BMA101
INTRODUCTION TO MANAGEMENT

Semester 5, 2012 (Spring School)

Teaching Team:
Dr Karin Mathison

CRICOS Provider Code: 00586B
## Contact Details

<table>
<thead>
<tr>
<th><strong>Unit Coordinator &amp; lecturer:</strong></th>
<th>Dr Karin Mathison</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Campus:</strong></td>
<td>Hobart</td>
</tr>
<tr>
<td><strong>Room Number:</strong></td>
<td>TBC</td>
</tr>
<tr>
<td><strong>Email:</strong></td>
<td><a href="mailto:Karin.Mathison@utas.edu.au">Karin.Mathison@utas.edu.au</a></td>
</tr>
<tr>
<td><strong>Phone:</strong></td>
<td>TBC</td>
</tr>
<tr>
<td><strong>Fax:</strong></td>
<td>TBC</td>
</tr>
<tr>
<td><strong>Consultation Time:</strong></td>
<td>by appointment</td>
</tr>
</tbody>
</table>
**Contents**

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact Details</td>
<td>3</td>
</tr>
<tr>
<td>Unit Description</td>
<td>4</td>
</tr>
<tr>
<td>Intended Learning Outcomes and Generic Graduate Attributes</td>
<td>5</td>
</tr>
<tr>
<td>Learning Expectations and Teaching Strategies Approach</td>
<td>6</td>
</tr>
<tr>
<td>Learning Resources</td>
<td>6</td>
</tr>
<tr>
<td>Details of Teaching Arrangements</td>
<td>8</td>
</tr>
<tr>
<td>Assessment</td>
<td>8</td>
</tr>
<tr>
<td>Submission of Coursework</td>
<td>12</td>
</tr>
<tr>
<td>Academic Misconduct and Plagiarism</td>
<td>13</td>
</tr>
<tr>
<td>Study Schedule</td>
<td>14</td>
</tr>
</tbody>
</table>
**Unit Description**

This unit provides students with an introduction to management concepts, functions and practices and serves as a basis for further detailed study of the elements that contribute to successful management.

In addition to the content outlined above, this unit will also include a strong focus on developing skills in conducting literature research and communicating effectively in an academic setting. The skill-based component of the unit provides an opportunity for students to gain a solid grounding in the research and writing skills that are critical for successful undergraduate academic study.

**Pre-Requisite/Co-Requisite Unit(s)**

None

**Enrolment in the Unit**

Unless there are exceptional circumstances, students should not enrol in BMA Spring School units after the start of semester, as the School of Management cannot guarantee that:

- any extra assistance will be provided by the teaching team in respect of work covered in the period prior to enrolment; and
- penalties will not be applied for late submission of any piece or pieces of assessment that were due during this period.
## Intended Learning Outcomes and Generic Graduate Attributes

<table>
<thead>
<tr>
<th>In this unit you will learn:</th>
<th>In assessing this unit I will be looking at your ability to:</th>
<th>Assessment Methods</th>
<th>Graduate Attribute Outcomes</th>
</tr>
</thead>
<tbody>
<tr>
<td>...the theory and practice of management and how to apply it:</td>
<td>Identify theories and concepts related to given situations.</td>
<td>Online tests Exam Essay</td>
<td>The assessments and teaching activities in this unit have been designed to develop the following graduate attributes in students: <strong>Knowledge</strong> - Basic, broad management knowledge and a limited ability to apply knowledge to simple management situations. - An understanding of the concept and process of lifelong learning. <strong>Communication</strong> - Written communication skills, including the ability to use clearly articulate management information. <strong>Problem solving</strong> - The ability to think logically and use simple management related theories, models and methods. - The ability to locate and utilise information in a timely manner. <strong>Social responsibility</strong> - The ability to apply the ethical requirements of University study. - An awareness of societal expectations of management and manager’s responsibilities to society.</td>
</tr>
<tr>
<td></td>
<td>Describe and explain various management theories and practices.</td>
<td>Essay Exam</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Use the concepts and language of management.</td>
<td>Online tests Exam Essay</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Apply management theories to practical situations.</td>
<td>Online tests Essay</td>
<td></td>
</tr>
<tr>
<td>...to consider contextual factors that impact on managers and organisations:</td>
<td>Identify and analyse environmental influences and determine their implications for managers and organisations.</td>
<td>Exam Essay</td>
<td></td>
</tr>
<tr>
<td>...to present an argument supported by academic literature:</td>
<td>Search for and use an academic journal article.</td>
<td>Essay</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Present an argument using written expression.</td>
<td>Essay Exam Essay</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Use and referencing of academic sources of information to support an argument.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Learning Expectations and Teaching Strategies/Approach

Expectations

The University is committed to a high standard of professional conduct in all activities, and holds its commitment and responsibilities to its students as being of paramount importance. Likewise, it holds expectations about the responsibilities students have as they pursue their studies within the special environment the University offers. The University’s Code of Conduct for Teaching and Learning states:

*Students are expected to participate actively and positively in the teaching/learning environment. They must attend classes when and as required, strive to maintain steady progress within the subject or unit framework, comply with workload expectations, and submit required work on time.*

Occupational Health and Safety (OH&S)

The University is committed to providing a safe and secure teaching and learning environment. In addition to specific requirements of this unit you should refer to the University’s policy at: http://www.admin.utas.edu.au/hr/ohs/pol_proc/ohs.pdf.

Learning Resources

Prescribed Text


Recommended Texts

There are a large number of general introductory texts for management studies, many of them originating in the United States. See for example:


Journals and Periodicals

For your studies in management it is essential that you become familiar with some academic journals in the discipline such as:

*Management and Organisations* (the Journal of the Australian & New Zealand Academy of Management)
*Harvard Business Review*
*Academy of Management Journal*

*Note* that not all periodicals and journals are available from the University of Tasmania libraries. Many journals are now available electronically.

It is also very useful to read regularly popular business publications such as *Business Review Weekly* (BRW) and articles on business in the daily newspapers, especially those dedicated to business such as the *Australian Financial Review*.

My Learning Online (MyLO)

MyLO software has been incorporated into the delivery of this unit to enhance the learning experience by providing access to up to date course materials and by allowing for online discussion through this web based environment.

To access MyLO from your own computer you will need the appropriate software, and hardware to run that software. See Learning Online at [http://uconnect.utas.edu.au/](http://uconnect.utas.edu.au/) for computer software you will need.

*Note*: Older computers may not have the hardware to run some of the required software applications. Contact your local IT support person or the Service Desk on 6226 1818 if you experience difficulties. The School of Management has prepared a MyLO Information Sheet which includes access guidelines and contact information. It is available to download as a word document from the School of Management website at [http://www.utas.edu.au/mgmt/student.htm](http://www.utas.edu.au/mgmt/student.htm).

Privacy Policy and Notice

The School of Management takes the utmost care to protect the privacy and security of your personal information and to ensure its accuracy. If you have any concerns about your privacy in MyLO please contact the coordinator of this unit or view the University of Tasmania MyLO Privacy Policy Statement available from the university website at [http://www.utas.edu.au/coursesonline/privacy.htm](http://www.utas.edu.au/coursesonline/privacy.htm).
Details of Teaching Arrangements

Workshops

There will be a series of TEN (10) 3-hour workshops, held weekly. Each workshop will incorporate lecture material and group work. You are expected to prepare for workshops by reviewing the relevant slides (available on MyLO) and the associated text chapter/s.

Communication, Consultation and Appointments

Your lecturer will be available for consultation by appointment, but usually immediately following each weekly workshop. Every endeavour will be made to respond to email communication within TWO (2) business days. You must ensure that you log into MYLO at least twice a week to check for any announcements about unit arrangements or assessments.

Assessment

Assessment Schedule

In order to pass this unit you must achieve an overall mark of at least 50 per cent of the total available marks. Details of each assessment item are outlined below.

<table>
<thead>
<tr>
<th>Assessment Item</th>
<th>Value</th>
<th>Due Date</th>
<th>Length</th>
</tr>
</thead>
<tbody>
<tr>
<td>Multiple choice tests</td>
<td>20 marks</td>
<td>Weeks 3, 5, 7, &amp; 9</td>
<td>10 questions per test</td>
</tr>
<tr>
<td>Essay</td>
<td>30 marks</td>
<td>14 January at 2.00pm</td>
<td>2000 words maximum*</td>
</tr>
<tr>
<td>Examination</td>
<td>50</td>
<td>Exam Period</td>
<td>2 hours</td>
</tr>
</tbody>
</table>

*Word Limit:* The word count includes such items as headings, in-text references, quotes and executive summaries. It does not include the reference list at the end of the assignment.
Assessment Item 1 – On-line multiple-choice tests

**Task Description:** You are required to complete FOUR (4) online multiple choice tests. The online tests are designed to test your understanding of the management concepts covered in lectures and tutorials throughout the semester. Each test will be randomly constructed for every student.

The test must be taken at a time of your choice during the designated week (between Monday 12.00am and Sunday 12.00pm of the relevant week). You will need to log on to MyLO using your University electronic mail username and password.

A time limit of 10 minutes will apply.

**Assessment Criteria:** Posted on MyLO

**Task Length:** TEN (10) multiple-choice questions per test

**Due Date:**  
**Test 1:** Week 3  
Topics: What is Management?; The External Environment; Foundations of Decision-Making  
**Test 2:** Week 5  
Topics: Foundations of Planning; Organisational Structure and Culture  
**Test 3:** Week 7  
Topics: Ethics & Social Responsibility; Leadership and Trust  
**Test 4:** Week 9  
Topics: Communication and Interpersonal Skills; Managing Change and Innovation

**Value:** 20 marks (5 marks per test)

Assessment Item 2 – Essay

**Task Description:** The aim of this assessment task to is to develop and assess your knowledge about a key managerial issue. The essay assignment will also develop your research, analysis, and writing skills. You are expected to cite at least SEVEN (7) academic sources in your essay to demonstrate the range of sources from which you derived your knowledge. At least FOUR (4) of these sources must be ACADEMIC JOURNALS.

In writing the essay, you are required to follow the proper academic style as outlined on the School of Management website.

**Requirements:**

This assignment requires you to respond to ONE (1) of the following questions:

**Topic 1: Communication**

Describe the concept of communication as it relates to the discipline of Management. Identify THREE (3) issues that can undermine effective
communication in an organisational context. Using an example, explain how managers can develop a system of communication to improve their organisation’s performance.

**Topic 2: Decision-Making Process**

Identify and define the stages of the ‘Rational Decision-Making Model’. Using examples, identify THREE (3) issues that can undermine the effectiveness of the Rational Decision-Making Model. What strategies would you suggest a manager implement to overcome these issues?

**Submitting the assignment:**

You must submit a hard copy and an electronic copy of your essay. The hard copy should be submitted, with a School of Management Cover Page attached, in the assignment submission box. The electronic copy should be submitted through the essay submission link on MyLO. Both copies of the essay must be submitted by 2.00pm on the due date.

**Assessment Criteria:** Posted on MyLO

**Task Length:** 2000 words (maximum)

**Due Date:** 14 January 2013 at 2:00pm

**Value:** 30 marks

**Assessment Item 3 – Final Exam**

**Format:** The final examination will be “closed book” and comprise TWO (2) Sections.

**Section A** will require you to attempt TWENTY (20) multiple-choice questions (for a total of 20 marks). The topics covered in Section A will cover the textbook chapters concerning: Foundations of Control; Human Resource Management.

**Section B** will require you to attempt THREE (3) essay questions from a choice of at least FIVE (5) alternatives (for a total of 30 marks).

**Duration:** 2 hours

**Date and Time:** TBA

**Value:** 50 marks

Your final examination for this unit will be held during the scheduled examination period as indicated by Student Administration in correspondence to you.

Examinations will normally be scheduled Monday to Saturday inclusive. Examinations may be held during the day or evening and students should consult the university information which will be made available towards the end of semester.
You are advised to make any necessary arrangements with employers now for time off during the examination period to sit this examination. Your participation at the scheduled time is not negotiable unless there are exceptional circumstances. **Note** that you will be expected to sit the examination at your recorded study centre.

**Supplementary Exams:** Except in special circumstances and on the recommendation of the unit coordinator or the Head of School, a student who fails will not be granted a supplementary examination.

**Special Consideration and Student Difficulties**

If a student is experiencing difficulties with their studies or assignments, having personal or life planning issues, disability or illness which may affect their course of study, they are advised to raise these with their lecturer in the first instance. Students may also contact the Student Adviser who will be able to help in identifying the issues that need to be addressed, give general advice, assist by liaising with academic staff, as well as referring students to any relevant University-wide support services. The Student Adviser is located in room 318a in the Commerce Building in Hobart and is contactable by phone on 6226 1916. In Launceston the Student Adviser is located in room A168 in Building A and is contactable by phone on 6324 3312. There is also a range of University-wide support services available including Student Services, International Services and Learning Development. Please refer to the Current Students homepage at [http://www.utas.edu.au/students/index.html](http://www.utas.edu.au/students/index.html).

Should a student require assistance in accessing the Library, visit their website for more information at [http://www.utas.edu.au/library/](http://www.utas.edu.au/library/).

Students who have completed their examinations and who feel that they have been disadvantaged due to illness or other circumstances affecting their study, may fill out a form to request that their lecturer takes this into consideration when marking the examination. Forms should be submitted directly to the relevant school, accompanied by appropriate supporting documentation, as soon as possible after the completion of the examination. Granting of special consideration is at the discretion of the lecturer and school. The relevant form can be found at the following website: [http://www.studentcentre.utas.edu.au/examinations_and_results/forms_files/index.htm#eits](http://www.studentcentre.utas.edu.au/examinations_and_results/forms_files/index.htm#eits).

Students with a non-English speaking background may be permitted to take a bilingual dictionary into an exam. This dictionary must not be annotated – that is, it must have no notes written in it. Students must request permission from the Student Centre in order to use a bilingual dictionary.
Submission of Coursework

Lodging Coursework

All Coursework must have the School of Management Assignment Cover Sheet, which is available as a blank template from the School of Management website: http://www.utas.edu.au/mgmt/student.htm. All assignments must include the tutor’s name on the assignment Cover Sheets when they are submitted. If this is not done the assignment will not be accepted and therefore will not be marked.

Please remember that you are responsible for lodging your Coursework on or before the due date. We suggest you keep a copy. Even in the most ‘perfect’ of systems, items sometimes go astray. Assignments must be submitted electronically through the relevant assignment drop box in MyLO. All coursework must be handed in by 2.00pm on the due date.

Requests for Extensions

Written Coursework:

Extensions will only be granted on medical or compassionate grounds and will not be granted because of work or other commitments. Requests for extensions should be made in writing to the unit coordinator prior to the due date. Medical certificates or other evidence must be attached and must contain information which justifies the extension sought. Late assignments which have not been granted an extension will, at the lecturer’s discretion, be penalised by deducting ten per cent of total marks for each full day overdue.

Assignments submitted more than FIVE (5) days late will normally not be accepted by the unit coordinator.

Faculty of Business Late Assessment Policy

A full copy of the Faculty of Business late assessment policy is available from the Faculty homepage at http://fcms.its.utas.edu.au/business/business/policies.asp.

Academic Referencing and Style Guide

Before starting their assignments, students are advised to familiarise themselves with the following electronic resources. The first is the School of Management Guide to Writing Assignment, which can be accessed from the following site - : http://www.utas.edu.au/mgmt/student.htm. The guide provides students with useful information about the structure and style of assignments in the School of Management.

The second is the Harvard Referencing System Style Guide, which can be accessed from the UTAS library (http://utas.libguides.com/content.php?pid=27520&sida=199808). The Harvard Referencing System will be used in all School of Management units, and students are expected to use this system in their assignments.
Academic Misconduct and Plagiarism

Academic misconduct includes cheating, plagiarism, allowing another student to copy work for an assignment or an examination, and any other conduct by which a student:

- seeks to gain, for themselves or for any other person, any academic advantage or advancement to which they or that other person are not entitled; or
- improperly disadvantages any other student.

Students engaging in any form of academic misconduct may be dealt with under the Ordinance of Student Discipline. This can include imposition of penalties that range from a deduction/cancellation of marks to exclusion from a unit or the University. Details of penalties that can be imposed are available in the Ordinance of Student Discipline – Part 3 Academic Misconduct, see http://www.utas.edu.au/universitycouncil/legislation/.

Plagiarism is a form of cheating. It is taking and using someone else’s thoughts, writings or inventions and representing them as your own, for example:

- using an author’s words without putting them in quotation marks and citing the source;
- using an author’s ideas without proper acknowledgment and citation; or
- copying another student’s work.

If you have any doubts about how to refer to the work of others in your assignments, please consult your lecturer or tutor for relevant referencing guidelines, and the academic integrity resources on the web at http://www.utas.edu.au/tl/supporting/academicintegrity/index.html.

The intentional copying of someone else’s work as one’s own is a serious offence punishable by penalties that may range from a fine or deduction/cancellation of marks and, in the most serious of cases, to exclusion from a unit, a course, or the University.

The University and any persons authorised by the University may submit your assessable works to a plagiarism checking service, to obtain a report on possible instances of plagiarism. Assessable works may also be included in a reference database. It is a condition of this arrangement that the original author’s permission is required before a work within the database can be viewed.

For further information on this statement and general referencing guidelines, see http://www.utas.edu.au/plagiarism/ or follow the link under ‘Policy, Procedures and Feedback’ on the Current Students homepage.
<table>
<thead>
<tr>
<th>Week</th>
<th>Start of Week</th>
<th>Text Chapter &amp; Additional Readings</th>
<th>Topic</th>
<th>Due Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>5 November</td>
<td>1&amp;2</td>
<td>What is Management? &amp; The External Environment</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>12 November</td>
<td>3</td>
<td>Foundations of Decision-making</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>19 November</td>
<td>4</td>
<td>Foundations of Planning</td>
<td>Online Test 1</td>
</tr>
<tr>
<td>4</td>
<td>26 November</td>
<td>5</td>
<td>Organisational Structure &amp; Culture</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>3 December</td>
<td>Reading on MyLO</td>
<td>Ethics and Social Responsibility</td>
<td>Online Test 2</td>
</tr>
<tr>
<td>6</td>
<td>10 December</td>
<td>11</td>
<td>Leadership and Trust</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>17 December</td>
<td>12</td>
<td>Communication and Interpersonal Skills</td>
<td>Online Test 3</td>
</tr>
<tr>
<td>8</td>
<td>7 January</td>
<td>7</td>
<td>Managing Change and Innovation</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>14 January</td>
<td>13</td>
<td>Foundations of Control</td>
<td>Online Test 4 &amp; Essay</td>
</tr>
<tr>
<td>10</td>
<td>21 January</td>
<td>Chapter 6 Text pp. 111-122</td>
<td>Special Topics in Management &amp; Unit Review</td>
<td></td>
</tr>
</tbody>
</table>

Christmas/New Year break

Examination Period: TBA