



Course Code:	FND108
Course Name:	Management
Trimester:	Trimester 1, 2018
Program:	Foundation Program
Credit Points:	10
Course Coordinator:	Lorna Clark
Document modified:	21 <sup>st</sup> November 2017

### Teaching Team

Your lecturer/tutor can be contacted via the email system on the portal.

Name	Email
Lorna Clark	<a href="mailto:lorna.clark@staff.griffithcollege.edu.au">lorna.clark@staff.griffithcollege.edu.au</a>
Inez Chai	<a href="mailto:inez.chai@staff.griffithcollege.edu.au">inez.chai@staff.griffithcollege.edu.au</a>

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### 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.

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## Prerequisites

There are no prerequisites for this course

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## 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 practice through an innovative approach to group work.

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## 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.

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## Aims

This course aims to assist students to develop a broad understanding of management. It considers issues of business and personnel management and explores a number of core management theories. Through evaluation of existing businesses, students will become aware of the practical application of management processes. Students will be exposed to a combination of theoretical and practical content which will develop knowledge and understanding of fundamental management concepts. Students will explore the genre of report writing and apply this in a group context. Students will explore the concept of oral presenting and will apply this in a group context.

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## Learning Outcomes

**Upon successful completion of this course students will be able to:**

1. Demonstrate an understanding of basic management concepts and develop a broad

- perspective on the management role and responsibilities;
2. Demonstrate an understanding of the impact of the internal environment and external environment on management decision making;
  3. Demonstrate an understanding of the four concepts of management: plan, organize, lead and control, and apply concepts to case study based problems;
  4. Demonstrate an understanding of group work and what role groups play in meeting routine and non-routine tasks;
  5. Communicate effectively through a range of mediums at the appropriate level for the audience.
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## Texts and Supporting Materials

You are required to purchase the following resources for this course-

### **Textbook**

Information regarding the textbook will be provided in class

### **Workbook**

Case Studies Workbook, compiled by Lorna Sedman, available at campus bookshop

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## Organisation and Teaching Strategies

As this course is practical and designed to help you learn in a step by step manner, during the four (4) hours of class time each week you will be required to participate and engage in multiple in class activities. These activities are designed to deepen your understanding of and develop your skills and abilities on the topics being taught. You will also be encouraged to raise questions and discuss issues in class time. It is also expected that you will complete online activities, further research, revision and practice outside of class time.

### *Class Contact Summary*

The expected contact hours per week for this course comprises of:

Formal Classes: 4 Hours

Formal Homework: 4 Hours

Online Learning: 1 Hour

Supervised Consultation: 1 Hour

Total: 10 Hours

**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. You are encouraged to attend and participate in all classes throughout the trimester.

**Participation in Class:**

During classes each week you are expected to actively participate in exercises and discussions related to the current topic.

**Consultation Time:**

Consultation time is offered on a weekly basis in order to support student learning. Please refer to the student portal or your teacher for details.

**Course Materials:**

Lecture notes will be made available to you on the MyStudy site on the student portal and you are advised to print these out before each class. You are expected to bring these lecture notes and your workbook with you to each class week so that extra notes can be added and portfolio activities can be completed.

**Independent Learning:**

Throughout this course you will be encouraged to take personal responsibility for managing your own learning and your own time. In addition to the 4 hours spent in class time for this course you are expected to undertake independent study outside of class time. This independent learning will involve reading and preparing for classes and completing assignments and other assessment tasks. There will be the opportunity to use online resources via the Griffith College portal in order to enhance your learning.

**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].

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**Content Schedule**

<b>Week</b>	<b>Topic</b>	<b>Activity</b>	<b>Readings</b>
1	Course Introduction	Class	
	Essential Management Concepts	Class	Textbook
	Essential Management Approaches	Class	Textbook
	Business- From Ideas to Practice	Class	Digital media
2	Basic People Management	Class	
	The Role of the Manager	Class	Textbook
	Problems and Challenges	Class	Textbook
	The Performance Management Cycle	Class	Handout
3	Organising	Class	Textbook
	Planning	Class	Textbook
4	Leading	Class	Textbook
	Controlling	Class	Textbook
5	Team Work	Class	Textbook
6	International Management	Class	Textbook
7	Practical Assignment Workshop	Class/Workshop	
8	The Business Environment	Class	Textbook
9	Ethics	Class	Textbook
	Corporate Social Responsibility	Class	Textbook
10	Motivation	Class	Textbook
11	Leadership	Class	Textbook
12	Revision	Class	Textbook
	Exam Block		

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## 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 Assessments	20%	1-3	3-6
2	Group Case Study Assignment	30%	1-5	8
3	Homework Workbook	20%	1,5	12
4	Final Exam	30%	1,2,5	13

#### Assessment Details

The assessment for this course is designed to allow you to develop and demonstrate the academic skills taught throughout the course. You are advised to attempt all assessment items to ensure you have the best possible opportunity to successfully complete the course. The following sets out the assessment requirements for this course:

##### **Quizzes**

Each short quiz will be based on the content from the previous week. Each will contain approximately five to 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.

##### **Group Case Study Assignment**

Working in a group you will read a case study for a well-known business. You will be given a series of questions to answer about the case study and you will be required to write developed answers to each question. You will be required to link your answers to many of the business concepts you have learned in class. This assignment will test your ability to understand the concepts learned in class and apply them to an existing business. It will also test your ability to work in a group.

You will also be required to submit your report electronically via Griffith College's collusion detection tool {Turn It In}. Failing to submit to Turnitin will result in you receiving a Did Not

Submit (DNS) mark for your assignment. Your tutor will discuss how Turnitin will be specifically used in your course. Turnitin Student User Guides are also available from the Griffith College portal.

### **Homework Workbook**

Throughout the trimester you will be required to complete your workbook each week. Some of this work will be done in class. You are required to complete all tasks and show your ability to make notes and link the ideas learned in class to experiences and ideas you already have.

In Week 12 you will hand in your completed workbook. Marks will be given for the completion of the workbook and the quality of your answers.

### **Final Exam**

The final exam will test your understanding of management theories, particularly those you have learned in weeks 8, 9, 10 and 11. Your exam will contain a selection of short and long answer questions and will be conducted over a three hour period.

### **Satisfactory completion of the course**

To satisfactorily complete the course, you must achieve a minimum overall mark of 50%.

PLEASE NOTE: Assignments are required to be submitted to Turnitin. Failure to obtain and attach a satisfactory Originality Report will mean that the assignment will not be marked and a score of zero will be recorded for the assignment. Detailed instructions and a Marking Guide will be provided during the trimester. Late submissions will attract a penalty as described in the Assessment policy.

### **Internal moderation and benchmarking processes**

All assessment will be set by teaching staff with a collaborative approach that includes peer review and approval by the appropriate Program Convenor. Significant pieces of assessment in the course are internally moderated in a collaborative manner by relevant teaching staff to ensure that the criteria and standards are correctly and consistently applied. Before Final Exams are marked, teachers conduct sample marking to ensure that the criteria and standards are correctly and consistently applied. In addition, benchmarking of the final exam in each course is undertaken by an external person (usually a lecturer in a similar Diploma level course). The benchmarking report provided by the external lecturer informs continuous improvement practices for the subsequent trimester.

Specialist Facilities:

- Indicate any specific facilities and resources required for delivery of this subject:  
None
- Indicate any specific learning resources required for this subject: Learning resources include: recommended textbook, Portal materials, Workbook
- Indicate any specific IT or electronic learning resources required for this subject:  
Computer, data projector, computer lab

#### *Submission and Return of Assessment Items*

Normally you will be able to collect your assignments in class within fourteen [14] days of the due date for submission of the assignment.

### **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 also be available on the on-line grades system on the Student Website within fourteen [14] days of the due date.

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### **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
Information Literacy	Yes	Yes	Yes
Secondary Research	Yes	Yes	Yes
Critical and Innovative Thinking	Yes	Yes	Yes
Academic Integrity	Yes	Yes	
Self- Directed Learning	Yes	Yes	Yes
Team Work	Yes	Yes	Yes
Cultural Intelligence		Yes	
English Language Proficiency	Yes	Yes	Yes

*Additional Course Generic Skills*

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## Additional Course Information

### **Learning Support**

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

Griffith College is committed to providing additional academic assistance to students to maximise their opportunity to successfully complete units of study. Learning Advisors conduct regular workshops in skill areas essential to studies. These include: time management, goal setting, essay preparation, examination techniques, academic writing skills and maths. Further information on programs available can be accessed on the Griffith College 'Support' tab on the Portal (<http://studentsupport.griffithcollege.qld.edu.au/>) or by asking the Griffith College staff on reception.

### **Teacher and Course Evaluations**

Student feedback is respected and valued by teachers and the College. Students are encouraged to provide their thoughts on the course and teaching, both positive and critical, directly to their teacher or by completing course and teacher evaluations.

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## 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.

In the case of a breach of academic integrity made against a student he or she may request the guidance and support of a Griffith College Student Learning Advisor or Student Counsellor.

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 known out of the ordinary risks associated with the delivery of this course.

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