 week period (plus exams)
 - There are 3 classes per week, that is 3 x 2 hour lectures and 3 x 1 hour tutorials
- The timetable for classes can be found on the university website - <http://www.timetables.mq.edu.au>
- Please refer to documentation on iLearn for the lecture and tutorial program

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

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.

Successful Completion of Unit

In order to complete this unit, students must obtain a total mark of 50% or higher.

Unit Schedule

Class	Date	Time	Lecture Topic	Tutorials
1	Tue 6 Dec 2016	9:00am	Introduction - Managers and Management	No tutorial
2	Tue 6 Dec 2016	2:00pm	Business communication and interpersonal skills	Introductions
3	Thu 8 Dec 2016	9:00am	Understanding groups and managing teams	Presentation and writing skills
4	Tue 13 Dec 2016	9:00am	The external environment	Class test
5	Tue 13 Dec 2016	2:00pm	Culture, organisations and management	Group Presentation 1
6	Thu 15 Dec 2016	9:00am	Contemporary issues: Ethic, sustainability & CSR	Group Presentation 2
Christmas Break - 19 Dec - 2 Jan				
7	Tue 3 Jan 2017	9:00am	Foundations of management: planning	Group Presentation 3
8	Tue 3 Jan 2017	2:00pm	Foundations of management: Decision Making	Group Presentation 4
9	Thu 5 Jan 2017	9:00am	Foundations of management: Organising	Group Presentation 5
10	Tue 10 Jan 2017	9:00am	Managing human resources, change & innovation	Group Presentation 6
11	Tue 10 Jan 2017	2:00pm	Foundations of management: Control	Group Presentation 7
12	Thu 12 Jan 2017	9:00am	Exam briefing	Review & Wrap Up

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

New Assessment Policy in effect from Session 2 2016 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/

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

Disruption to Studies Policy 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/

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.

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) 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

IT Help

For help with University computer systems and technology, visit 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

Creative and Innovative

Our graduates will also be capable of creative thinking and of creating knowledge. They will be imaginative and open to experience and capable of innovation at work and in the community. We want them to be engaged in applying their critical, creative thinking.

This graduate capability is supported by:

Assessment tasks

- Presentation & Participation
- Final Examination

Capable of Professional and Personal Judgement and Initiative

We want our graduates to have emotional intelligence and sound interpersonal skills and to demonstrate discernment and common sense in their professional and personal judgement. They will exercise initiative as needed. They will be capable of risk assessment, and be able to handle ambiguity and complexity, enabling them to be adaptable in diverse and changing environments.

This graduate capability is supported by:

Assessment tasks

- Class Test
- Presentation & Participation

Commitment to Continuous Learning

Our graduates will have enquiring minds and a literate curiosity which will lead them to pursue knowledge for its own sake. They will continue to pursue learning in their careers and as they participate in the world. They will be capable of reflecting on their experiences and relationships with others and the environment, learning from them, and growing - personally, professionally and socially.

This graduate capability is supported by:

Assessment task

- Class Test

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
- Presentation & Participation
- Essay
- 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 the various challenges managers face in the current business environment
- Effectively collaborate as a group to reach a collective goal.

Assessment tasks

- Essay
- 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 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 task

- Essay

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

- Presentation & Participation
- Essay

Socially and Environmentally Active and Responsible

We want our graduates to be aware of and have respect for self and others; to be able to work with others as a leader and a team player; to have a sense of connectedness with others and country; and to have a sense of mutual obligation. Our graduates should be informed and active participants in moving society towards sustainability.

This graduate capability is supported by:

Assessment tasks

- Class Test
- Final Examination

Changes from Previous Offering

Group presentation, report and participation have been adjusted to account for grading of group work and individual work. Presentation is now graded as a group and the written response is graded individually.