

MACQUARIE
UNIVERSITY



FACULTY OF
BUSINESS AND ECONOMICS

Unit Code: BBA102
Principles of Management

Semester 1, 2010

Department of Business

**MACQUARIE UNIVERSITY
FACULTY OF BUSINESS AND ECONOMICS
UNIT OUTLINE**

Year and Semester: 2010 - Semester 1

Unit convenor: Gordon Brooks

Students in this unit should read this unit outline carefully at the start of semester. It contains important information about the unit. If anything in it is unclear, please consult one of the teaching staff in the unit.

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). An organisation does not exist in isolation, but is constantly interacting with its environment. The role of the organisation viewed from the perspectives of the society to which it is accountable, and the economy within which it operates, is examined.
- Business Organisation Principles is presented in two distinct streams. The lecture stream consists of a series of lectures. 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 tutor's opinion of your performance may be instrumental in determining your final grade.

TEACHING STAFF

- Convenor: Gordon Brooks
 - email: gordon.brooks@mq.edu.au
 - phone: 9850-7472
 - consultation hours: Tuesdays 1pm to 4pm

CLASSES

- Number and length of classes: 1 x 2 hour lecture and 1 x 1 hour tutorial, i.e. 3 hours face to face 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 AND RECOMMENDED TEXTS AND/OR MATERIALS

- Prescribed text:

Brooks, G. (2010). Principles of Management. Wiley: Sydney.
ISBN 978 1 74246 623 1

A copy of the cover of the text is on the Blackboard website. The text is a compilation of chapters from relevant texts. In the catalogue it may be listed under Schermerhorn.

- Recommended texts:

McKenna, R (1999). New Management. McGraw-Hill: Sydney (HD 31 .M25)

Daft, R. L. (2000). Management 5th ed. Dryden: Orlando (HD31 .D134 2000)

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

Rue, L.W. and Byars, L.L. (2003). Management: Skills and Applications. McGraw-Hill: Chicago (HD31 .R7965 2003)

Bartol, K., Martin, D., Tein, M. and Matthews, G. (2005). Management: a Pacific Rim Focus 4th edn. McGraw-Hill: Sydney (HD31 .M2872 2005)

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 found at: www.learn.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 that managers control*

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 their skills in the following:

Select from the University's list of:

- *working in teams*
- *taking responsibility for the students own learning*
- *Self-awareness and interpersonal skills*
- *Critical analysis skills*
- *Problem-solving skills*
- *Creative thinking skills*

TEACHING AND LEARNING STRATEGY

- This unit is taught using lectures and a combination of tutorials/seminars and video presentations.
- Students are expected to read in advance of lectures, and participate in tutorials/seminars. Chapters listed in the following table refer to chapters in the text: Brooks, G. (2010). Principles of Management. Wiley: Sydney.

RELATIONSHIP BETWEEN ASSESSMENT AND LEARNING OUTCOMES

- Assessment is a mix of exams in which students can demonstrate their knowledge and understanding of the material covered and a group project, in which students develop research skills, apply them to a task and present their findings to their class.
- There are five assessment components, a presentation (and report), 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
English assessment	Compulsory, but does not count for credit
Group Project	15%
In-class Test 1	10%
In-class Test 2	10%
In-class Test 3	10%
Final Exam	55%
TOTAL	100%

Project

The project 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.** Individual reports will not be marked. Details of the Group Project, including marking standards, referencing requirements and presentation requirements are available in the project question document which will be posted on the website.

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 two questions from the list for your class to answer. You will have 40 minutes to answer the questions. The selection will not be disclosed prior to the test. Dates for the In-class Tests are given in the Lecture Schedule included in this outline. As you will have the opportunity to prepare your answers, a high standard will be expected. You will have time to perfect the content and grammar of your answers. They will be marked on their correctness, their completeness and their (English) language.

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 8.

Questions for In-class test 3 will address material covered in the lectures and tutorials of weeks 9 to 12.

Final Examination

The final exam is 3 hours plus 10 minutes reading time. It 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, however there are no other restrictions on the content of your page. You may write, type, print or photocopy as much or as little as you want, use one or both sides, using in English or any other language. Diagrams are permitted. No other aids will be allowed into the exam. The whole of the unit, including seminars, is examinable in the final exam. Details of the final exam's format will be given in class.

YOU MUST PASS THE FINAL EXAM TO PASS THE UNIT.

The University Examination period in First Half Year 2010 is from June 9 to June 25.

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/APSCon.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. (Individual Faculties may wish to signal when the Faculties' Supplementary Exams are normally scheduled.)

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.

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>

LECTURE PROGRAM

Week/Date	Topic and Reading	Tutorials
Week 1 Begins Feb. 22	Induction Reading: see Blackboard	No tutorial
Week 2 Begins March 1	Groups and Teams Reading: Text Week 2	Group Skills
Week 3 Begins March 8	What Management Is; What Managers Do. Reading: Text Week 3	Group Skills
Week 4 Begins March 15	Managing People for Productivity Reading: Text Week 4	CLASS TEST 1
Week 5 Begins March 22	Managing the Supply of People Reading: Text Week 5	Group Project 1
Week 6 Begins March 29	Managing Relations with the Outside World Reading: Text Week 6	Group Project 2
April 2 to April 18	MID SEMESTER BREAK	
Week 7 Begins April 19	Managing the Organisation's Position in the World Reading: Text Week 7	Group Project 3
Week 8 Begins April 26 (Public Holiday)	Managing the Shape of the Organisation Reading: Text Week 8	No tutorials
Week 9 Begins May 3	Managing the Production/Service Process Reading: Text Week 9	CLASS TEST 2
Week 10 Begins May 10	Managing the Organisation's Performance Reading: Text Week 10	Group Project 4
Week 11 Begins May 17	Managing the Manager's Performance Reading: see Blackboard	Group Project 5
Week 12 Begins May 24	Managing for the Future Reading: Text Week 12	Group Project 6
Week 13 Begins May 31	Review Reading: no reading	CLASS TEST 3