

Subject Title	Managing People & Organisations
Subject Code	MGT101
Lecture/Tutorial Hours	44
Self Study Hours	55

Rationale

This subject is a study of management theories, emphasising the management functions of planning, organising, leading, controlling, motivating and decision making.

The subject also provides an introduction to management from an organisational perspective for management students. Students will be faced with making a range of decisions related to real life business scenarios, which not only tests their theoretical knowledge of the subject but also enhances their ability to make informed and appropriate decisions based on that knowledge and the given circumstances of a variety of situations.

Aim

Organisations bring people together and it is through this lens that vision and values are examined. Unlike finance, marketing or operations, studying the vision, values and goals of an entity is a relatively new concept in the world of business. It is often perceived as irrelevant, unfeasible or unmanageable, however, if well understood it can make a successful business. This subject aims to explore exactly what is meant by vision and value management: how to create visions and values, how to implement them and how to measure their success. An historical perspective of management of organisations is developed. Operations and human resource management are examined from an inter-cultural perspective to ensure participants are aware of the impact that national culture has on how people behave in the organisation. This is extended with a contemporary perspective, discussing ethics and change as significant issues facing organisations.

This subject examines organisations and their activities from a number of perspectives. It aims to show students that organisations bring people together with a vision and values to achieve what they could not possibly achieve individually.

This subject examines organisations and their activities from a number of perspectives. It aims to show students how organisations work. The subject aims to provide an introduction to organisational management.

This subject provides a basic introduction to management and organisational principles, as well as the knowledge that will able them to use business terminology effectively at their future work place. It also provides a basic introduction to the organisational expectations from its employees and managers.

Another aim of this subject is to develop skills in the following areas:

- working in teams

- taking responsibility for ones own learning
- practical learning through written and oral communications

Finally, the subject aims to develop the skills and knowledge necessary to enhance written and oral business communication.

Teaching and Learning Strategy

The aim and learning outcomes of this subject will be achieved through lectures, class discussions, self-directed learning, tutorials and group work. Students are expected to read in advance of lectures and to participate in tutorials. Chapters for pre reading are listed in the week - by - week programme and are taken from the set textbook:

Title: Contemporary Management

Authors: Waddell-Jones-George

Edition: 2e 2011

ISBN: 0071000283

Publisher: McGraw-Hill Australia and New Zealand

Learning Outcomes

- 1 Distinguish among planning, organising, leading and controlling (the four principal managerial functions), and analyse the managers ability to handle each one in the context of organisational performance
- 2 Illustrate the contributions of the evolution of the management theories to the efficient and effective use of organisational resources
- 3 Differentiate between the task and general environments and explain the how managers should perceive, interpret a respond appropriately to the organisational environment
- 4 Discuss the increasing diversity of the workforce and the organisational environment and explain the central role that managers play in the effective management of change and workforce diversity

Graduate Attributes and Employability Skills

- Culturally and socially aware with the capacity to apply their knowledge in local, national and international contexts
- Bound by ethical standards and codes of conduct

- Effective communicators of knowledge, ideas and opinions within and across professional and cultural boundaries
- Able to work collaboratively within and across teams

Reading Materials

Prescribed

Waddell, D., Jones, G. R., & George, J. M. (2011). *Contemporary Management*. (2nd ed.). North Ryde, N.S.W.: McGraw-Hill .

ISBN: 9780071000284

Call Number: 658 W116

Week by Week Programme

WEEK 1 - What is Management?

Lecture Content

- Introduction and an overview of the subject, assessments, subject materials/resources and professional performance criteria
- What is Management?

Tutorial Content

- Lecture review, group assessments overview & designation of groups

Readings

- Readings: S.O.W. + Chapter 1

ASSESSMENT DUE: Quiz

- Description: Individual Quiz 1
- Weighting: 3.00%
- Instructions: See Moodle

WEEK 2 - Evolution of Management

Lecture Content

- Evolution of Management - Chapter 2

Tutorial Content

- Lecture review & group work

Readings

- Chapter 2

WEEK 3 - Managing the Environment: Organisational Culture

Lecture Content

- Managing the Environment: Organisational Culture

Tutorial Content

- Lecture review & group work

Readings

- Chapter 3

WEEK 4 - Managing Change and Diversity

Lecture Content

- Managing Change and Diversity

Tutorial Content

- Lecture review, Quiz 1 review on Chapters 1-3 & group work

Readings

- Chapter 4

WEEK 5 - Ethics & Corporate Social Responsibility

Lecture Content

- Ethics & Corporate Social Responsibility

Tutorial Content

- Lecture review, quiz review & group work

Readings

- Chapter 5

ASSESSMENT DUE: Individual Assignment

- Description: Academic Paper
- Weighting: 15.50%
- Instructions: See Moodle

ASSESSMENT DUE: Quiz

- Description: Individual Quiz 2
- Weighting: 3.00%
- Instructions: See Moodle

ASSESSMENT DUE: Individual Assignment

- Description: Group Presentation
- Weighting: 15.50%
- Instructions: See Moodle

ASSESSMENT DUE: Quiz

- Description: Individual Quiz 3
- Weighting: 3.00%
- Instructions: See Moodle

ASSESSMENT

Student Assessment

Exams will take place in weeks 12 & 13. Please refer to the official Exam Timetable for further information.

The purpose of the assessment tasks is to demonstrate that you have met the learning objectives as set out above. Informal questioning will be used frequently during lectures and tutorials to provide feedback to students on their current level of learning and to highlight areas for development. A final exam will assess your overall assimilation of subject concepts.

Assignment briefs will be available in class as indicated and then on Moodle.

The overall assessment program is the following:

No	Assessment	Issued	Due	Weighting	Type	Outcomes
1	Individual Quiz 1	Week 1	Week 1	3.00%	Quiz	1,2
2	Individual Quiz 2	Week 1	Week 9	3.00%	Quiz	1,2
3	Academic Paper	Week 1	Week 8	15.50%	Individual Assignment	1,2,3,4
4	Group Presentation	Week 1	Week 9	15.50%	Individual Assignment	3,4
5	Individual Quiz 3	Week 1	Week 11	3.00%	Quiz	1,3
6	Individual Final Exam	Week 1	Exam Week/s	60.00%	Final Exam	1,2,3,4

Learning Management System - Moodle

You have access to all subject notes on the learning management system (LMS) Moodle. To access your subjects through Moodle please go to: <http://lms.icms.edu.au>

Instructions to Students

You are required to prepare for assessments by reading the subject matter in subject notes, handouts and readings. Class work and practical application of theory assist in reinforcing the importance of this subjects topics. You are required to participate in class discussions and activities.

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Academic Integrity

The ICMS community depends upon shared academic standards. Plagiarism, cheating and collusion are regarded as a serious breach of the academic standards of ICMS. Academic dishonesty in any form by a student represents an impairment of these standards. If any academic dishonesty occurs, such as cheating in an examination, the student will automatically receive a fail grade for the subject and also be reported to the Registrar for disciplinary action and other penalties as outlined in the Academic Handbook.

Assessment Objectives

The assessments are designed to assess your:

- understanding of concepts/principles discussed in the subject
- ability to apply the concepts and logic thereof
- ability to develop and support an argument/position
- ability to analyse, critique and think
- ability to identify enhancements to strategies, systems and practices discussed in the subject

Engagement will be based on your:

- ability to work as part of a team if there are group assignments
- individual involvement during lecturers/tutorials
- respectful conduct and interaction with others

Assessment Criteria

The individual assignment will have specific questions that will need to be specifically answered. More generally however, the following main criteria will apply when marking assignments:

- relevance of answers to questions
- evidence of reading and research
- description and understanding of the concepts used (accurate, coherent, unambiguous)
- clarity of communication (marked down for irrelevant discussion or padding)
- logical and justifiable argument or position

The following criteria will also be considered:

- all references and quotations to be acknowledged as per the ICMS style guide
- correct expression (spelling, grammar)
- academic integrity, i.e., originality of the work (plagiarism is an automatic fail)
- respect of minimum and maximum word length where appropriate (aim for quality, not for quantity)

Feedback and Evaluation

The feedback and evaluation will normally take place within seven days of submission of assignments and marks will be posted on Moodle. In the case of large classes, feedback may take up to, but no later than, fourteen days. Grades will be given as a letter denoting the level achieved.

(High Distinction - H.D. | Distinction D | Credit C | Pass P | Fail F)

Submitting Assessment Tasks

An ICMS assignment cover sheet **MUST** be attached to each piece of written assessment and filled out with complete details. You can obtain the ICMS assignment cover sheet from the student website. There is also a copy attached to the Subject Outline.

All work submitted must be in both soft and hard copy by the due date and time.

ICMS Grading in this Subject

The Academic Senate at ICMS has a set of guidelines on the distribution of grades across the range from fail to high distinction. Your final result will include one of these grades plus a standardized numerical mark (SNM).

Your final SNM and grade will be determined using a two-stage process. The first stage is an assessment of performance on individual assessment tasks against the identified criteria and standards. The second stage is an assessment of overall performance in the Subject, including all requirements, activities and assessment tasks.

Final grades to describe achievement will be awarded on the basis of your overall performance and the extent to which you demonstrate fulfilment of the learning outcomes.

The relationship between SNMs and Final Grades is shown in the table below.

Standardised Mark (%)	Grade	Grade Point
85 - 100	HD	4.0
75 - 84	D	4.0
65 - 74	C	3.0
50 - 64	P	2.0
0 - 49	F	0.0

HIGH DISTINCTION	Denotes performance which meets all subject outcomes in such an exceptional way and with such marked excellence that it deserves the highest level of recognition
DISTINCTION	Denotes performance which clearly deserves a very high level of recognition as an excellent achievement in the subject
CREDIT	Denotes performance which is substantially better than would normally be expected of competent students in the subject
PASS	Denotes performance which satisfies subject outcomes
FAIL	Denotes performance which does not meet subject objectives

Performance Level

To complete this subject satisfactorily you must:

- Attend all lectures and tutorials
- Actively participate in the tutorial classes and presentations
- Read widely - including but not limited to the readings specified each week
- Complete all specified learning activities, assessment tasks and homework tasks
- Submit all assessment tasks on or before the due date
- Demonstrate satisfactory involvement in the group assignment



Student Declaration

Student Name:
Student No:
Subject Code:
Subject Name:
Lecturer/Tutor:
Assignment Title:
Word Count:
Due Date:
I am aware of ICMS policy on plagiarism as stated in the ICMS Student Handbook. This assignment does not breach those requirements nor has it been previously submitted for assessment contributing to any other subject or course. The ideas and information that are not mine have been referenced accordingly.
Signed: