



BBA 102

Principles of Management

S3 Day 2017

Dept of Marketing and Management

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General Information

Unit convenor and teaching staff

Unit Convenor and Lecturer

Celine Legrand

celine.legrand@mq.edu.au

E4A 648

Thursday 2pm - 3pm

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:

Describe and apply fundamental management theories and concepts to business operation.

Critically examine organisational and management practices.

Analyse management challenges, problems and issues and construct practical solutions.

Evaluate the purpose and value of teamwork and working collaboratively.

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. essay) to the final examination.
- Students do not have to pass the final exam to pass the unit. Students who achieve a total unit mark of 50% or higher will pass this unit.

Assessment Tasks

Name	Weighting	Hurdle	Due
<u>Critical reflections</u>	20%	No	3 random in class assignments
<u>Report</u>	40%	No	January 11th, Thursday, 4pm
<u>Final Exam</u>	40%	No	Formal examination period

Critical reflections

Due: **3 random in class assignments**

Weighting: **20%**

In class assignments :

Length: 200 words

Duration : 10 minutes

No documentation

Aims and objectives:

These assessments target development of students' critical thinking skills and encourage students to:

- Understand the complex nature of contemporary organisations
- Construct an argument in response to the question using course concepts

Guidelines for the critical reflections:

- All critical reflections must cite at least one course concept and explain its relevance to the question answered

- You'll have to write 3 critical reflections during tutorials (dates randomly picked starting week 3), but only the best 2 marks will be taken into account in the final grade.
- This is an individual assessment task – if a submitted critical reflection is assessed as not being the work of a single author then the university's policies regarding academic honesty apply.

On successful completion you will be able to:

- Describe and apply fundamental management theories and concepts to business operation.
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Report

Due: **January 11th, Thursday, 4pm**

Weighting: **40%**

Length: Report (1,000 words) + reflection on teamwork (300 words) (exclude reference list)

Aims and objectives:

This assessment targets the development of students' analytical, problem-solving, research and reflective skills. This assessment expects students to:

- Answer the brief (the question posed in the case study).
- Demonstrate an understanding of teamwork and the challenges and opportunities it presents for managers and team members.
- Demonstrate ability to find solutions to an identified problem.
- Reflect on their own experiences of teamwork.

Report should include:

- A title page and cover sheet.
- Introduction.
- Body (headings which reflect contents of each section).
- Conclusion.
- A reference list.
- Reflective statement.

A marking guide for this assignment will be posted on iLearn in week 3.

Submission Details: All students must submit their reports 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 reports 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 to studies (DTS) 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:

- Describe and apply fundamental management theories and concepts to business operation.
- Critically examine organisational and management practices.
- Analyse management challenges, problems and issues and construct practical solutions.
- Evaluate the purpose and value of teamwork and working collaboratively.

Final Exam

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 extended response 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:

- Describe and apply fundamental management theories and concepts to business operation.
- Critically examine organisational and management practices.

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Delivery and Resources

Classes

- Number and length of classes: 1 x 2 hour lecture and 1 x 1 hour tutorial, i.e. 6 to 9 hours face to face per week unless indicated otherwise in the lecture schedule.
- The timetable for classes can be found on the University web site at: <http://www.timetable.smq.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.

Recommended readings

Mintzberg, H. (2011) **Managing**. Berrett-Koehler: San Francisco ISBN 9781605098746, (paperback) or

Mintzberg, H. (2009) **Managing**. Berrett-Koehler: San Francisco, (paperback) ISBN 9781576753408 (this edition is available as an e-version in the library)

Technology Used and Required

Students will need to be familiar with a web browser to access the unit web page.

Unit web page

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

Consultation hours

The lecturer is available for consultation for all learning and teaching issues.

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

Unit Schedule

Course teaching schedule will be posted on iLearn in week 1.

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.

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

- Describe and apply fundamental management theories and concepts to business operation.
- Critically examine organisational and management practices.
- Analyse management challenges, problems and issues and construct practical solutions.
- Evaluate the purpose and value of teamwork and working collaboratively.

Assessment tasks

- Critical reflections
- Report
- Final Exam

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

- Describe and apply fundamental management theories and concepts to business operation.
- Critically examine organisational and management practices.
- Analyse management challenges, problems and issues and construct practical solutions.
- Evaluate the purpose and value of teamwork and working collaboratively.

Assessment tasks

- Critical reflections
- Report
- Final Exam

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

- Critically examine organisational and management practices.
- Analyse management challenges, problems and issues and construct practical solutions.
- Evaluate the purpose and value of teamwork and working collaboratively.

Assessment task

- Report

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

- Critically examine organisational and management practices.

- Analyse management challenges, problems and issues and construct practical solutions.
- Evaluate the purpose and value of teamwork and working collaboratively.

Assessment tasks

- Report
- Final Exam

Changes from Previous Offering

No significant changes from previous offerings, although the sessions topics have been reorganized to accomodate the dense schedule of the Summer Session.