



BBA 102

Principles of Management

S2 Evening 2019

Department of Management

Contents

<u>General Information</u>	2
<u>Learning Outcomes</u>	2
<u>Assessment Tasks</u>	3
<u>Delivery and Resources</u>	6
<u>Unit Schedule</u>	6
<u>Policies and Procedures</u>	7
<u>Graduate Capabilities</u>	8
<u>Changes from Previous Offering</u>	10

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General Information

Unit convenor and teaching staff

Unit Convenor & Lecturer

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Please view consultation hours via iLearn - <https://ilearn.mq.edu.au/login/>

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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:

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

Name	Weighting	Hurdle	Due
<u>Business Report</u>	25%	No	Week 6
<u>Essay and Teamwork Reflection</u>	35%	No	Week 10
<u>Final Exam</u>	40%	No	University Examination Period

Business Report

Due: **Week 6**

Weighting: **25%**

Business Report Assessment Summary Task Description

The Business Report supports the development of knowledge of management theories and analytical and research skills. Students will be prompted to describe theories on a specific topic, conduct independent research on an organisation at hand, apply theories to produce analysis of the organisation and provide recommendations.

Type of Collaboration Individual **Submission** Please Submit Via Turnitin Link on [iLearn](#)

Format The format guidelines are provided on the [iLearn](#) Unit page. Students must adhere to these guidelines as described in the Business Report Marking Rubric. **Length** 1,100 Words (excluding Reference list but including in-text references) **Inherent Task Requirements** None

Late Submission

Late Reports must also be submitted through Turnitin. No extensions will be granted. There will be a **deduction of 20%** 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 incurs a 40% penalty). Late submissions will be accepted up to 96 hours after the due date and time.

This penalty does not apply for cases in which an application for [Special Consideration](#) is made and approved. Note: applications for [Special Consideration Policy](#) must be made within 5 (five) business days of the due date and time.

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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Essay and Teamwork Reflection

Due: **Week 10**

Weighting: **35%**

Essay and Teamwork Reflection Assessment Summary Task Description

This assessment targets development of students' critical thinking skills and encourages students to:

- Understand the complex nature of management and organisational practices
- 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.

This task has two parts. In Part I of this Assessment (Essay, 1,000 words), students will critically examine a question at hand, using management theories. This will be followed by Part II (the Reflection on Teamwork, 500 words), in which students will reflect on their own experiences of teamwork throughout this course.

Type of Collaboration Individual **Submission** Please Submit Via Turnitin Link on [iLearn](#)

Format The format guidelines are provided on [iLearn](#) Unit page. Students must adhere to these guidelines as described in the Essay Marking Rubric. **Length** 1,500 (**Part I**, Essay - 1000 words; **Part II** - Reflective Statement on Tutorial Teamwork - 500 words) **Inherent Task Requirements** **Students must attend a minimum of 3 (three) out of 5 (five) tutorials** in weeks 3, 4, 5, 7 and 8 (as specified on the [iLearn](#) Unit page), **participate** in teamwork activities, **submit reflections** on teamwork and demonstrate knowledge of **compulsory** reading materials to meet Proof of **Engagement** as a condition to pass the Reflection on Teamwork. The standards for Reflection on Teamwork component of the Essay are described in the Reflection Criterion in the **Essay Marking Rubric**.

Late Submission

Late Essays must also be submitted through Turnitin. No extensions will be granted. There will be a deduction of **20%** of the total available marks for each **24 hour period** or part thereof that the submission is late (for example, 25 hours late in submission incurs a 40% penalty). Late Submissions will be accepted up to 96 hours after the due date and time.

This penalty does not apply for cases in which an application for [Special Consideration](#) is made and approved. Note: applications for [Special Consideration Policy](#) must be made within 5 (five) business days of the due date and time.

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: **University Examination Period**

Weighting: **40%**

Final Exam Assessment Summary Task Description 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 **Type of Collaboration** Individual **Submission** Students are expected to present themselves for examination at the time and place designated in the University Examination Timetable **Format** A closed book examination. Examination structure is discussed in the **Week 13** lecture **Length** 2 hours and 10 minutes reading time **Inherent Task Requirements** None

Late Submissions

Please see [Assessment Policy Schedule 4](#). If students do not sit an exam, **0 (zero) marks** are awarded for this assessment.

The only exception to not sitting an examination at the designated time in the University Examination Timetable is because of documented illness or unavoidable disruption. In these circumstances you may wish to consider applying for special consideration.

This penalty does not apply for cases in which an application for [Special Consideration](#) is made and approved. Note: applications for [Special Consideration Policy](#) must be made within 5 (five) business days of the due date and time.

On successful completion you will be able to:

- Describe and apply fundamental management theories and concepts to business operation.
- Analyse management challenges, problems and issues and construct practical solutions.

Delivery and Resources

Required text	<p>There are two required texts in this unit.</p> <p>The first required text is:</p> <ul style="list-style-type: none"> Kinicki, A., Scott-Ladd, B., Perry, M. and Williams, B. (2017) Management: a practical introduction. (2nd edition) McGraw Hill Education: North Ryde, NSW. <p>This text is available as a digital version or as a bound print available from the Co-Op Bookshop. Copies are held in the Library's Reserve section.</p> <p>The second required text is available in two editions:</p> <ul style="list-style-type: none"> Mintzberg, H. (2009) Managing. Berrett-Koehler: San Francisco, ISBN 9781576753408 OR Mintzberg, H. (2011) Managing. Berrett-Koehler: San Francisco ISBN 9781605098746. <p>Students can use the 2009 or 2011 paper editions. Alternatively, the 2009 edition has a free e-book version that can be accessed online via the MQ University library website.</p>
Unit web page	The web page for this unit can be found at: https://ilearn.mq.edu.au/login/
Technology Used and Required	Students will need to be familiar with a web browser to access the unit web page.
Delivery Format and Other Details	<ul style="list-style-type: none"> 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) Tutorials will commence in Week 1. The timetable for classes can be found on the University web site https://timetables.mq.edu.au/
Recommended readings	Recommended readings are provided via the links on the iLearn Unit page

Unit Schedule

Week	Lecture Topic & Readings (available on the iLearn Unit page)	Tutorial Topic
Week 1	Management, Managers, and Managing	Unit agenda, assessment structure and content introduction
Week 2	Managing in a global environment	Management, Managers, and Managing
Week 3	(Strategic) planning, management & decision-making	Managing in a global environment
Week 4	Organisational culture and structure	(Strategic) planning, management & decision-making
Week 5	Organising and managing people	Organisational culture and structure
Week 6	Leading and managing effective teams	Organising and managing people
Week 7	Organising change and managing resistance	Leading and managing effective teams
Mid Semester Break		
Week 8	Organisational and managerial communication	Organising change and managing resistance
Week 9	No Lectures or Tutorials	

Week 10	Leadership, management and power	Organisational and managerial communication
Week 11	Organisational and managerial control	Leadership, management and power
Week 12	Ethics, Sustainability and Corporate Social Responsibility (CSR)	Organisational and managerial control
Week 13	Course overview and exam briefing	Exam briefing

Policies and Procedures

Macquarie University policies and procedures are accessible from [Policy Central](https://staff.mq.edu.au/work/strategy-planning-and-governance/university-policies-and-procedures/policy-central) (<https://staff.mq.edu.au/work/strategy-planning-and-governance/university-policies-and-procedures/policy-central>). Students should be aware of the following policies in particular with regard to Learning and Teaching:

- [Academic Appeals Policy](#)
- [Academic Integrity Policy](#)
- [Academic Progression Policy](#)
- [Assessment Policy](#)
- [Fitness to Practice Procedure](#)
- [Grade Appeal Policy](#)
- [Complaint Management Procedure for Students and Members of the Public](#)
- [Special Consideration Policy](#) (**Note:** *The Special Consideration Policy is effective from 4 December 2017 and replaces the Disruption to Studies Policy.*)

Undergraduate students seeking more policy resources can visit the [Student Policy Gateway](https://students.mq.edu.au/support/study/student-policy-gateway) (<https://students.mq.edu.au/support/study/student-policy-gateway>). It is your one-stop-shop for the key policies you need to know about throughout your undergraduate student journey.

If you would like to see all the policies relevant to Learning and Teaching visit [Policy Central](https://staff.mq.edu.au/work/strategy-planning-and-governance/university-policies-and-procedures/policy-central) (<https://staff.mq.edu.au/work/strategy-planning-and-governance/university-policies-and-procedures/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/study/getting-started/student-conduct>

Results

Results published on platform other than [eStudent](#), (eg. iLearn, Coursera etc.) 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 or if you are a Global MBA student contact globalmba.support@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

If you are a Global MBA student contact globalmba.support@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

- Business Report
- Essay and Teamwork Reflection
- 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

- 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

- Business Report
- Essay and Teamwork Reflection
- 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

- Essay and Teamwork Reflection

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

- 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

- Business Report
- Essay and Teamwork Reflection
- Final Exam

Changes from Previous Offering

No significant changes from the previous offering