



# Unit Outline (Higher Education)

|                            |   |
|----------------------------|---|
| <b>Institute / School:</b> | Institute of Innovation, Science & Sustainability |
| <b>Unit Title:</b>         | Introduction to Management                        |
| <b>Unit ID:</b>            | BUMGT1100   |
| <b>Credit Points:</b>      | 15.00   |
| <b>Prerequisite(s):</b>    | Nil   |
| <b>Co-requisite(s):</b>    | Nil   |
| <b>Exclusion(s):</b>       | Nil   |
| <b>ASCED:</b>              | 080301  |

## Description of the Unit:

This unit provides foundations in the principles and practice of management by covering organisational environmental and cultural influences and the four basic management functions of planning, organising, leading and controlling. The role of sound management practice as an essential aspect of conducting business in an ethical and socially responsible manner is considered. The unit identifies contemporary management challenges and determines their impact on the practice of management and organisational processes and priorities.

**Grade Scheme:** Graded (HD, D, C, P, MF, F, XF)

## Work Experience:

No work experience: Student is not undertaking work experience in industry.

**Placement Component:** No

**Supplementary Assessment:** Yes

Where supplementary assessment is available a student must have failed overall in the Unit but gained a final mark of 45 per cent or above, has completed all major assessment tasks (including all sub-components where a task has multiple parts) as specified in the Unit Description and is not eligible for any other form of supplementary assessment

## Course Level:

| Level of Unit in Course | AQF Level of Course      |                          |                                     |                          |                          |                          |
|-------------------------|--------------------------|--------------------------|-------------------------------------|--------------------------|--------------------------|--------------------------|
|                         | 5                        | 6                        | 7                                   | 8                        | 9                        | 10                       |
| Introductory            | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Intermediate            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

| Level of Unit in Course | AQF Level of Course |   |   |   |   |    |
|-------------------------|---------------------|---|---|---|---|----|
|                         | 5                   | 6 | 7 | 8 | 9 | 10 |
| Advanced                | ■                   | ■ | ■ | ■ | ■ | ■  |

### Learning Outcomes:

#### Knowledge:

- K1.** Describe the principles of sound management practice
- K2.** Examine how management contributes to the effective functioning of organisations
- K3.** Describe the four basic management functions of planning, organising, leading and controlling and explain how they should be implemented
- K4.** Recognise the role of sound management principles and practices in contributing to ethically and socially responsible business
- K5.** Identify contemporary management challenges that influence management practice and organisational processes and priorities

#### Skills:

- S1.** Apply the knowledge gained in facilitating the management process in organisations
- S2.** Evaluate the effectiveness of management theories and models as they relate to how organisations function
- S3.** Present a clear, coherent and independent exposition of knowledge and ideas about a particular topic relating to management
- S4.** Identify strategies to meet management issues and problems

#### Application of knowledge and skills:

- A1.** Evaluate a diverse range of management functions and practices across multiple industries, using appropriate management theories
- A2.** Apply management theories and concepts to improve management functions in business, not-for-profit and governmental organisations

#### Unit Content:

Topics may include:

- Foundations of Management and Organisations
- The roles of Managers in contemporary business
- The Environment and Corporate Culture
- Interpersonal skills, Communication and Teamwork in Organisations
- The Planning function
- The Organising function
- The Leading function
- The Controlling function
- Motivation
- Managing Change and Innovation
- Ethics, Social Responsibility and Sustainable Development
- Review and Reflection

#### Learning Task and Assessment:

| Learning Outcomes Assessed             | Assessment Tasks   | Assessment Type    | Weighting |
|--|--|--------------------|-----------|
| K1, K2, S1                             | Demonstrate knowledge and application of required readings and materials that relate to Management Principles  | Journal/Reflection | 15%-25%   |
| K1, K2, K3, K5, S1, S2, S3, A1         | Group assignment considering key management functions/activities of an organisation and how they relate to organisational success.                           | Report             | 25%-35%   |
| K1, K2, K4, K5, S1, S2, S3, S4, A1, A2 | Demonstrate knowledge of key management concepts and contemporary management challenges and issues and applying knowledge and skills in different situations | Final test         | 50-55%    |

**Adopted Reference Style:**

APA

Refer to the [library website](#) for more information

Fed Cite - [referencing tool](#)