



Wollongong College Australia

A College of the University of Wollongong

Australia

Wollongong

ITC Education Ltd trading as
Wollongong College Australia
CRICOS 02723D
ABN 14105312329

Diploma in Business and Diploma in IT

(CRICOS course codes: 057231C, 057232B)

(CRICOS course codes: 057233A, 057234M)

Subject Outline Summer 2009/10

WUCB130

Introduction to Management

© Wollongong College Australia. All rights reserved 2009.
WCA-WUCB130-S0/6

Introduction to Management

Subject Description

This subject will introduce students to key management theories and concepts including organisational culture, social responsibility, ethics, managing groups, motivating employees, planning, managing human resources and employment relations, strategic management, decision-making, managing operations, leadership and foundations of management control. The course is designed to provide an opportunity for students to acquire understanding through a series of lectures supported by student participation in simulation activities. The subject is presented from the point of view of managers, but students will learn how the different interests between organisational stakeholders affect various management processes.

Subject structure

Introduction to Management is delivered in a face-to-face format of five (5) hours per week. The subject consists of 1 x 3 hour lecture and 1 x 2 hour tutorial each week. The session is of 14 week's duration with face-to-face classes scheduled for the first 12 weeks and a study/examination period in Weeks 13 and 14.

In addition to scheduled class sessions, students are expected to spend additional time in individual study and research. As a general guideline students will need to spend at least 1 hour in private study (including completing homework and revision) for every two hours of scheduled class time.

Teachers will be available for a consultation time each week. Students will be notified of the time and location of the consultation session during Week 1 of the Session. It is recommended that students experiencing difficulty with this subject arrange to consult with the teacher as difficulties are encountered.

Some students may require tutorial support to improve language/literacy skills. Where this is recommended, students will be advised to use the College's self-access facilities in the Multimedia Centre in their own time. These facilities are located upstairs in building 30.

Learning resources

Textbook

Davidson P, Simon A, Woods P and Griffin RW, 2009 *Management: core concepts and applications*, John Wiley & Sons, Milton Qld.

Texts and Video/DVD

1. Achbar, M., Abbott, J., and Bakan, J., 2004, *The Corporation* [videorecording], Madman Cinema.
2. Branson, R., 1998, *Losing my virginity: How I survived, had fun, and made a fortune doing business my way*, New York, Three Rivers.
3. Crainer, S., and Dearlove, D., 2003, *The ultimate business library: The greatest books that made management*, Capstone, Oxford.
4. Drucker, P., 2002, *Managing in the next society*, Butterworth-Hinemann, Oxford.
5. *Modern times* [videorecording], 2003, Burbank, Warner Home Video.
6. Slater, R., 2004, *Jack Welch on leadership*, abridged from Jack Welch and the GE way, New York, McGraw-Hill.
7. Spurlock, M., 2004, *Super size me* [videorecording], Civic Square, Ronin Films.
8. Zanko, M. (ed.), 2002, *The handbook of human resource management policies and practices in Asia-Pacific economies*, Volumes 1 and 2, Edward Elgar, Northampton.
9. *Pirates of Silicon Valley* [videorecording], 1999, Published Burbank, CA : Warner Home Video.

Additional readings

1. Drucker, P., 2002, *Managing in the next society*, Butterworth-Hinemann, Oxford, Will the Corporation Survive? The Future of Top Management and The Way Ahead, pp. 271-299.
2. Koch, R. and Godden, I., 1997, *Managing without management: A post-management manifesto for business simplicity*, Nicholas Brealey, London, Chapter 1, Has Management Outlived its Usefulness?
3. Klein, N., 2000, *No logo, no space, no choice, no jobs: Taking aim at the brand bullies*, Flamingo, The Discarded Factory, pp. 195-229.

Journals and Newspapers

As management and employment relations are real world phenomena, students should take advantage of the availability of information about these subjects available in local, national and international newspapers and magazines.

Subject outcomes

Successful completion of Introduction to Management will enable students to:

- apply a broad range of theoretical concepts in practical contexts in a management context;
- analyse the workplace from the perspective of a variety of stakeholders (management, employees, unions, government);
- analyse management theory through reflection on simulations and case studies;
- analyse and plan approaches to self-management as a student;
- develop skills in logical analysis and synthesis of theoretical and empirical material; and
- explain the historical and social context of Western management theory and practice.

Subject outline in weeks

The following guide to lessons and activities may be adjusted to suit the needs of the group as long as subject outcomes and assessment criteria are met.

Week 1 - Subject orientation and introductory tasks

Managing and the Managers Job

Text: Chapter 1

Week 2

Management - Past and Present

Managing groups and teams

Text: Chapters 2 & 13

Week 3

The internal environment – culture, diversity and ethics

Text: Chapters 3 & 4

Week 4

The external and international environment

Text: Chapters 5 & 6

Week 5

Managing strategy and planning

Essay Due

Text: Chapter 7

Week 6

Planning & Decision Making

Text: Chapter 8

Week 7

Mid session test

Week 8

Organising and Controlling

Text: Chapters 9 & 10

Week 9

Leading & Influencing

Group Presentation Due. Students to be advised in tutorials

Text: Chapter 11

Week 10

Managing and motivating individual behaviour and Human Resources

Group Presentation Due. Students to be advised in tutorials

Text: Chapters 12 & 15

Week 11

Communication

Group Presentation Due. Students to be advised in tutorials

Text: Chapter 14

Week 12

Managing change and innovation

Text: Chapter 16

Weeks 13 & 14 Final examination Period

Examination and study period. Please refer to examination timetable for the exact date, time and location of the final exam.

Assessment

Assessment and plagiarism policy

All written assessment tasks, with the exception of examinations and in-class tasks, must be word-processed unless students are otherwise advised.

Students must keep copies of all assessment tasks submitted for marking with the exception of class tests and examinations.

Plagiarism is a form of cheating or stealing that happens when a student uses someone else's work and presents it as his/her own without showing where it comes from. To avoid this, students are expected to submit their own original work for assessment and to accurately acknowledge all references and sources used in essays and assignments.

For information regarding assessment, plagiarism, acknowledging sources and examination rules, please refer to the Wollongong College Australia Student Handbook <http://www.wca.uow.edu.au/handbook>

Assessment Schedule

Task	Due	Weighting	Length/Time
Essay	Week 5	25%	1200 – 1500 words
Mid session test	Week 7	20%	2 hours
Group presentation	Weeks 9 - 11	15%	20 – 30 minutes
Final Examination	Week13/14	30%	3 hours
Participation	Ongoing	10%	Weeks 1 - 12

Note: A final mark of 50% or higher is required to pass ALL Diploma subjects. A mark between 45% and 49% is NOT a pass.

Marking Guidelines

WCA best practice is that students can normally expect to have assessment tasks handed back within two weeks, and before the next assessment task is due. On occasion there may be exceptions to this time frame due to, for example, the size of the task, the size of the class, teacher illness or teacher leave.

Where there are several teachers marking a major assessment task, tasks will be handed back by all the teachers within the same week.

Assessment criteria and explanation of components

All assessment components are marked according to set marking criteria.

Essay **25%**

Students evaluate a range of information and develop skills in reading and writing critically about theories in management.

Details of the essay will be given out in week 1.

Group presentation **15%**

Details of the group presentation will be handed out in week 1.

Mid-session test **20%**

This assessment tests students' ability to recall and apply a range of disciplinary knowledge as covered in weeks 1-6. The test will consist of a variety of questions. Further details will be given out in week 6.

Final examination **30%**

The final examination tests students' ability to recall and apply a broad range of disciplinary knowledge as covered in weeks 1-12. This examination will consist of a variety of questions. Further details regarding the examination will be provided in week 12.

Students who receive a grade of less than 45% in the final exam may be awarded a fail in this subject regardless of the total final mark.

Non-English speaking background students in the Diploma Programs may use foreign language dictionaries for their final exams. Diploma students who wish to use a dictionary must complete the Dictionary Use Application Form available at reception. This form and the dictionary must be submitted to reception **no later than 5pm Friday week 11** for approval.

Please note the following regulations regarding dictionary use:

- The only dictionaries permitted are language dictionaries, with word to word translations only.
- English-English dictionaries, Electronic dictionaries, Terminology dictionaries, or other are not permitted. The dictionary **must not** include English translations or explanations. Any dictionary that includes English explanations or phrases is not acceptable and will not be approved.

Participation

10%

Active participation in tutorials is expected of all students in all classes. Participation in class discussions will help develop the student's confidence in questioning and commenting on material presented, encourage critical thinking and allow the tutor to evaluate the student's progress.

Participation marks may be allocated according to the following criteria:

- Constructive contribution to general class discussion
- Constructive feedback and contribution to discussions following presentations
- Active participation in tutorial support classes where recommended
- Proactive consultation with class teacher and/or tutorial support where relevant
- Completion of non-assessable tasks including homework and other tasks
- Preparedness for class sessions
- Active participation in group work