



Queensland, Australia

Course Code:	BUS108A
Course Name:	Introduction to Management
Semester:	Semester 1, 2016
Program:	Certificate IV Tertiary Preparation Program
Credit Points:	10
Course Coordinator:	Lorna Sedman
Document modified:	11 Dec 2015 12:08:25

Teaching Team

Your lecturer/tutor can be contacted via the email system on the portal.	
Name	Email
Lorna Sedman	lorna.sedman@staff.griffithcollege.edu.au

Staff Consultation

Your lecturer/tutor is available each week for consultation outside of normal class times. Times that your lecturer/tutor will be available for consultation will be given in the first week of lectures. A list of times and rooms will be published on the Griffith College Portal under the "myTimetable" link.

Prerequisites

There are no prerequisites for this course

Brief Course Description

The purpose of this course is to provide students with an introductory understanding of the principles and practices relating to management in the modern world. Students will acquire knowledge and basic skills in relation to these practices and an insight into organisational behaviour issues which often impacts upon management strategies. Theory that is taught in weekly classes will be put into practise through an innovative approach to group work.

Rationale

To provide a broad understanding of the theoretical principles and practices related to management today. Students will apply this knowledge to develop operational plans and organise resources needed to implement those operational plans. Students will develop skills to identify environmental influences on the organisation and recommend strategies.

Students will be able to provide basic instructional skills (training) needed to implement plans. They will have an understanding of motivational techniques to maintain staff engagement and also develop mechanisms to monitor work flow effectively.

Aims

This course aims to present students with the concepts and skills necessary to be a competent manager in a business or study context. In addition, the course aims to provide students with an understanding of managerial principles, practices and environment, and organisational issues such as planning, motivation, group behaviour, corporate responsibility and ethics, leadership, decision-making, structure, and control.

Learning Outcomes

On successful completion of this course you will be able to:

1. identify basic management concepts and develop a broad perspective on the management role and responsibilities

2. identify and analyse the influencing factors within the external environment and reflect upon the significance of, and implications arising from the internal culture in order to recommend effective strategies.
3. identify different classifications of routine and non-routine problems and generate alternative solutions to address those problems through a decision-making process. Once alternative solutions are identified, students will assess convergent and divergent options in order to select the best outcome.
4. identify types of planning at different management levels and develop skills in conducting an effective planning process that meet realistic organisational mission/goals.
5. identify human, financial, physical and time-related resources for implementing operational plans. In doing so, they will develop understanding of delegation, accountability centralisation and decentralisation in order to maximise efficiency.
6. identify three reasons why working with groups is important and what role groups play in meeting routine and non-routine tasks.
7. list a range of motivational techniques based on the established theories of motivation and apply/adapt these techniques to real life situations..
8. list a range of leadership techniques based on the established theories of leadership, in order to identify their own leadership style and recommend strategies to meet situational factors
9. recognise performance management through the use of control measures at different managerial levels and time frames.

Texts and Supporting Materials

Required Resources:

The following resources are required for this course:

Cornerstones of Management: Second Edition

Author: Dickie, Laurie / Dickie, Carolyn

Publisher: Tilde University Press

For Mandarin speaking students there is a Mandarin Learning Resources set which is available at the Bookshop which will be useful as a translation tool with the textbook.

Lecture materials and exercises are provided via the Griffith College portal. You will also require computer access to the IBT portal for lecture materials and exercises.

Organisation and Teaching Strategies

Each week, for 13 weeks during semester, you are required to attend 4 hours of contact time in class. During these 4 hours you will experience interactive classes where your teacher will present the frameworks and concepts regarding management principles in the workplace and in a study environment. You will be provided with a basic understanding of management principles relating these to real life situations. It is expected that you devote another 5 - 6 hours of private study each week, which will include weekly homework reading of textbook chapters and handouts, homework exercises, and preparation of assessment items. A 10-credit point subject at University constitutes approximately 10 hours of work towards that subject each week.

During class you will have the opportunity to contribute experiences, undertake practice exercises and activities, ask questions and seek clarification on any issues. The topics in this course, give you the skills and knowledge to be confident in managing yourself and others in both a study and work environment. In addition, you will start learning to think and consider issues about the work environment ultimately where you will participate. In this way you will get involved in interpreting questions intelligently, demonstrate a depth of understanding, critically analysing and reporting on these topics thinking and expressing your opinions on these topics.

Practical activities will be provided to reinforce the topics presented. Class time will include workshops where you are able to learn and practice generic skills that are integrated with the course content. For example, you will learn about how to research for the assignments, how to use the library and internet, how to reference assignments, how to write assignments, how to conduct oral presentations, and how to succeed in examinations.

During class you will have the opportunity to explore principles of management through case studies and other learning activities as well as in class preparation for assessment items. You are encouraged to participate in all class sessions.

Class Contact Summary

Attendance:

Your attendance in class will be marked twice during a four hour class. To receive full attendance, you must be present in the classroom on both occasions. Therefore, you are encouraged to attend and participate in all classes throughout the semester.

Participation in Class:

You are expected to actively participate in classes each week.

Consultation Times:

Attendance during consultation times is optional but you are encouraged to use this extra help to improve your learning outcomes.

Course Materials:

Lecture notes and additional study materials will be made available to you on the Learning@Griffith College site on the student portal..

Independent Learning:

In addition to the 4 hours spent in classes for this course, you are expected to undertake approximately 5 - 6 hours of independent study per week. This independent study will include accessing online lecture material and homework reading available from the Learning@Griffith College section of the Griffith College portal; completion of homework, weekly readings from the textbook, and research and writing for the course assignment. In addition, as you are required to work in groups for your course assignment and will be expected to meet with your group members outside of class times.

Program Progression:

You are reminded that satisfactory Program Progression requires that attendance in classes is maintained at equal to or greater than 80%, and that GPA is maintained at equal to or greater than 3.5 [please see Griffith College Policy Library - Program Progression Policy - for more information].

Content Schedule

Weekly Teaching Schedule

Week	Topic	Activity	Readings
1	Introduction to Course	Class	Course Outline and PowerPoint Presentation
	Understanding Business and the Role of Management	Class	
2	Basic Management Concepts	Class	Textbook Ch. 1
3	Managing Organisational Environments	Class	Textbook Ch. 3

4	Planning	Class	Textbook Ch. 4
5	Organising structures and behaviours	Class	Chapter 5
6	Controlling the Organisation	Class	Textbook Ch. 7
	Remember the Titans	Lecture	Movie as case study for group work assignments
7	Decision Making	Class	Textbook Ch. 9
8	Leadership	Class	Textbook Chapter 6
9	Group Oral Presentations	Class	Textbook Ch. 3 Refer to Assessment Details
10	Social Responsibility and Ethics	Class	Textbook Ch. 14
11	Motivation	Class	Textbook Ch. 18
12	Managing in Groups	Class	Textbook Ch. 11
13	Course Review	Class	
14	Final Exam	Examination	Textbook Chapters 6, 11, 14, 18

Assessment

This section sets out the assessment requirements for this course.

Summary of Assessment

Item	Assessment Task	Weighting	Relevant Learning Outcomes	Due Date
1	Quiz 1	5%	TBA	TBA
2	Quiz 2	5%	TBA	TBA
3	Quiz 3	5%	TBA	TBA
4	Quiz 4	5%	TBA	TBA
5	Bus. Plan Group Comp.	20%	2,3,4,5,9	8
6	Bus. Plan Individ. Comp.	10%	2,3,4,5,9	8
7	BP Group Oral Pres.	10%	2,3,4,5,9	9
8	Final Exam	40%	6,7,8	14

Assessment Details

Quizzes

Each short quiz will be based on the content from the previous week. Each will contain approximately ten questions that will test your knowledge of the content you have learned. Quizzes will be conducted in the first ten minutes of class. Your teacher will inform you which content you need to study.

Business Plan: Group Component

Working in a group you will design a business plan. You will be required to produce a one page plan with attachments. Further details are contained in the assessment sheet you will be provided with.

Business Plan: Individual Component

You will be required to answer a series of questions in relation to your business plan. Further details are contained in the assessment sheet you will be provided with.

Business Plan: Group Oral Presentation

Working in a group you will present your business plan to the class. Each student will be required to speak for three minutes. Further details are contained in the assessment sheet you will be provided with.

Final Exam:

The final exam will test your understanding of management theories, particularly those you have learned in weeks 8, 10, 11 and 12.

Submission and Return of Assessment Items

Business plans are to be submitted within the first ten minutes of class in week 8. Results will be posted to the Griffith College portal within 14 days of submission of assignment.

Please note: You may be required to submit assignments electronically to a collusion detection tool to allow the detection of possible instances of collusion/plagiarism. This will also involve Griffith College or its nominee storing your work on a secure database for use in testing assessment submitted by others in the future. For further information on Griffith College's Academic Integrity Policy refer to Griffith College's online Policy Library.

End of Semester Exam will be held in week 14, and results posted to the Griffith College portal in the week following exam week.

Retention of Originals

You must be able to produce a copy of all work submitted if so requested. Copies should be retained until after the release of final results for the course.

Extensions

To apply for an extension of time for an assignment, you must submit an Application for Extension of Assignment form to your teacher at least 24 hours before the date the assignment is due. Grounds for extensions are usually: serious illness, accident, disability, bereavement or other compassionate circumstances and must be able to be substantiated with relevant documentation [e.g. Griffith College Medical Certificate]. Please refer to the Griffith College website - Policy Library - for guidelines regarding extensions and deferred assessment.

Assessment Feedback

Marks awarded for assessment items will be available on the on-line grades system on the Student Website within fourteen [14] days of the due date.

Generic Skills

Griffith College aims to develop graduates who have an open and critical approach to learning and a capacity for lifelong learning. Through engagement in their studies, students are provided with opportunities to begin the development of these and other generic skills.

Studies in this course will give you opportunities to begin to develop the following skills:

Generic Skills	Taught	Practised	Assessed
Written Communication	Yes	Yes	Yes
Oral Communication	Yes	Yes	Yes
Information Literacy	Yes	Yes	Yes
Secondary Research	Yes	Yes	Yes
Critical and Innovative Thinking		Yes	Yes
Academic Integrity	Yes	Yes	Yes
Self Directed Learning			Yes
Team Work	Yes	Yes	Yes
Cultural Intelligence			
English Language Proficiency			

Additional Course Generic Skills

Additional Course Information

In addition to formal contact hours, you are provided with extra support through individual consultation with teaching staff, tutorials in English language, and self-access computer laboratories.

Teacher and Course Evaluations

Students who evaluated the course provided some valuable qualitative feedback about the teaching in the course. Students appreciated receiving feedback on assignments. Students also indicated that they felt that the course was kept interesting and challenging by the teacher through particular teaching strategies that reflect potential real-life experiences related to workplace management styles.

Your feedback is respected and valued by your lecturers and tutors. You are encouraged to provide your thoughts on the course and teaching, both positive and critical, directly to your lecturer and tutor or by completing course and lecturer evaluations on the Griffith College portal whenever these are available.

Academic Integrity

Griffith College is committed to maintaining high academic standards to protect the value of its qualifications. Academic integrity means acting with the values of honesty, trust, fairness, respect and responsibility in learning, teaching and research. It is important for students, teachers, researchers and all staff to act in an honest way, be responsible for their actions, and show fairness in every part of their work. Academic integrity is important for an individual's and the College's reputation.

All staff and students of the College are responsible for academic integrity. As a student, you are expected to conduct your studies honestly, ethically and in accordance with accepted standards of academic conduct. Any form of academic conduct that is contrary to these standards is considered a breach of academic

integrity and is unacceptable.

Some students deliberately breach academic integrity standards with intent to deceive. This conscious, pre-meditated form of cheating is considered to be one of the most serious forms of fraudulent academic behaviour, for which the College has zero tolerance and for which penalties, including exclusion from the College, will be applied.

However, Griffith College also recognises many students breach academic integrity standards without intent to deceive. In these cases, students may be required to undertake additional educational activities to remediate their behaviour and may also be provided appropriate advice by academic staff.

As you undertake your studies at Griffith College, your lecturers, tutors and academic advisors will provide you with guidance to understand and maintain academic integrity; however, it is also your responsibility to seek out guidance if and when you are unsure about appropriate academic conduct.

Please ensure that you are familiar with the [Griffith College Academic Integrity Policy](#); this policy provides an overview of some of the behaviours that are considered breaches of academic integrity, as well as the penalties and processes involved when a breach is identified.

For further information please refer to the Academic Integrity Policy on the Griffith College website – Policy Library.

Risk Assessment Statement

There are no out of the ordinary risks associated with completion of this course.

Copyright © - Griffith College

Note: For all Diploma level programs, Griffith College acknowledges content derived from Griffith University.