MGMT11109 *Introduction to Management*
Term 2 - 2017

Profile information current as at 08/05/2024 01:48 am

All details in this unit profile for MGMT11109 have been officially approved by CQUniversity and represent a learning partnership between the University and you (our student). The information will not be changed unless absolutely necessary and any change will be clearly indicated by an approved correction included in the profile.

General Information

Overview

The aim of this unit is to enable you to gain a knowledge and understanding of management functions by examining the roles and responsibilities of a manager. You will acquire a good knowledge of management concepts. Particular emphasis is placed on the management process, its dynamic nature and its key elements of planning, organising, directing, coordinating and controlling.

Details

Career Level: *Undergraduate*
Unit Level: *Level 1*
Credit Points: *6*
Student Contribution Band: *10*
Fraction of Full-Time Student Load: *0.125*

Pre-requisites or Co-requisites

There are no requisites for this unit.
Important note: Students enrolled in a subsequent unit who failed their pre-requisite unit, should drop the subsequent unit before the census date or within 10 working days of Fail grade notification. Students who do not drop the unit in this timeframe cannot later drop the unit without academic and financial liability. See details in the Assessment Policy and Procedure (Higher Education Coursework).

Offerings For Term 2 - 2017

- Brisbane
- Distance
- Melbourne
- Perth
- Sydney

Attendance Requirements

All on-campus students are expected to attend scheduled classes – in some units, these classes are identified as a mandatory (pass/fail) component and attendance is compulsory. International students, on a student visa, must maintain a full time study load and meet both attendance and academic progress requirements in each study period (satisfactory attendance for International students is defined as maintaining at least an 80% attendance record).

Website

This unit has a website, within the Moodle system, which is available two weeks before the start of term. It is important that you visit your Moodle site throughout the term. Please visit Moodle for more information.

Class and Assessment Overview

Recommended Student Time Commitment
Each 6-credit Undergraduate unit at CQUniversity requires an overall time commitment of an average of 12.5 hours of study per week, making a total of 150 hours for the unit.

Class Timetable

Regional Campuses
Bundaberg, Cairns, Emerald, Gladstone, Mackay, Rockhampton, Townsville

Metropolitan Campuses
Adelaide, Brisbane, Melbourne, Perth, Sydney

Assessment Overview
1. **Written Assessment**
Weighting: 50%
2. **Written Assessment**
Weighting: 50%

Assessment Grading
This is a graded unit: your overall grade will be calculated from the marks or grades for each assessment task, based on the relative weightings shown in the table above. You must obtain an overall mark for the unit of at least 50%, or an overall grade of 'pass' in order to pass the unit. If any 'pass/fail' tasks are shown in the table above they must also be completed successfully ('pass' grade). You must also meet any minimum mark requirements specified for a particular assessment task, as detailed in the 'assessment task' section (note that in some instances, the minimum mark for a task may be greater than 50%). Consult the University's Grades and Results Policy for more details of interim results and final grades.

CQUniversity Policies

All University policies are available on the CQUniversity Policy site.
You may wish to view these policies:

- Grades and Results Policy
- Assessment Policy and Procedure (Higher Education Coursework)
- Review of Grade Procedure
- Student Academic Integrity Policy and Procedure
- Monitoring Academic Progress (MAP) Policy and Procedure – Domestic Students
- Monitoring Academic Progress (MAP) Policy and Procedure – International Students
- Student Refund and Credit Balance Policy and Procedure
- Student Feedback – Compliments and Complaints Policy and Procedure
- Information and Communications Technology Acceptable Use Policy and Procedure

This list is not an exhaustive list of all University policies. The full list of University policies are available on the CQUniversity Policy site.

Previous Student Feedback

Feedback, Recommendations and Responses

Every unit is reviewed for enhancement each year. At the most recent review, the following staff and student feedback items were identified and recommendations were made.

Feedback from Email, Moodle, Survey, phone communication with students in Term One 2017.

Feedback

A review of Assessment Two to ensure students achieve success in the Unit with a reduction in stress.

Recommendation

More direction given in guide documents for each individual assessment which includes a marking key and a more detailed rubric detailing level of attainment for all assessment criteria.

Feedback from Student survey

Feedback

Ensure that teaching team assembled are experienced teachers and that content and assessment requirements are addressed clearly without confusion for students.

Recommendation

Increase teaching staff meetings to four per term from two per term.

Unit Learning Outcomes

On successful completion of this unit, you will be able to:

1. demonstrate an understanding of basic concepts, principles and theories of management and how they have evolved
2. explain the four basic management functions of planning, organising, leading and controlling and how they should be implemented
3. discuss how external environmental factors can impact on managerial and organisational processes and priorities
4. identify and explain contemporary management challenges.

Alignment of Learning Outcomes, Assessment and Graduate Attributes

— N/A Level   Introductory Level   Intermediate Level   Graduate Level   Professional Level   Advanced Level

Alignment of Assessment Tasks to Learning Outcomes

Assessment Tasks	Learning Outcomes			
	1	2	3	4
1 - Written Assessment - 50%	●	●	●	●
2 - Written Assessment - 50%	●	●	●	●

Alignment of Graduate Attributes to Learning Outcomes

Graduate Attributes	Learning Outcomes			
	1	**2**	**3**	**4**
1 - Communication	•	•	•	•
2 - Problem Solving	•	•	•	•
3 - Critical Thinking	•	•	•	•
4 - Information Literacy	•	•	•	•
5 - Team Work		•	•	•
6 - Information Technology Competence	•	•	•	•
7 - Cross Cultural Competence				•
8 - Ethical practice	•			•
9 - Social Innovation				
10 - Aboriginal and Torres Strait Islander Cultures				

Alignment of Assessment Tasks to Graduate Attributes

Assessment Tasks	Graduate Attributes									
	1	**2**	**3**	**4**	**5**	**6**	**7**	**8**	**9**	**10**
1 - Written Assessment - 50%	•	•	•	•	•	•	•	•		
2 - Written Assessment - 50%	•	•	•	•	•	•	•	•		

Textbooks and Resources

Textbooks
MGMT11109

Prescribed

Becoming a Master Manager: A Competing Values Approach
6th Edition (2015)
Authors: Robert E. Quinn, Sue R. Faerman, Michael P. Thompson, Michael R. McGrath & David Bright
Wiley
Hoboken , New Jersey , USA
ISBN: 9781119034377
Binding: Hardcover

Additional Textbook Information
The E-Book is preferred. It is available for purchase at
http://au.wiley.com/WileyCDA/WileyTitle/productCd-EHEP003178.html
However, paper copies are still available if you prefer at the CQUni Bookshop here: http://bookshop.cqu.edu.au

View textbooks at the CQUniversity Bookshop

IT Resources

You will need access to the following IT resources:

- CQUniversity Student Email
- Internet
- Unit Website (Moodle)

Referencing Style

All submissions for this unit must use the referencing style: American Psychological Association 6th Edition (APA 6th edition)
For further information, see the Assessment Tasks.

Teaching Contacts

Tim Whan Unit Coordinator
t.whan@cqu.edu.au

Schedule

Week 1 - 10 Jul 2017

Module/Topic	Chapter	Events and Submissions/Topic
The competing values approach to management	Pages 1 - 33	

Week 2 - 17 Jul 2017

Module/Topic	Chapter	Events and Submissions/Topic
Creating and sustaining commitment and cohesion; Understanding self and others Module 1: Competency 1	Pages 33 - 46	

Week 3 - 24 Jul 2017

Module/Topic	Chapter	Events and Submissions/Topic

Module/Topic	Chapter	Events and Submissions/Topic
Communicating honestly and effectively Module 1: Competency 2	Pages 46 - 57	

Week 4 - 31 Jul 2017

Module/Topic	Chapter	Events and Submissions/Topic
Mentoring and developing others; Managing groups and leading teams; Managing and encouraging constructive conflict Module 1: Competency 3, 4 & 5	Pages 58 - 107	

Week 5 - 07 Aug 2017

Module/Topic	Chapter	Events and Submissions/Topic
Establishing and maintaining stability and continuity; Organizing information flows; Working and managing across function Module 2: Competency 1 & 2	Pages 108 - 143	**Learning and Research Book** Due: Week 5 Friday (11 Aug 2017) 5:00 pm AEST

Vacation Week - 14 Aug 2017

Module/Topic	Chapter	Events and Submissions/Topic

Week 6 - 21 Aug 2017

Module/Topic	Chapter	Events and Submissions/Topic
Planning and coordinating projects; Measuring and monitoring performance and quality; Encouraging and enabling compliance Module 2: Competency 3, 4 & 5	Pages 144 - 169	

Week 7 - 28 Aug 2017

Module/Topic	Chapter	Events and Submissions/Topic
Improving productivity and increasing profitability; Developing and communicating a vsion; Setting goals and objectives Module 3: Competency 1 & 2	Pages 170 - 194	

Week 8 - 04 Sep 2017

Module/Topic	Chapter	Events and Submissions/Topic
Motivating self and others; Designing and organizing; Managing execution and driving for results Module 3: Competency 3, 4 & 5	Pages 194 - 241	

Week 9 - 11 Sep 2017

Module/Topic	Chapter	Events and Submissions/Topic
Promoting change and encouraging adaptability; Using power and influence ethically and effectively Module 4: Competency 1	Pages 242 - 256	

Week 10 - 18 Sep 2017

Module/Topic	Chapter	Events and Submissions/Topic
Championing and selling new ideas; Fueling and fostering innovation Module 4: Competency 2 & 3	Pages 256 - 283	

Week 11 - 25 Sep 2017

Module/Topic	Chapter	Events and Submissions/Topic

| Negotiating agreement and commitment; Implementing and sustaining change Module 4: Competency 4 & 5 | Pages 283 - 311 | |

Week 12 - 02 Oct 2017

Module/Topic	Chapter	Events and Submissions/Topic
Integration and the road to mastery	Pages 312 - 329	**Management Report** Due: Week 12 Friday (6 Oct 2017) 5:00 pm AEST

Review/Exam Week - 09 Oct 2017

Module/Topic	Chapter	Events and Submissions/Topic

Exam Week - 16 Oct 2017

Module/Topic	Chapter	Events and Submissions/Topic

Assessment Tasks

1 Learning and Research Book

Assessment Type
Written Assessment

Task Description
Each week you will have a task to develop a management competency and/or research skill ending in week five. You are to record the output in your Learning and Research Book. You will submit this Learning and Research Book in week five. A summary of the weekly tasks is provided below (further detail on the weekly tasks is found in the "WHAT YOU NEED TO DO FOR ASSESSMENT ONE" document on moodle;
Week 1 - Thinking critically
Week 2 - Demonstrate your skill in preparing a 'References' list in the APA referencing style
Week 3 - Reflective listening to improve your communication
Week 4 - Follow up on the meeting by writing an effective email
Week 5 - Demonstrate your skill in deconstructing a basic concept, principle or theory of management
Before starting this assessment please thoroughly read the "WHAT YOU NEED TO DO FOR ASSESSMENT ONE" available in moodle which provides further detail and links to the content for this assessment.

Purpose
The purpose of this assessment item is to assess your research skills and your understanding of the Unit Learning Outcomes as they relate to the first five weeks of content for this unit in preparation for Assessment Task 2.

Resources
You will need to have the following documents in order to complete the assessment tasks below.
1. American Psychological Association (APA) abridged guide updated Term 2 2016;
2. The textbook - you will not be able to complete assessment without access to this resource
Further Details - The Learning and Research Book must have a Title Page, Table of Contents and 'References' List. This is an individual assessment task with a maximum word count of 1500 words excluding the Title Page, Table of Contents and the 'References' List for week two of the assessment tasks. The Learning and Research Book contains activities that will help you develop your skills as a manager and researcher and help you prepare for the next piece of assessment in this unit.

Assessment Due Date
Week 5 Friday (11 Aug 2017) 5:00 pm AEST
This due date and time has been chosen to closely align with business expectations in the modern Australian workplace. Most management tasks are required on a Friday at 5pm rather than on a Monday at 9am.

Return Date to Students
Week 6 Friday (25 Aug 2017)
The return date will apply to all submissions lodged on or before the due date and time

Weighting
50%

Assessment Criteria

Your assessment will be assigned a mark (out of the possible marks in the brackets below) based on how well your overall assessment addresses the assessment criteria

CONTENT:

Demonstrate that you have insight and understanding of the basic concepts, principles and theories of management presented in week one to five of the unit (20 marks).

Demonstrate critical thinking and judgement when asked to provide responses to the assessment tasks considering the external environmental factors that impact on managers (15 marks).

PRESENTATION:

Observe strict conformity to the referencing protocol as set out in the CQU American Psychological Association (APA) abridged guide updated Term 2 2016 when preparing the 'References' list (10 marks).

Demonstrate a professional approach to the presentation of the Learning and Research Book – including overall design and logical structure, format and layout, including grammar, expression, punctuation and correct spelling using Australian English (5 marks).

50 marks = 50% weighting of assessment for this unit.

Referencing Style

- American Psychological Association 6th Edition (APA 6th edition)

Submission

Online

Learning Outcomes Assessed

- demonstrate an understanding of basic concepts, principles and theories of management and how they have evolved
- explain the four basic management functions of planning, organising, leading and controlling and how they should be implemented
- discuss how external environmental factors can impact on managerial and organisational processes and priorities
- identify and explain contemporary management challenges.

Graduate Attributes

- Communication
- Problem Solving
- Critical Thinking
- Information Literacy
- Team Work
- Information Technology Competence
- Cross Cultural Competence
- Ethical practice

2 Management Report

Assessment Type

Written Assessment

Task Description

You will receive a case study for 'Rock Paper Scissors Hairdressing Salon' found in moodle in the document "WHAT YOU NEED TO DO FOR ASSESSMENT TWO". You will focus on the principles, models and theories of management and how the Salon is planned, organised, lead and controlled. You will also discuss the external environmental factors affecting the Salon and the contemporary management challenge that this presents. Before starting this assessment please thoroughly read the "WHAT YOU NEED TO DO FOR ASSESSMENT TWO" available in moodle which provides further detail and links to the content for this assessment.

Purpose

The purpose of this assessment item is to evidence your research skills and your understanding of the Unit Learning Outcomes as they relate to the discipline of management.

Resources

You will need to have the following documents in order to complete the assessment tasks below.

1. American Psychological Association (APA) abridged guide updated Term 2 2016;

2. The textbook - you will not be able to complete assessment without access to this resource

Further Details

This is an individual assessment task with a maximum word count of 2500 words. Before starting this assessment please thoroughly read the "WHAT YOU NEED TO DO FOR ASSESSMENT TWO" and the assessment criteria set out below. The

Management Report is written in the third person passive academic style. The Management Report provides evidence of your management competencies and research skills learnt during your study of this unit. The Management Report has a focus on demonstrating your research skills developed in this unit; your ability to judge quality research materials (predominately peer reviewed academic journals); and provide a summary of this material to support your findings.

Assessment Due Date
Week 12 Friday (6 Oct 2017) 5:00 pm AEST
This due date and time has been chosen to closely align with business expectations in the modern Australian workplace. Most management tasks are required on a Friday at 5pm rather than on a Monday at 9am.

Return Date to Students

Comments and marks will be released following certification of grades.

Weighting
50%

Assessment Criteria
Your assessment will be assigned a mark (out of the possible marks in the brackets below) based on how well your overall assessment addresses the assessment criteria.
CONTENT:
Demonstrate the academic research skills necessary to at least pass this criterion by providing at least EIGHT (8) academic scholarly references. Further references, well summarised, will score above 8/15. Scholarly references must include the prescribed textbook. Scholarly references must be relevant to the discipline area of management, be from the last five years and be predominately peer reviewed journals (15 marks).
Provide critical analysis and demonstrate critical thinking when responding to the assessment task and the inherent contemporary management challenges (15 marks).
Demonstrate an understanding of the environmental factors and their impact on managerial and organisational processes and priorities (10 marks).

PRESENTATION:
Demonstrate a professional approach to the presentation of the Management Report – including structure and presentation, grammar, expression, punctuation and correct spelling using Australian English (5 marks).
Observe a strict conformity to the referencing protocol as set out in the CQU American Psychological Association (APA) abridged guide updated Term 2 2016 (5 marks).
50 marks = 50% weighting of assessment for this unit.

Referencing Style

- American Psychological Association 6th Edition (APA 6th edition)

Submission
Online

Learning Outcomes Assessed

- demonstrate an understanding of basic concepts, principles and theories of management and how they have evolved
- explain the four basic management functions of planning, organising, leading and controlling and how they should be implemented
- discuss how external environmental factors can impact on managerial and organisational processes and priorities
- identify and explain contemporary management challenges.

Graduate Attributes

- Communication
- Problem Solving
- Critical Thinking
- Information Literacy
- Team Work
- Information Technology Competence
- Cross Cultural Competence
- Ethical practice

Academic Integrity Statement

As a CQUniversity student you are expected to act honestly in all aspects of your academic work.

Any assessable work undertaken or submitted for review or assessment must be your own work. Assessable work is any type of work you do to meet the assessment requirements in the unit, including draft work submitted for review and feedback and final work to be assessed.

When you use the ideas, words or data of others in your assessment, you must thoroughly and clearly acknowledge the source of this information by using the correct referencing style for your unit. Using others' work without proper acknowledgement may be considered a form of intellectual dishonesty.

Participating honestly, respectfully, responsibly, and fairly in your university study ensures the CQUniversity qualification you earn will be valued as a true indication of your individual academic achievement and will continue to receive the respect and recognition it deserves.

As a student, you are responsible for reading and following CQUniversity's policies, including the **Student Academic Integrity Policy and Procedure**. This policy sets out CQUniversity's expectations of you to act with integrity, examples of academic integrity breaches to avoid, the processes used to address alleged breaches of academic integrity, and potential penalties.

What is a breach of academic integrity?
A breach of academic integrity includes but is not limited to plagiarism, self-plagiarism, collusion, cheating, contract cheating, and academic misconduct. The Student Academic Integrity Policy and Procedure defines what these terms mean and gives examples.

Why is academic integrity important?
A breach of academic integrity may result in one or more penalties, including suspension or even expulsion from the University. It can also have negative implications for student visas and future enrolment at CQUniversity or elsewhere. Students who engage in contract cheating also risk being blackmailed by contract cheating services.

Where can I get assistance?
For academic advice and guidance, the Academic Learning Centre (ALC) can support you in becoming confident in completing assessments with integrity and of high standard.

What can you do to act with integrity?

Be Honest
If your assessment task is done by someone else, it would be dishonest of you to claim it as your own

Seek Help
If you are not sure about how to cite or reference in essays, reports etc, then seek help from your lecturer, the library or the Academic Learning Centre (ALC)

Produce Original Work
Originality comes from your ability to read widely, think critically, and apply your gained knowledge to address a question or problem