



## MGT100 INTRODUCTION TO MANAGEMENT T325 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
B Bus (Accg); B Bus (Mgt & Finance) Dip Accg; Dip Mgt	1 trimester	Level 1	Dr. Mohammad ALAM mohammed.alam@koi.edu.au P: +61 (2) 9283 3583 Level 7-11, 11 York Street Consultation: via Moodle or by appointment.

#### 1.2 Core / Elective

This is a core subject for all the above courses.

#### 1.3. Subject Weighting

Indicated below is the weighting of this subject and the total course points.

Subject Credit Points	Total Course Credit Points
4	Dip Accg 32; Dip Mgt 32; BBus (Accg) 96; BBus (Mgt & Finance) 96

#### 1.4 Student Workload

Indicated below is the expected student workload per week for this subject

No. timetabled hours/week*	No. personal study hours/week**	Total workload hours/week***
4 hours/week (2 hour Lecture + 2 hour Tutorial)	6 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, completing assignments, etc.

\*\*\* Combination of timetable hours and personal study.

#### 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

- Students are expected to attend classes with the required textbook and to read specific chapters prior to the tutorials. Students should read this material before coming to class to improve their ability to participate in the weekly activities.



- Students will require access to the internet and their KOI email and should have basic skills in word processing software such as MS Word, spreadsheet software such as MS Excel and visual presentation software such as MS PowerPoint.
- 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.

*Resource requirements specific to this subject:* There are no specific resources required for this subject.

## 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

The subject describes the management of organisations, the way work and systems are organised and managed and the impact on individuals, stakeholders and societies, paying particular attention to social and ethical responsibilities. The subject will also focus on the key management activities of leading and team management.

### 2.2 Graduate Attributes for Undergraduate Courses

Graduates of the *Bachelor of Business (Accounting)*, and the *Bachelor of Business (Management and Finance)* courses from King's Own Institute will achieve the graduate attributes expected from successful completion of a Bachelor's degree under the Australian Qualifications Framework (2<sup>nd</sup> 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 the transferring of 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 solutions
	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, stand-alone contexts.
- **Level 2 Intermediate** – Students further develop skills, theories and techniques of the subject and apply them in more complex contexts, beginning to integrate the application with other subjects.
- **Level 3 Advanced** – Students have a demonstrated 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 1 subject.

Listed below, are key knowledge and skills students are expected to attain by successfully completing this subject:

Subject Learning Outcomes	Contribution to Graduate Attributes
a) Analyse the role and importance of management across various organisational levels and their influence on performance	
b) Evaluate the relationship between organisations and their stakeholders in terms of social responsibility and managerial ethics	
c) Compare planning and decision making at different levels within organisations.	
d) Investigate leadership, team management and their contribution to organisational success.	
e) Analyse the impact of the environment on organisations and the way organisations adapt and change.	

## 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
Week 1 27 Oct	Introduction to management – functions and roles of managers.	Chapter 1, 2 & 3	Tutorial exercises
Week 2 03 Nov	Planning	Chapter 8	Tutorial exercises
Week 3 10 Nov	Strategic management	Chapter 9	Tutorial exercises
Week 4 17 Nov	Organising	Chapter 10	Tutorial exercises
Week 5 24 Nov	Leading	Chapter 14	Tutorial exercises
Week 6 01 Dec	Controlling	Chapter 11	Tutorial exercises <b>Assignment 3 due</b>
Week 7 08 Dec	Human resource management	Chapter 12	Tutorial exercises
Week 8 15 Dec	Managing in the global environment	Chapter 6 & Chapter 17	Tutorial exercises
Week 9 05 Jan	Ethics and corporate social responsibility	Chapter 4	Tutorial exercises
Week 10 10 Jan	Managing diverse employees in a multicultural environment including indigenous people	Chapter 5 & Chapter 15  Sivertsen, N., Ryder, C. & Johnson, T., 2023. Easing the 'cultural load' for indigenous people in the workplace. Law Society Journal, 3 February, Law Society of New South Wales. Available at: <a href="https://lsj.com.au/articles/easing-the-cultural-load-for-indigenous-people-in-the-workplace/">https://lsj.com.au/articles/easing-the-cultural-load-for-indigenous-people-in-the-workplace/</a> (Accessed: 27 August 2025).	Managing groups and teams – types, virtual teams <b>Assignment 4 due</b>
Week 11 19 Jan	Decision-making	Chapter 7	Tutorial exercises <b>Assignment 5 due</b>
Week 12 27Jan (Tue)	Using advanced information technology to increase performance	Chapter 18	Tutorial exercises <b>Assignment 5 due</b>



Week (beginning)	Topic covered in each week's lecture	Reading(s)	Expected work as listed in Moodle
Week 13 02 Feb	Study review week and Final Exam Week		
Week 14 09 Feb	Examinations Continuing students - enrolments for T126 open	Please see exam timetable for exam date, time and location	
Week 15 16 Feb	Student Vacation begins New students - enrolments for T126 open		
Week 16 23 Feb	<ul style="list-style-type: none"><li>• Results Released</li><li>• Review of Grade Day for T325 – see Sections 2.6 and 3.2 below for relevant information.</li><li>• Certification of Grades</li></ul> <p>NOTE: More information about the dates will be provided at a later date through Moodle/KOI email.</p>		
<b>T126 2 Mar 2026</b>			
Week 1 02 Mar	Week 1 of classes for T126		

## 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

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: Formative Assessment – 2000 Words (Complete four 500-word assessments; submit only the best one for grading.)	Throughout the Trimester	10%	a, b, c, d, e
Assessment 2: Tutorial Participation and Presentation Mark	Throughout the Trimester	10%	a, b, c, d, e
Assessment 3: Case Study Analysis, Individual Report (1500 + - 10% words).	Week 6	30%	a, b, c, d
Assessment 4: Individual research on company report (2,000 + - 10% words).	Week 10	30%	b, d, e
Assessment 5: Presentation	Week 11 and 12	20%	a, b, c, d, 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.

### Changes Made to the Subject Based on Feedback from Students and Teachers:

Allocated more time to plagiarism awareness, APA referencing style, searching academic journal articles, paraphrasing, and writing skills.

## 2.7 Prescribed and Recommended Readings

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

### Prescribed Text:

George. J.M., 2024. *Contemporary management 2024 Release (International Student Edition)*. 13th ed., New York: McGraw-Hill Education.

Hahn, R., 2022. *Sustainability Management: Global Perspectives on Concepts, Instruments, and Stakeholders*. 1st ed., Rudiger HAHN.

### Recommended Readings:

Cole, G. and Kelly, P., 2020. *Management Theory and Practice*. 9th ed. Cengage Learning.

Daft, R.L., 2022. *Management*. 14th ed. Boston, Cengage Learning.

Hensellek, S. (2020). *Digital leadership: A framework for successful leadership in the digital age. Journal of Media Management and Entrepreneurship (JMME)*, 2(1), 1-15. Open Access Article

Kinicki, A., Breaux Soignet, D. & Hartnell, C., 2024. *Management: A Practical Introduction. 2024 Release (11th ed.)*. New York: McGraw-Hill Higher Education.



Robbins, S. Coulter, M. and Randel A., 2021. *Management*. 15th ed. Sydney: Pearson Australia.

Robbins, S., Coulter, M., DeCenzo, D., and Woods, M., 2021. *Management The Essentials*. 5th Edition, Pearson Education.

Samson, D. Donnet T. and Daft, R.L., 2021. *Fundamentals of management*. 7th Asia-Pacific ed. Melbourne: Cengage Learning.

Williams, C., McWilliams, A., Lawrence, R. & Whaeduzzaman, W., 2023. MGMT. 5th ed. Melbourne: Cengage Learning.

#### **Journal Articles:**

Al-Talib, M., Al-Saad, W., Alzoubi, A. and Anosike, A.I., 2025. A systematic review of the literature on the use of information technologies in supply chain management. *International Journal of Industrial Engineering and Operations Management*, 7(3), pp.247-268.

Camuffo, A., Gambardella, A. and Pignataro, A., 2024. Theory-driven strategic management decisions. *Strategy science*, 9(4), pp.382-396.

Cappelli, P., 2020. Stop Overengineering People Management, *Harvard Business Review* Vol. 98 Issue 5, p56-63, Available from EBSCO Database

Donnelly R.2023, Tensions and Challenges in the Management of Diversity and Inclusion in IT Services Multinationals in India. *Human Resource Management*. 2015;54(2):199-215. doi:10.1002/hrm.21654, Available from EBSCO Database.

GARBER P. 2023, VIRTUAL MANAGEMENT: Provides Tangible Results: An effective manager needs to acknowledge the challenges and methodology unique to managing virtual teamwork. *AMA Quarterly*. 2021;7(2):29-31. Accessed March 28, Available from EBSCO Database.

Haar, J., Spiller, C., Mika, J., Rout, M. and Reid, J., 2025. Does supporting cultural diversity benefit only Māori? A study of Māori and Pākehā employees. *Journal of the Royal Society of New Zealand*, 55(6), pp.1522-1541.

Jain, R. and Ovais, D., 2025. Cross-Cultural Leadership in Tech-Driven World. Indigenous Empowerment through Human-Machine Interactions: The Challenges and Strategies from Business Lenses, pp.93-113.

Khalilov, T., Aliyev, V. and Zeynalov, I., 2025. The role of leadership and managerial skills in strategic planning. *Journal of Information Systems Engineering and Management*, 10(20s), pp.98-104.

Khan, S.A.R., Sheikh, A.A., Shamsi, I.R.A. and Yu, Z., 2025. The implications of artificial intelligence for small and medium-sized enterprises' sustainable development in the areas of blockchain technology, supply chain resilience, and closed-loop supply chains. *Sustainability*, 17(1), p.334.

Kulik. T., 2020, 2019 Presidential Address: Management Scholars, End Users and the Power of Thinking Small, *Academy of Management Review*, April 2020, Vol. 45 Issue 2, p273-279. 7p. Available from EBSCO Database.

Kusmaryanto, S. and Santoso, C.B., 2025. A scoping review of middle managers in the digital transformation era in public sector organizations: are they still needed? *Cogent Business & Management*, 12(1), p.2461734.

Lawler III EE. 2023, From human resource management to organizational effectiveness. *Human Resource Management*. 2005;44(2):165-169. doi:10.1002/hrm.20, Available from EBSCO Database.

Linh, N.T., 2024. Agency Theory in Management Accounting: A Systematic Literature Review. *International Journal of Advanced Multidisciplinary Research and Study*, 4(1), pp.1124-1127.



McCann, B., 2020, Using Bayesian Updating to Improve Decisions under Uncertainty, *California Management Review* Vol. 63 Issue 1, p26-40, Available from EBSCO Database

Parks, L, Mulligan, L., 2021, Rutherford, M., Can Ethics Be Taught? Examining the Impact of Distributed Ethical Training and Individual Characteristics on Ethical Decision-Making, *Academy of Management Learning & Education*, Vol. 20 Issue 1, p30-49, Available from EBSCO Database.

Ramazan, A., 2020. The Relationship Between School Principals' Leadership Styles, School Culture and Organizational Change. *International Journal of Progressive Education*, [e-journal] 16(5), pp. 256-274. Available from EBSCO Database.

Rane, N.L., Paramesha, M., Choudhary, S.P. and Rane, J., 2024. Artificial intelligence, machine learning, and deep learning for advanced business strategies: a review. *Partners Universal International Innovation Journal*, 2(3), pp.147-171.

Senadjki, A., Au Yong, H.N., Ganapathy, T. and Ogbeibu, S., 2024. Unlocking the potential: the impact of digital leadership on firms' performance through digital transformation. *Journal of Business and Socio-Economic Development*, 4(2), pp.161-177.

Thiessen, S., 2023. Engaging First Nations people at work: The influence of culture and context. *Administrative Sciences*, 13(8), p.179.

Wang, L., Zhang, Z., Cui, S. and Zhu, H., 2025. Green human resource management and corporate environmental performance: The mediating role of corporate reputation and green dynamic capability. *Asia Pacific Journal of Human Resources*, 63(2), p.e70000.

**Periodical:**

Forbes Business <http://www.forbes.com/>

**Useful Websites:**

The following websites are useful sources covering a range of information useful for this subject. However, most are not considered to be sources of Academic Peer Reviewed theory and research. If your assessments require academic peer reviewed journal articles as sources, you need to access such sources using the Library database, Ebscohost, or Google Scholar. Please ask in the Library if you are unsure how to access Ebscohost. Instructions can also be found in Moodle.

- Kotter Research + Prospective <https://www.kotterinc.com/research-and-perspectives/>
- Small Business Commissioner (funded by the NSW Government) <https://www.smallbusiness.nsw.gov.au/>
- The Wall Street Journal <https://www.wsj.com/news/world>