University of the
West of England
BRISTOL

MODULE SPECIFICATION

Part 1: Information			
Module Title	Introduction to Management		
Module Code	UMCDMX-15-1	Level	1
For implementation from	September 2017		
UWE Credit Rating	15	ECTS Credit Rating	7.5
Faculty	FBL	Field	Business and Management Cross Disciplinary
Department	BBS: Business and Management		
Contributes towards	BA(Hons) Business and Events Management, BA(Hons) Business Management with Marketing, BA(Hons) Marketing, BA (Hons) Business and Human Resource Management, BA (Hons) Business and Law, BA (Hons) Business Management and Leadership, BA (Hons) International Business		
Module type:	Standard		
Pre-requisites	N/A		
Excluded Combinations	UMCDMW-15-1, UMCDN5-15-1		
Co- requisites	N/A		
Module Entry requirements	N/A		

Part 2: Description
This module provides an accessible and comprehensive introduction to management of organisations in a globalised world. This is a module about the structure and management of businesses – what they are, how they operate, and ways to manage and organise work in businesses. It provides an overview of the main business functions and how they contribute to organisational success. The central purpose of the module is to provide a critical appreciation of a range of models for viewing, analysing, and attempting to manage businesses. The module is organised thematically with each week's teaching contributing to a holistic understanding contemporary theories of management, as well as contemporary management challenges such as managing in a hyper-competitive, global context, developing sustainable business practices and business ethics. The students are likely to develop their careers in businesses. Moreover, much of theorising is geared towards helping managers to run businesses or sub-units within them more effectively. A considerable amount of the issues to be covered and discussed in this course will have managerial implications and should therefore be of interest to those who intend to pursue careers in a range of business functions. This horizontal integration of the various elements of the module will ensure that students are made aware of the linkages from theory to 'real-life' application to (individual) practice. The integration of becoming a professional as a strand of activity will assist in the placement application process at an early stage. **The syllabus addresses the following key themes**: 1.   Introduction to Contemporary Organisations and Management   a.   The nature of contemporary organisations

b. Introduction to core business functions

2. The contemporary Nature of Management (Theory and Practice)

3. Rise of Big Business

   a. Chandler on the rise of big business

   b. Problems of control and coordination in organizations

4. Introduction to the historical development of organising businesses

   a. Scientific Management (Taylor's principles of scientific management, roles of managers and labour)

   b. Bureaucracy (Power versus authority, Weber's ideal type of authority, bureaucracy as an ideal type)

   c. Contemporary forms of organising (human relations school, post-bureaucracy)

5. Designing organisational structure

   a. Elements of formal structure

   b. Alignment of organization and environment (organic and mechanistic structures)

6. Understanding Critical Issues in Contemporary Management

   a. Globalisation and the Global Manager

   b. Ethics, Sustainability and Corporate Social Responsibility

   c. Strategic Management and Organisational Performance

7. The Centrality of IT and Digital Business

   a. Computer Mediated Technology in Business

   b. Technological Tools and Support for Managers

   c. Digital Business as a driver of innovation and growth

8. Understanding Management professions

   a. Reflective practices and professional attitudes

   b. Planning time and resources

   c. Management, Careers and Employability

Scheduled learning Module delivery will be based on 3 hours of scheduled learning and teaching activities per teaching week over 12 weeks. This will be a combination of lectures and seminars.

Independent learning includes approximately 115 hours engaged with essential reading, tutorial preparation completion of coursework assignments and exam revision.

Extensive use will be made of Blackboard for guided independent study work; to support students' learning; to facilitate interactions between students e.g. for group project work, and as a repository for students' own work thereby promoting a sense of learning community. Students will also be directed towards the University Library online Study Skills resources for the development of skills appropriate to the level and style of the module. In addition a number of e-learning resources will also be used, including:

The MySkills Study Skills website at
http://www.uwe.ac.uk/library/resources/hub/
Skills4study (s4s) as part of the MySkills resource [Academic reading and note making; Critical thinking; Academic writing; Referencing and plagiarism]
iSkillzone   http://iskillzone.uwe.ac.uk

Part 3: Assessment

There are two components to the summative assessment for this module:

COMPONENT A:
- Personal Development Portfolio, which consists of a series of learning tasks plus a reflective commentary in which students reflect on the experience and processes of the module and summarize their learning.

COMPONENT B:
- Individual Project Report (1500 words) exploring a integrative, multidisciplinary approach to understanding the subject area requiring students to reflect on the role and contribution of a range of organisational functions in a subject area context

Identify final timetabled piece of assessment (component and element)	Component B	
	A:	**B**:
% weighting between components A and B (Standard modules only)	**60%**	**40%**

First Sit	

Component A (controlled conditions) Description of each element	Element weighting (as % of component)
1. Becoming a professional (portfolio) (1600 words maximum)	100%

Component B Description of each element	Element weighting (as % of component)
1. Individual Project Report (1500 words maximum)	100%

Resit (further attendance at taught classes is not required)	

Component A (controlled conditions) Description of each element	Element weighting (as % of component)
1. Resubmission of portfolio with additional reflection (1600 words minimum)	100%

Component B Description of each element	Element weighting (as % of component)
1. Resubmission of Report with additional commentary (1500 word maximum)	100%

Part 4: Teaching and Learning Methods

Learning Outcomes	On successful completion of this module students will:
	1. Contextualise the purpose and process of Management in contemporary contexts (A & B)
	2. Have a thorough understanding of contemporary business and organisations, and an overview of the main disciplines & functions of business (B).
	3. Be able to describe and understand the nature of contemporary organisations and business activities, i.e. their management structures and challenges; and the changing environment in which these organisations operate (A & B)
	4. Develop an awareness of what it means to be a management professional and start to build their professional identity through the use of reflection and planning (A)
	5. Understand the central role of information technology in shaping modern business practice and innovation (A & B)

| Key Information Sets Information (KIS) | | | | | | |

Key Information Set - Module data

Number of credits for this module				15	

Hours to be allocated	Scheduled learning and teaching study hours	Independent study hours	Placement study hours	Allocated Hours	
150	36	114	0	150	✓

Contact Hours

Total Assessment

The table below indicates as a percentage the total assessment of the module which constitutes a;

Written Exam: Unseen or open book written exam
Coursework: Written assignment or essay, report, dissertation, portfolio, project or in class test
Practical Exam: Oral Assessment and/or presentation, practical skills assessment, practical exam (i.e. an exam determining mastery of a technique)

Total assessment of the module:		
Written exam assessment percentage	0%
Coursework assessment percentage	40%
Practical exam assessment percentage	60%
	100%

Reading List

The following list is offered to provide validation panels/accrediting bodies with an indication of the type and level of information students may be expected to consult. As such, its currency may wane during the life span of the module specification. However, as indicated above, CURRENT advice on readings will be available via other more frequently updated mechanisms.

- Boddy, D. (2008) *Management: An Introduction* (4th ed) Pearson/ FT Prentice Hall
- Buckingham, M. and Clifton, D. (2001) *Now Discover Your Strengths*. New York: The Free Press.
- Burns, T. Sinfield, S. (2008) *Essential study skills: the complete guide to success at university*
- Cameron, S. (2009) *The business student's handbook: skills for study and employment.*(5th ed) FT Prentice Hall.
- Caproni, P.J. (2004) *Management skills for everyday life: the practical coach.* PrenticeHall
- Chaffey D., and Wood S. (2005) *Business Information Management*. Prentice Hall, UK.
- Cole, G.A. & Kelly, p. (2011) *Management Theory and Practice.* (7th ed) Cengage Learning.
- Cottrell, S. (2003) *Skills for success: the personal development planning handbook.* Palgrave Study Skills
- Daft, R. (2010) *New Era of Management.* (10th ed) CENGAGE Learning
- De Jansz, S.C., Dowd, K.O., Schneider, B.Z (2009) *Interpersonal Skills in Organizations*, (3rd ed) McGraw Hill
- Drucker, P.F.(2008) *Management.* Revised ed. Oxford : Butterworth-Heinemann.
- Drucker, P.F. (2007) *The Practice of Management.* Revised ed. Oxford : Butterworth-Heinemann
- Harrison, M. (2005) *Introduction to Business & Management Ethics.* Palgrave.

- Jones, G. (2007) *Introduction to Business: How Companies Create Value for People*. McGraw Hill
- Knights, D. & Willmott, H. (eds) 2007: Introducing Organizational Behaviour and Management. London: Thomson Learning
- Kumar, A. (2007) *Personal, Academic and Career Development in Higher Education: SOARing to Success*. Routledge
- Lussier, R.N. (2012) *Management Fundamentals: Concepts, Applications, Skill Development* (5th ed) CENGAGE Learning
- Oakshott, L, 2009, Essential Quantitative Methods for Business, Management and Finance.4th edition, Basingstoke, Palgrave Macmillan
- Pettinger, R. (2007) Introduction to Management (4th edition) Palgrave
- Routledge, C. & Carmichael, J. (2007) *Personal Development and Management Skills*. CIPD.
- Winstanley, D. (2006) *Personal Effectiveness – A Guide to Action.* CIPD.