



MGT700 INTRODUCTION TO BUSINESS MANAGEMENT T324

BRIEF

All information in the Subject Outline is correct at the time of approval. KOI reserves the right to make changes to the Subject Outline if they become necessary. Any changes require the approval of the KOI Academic Board and will be formally advised to those students who may be affected by email and via Moodle.

Information contained within this Subject Outline applies to students enrolled in the trimester as indicated

1. General Information

1.1 Administrative details

Associated HE Award(s)	Duration	Level	Subject Coordinator
Master of Information Systems (MIS) Graduate Diploma of Information Systems (GDIS)	1 trimester	1	Dr Fadi Kotob fadi.kotob@koi.edu.au P: +61 (2) 9283 3583 L: Level 1-2, 17 O'Connell St. Consultation: via Moodle or by appointment.

1.2 Core / Elective

Core subject

1.3 Subject Weighting

The weighting of this subject and the total course points are indicated below.

Subject Credit Points	Total Course Credit Points
4 Credit Points	32 GDIS, 64 MIS

1.4 Student Workload

The expected student workload per week for this subject is indicated below.

No. Timetabled Hours/Week*	No. Personal Study Hours/Week**	Total Workload Hours/Week***
3 hours/week (2 hour Lecture + 1 hour Tutorial)	7 hours/week	10 hours/week

* Total time spent per week at lectures and tutorials

** Total time students are expected to spend per week in studying and completing assignments.

*** That is, * + ** = workload hours.

1.5 Mode of Delivery Classes will be face-to-face or hybrid. Certain classes will be online (e.g., special arrangements).

1.6 Pre-requisites Nil

1.7 General Study and Resource Requirements



- Dedicated computer laboratories are available for student use. Normally, tutorial classes are conducted in the computer laboratories.
- Students are expected to attend classes with the requisite textbook and must-read specific chapters prior to each tutorial. This will allow them to actively take part in discussions.
- Students should have elementary skills in both word processing and electronic spreadsheet software, such as Office 365 or MS Office.
- Computers and WIFI facilities are extensively available for student use throughout KOI. Students are encouraged to make use of the campus Library for reference materials.
- Students will require access to the internet and email. Where students use their own computers, they should have internet access. KOI will provide access to required software.

1.8 Academic Advising

Academic advising is available to students throughout teaching periods including the exam weeks. As well as requesting help during scheduled class times, students have the following options:

- Consultation times: A list of consultation hours is provided on the homepage of Moodle where appointments can be booked.
- Subject coordinator: Subject coordinators are available for contact via email. The email address of the subject coordinator is provided at the top of this subject outline.
- Academic staff: Lecturers and Tutors provide their contact details in Moodle for the specific subject. In most cases, this will be via email. Some subjects may also provide a discussion forum where questions can be raised.
- Head of Program: The Head of Program is available to all students in the program if they need advice about their studies and KOI procedures.
- Vice President (Academic): The Vice President (Academic) will assist students to resolve complex issues (but may refer students to the relevant lecturers for detailed academic advice).

2. Academic Details

2.1 Overview of the Subject

This is a foundational unit to introduce the nature and context of business management. It also covers essential skills for students' future work. The unit examines management as a process of planning, organising, leading, and controlling the efforts of organisational members. It discusses how recent trends such as globalisation, economic change and the effects of new technology have led to profound changes in organisations, and how organisations are managed to respond to these trends. It explores the functions and processes of management and encourages students to critically reflect on management theory and practice. The unit explores these issues with respect to large and small, public and private, and domestic and foreign organisations.

2.2 Graduate Attributes for Undergraduate Courses

Graduates of Bachelor courses from King's Own Institute (KOI) will achieve the graduate attributes expected under the Australian Qualifications Framework (2nd edition, January 2013). Graduates at this level will be able to apply an advanced body of knowledge from their major area of study in a range of contexts for professional practice or scholarship and as a pathway for further learning.

King's Own Institute's generic graduate attributes for a bachelor's level degree are summarised below:

	KOI Bachelor Degree Graduate Attributes	Detailed Description
	Knowledge	Current, comprehensive and coherent knowledge
	Critical Thinking	Critical thinking and creative skills to analyse and synthesise information and evaluate new problems

	Communication	Communication skills for effective reading, writing, listening and presenting in varied modes and contexts and for transferring knowledge and skills to a variety of audiences
	Information Literacy	Information and technological skills for accessing, evaluating, managing and using information professionally
	Problem Solving Skills	Skills to apply logical and creative thinking to solve problems and evaluate sources
	Ethical and Cultural Sensitivity	Appreciation of ethical principles, cultural sensitivity and social responsibility, both personally and professionally
	Teamwork	Leadership and teamwork skills to collaborate, inspire colleagues and manage responsibly with positive results
	Professional Skills	Professional skills to exercise judgement in planning, problem solving and decision making

Across the course, these skills are developed progressively at three levels:

- **Level 1 Foundation** – Students learn the basic skills, theories and techniques of the subject and apply them in basic, standalone contexts
- **Level 2 Intermediate** – Students further develop the skills, theories and techniques of the subject and apply them in more complex contexts, and begin to integrate the applications with other subjects.
- **Level 3 Advanced** – Students demonstrate an ability to plan, research and apply the skills, theories and techniques of the subject in complex situations, integrating the subject content with a range of other subject disciplines within the context of the course.

2.3 Subject Learning Outcomes

This is a Level 2 intermediate subject.

On successful completion of this subject, students should be able to:

Subject Learning Outcomes	Contribution to Graduate Attributes
a. Examine how managers may influence people, organisations and their environments to achieve organisational goals.	  
b. Demonstrate effective oral and written communication for success in study and the world of work.	   
c. Evaluate the impacts of technology on organisations.	   
d. Analyse how managers can set goals and manage change.	  
e. Discuss the responsibilities of managers for sustainability and organisational culture.	 

2.4 Subject Content and Structure

Below are details of the subject content and how it is structured, including specific topics covered in lectures and tutorials. Reading refers to the text unless otherwise indicated.

Weekly Planner:



Week (beginning)	Topic covered in each week's lecture	Reading(s)	Expected work as listed in Moodle
1 28 Oct	The changing world of management Designing organisation structure	Ch. 1 and Ch. 10 Samson, Donnet, and Richard (2021)	1. Chapter 1 discussion questions 2. Chapter 10 discussion questions 3. Introduction to assessments
2 04 Nov	Managing the value chain, information technology and e-business	Ch. 20 Samson, Donnet, and Richard (2021)	1. Chapter 20 discussion questions 2. Groups formation
3 11 Nov	Managing quality and performance Maintaining academic integrity	Ch. 19 Samson, Donnet, and Richard (2021)	1. Chapter 19 discussion questions 2. Research, referencing and academic integrity discussion
4 18 Nov	Communication in organisations	Ch. 17 Samson, Donnet, and Richard (2021)	1. Chapter 17 discussion questions
5 25 Nov	The environment and corporate culture Managing in a global environment	Ch. 3 and Ch. 4 Samson, Donnet, and Richard (2021)	1. Chapter 3 discussion questions 2. Chapter 4 discussion questions Assessment 2: Quiz
6 02 Dec	Leadership Leading teams	Ch. 15 and Ch. 18 Samson, Donnet, and Richard (2021)	1. Chapter 15 discussion questions 2. Chapter 18 discussion questions
7 09 Dec	The evolution of management thinking	Ch. 2 Samson, Donnet, and Richard (2021)	1. Chapter 2 discussion questions Assessment 3: Report
8 16 Dec	Organisational planning and goal setting Managerial decision making	Ch. 7 and Ch. 9 Samson, Donnet, and Richard (2021)	1. Chapter 7 discussion questions 2. Chapter 9 discussion questions
9 06 Jan	Managing human resources Understanding individual behaviour Motivating employees	Ch. 2, Ch. 14 and Ch. 16 Samson, Donnet, and Richard (2021)	1. Chapter 2 discussion questions 2. Chapter 14 discussion questions 3. Chapter 16 discussion questions
10 13 Jan	Managing change and innovation Managing diversity	Ch. 11 and Ch. 13 Samson, Donnet, and Richard (2021)	1. Chapter 11 discussion questions 2. Chapter 13 discussion questions



Week (beginning)	Topic covered in each week's lecture	Reading(s)	Expected work as listed in Moodle
11 20 Jan	Strategy formulation and implementation Managing Ethics and Social Responsibility The environment of entrepreneurship and small-business management	Ch. 5, Ch. 6 and Ch. 8 Samson, Donnet, and Richard (2021)	1. Chapter 5 discussion questions 2. Chapter 6 discussion questions 3. Chapter 8 discussion questions Assessment 4: Group Research Report
12 28 (Tue) Jan	Group Assessment Presentations	Not Required	Presentation practice
13 03 Feb	Study review week and Final Exam Week [No Final Exam in MGT700]		
14 10 Feb	Examinations Continuing students - enrolments for T125 open		Please see exam timetable for exam date, time and location
15 17 Feb	Student Vacation begins New students - enrolments for T125 open		
16 24 Feb	• Results Released • Review of Grade Day for T324 – see Sections 2.6 and 3.2 below for relevant information. • Certification of Grades NOTE: More information about the dates will be provided at a later date through Moodle/KOI email.		
T125 3 Mar 2025			
1 03 Mar	Week 1 of classes for T125		

2.5 Teaching Methods/Strategies

Briefly described below are the teaching methods/strategies used in this subject:

- *Lectures* (2 hours/week) are conducted in seminar style and address the subject content, provide motivation and context and draw on the students' experience and preparatory reading.
- *Tutorials* (2 hours/week) include class discussion of case studies and research papers, practice sets and problem-solving and syndicate work on group projects. Tutorials often include group exercises and so contribute to the development of teamwork skills and cultural understanding. Tutorial participation is an essential component of the subject and contributes to the development of many of the graduate attributes (see section 2.2 above). Tutorial participation contributes towards the assessment in many subjects (see details in Section 3.1 for this subject). Supplementary tutorial material such as case studies, recommended readings, review questions etc. will be made available each week in Moodle.
- *Online* teaching resources include class materials, readings, model answers to assignments and exercises and discussion boards. All online materials for this subject as provided by KOI will be found in the Moodle page for this subject. Students should access Moodle regularly as material may be updated at any time during the trimester



- *Other contact* - academic staff may also contact students either via Moodle messaging, or via email to the email address provided to KOI on enrolment.

2.6 Student Assessment

Assessment is designed to encourage effective student learning and enable students to develop and demonstrate the skills and knowledge identified in the subject learning outcomes. Assessment tasks during the first half of the study period are usually intended to maximise the developmental function of assessment (formative assessment). These assessment tasks include weekly tutorial exercises (as indicated in the weekly planner) and low stakes graded assessment (as shown in the graded assessment table). The major assessment tasks where students demonstrate their knowledge and skills (summative assessment) generally occur later in the study period. These are the major graded assessment items shown in the graded assessment table.

Final grades are awarded by the Board of Examiners in accordance with KOI's Assessment and Assessment Appeals Policy. The definitions and guidelines for the awarding of final grades within the BIT degree are:

- HD High distinction (85-100%) an outstanding level of achievement in relation to the assessment process.
- DI Distinction (75-84%) a high level of achievement in relation to the assessment process.
- CR Credit (65-74%) a better than satisfactory level of achievement in relation to the assessment process.
- P Pass (50-64%) a satisfactory level of achievement in relation to the assessment process.
- F Fail (0-49%) an unsatisfactory level of achievement in relation to the assessment process.
- FW This grade will be assigned when a student did not submit any of the compulsory assessment items.

Provided below is a schedule of formal assessment tasks and major examinations for the subject.

Assessment Type	When assessed	Weighting	Learning Outcomes Assessed
Assessment 1: Tutorial Participation - Individual	Week 2 – Week 11	10%	a, b, c, d and e
Assessment 2: Quiz	Week 5	20%	a and c
Assessment 3: Individual Report (1,250 + - 10% words) Evaluating Management (Leadership) style	Week 7	30%	a, b, c and d
Assessment 4: Group work: research on company report (2500 + - 10% words) and presentation	Week 11	40% Report: 30% Presentation: 10%	a, c, d and e

Requirements to Pass the Subject:

To gain a pass or better in this subject, students must gain a *minimum of 50%* of the total available subject marks.

2.7 Prescribed and Recommended Readings

Provided below, in formal reference format, is a list of the prescribed and recommended readings.

Prescribed Text

Samson, S., Donnet, T., and Richard, L. 2021. Management, 7th Edition. Cengage.



Recommended Readings

Jones, Gareth R. and George, Jennifer M. 2021. Contemporary Management (12th Edition), McGraw Hill.

Oliver L. 2021. Principles of Management: Practicing Ethics, Responsibility, Sustainability (2nd Ed.). SAGE Publisher.

Journal Articles

Barhate, B., Hirudayaraj, M. and Nair, P.K. 2022. Leadership challenges and behaviours in the information technology sector during COVID-19: a comparative study of leaders from India and the U.S. *Human Resource Development International*, 25(3), pp. 274-297.

Boersma, K., Büscher, M., and Fonio, C. 2022. Crisis management, surveillance, and digital ethics in the COVID-19 era. *Journal of Contingencies & Crisis Management*, 30(1), pp. 2-9.

Chadwick, Clint, and Carol Flinchbaugh. 2021. "Searching for Competitive Advantage in the HRMFirm Performance Relationship." *Academy of Management perspectives* 35.2: 181–207.

Cho, Y., Driffield, N., Banerjee, S., and Park, B.I. 2023. Returns to Internationalization: Business Group-Affiliated Firms vs Standalone Firms. *Management International Review (MIR)*, 63(4), pp. 603-639.

Chu, J.C., Hsu, H.C, and Chang, S.Y. 2023. A Study on How Workforce Diversity Affects Business Management Strategies. *International Journal of Organizational Innovation*, 15(3), pp. 100-108.

Etse, D., McMurray, A., and Muenjohn, N. 2022. The Effect of Regulation on Sustainable Procurement: Organisational Leadership and Culture as Mediators. *Journal of Business Ethics*, 177(2), pp. 305-325.

Gray, C.E., Spector, P.E., Wells, J.E., Bianchi, S.R., Ocana-Dominguez, C., Stringer, C., Sarmiento, J., and Butler, T. 2023. How Can Organizational Leaders Help? Examining the Effectiveness of Leaders' Support During a Crisis. *Journal of Business and Psychology*, 38(1), pp. 215–237.

Huhtala, M., Muel, K., Joona, M., and Taru, F. 2022. Longitudinal Patterns of Ethical Organisational Culture as a Context for Leaders' Well-Being: Cumulative Effects Over 6 Years. *Journal of Business Ethics*, 177(2), pp. 421-442.

Kareska, K. 2023. An Integration Approach to Total Quality Management. *IUP Journal of Operations Management*, 22(2), pp. 44-57.

Kiely, G., Butler, T. and Finnegan, P. 2022. Global virtual teams coordination mechanisms: building theory from research in software development. *Behaviour and Information Technology*, 41(9), pp. 1952-1972.

Klein, N., Ramos, T.B. and Deutz, P. 2022. Factors and strategies for circularity implementation in the public sector: An organisational change management approach for sustainability. *Corporate Social Responsibility and Environmental Management*, 29(3), pp. 509-523.

Lee, Y. 2022. Dynamics of Symmetrical Communication Within Organizations: The Impacts of Channel Usage of CEO, Managers, and Peers. *International Journal of Business Communication*, 59(1), pp. 3-21.

Liu, Y.Y. 2023. Explore Corporate Development and Organizational Change -- The Pacific Sogo Department Store Merger and Acquisition Case. *International Journal of Organizational Innovation*, 16(2), pp. 135-149,

Renault, M.A., and Tarakci, M. 2023. Affective Leadership in Agile Teams. *California Management Review*, 65(4), pp. 137-157.

Sanda, C.M., Stegăroiu, I., and Sanda, G. 2022. Leadership Influence on Work Satisfaction Level in COVID-19 times in Romanian SMES. *Valahian Journal of Economic Studies*, 13(2), pp. 43-54.



Singh, R.K., Kumar Mangla, S., Bhatia, M.S., and Luthra, S. 2022. Integration of green and lean practices for sustainable business management. *Business Strategy and the Environment*, 31(1), pp. 353-370.

Steffensen Jr, D.S., McAllister, C.P., Perrewé, P.L., Wang, G., and Brooks, C.D. 2022. "You've Got Mail": a Daily Investigation of Email Demands on Job Tension and Work-Family Conflict. *Journal of Business and Psychology*, 37(2), pp. 325-338.

Verčič, A.T., Galić, Z., and Žnidar, K. 2023. The Relationship of Internal Communication Satisfaction With Employee Engagement and Employer Attractiveness: Testing the Joint Mediating Effect of the Social Exchange Quality Indicators. *International Journal of Business Communication*, 60(4), pp. 1313-1340.

Yin Zheng Teoh, A., Siti-Nabiha, A.K., and Farhana, I. 2023. Control in an Inter-Organisational Context: Measuring and Managing Sub-Contractors' Performance. *Global Business and Management Research*, 15, pp. 399-415.

WEBSITES

Australian Association of Practice Management (AAPM) <https://www.aapm.org.au/>

Australian Institute of Project Management | AIPM <https://aipm.com.au>

Institute of Managers and Leaders ANZ <https://managersandleaders.com.au>

Australian Institute of Company Directors <https://www.aicd.com.au>

Australian Bureau of Statistics <https://www.abs.gov.au>