

Unit of Study: BUS1002 Fundamentals of Management Trimester 3, 2022

Overview:

This unit aims to provide an extensive theoretical and practical foundation for understanding real-world management practices, focusing on the relationship to organisations and business processes.

Course(s)	Diploma of Business (DipBUS) Bachelor of Business (BBUS) Diploma of Business Information Systems (DipBIS) Bachelor of Business Information Systems (BBIS)
Credit Points	6 Credit points
Duration	12 weeks (10 teaching weeks; 1 study week; 1 final assessment week)
Level	Undergraduate Introductory
Student Workload	Students should expect to spend approximately 10 hours per week over 12 weeks (totalling approximately 120 hours) on learning activities for this unit.
Mode(s) of Delivery	On campus, Blended
Pre-Requisites	N/A
Unit Coordinator	As per current timetable
Contact Information	Consultation: 1 hour scheduled session

Unit Learning Outcomes (ULOs)

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

- [ULO1] Critically analyse management practices in the Australasian context.
- [ULO2] Critically analyse the values, social and ethical responsibilities of management theories in a global context.
- [ULO3] Critically analyse the nature of effective decision making, goal setting and planning strategies employed by managers.
- [ULO4] Evaluate various motivational and leadership theories and explain the benefits derived from their application in organisations.
- [ULO5] Evaluate control systems and processes for achieving effective change in organisations.
- [ULO6] Demonstrate an understanding of individual and group behaviour in the context of organisations and their environment.

Schedule of Learning and Teaching Activities

Week	Topic
Week 1	The contemporary Workplace
Week 2	Environment and Diversity / Historical Foundations of Management
Week 3	Planning
Week 4	Organising
Week 5	Controlling

Week 6	Strategic Management
Week 7	Leading and Managing Change
Week 8	Leading
Week 9	Motivation
Week 10	Implications of Organisation Behaviour
Week 11	STUDY WEEK
Week 12	ASSESSMENT/EXAMINATION WEEK FOR SPECIFIED UNITS

Assessments



- All assessments are compulsory.
- To pass the unit students must:
 - achieve a total of 50% or more of marks offered; and
 - pass all individual invigilated assessments; and
 - have attempted all assessments.




Where one or more of these requirements are not met, the Board of Examiners will consider a student's overall progress towards meeting the unit learning outcomes and any special circumstances before reaching a decision.

- The Board of Examiners may grant a supplementary assessment where a student:
 - achieves a total of 45% or more; and
 - has passed all individual invigilated assessments in the unit; and
 - has attempted all assessments; and
 - has a recommendation for supplementary assessment by the Unit Coordinator and the Head of Discipline?

Where one or more of these requirements are not met, the Board of Examiners will consider a student's overall progress towards meeting the unit learning outcomes and any special circumstances before reaching a decision. Attendance and engagement in class will be considered.

- APIC awards common result grades as set out in the [Award of Grade Policy](#).
- Detailed information for each assessment can be found on the Unit's Home Page and in the Assessment Brief.

Assessment Task	Type	Weighting	Length	Due	ULO
Assessment 1: Online Quiz Quiz 1, Quiz 2, Quiz 3, Quiz 4. This quiz aims to provide early assessment of students' understanding of the unit. The quiz will comprise of Multiple-Choice Questions and/or Fill in the Blank, and short answer questions.	Individual  Invigilated 	40%	30 mins Each Quiz	Week 3 – Quiz 1 Week 5 – Quiz 2 Week 7 – Quiz 3 Week 9 – Quiz 4	[ULO1] [ULO2], [ULO3]

Assessment 2: Applied project Analyse a new business – Provide ideas on Effective Management Practices critiquing the functions of management in a changing environment	Individual 	40%	2000 words	Week 10	[ULO1], [ULO2], [ULO3], [ULO4], [ULO5], [ULO6]
Assessment 3: Viva voce It contains pre-recorded presentation of the assessment 2 following with question answer	Individual  Invigilated 	20%	15 Minutes	Week 11	[ULO1], [ULO2], [ULO3], [ULO4], [ULO5], [ULO6]

Canvas Reserve:

Course Reserve includes all required resources and reading material for the unit of study. You can access Course Reserve via [APIC Library](#) or via the Course Reserve link on the unit’s homepage.

Prescribed text(s):

Schermerhorn, JR, Davidson, P, Woods, P, Factor, A, Simon, A & McBarron, E 2019, Management, 7th Asia-Pacific edn, John Wiley and Sons, Brisbane, Australia

Academic Integrity

Ethical conduct and academic integrity and honesty are fundamental to the mission of APIC and academic misconduct will not be tolerated by the College. It is the responsibility of every student to make sure that they understand what constitutes academic misconduct and to refrain from engaging in it. Please refer to APIC’s [Academic Integrity Policy](#) for further details.

Other Important Information and Links

Special consideration If your academic work is impacted by significant documented illness, hardship, or other adverse circumstances beyond your control, you may make an application for Special Consideration. Please refer to the Assessment Policy for further details.	Late submission Penalties apply when work is submitted after the due date without approval. Please refer to the Assessment Policy for information about late submission.
Assessment appeals If you are concerned about a mark you have received for an assessment or final grade, you may apply to formally appeal the grade. Please see the Assessment Policy for further details.	Award of grades APIC awards common result grades, set out in the Award of Grade Policy .

<p>Expectations of student conduct</p> <p>Students are expected to conduct themselves in a manner that is consistent with a safe and respectful study environment. More information can be found in the Student Code of Conduct.</p>	<p>Study resources</p> <p>APIC Library and Student Learning Support resources and services can be accessed via the Student Lounge or your Dashboard on the OLS (Canvas).</p>
<p>Student Services</p> <p>The Student Services team provides administrative support for students and handles enquiries about enrolment, timetables, important dates and submitting forms. More information can be found on the Student Services page on the OLS (Canvas).</p>	<p>Key dates</p> <p>Key dates through the academic year, including teaching periods, census, payment deadlines and exams can be found on the Academic Calendar section of the APIC website.</p>

Changes and Updates to the Unit of Study Guide

This Unit of Study Guide may be updated and amended from time to time. Students will be notified of any changes to the unit via the Online Learning System (Canvas) space for the unit.

This Unit of Study Guide was last modified on 15th September 2022.