



College of Commerce
Division of Economic and Financial Studies
Business Department

BBA 102:
BUSINESS ORGANISATION
PRINCIPLES

UNIT OUTLINE
Semester 2, 2005

Lectures: Monday, 6-8pm, C5C T1
Thursday, 3-5pm, X5B T1

Unit Convenor: Gordon Brooks

Prerequisites: Entry to BBA, BAppFin, Bcom-Mktg or BHRM
BeBus or BHlth

Students in this unit should read the Unit Outline carefully at the beginning of the semester. It contains important information about the unit. If anything in it is unclear, please consult the Unit Convenor



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MACQUARIE UNIVERSITY
DIVISION OF ECONOMIC AND FINANCIAL STUDIES
UNIT OUTLINE – BBA102

BUSINESS ORGANISATION PRINCIPLES

ABOUT THIS UNIT

BBA102 is a 3 credit point unit.

Beginning with the premise that organisations bring people together to achieve what they could not achieve individually, this unit examines organisations and their activities from a number of perspectives. An historical perspective of the management of organisations is developed, including current management approaches and their origins. Structure and strategy are explored from the perspective of their roles as foundations of organisation. Operations and human resource management are examined as major functions in an organisation (other functions such as accounting, marketing, etc. are addressed in other units). From a contemporary perspective, ethics and globalisation are addressed as significant issues facing organisations.

Business Organisation Principles is presented in two distinct streams, the lecture stream and the tutorial stream. The lecture stream loosely parallels the text. The tutorial stream addresses additional areas relevant to the unit as well as developing skills that will be valuable in your career. It is worth noting that while tutorials are not compulsory, the additional material covered in the tutorials is examinable, and if your final grade is marginal, your tutors opinion of your performance may be instrumental in determining your final grade.

TEACHING STAFF

Convenor - Gordon Brooks
Email: gbrooks@efs.mq.edu.au Ph: 9850 7472
Room: C5C 333
Consultation: Tuesdays, 3pm to 5pm

CLASSES

Lecture Times: Monday 6-8 pm in C5CT1 or Thursday 3-5 pm in X5BT1
Applications Lecture Times: tutorial/seminar times are available at www.timetables.mq.edu.au

REQUIRED AND RECOMMENDED TEXTS AND/OR MATERIALS

Prescribed Text

Jones, G. and George, J. (2005). Contemporary Management 4th. ed. McGraw Hill: New York
There are sections of this text that are not examined in BBA102 as they are more properly addressed in BBA111.

Recommended Reading

Additional Texts

McKenna, R (1999). New Management. McGraw-Hill: Sydney

Daft, R. L. (2000). Management 5th ed. Dryden: Orlando

Rue, L.W. and Byars, L.L. (1997). Management: Skills and Applications. McGraw-Hill: Chicago

Bartol, K., Martin, D., Tein, M. and Matthews, G. (1997). Management: a Pacific Rim Focus 2nd edn. McGraw-Hill: Sydney

The McKenna text is highly recommended, as it takes a contemporary approach to managing and is Australian in authorship and content. Rue and Byars gives an American perspective, and while Bartol *et. al.* is similar, it presents an Australian slant on the American perspective.

There are many other books and journals which can assist the student. The area covered is large and so is the range of books and journals. You are commended to consult the library holdings if you require further reading.

UNIT WEB PAGE

The web page for this unit can be accessed via the 'Login' button on

<http://www.bus.mq.edu.au/units/bba102/index.htm>

or via

<http://online.mq.edu.au/>

LEARNING OUTCOMES

The learning outcomes of this unit are:

- an understanding of aspects of the evolution of management
- an understanding of major approaches to management
- an understanding of some major functions

In addition to the discipline-based learning objectives, all academic programs at Macquarie seek to develop students' generic skills in a range of areas. One of the aims of this unit is that students develop skills in the following:

- working in teams
- taking responsibility for the students own learning

TEACHING AND LEARNING STRATEGY

This unit is taught using lectures and tutorials. Students are expected to read in advance of lectures, and participate in tutorials. Chapters listed in the following table refer to chapters in the text:

Jones, G. and George, J. (2005). Contemporary Management 4th. ed. McGraw Hill: New York

LECTURE PROGRAM

Week/Date	Topic and Reading	Tutorials
Week 1 Monday 1 August Thursday 4 August	Introduction Reading: Chapter 1	No tutorial
Week 2 Monday 8 August Thursday 11 August	History of Management Reading: Chapter 2	Group Skills,
Week 3 Monday 15 August Thursday 18 August	Managerial Performance Reading: see lecture overheads	Group Skills,
Week 4 Monday 22 August Thursday 25 August	Environment Reading: Chapter 3 & 6	CLASS TEST 1
Week 5 Monday 29 August Thursday 1 September	Strategy Reading: Chapter 8	Group Presentation 1
Week 6 Monday 5 September Thursday 8 September	Structure Reading: Chapter 10	Group Presentation 2
Week 7 Monday 12 September Thursday 15 September	Operations Management Reading: Chapter 9	Group Presentation 3
Monday 17 September Monday 3 October	MID SEMESTER BREAK	
Week 8 Monday - No Lecture Thursday 6 October	Human Resource Management Reading: Chapter 12	No tutorial (Monday is a public holiday)
Week 9 Monday 10 October Thursday 13 October	Review Reading: No reading	CLASS TEST 2
Week 10 Monday 17 October Thursday 20 October	Organisational Control Reading: Chapter 11	Group Presentation 4
Week 11 Monday 24 October Thursday 27 October	Decision Making Reading: Chapter 7	Group Presentation 5
Week 12 Monday 31 October Thursday 3 November	Ethics Reading: Chapter 4	Group Presentation 6
Week 13 Monday 7 November Thursday 10 November	Review Reading: No reading	CLASS TEST 3

RELATIONSHIP BETWEEN ASSESSMENT AND LEARNING OUTCOMES

Knowledge and understanding of the material addressed in this unit are assessed using a mixture of assessment tasks. There are five assessment components, a presentation, three in-class tests (held in your tutorial class) and a final exam. The following table shows the proportion of marks for each of the pieces of assessment. **You must pass the final exam to pass the unit.**

Assessment Component	Total % of Grade from this Component
Group Presentation	15%
In-class Test 1	10%
In-class Test 2	15%
In-class Test 3	15%
Final Exam	45%
TOTAL	100%

Presentation

The presentation is to be completed in groups, which will be organised in your tutorial class. Groups will be organised in weeks 2 and 3, *i.e.* the first and second tutorials. **If you do not attend and join a group you will be unable to receive marks for this assessment.**

In-class Tests

These tests are held in your tutorial class. A list of questions will be made available on the unit website in advance of each test. You are able to prepare answers for all questions but may not take notes into the In-class test. Your tutor will select the two questions from the list for your class to answer in 40 minutes. The selection will not be disclosed prior to the test.

Questions for In-class test 1 will address material covered in the lectures and tutorials of weeks 1 to 3.
Questions for In-class test 2 will address material covered in the lectures and tutorials of weeks 4 to 7.
Questions for In-class test 3 will address material covered in the lectures and tutorials of weeks 8 to 12.

FINAL EXAMINATION

The final exam will be held in the formal examination period and will address the whole of the unit. You will be allowed to take one A4 page of your own notes into the final exam. Your name and student number must be printed no smaller than 12 point on both sides of this page of notes. You may write as much or as little as you want, use one or both sides, write in English or any other language. No other aids will be allowed into the exam. The exam will contain a multiple-choice section and a written section. The whole of the unit is examinable in the final exam. Further details will be given later in the semester regarding format. **You must pass the final exam to pass the unit.** If you fail the final exam your Standardised Numerical Grade will reflect your performance in the final exam, not the whole of the unit. The University examination period in Second Half Year 2005 is from 16 November to 2 December.

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://www.timetables.mq.edu.au/exam>

The only exception to not sitting an examination at the designated time is because of documented

illness or unavoidable disruption. In these circumstances you may wish to consider applying for Special Consideration. Information about unavoidable disruption and the special consideration process is available at <http://www.reg.mq.edu.au/Forms/APSCons.pdf>

If a Supplementary Examination is granted as a result of the Special Consideration process the examination will be scheduled after the conclusion of the official examination period.

You are advised that it is Macquarie University policy not to set early examinations for individuals or groups of students. All students are expected to ensure that they are available until the end of the teaching semester, that is the final day of the official examination period.

PLAGIARISM

The University defines plagiarism in its rules: "Plagiarism involves using the work of another person and presenting it as one's own." Plagiarism is a serious breach of the University's rules and carries significant penalties. You must read the University's practices and procedures on plagiarism. These can be found in the *Handbook of Undergraduate Studies* or on the web at: <http://www.student.mq.edu.au/plagiarism/>

The policies and procedures explain what plagiarism is, how to avoid it, the procedures that will be taken in cases of suspected plagiarism, and the penalties if you are found guilty. Penalties may include a deduction of marks, failure in the unit, and/or referral to the University Discipline Committee.

UNIVERSITY POLICY ON GRADING

Academic Senate has a set of guidelines on the distribution of grades across the range from fail to high distinction. Your final result will include one of these grades plus a standardised numerical grade (SNG).

On occasion your raw mark for a unit (i.e., the total of your marks for each assessment item) may not be the same as the SNG which you receive. Under the Senate guidelines, results may be scaled to ensure that there is a degree of comparability across the university, so that units with the same past performances of their students should achieve similar results.

It is important that you realise that the policy does not require that a minimum number of students are to be failed in any unit. In fact it does something like the opposite, in requiring examiners to explain their actions if more than 20% of students fail in a unit.

The process of scaling does not change the order of marks among students. A student who receives a higher raw mark than another will also receive a higher final scaled mark.

For an explanation of the policy see

<http://www.mq.edu.au/senate/MQUonly/Issues/Guidelines2003.doc> or
<http://www.mq.edu.au/senate/MQUonly/Issues/detailedguidelines.doc>.

STUDENT SUPPORT SERVICES

Macquarie University provides a range of Academic Student Support Services. Details of these services can be accessed at <http://www.student.mq.edu.au>.