



BBA 102

Principles of Management

S1 Day 2017

Dept of Marketing and Management

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Disclaimer

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General Information

Unit convenor and teaching staff

Unit Convenor

Dr Alison Barnes

alison.barnes@mq.edu.au

Contact via email

E4A 640

Wednesday 10am-11am

Administrator

John Truong

john.truong@mq.edu.au

Contact via email

Department of Marketing and Management - E4A

N/A

Alison Barnes

alison.barnes@mq.edu.au

Rebecca Young

rebecca.young@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
- An understanding of theory of working in teams and team processes

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.

Please note there will be no transfer of marks from other assessments (e.g. case study) to the final examination.

Assessment Tasks

Name	Weighting	Hurdle	Due
<u>CLASS TEST: NON ASSESSABLE</u>	0%	No	Week 4 and week 12 tutorials
<u>ASSESSMENT 1: CASE STUDY</u>	25%	No	Week 6 Wednesday (April 5th)
<u>ASSESSMENT 2: ESSAY</u>	35%	No	Week 9 (Wednesday May 10th)
<u>Final Examination</u>	40%	No	Formal examination period

CLASS TEST: NON ASSESSABLE

Due: **Week 4 and week 12 tutorials**

Weighting: **0%**

Date: Week 4 & 12 tutorials

Duration/Length: 30 mins / 20 multiple choice questions

Aims and Objectives

These class test aims to assess your understanding of the material covered in the lectures. It will be conducted during the Week 4 and Week 12 tutorials and involves multiple choice questions.

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

ASSESSMENT 1: CASE STUDY

Due: **Week 6 Wednesday (April 5th)**

Weighting: **25%**

Weighting: 25%

Length: 1200 Words (excluding in-text references, reference list and table of content)

Due Date: Week 6 Wednesday (April 5th)

Aims and Objectives

This assessment encourages students to:

- Demonstrate an understanding of teamwork and the challenges and opportunities it presents for managers and team members.
- Research a topic and develop your writing, research and referencing skills

Written report should include:

- Introduction and conclusion
- A table of content
- Answers to all four questions
- A reference list
- A title page and cover sheet

Submission Details: All students must submit their case studies 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 submissions: Late Case Studies 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. 5 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 10 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.

Marking criteria:

- Please refer to the Case Study Marking Guide in the Assessment Guide on iLearn, which sets out the criteria and standards against which your Case study will be marked.

On successful completion you will be able to:

- An understanding of major approaches to management
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- An understanding of the various challenges managers face in the current business environment
- An understanding of theory of working in teams and team processes

ASSESSMENT 2: ESSAY

Due: **Week 9 (Wednesday May 10th)**

Weighting: **35%**

Weighting: 35%

Duration/Length: 1500 Words

Due Date: Week 9 (Wednesday May 10th)

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.

Guidelines for the essay:

- Your essay should be no more than 1500 words (**excluding** in-text references and reference list).
- All essays must cite at least five (5) **academic** sources.
- You must distinguish clearly between your own words and analysis and those of your sources. You must do this by providing appropriate citations using the Harvard method.
- Failure to provide appropriate citations is **plagiarism**. Your list of references should include **only material** cited in the essay.
- This is an individual assessment task – if a submitted essay is assessed as not being the work of a single author then the university's policies regarding academic honesty apply.
- Use 1.5 line spacing and Arial or Times New Roman font size 12.
- Please refer to the Essay Marking Guide in the Assessment Guide on iLearn. The marking guide sets out the criteria and standards against which your essay will be marked.
- You are responsible for attaching a marking guide and cover sheet to the assessment.
- You must also attach your printed Turnitin originality report, including word count, to your hard copy submission.

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 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

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. Details of the final exam's format will be given in the Week 13 lecture.

You are expected to present yourself for examination at the time and place designated in the University Examination Timetable. The timetable will be available in Draft form approximately eight weeks before the commencement of the examinations and in Final form approximately four weeks before the commencement of the examinations. <http://exams.mq.edu.au/>

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
- An understanding of theory of working in teams and team processes

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 and are the first point of contact for all learning and teaching issues. Speak to them directly before or after class to arrange a mutually convenient time for consultation. Students should consult their tutors before contacting the unit convenor (Alison Barnes). You may email tutors directly. Their contact details are available on the unit iLearn website.

Alison Barnes' contact details and consultation hour (or via appointment) is listed above.

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

Unit Schedule

LECTURE PROGRAM

(Weekly tutorial program and readings in Assessment Guide on iLearn)

Week	Week Commencing	Lecture Topic
1	27 February	Managers and management
2	6 March	Understanding groups and managing teams
3	13 March	Foundations of management: Decision making
4	20 March	The external environment
5	27 March	Culture, organisations and management
6	3 April	Contemporary issues: Ethics, sustainability and CSR
7	10 April	Reading week: no lecture and no tutorials + Good Friday public holiday
	April 17-24	MID SESSION BREAK
8	1 May	Business communication and interpersonal skills
9	8 May	Foundations of management: Planning
10	15 May	Foundations of management: Organisational structure and design
11	22 May	Managing human resources, change & innovation
12	29 May	Foundations of management: Control
13	5 June	Exam briefing

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

Assessment Policy http://mq.edu.au/policy/docs/assessment/policy_2016.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 (in effect until Dec 4th, 2017): http://www.mq.edu.au/policy/docs/disruption_studies/policy.html

Special Consideration Policy (in effect from Dec 4th, 2017): <https://staff.mq.edu.au/work/strategy-planning-and-governance/university-policies-and-procedures/policies/special-consideration>

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.

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

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

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
- An understanding of theory of working in teams and team processes

Assessment tasks

- CLASS TEST: NON ASSESSABLE
- ASSESSMENT 1: CASE STUDY
- ASSESSMENT 2: 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 how organisations are structured and different approaches to structure
- An understanding of the various challenges managers face in the current business environment
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Assessment tasks

- ASSESSMENT 1: CASE STUDY
- ASSESSMENT 2: 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 the various challenges managers face in the current business environment
- An understanding of theory of working in teams and team processes

Assessment tasks

- ASSESSMENT 1: CASE STUDY

- ASSESSMENT 2: 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
- An understanding of theory of working in teams and team processes

Assessment tasks

- ASSESSMENT 1: CASE STUDY
- ASSESSMENT 2: ESSAY
- Final Examination

Changes from Previous Offering

The group presentation and report assessment task from the previous offering is replaced with an individual case study assessment task.

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 4th Edition. McGraw-Hill: Boston.

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

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