**SBM3106 – Fundamentals of Management**

<table>
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<tr>
<th><strong>UOS CODE</strong></th>
<th><strong>UOS NAME</strong></th>
<th><strong>CREDIT POINTS</strong></th>
<th><strong>STATUS</strong></th>
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<tbody>
<tr>
<td>SBM3105</td>
<td>Fundamentals of Management</td>
<td>6</td>
<td>Core</td>
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</table>

**SUMMARY**

This Unit Management can be defined as all the activities and tasks undertaken by one or more persons for the purpose of planning and controlling the activities of others in order to achieve an objective or complete an activity that could not be achieved by the others acting independently. A manager's job involves planning for the future by anticipating changes in the external environment, organizing people into groups, allocating resources to them and motivating them to attain organizational goals. Good management is essential for any organization, be it a government agency, a non-profit organization or an industrial firm, if it is to achieve its objectives. Introduction to Management helps students understand the fundamental concepts, functions and processes of management. The aims of this unit of study are to provide students with:

- An understanding of organizational behavior and management theory.
- A critical assessment of the underlying values of these theories
- A critical assessment of the usefulness and application of the management practices informed by these theories in the Australian and international context.
- A critical assessment of the values of Australian and international managers relating to behavior in organizations

**COURSE CONVENOR**

TBA

**ASSOCIATED HIGHER EDUCATION AWARD**

- Diploma of Business
- Bachelor of Business

**STUDENT WORKLOAD**

<table>
<thead>
<tr>
<th>No. timetabled hours per week</th>
<th>No. personal study hours per week</th>
<th>Total workload hours per week</th>
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<tr>
<td>5</td>
<td>5</td>
<td>10</td>
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Additional English language support: _ hours per week

**PRE-REQUISITE** (course name)

Nil

**OTHER RESOURCES REQUIREMENTS**

Nil

**SUBJECT WEIGHTING**

- Subject credit points – 6 credit point
- Total course credit points - 144 credit point

**MODES OF DELIVERY**

- E-learning (online)
- Face-to-face on site
- Distance/Independent learning (untimetabled)
- Full-Time
- Part-Time

**LEARNING OUTCOMES FOR SUBJECT**

1. Describe and discuss the key theories and principles of business management.
2. Describe and discuss the management functions of planning, organizing, leading, and controlling within organisations.
3. Demonstrate an understanding of how functions such as marketing, financial management, and IT strategy contribute to business efficiency.
4. Identify and demonstrate an understanding of the key managerial roles in modern organisations including human resources management, staff motivation, and effective communication.
5. Identify and assess several different models and theories of management.
6. Describe and discuss the role of workplace culture, diversity, and people management in organisations.
7. Describe and discuss the role of ethics in contemporary management and business practice.

**ASSESSMENT TASK**

<table>
<thead>
<tr>
<th>TYPE</th>
<th>WHEN ASSESSED – YEAR, SESSION AND WEEK</th>
<th>WEIGHTING</th>
<th>LINKED LEARNING OUTCOMES</th>
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</thead>
<tbody>
<tr>
<td>Tutorial quizzes</td>
<td>Four quizzes commencing in week three and continuing every three weeks.</td>
<td>20% (5% per each quiz)</td>
<td>1-7</td>
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</table>

Quizzes are developed to ensure that students study regularly and are familiar with the material discussed and presented each week in lectures and tutorials. Quizzes take approximately 15-20 minutes to complete and may include multiple choice questions, problem solving exercises, and short answer questions.
**Essay**

Essays test a student’s ability to assess information, formulate arguments, and critically evaluate different alternatives to issues or problems.

In this assessment students must write a 2500-word essay on one of the following topics:

- The role and importance of planning to contemporary business
- The role and importance of culture and diversity in organisations
- How effective IT strategy management can lead to greater business efficiency
- The identification and application of effective ethics in contemporary business and decision making

The precise wording and scope of the essay should be discussed and agreed with the unit coordinator by the end of week three.

**Presentations**

Presentations commence in week 10 and continue till the end of term.

| Presentations | 30% | 1, 2, 6 and 7 |

**Final examination**

Examinations assess students' understanding and comprehension of theoretical and practical knowledge presented throughout the unit.

The unit’s final examination will be a three-hour closed book exam and will include a series of multiple choice questions, short answer problem solving exercises, and practical exercises to demonstrate technical proficiency.

| Final examination | 50% | 1-7 |

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**PREScribed FOR THE COURSE**

**SELECTed REFERENCES**

**PRINTED MATERIALS**

Extensive lectures notes, case study material and other information will be provided on-line as part of this course.

Prescribed text

<table>
<thead>
<tr>
<th>WEB SITES</th>
<th>Online useful sources of references are:</th>
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</thead>
<tbody>
<tr>
<td>No single Web site presents all the necessary knowledge that students</td>
<td>Australian Institute of Company Directors</td>
</tr>
<tr>
<td>need to learn and apply. However, opposite are some useful sites to visit.</td>
<td><a href="http://www.companydirectors.com.au">www.companydirectors.com.au</a></td>
</tr>
<tr>
<td></td>
<td>Australian Institute of Management</td>
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<td></td>
<td>Australian and New Zealand Academy of Management</td>
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<td></td>
<td><a href="http://www.anzam.uts.edu.au/">http://www.anzam.uts.edu.au/</a></td>
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<tr>
<td></td>
<td>Business Victoria</td>
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<td></td>
<td>The Wall Street Journal</td>
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<td><a href="http://online.wsj.com/public/us">http://online.wsj.com/public/us</a></td>
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