



# **Bachelor of Management**

**(394AA)**

## **Continuing Students**

**(2005)**

**School of Business & Government**  
**Division of Business, Law and Information Sciences**  
**University of Canberra**

# Bachelor of Management

## Continuing Students (2005)

### **Staff to contact for advice:**

Your first point of contact is the Course Convenor:

Dr Anni Dugdale  
School of Business & Government  
Division of Business, Law & Information Sciences  
Room: 6D37  
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If you cannot get in touch with the Course Convenor, then you should make enquiries at the School of Business & Government office:

Room 6D10  
Tel: (0)2 6201 2904/2706  
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### **HOW WILL I BE AFFECTED BY THE NEW ACADEMIC PROGRAM BEING INTRODUCED IN 2005?**

In 2005 the University of Canberra will bring in the new academic program, this will affect all courses. This program has been introduced following a review of all courses and a decision to make all units 3 credit points (cps), or a multiple of 3cps. Students commencing their studies in 2005 will be enrolled in the courses of the new academic program.

If you commenced your Bachelor of Management Degree or a Double Degree with Bachelor of Management in 2004, or earlier, you would normally complete the course following the old program structure and completing Course Requirements, Majors and Minors as outlined in the 2004 Handbook, and in part attached to this document at Appendix A. In 2005 many of the old 4cp units will be offered. This means that in 2005 most of you will be able to continue your degree as you previously expected. Bachelor of Management students will be able to graduate when they have met their course requirements and have completed 70/72 cps. Note that completion with two less than the normal 72cps is a transitional arrangement to assist continuing students complete their course.

If you do not complete your degree in 2005 you will need to make up the balance of your cps in each component of your course using 3cp units. After 2005 most units at the University of Canberra will be 3cps or a multiple thereof. Take an example: at the beginning of 2006 you have the full 16cps of your Approved Professional Option to complete, you will need to do five of the 3cp units (total 15cps) instead of doing four of the old 4cp units (total 16cps). This will give you 15cps and you can graduate with 1 (or 2cps) less than the normally required 72cps.

You will be able to graduate when you have met your course requirements and have completed 70cps. Meeting your course requirements means completing the designated number of cps for each component of your degree. You may need to choose an additional unit in a Major, Minor or Professional Option. You can choose a unit from the old or new program agreed by the Course Convenor.

If you have not completed many units, and you wish to change to the Bachelor of Management in the new academic program you may do so. You will need to meet the requirements for the new Bachelor of Management. This is available online at:

[http://www.blis.canberra.edu.au/schools/business/area\\_of\\_study/undergraduate.htm](http://www.blis.canberra.edu.au/schools/business/area_of_study/undergraduate.htm).

Units you have completed can be counted towards the new Bachelor of Management, and with the agreement of the Course Convenor can be substituted for listed units.

Those continuing with their existing (pre-2005) Bachelor of Management Course Requirements may substitute one of the new Restricted Choice Minors for their approved Professional Option, where there is not substantial overlap with other Course Requirements. You may need to complete an additional unit to complete the 70cps needed for your degree, and this can be taken from any area. Check availability of units. Most new 2<sup>nd</sup> and 3<sup>rd</sup> year units do not commence until 2006.

Normally, as a continuing student, you will be able to complete the elective major you began. Some majors have been renamed in the 2005 Handbook, but it is very likely that the units you need to complete the major you originally planned are being taught. It is also very likely that in 2005 the 2<sup>nd</sup> and 3<sup>rd</sup> year units will be taught as 4cp units. Consult the relevant School if you have any questions.

### **WHAT BACHELOR OF MANAGEMENT UNITS ARE AVAILABLE IN 2005?**

Students should, as far as possible, follow the pre-2005 course structure for the Bachelor of Management. The Course Requirements for this pre-2005 Bachelor of Management are attached at Appendix A and have been updated to reflect any changes to unit titles that may affect you in 2005. If you are undertaking a major from another Division in the University, you may find that units are no longer available or have changed titles. Please contact the relevant Division for advice. Here is a summary of the Bachelor of Management and some other suggested undergraduate units available in 2005 showing their new titles and their year levels (2<sup>nd</sup> and 3<sup>rd</sup> year units taught in 2005 will be worth 4cps<sup>1</sup>. They will change to 3cps in 2006).

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<sup>1</sup>There are a few exceptions to this where new 2<sup>nd</sup> or 3<sup>rd</sup> year units, not renamed units, have been given special permission to run in 2005 but are being introduced as 3cps units.

<b>SEMESTER 1</b>	<b>Level</b>	<b>SEMESTER 2</b>	<b>Level</b>
Accounting for Managers	1	Politics of Welfare (changing in 2006 to	
Development Administration	3	Government and NGOs	3
Government-Business Relations	1	Government at the Local Level	
Human Resource Management 1	3	International Politics	3
Identity, Politics & Public Policy	3	International Human Resource Management	2
Industrial Relations	3	(was International Industrial Relations)	2
Introduction to Economics	1	Introduction to Government	
Introduction to Management	1	Introduction to Public Policy	1
Introductory Sociology	1	Leadership, Innovation & Change	3
Organisational Performance	2	Management Research Methods (was Social	3
Parties & Elections	3	Research Methods)	1
Politics & Democracy	1	Managing Pay & Performance	
Politics in Developing Nations	3	Organisational Behaviour	3
Public Sector Management	3	Sociology & Gender	1
Sociological Theory	3	Sociology of Health	2
Strategic Management	3	Sociology of Technology & Work	3
		Government at the Local Level	2
		Diversity & Organisation (was Gender &	3
		Organisations)	3
		Public Administration at the Interface	
		Strategic Management	2
			3

**Q.** Can I enrol and sign on for tutorials in the usual way?

**A.** YES. If you do not have any questions and are completing your Bachelor of Management following the rules of the pre-2005 structure you may enrol in units to satisfy the course requirements through OSIS.

### **Tutorial Preferences**

The tutorial system will operate as follows:

Friday 24 December – Tuesday 4 January 2005 – system closed for Christmas break

Wednesday 5 January – Sunday 9 January – system open

Monday 10 January – Tutorial system closes for the first round of session allocations

Friday 28 January – Tutorial system opens for session swapping for continuing students and for session preference submission for new students

Friday 11 February – Tutorial system closes for second round of session allocations

Thursday 17 February – Tutorial system opens for session swapping for all students

Please note: The system is always opened or closed at midday on the above dates.

## **COURSE ADVICE SESSIONS FOR TRANSITIONAL STUDENTS**

ARE YOU A CONTINUING STUDENT FROM THE BACHELOR OF MANAGEMENT OR FROM A DOUBLE DEGREE WITH BACHELOR OF MANAGEMENT?

WILL YOU BE CONTINUING YOUR STUDIES IN 2006?

DID YOU ANSWER YES TO BOTH QUESTIONS?

MAKE AN APPOINTMENT DURING ONE OF THE 'COURSE ADVICE FOR CONTINUING STUDENTS SESSIONS IN SEMESTER 1, 2005. FIRST SESSION TO BE HELD WEDNESDAY, 2 FEBRUARY 2005 (see below for details).

AT THIS SESSION YOU WILL DEVELOP A SIGNED AGREEMENT LISTING THE UNITS YOU REQUIRE TO COMPLETE YOUR COURSE.

Two course advice sessions will be scheduled during 2005 to advise continuing students of the units they must complete to graduate from their course. The 1<sup>st</sup> session will be on Wednesday, 2<sup>nd</sup> February. Please make an appointment through the School Office on 6201 2904/2706 **AFTER 21 JANUARY 2005.**

The University's Academic Board approved a set of Principles to Govern the Transition of Currently-Enrolled Students (see <http://www.canberra.edu.au/course-changes/>). In brief:

- 1) No student enrolled in a course with a typical enrolment pattern will be required to undertake additional study in order to complete the academic requirements of their course. (Note additional study refers to additional cps; if you are completing more than two units in 2006 or beyond you may need to do more units than you anticipated, but the workload in 3cp units will be less than in 4cp units).
- 2) Students enrolled in a course prior to 2005 will be provided (at some stage in 2005) with written advice listing the units they require to complete their program.
- 3) Students enrolled in a course prior to 2005 (and new students articulating into a course in 2005) will normally be permitted to graduate from that course with up to two cps less than is required.

## **CROSS-INSTITUTIONAL STUDIES WITH ANU**

From 2005, cross institutional enrolments from UC to ANU will relate only to the following:

1. Cross institutional enrolments associated with the Bachelor of Education in Secondary Teaching Music offered by the University of Canberra.
2. Students who have commenced a major offered by ANU, that has already been approved by both institutions or other approved series of courses. This mostly relates to language areas.

## INFORMATION ON THE PRE-2005 BACHELOR OF MANAGEMENT

also available on-line at

<http://www.canberra.edu.au/uc/hb/handbook/courses2004-undergraduate.html>

The undergraduate course in management is designed for those who are making, or who plan to make, their careers in management in the business, public and non-governmental sectors. It is suitable both for those who have recently completed secondary studies and for those with some work experience. The course combines conceptual understanding and a practical orientation.

For students wishing to undertake research in management-related fields, the School offers an Honours program in management. The program is open to students with a credit average or above in their management degree, and includes a short thesis, research colloquium and some coursework. The honours program facilitates 'in-depth' study in management, and is also a useful pathway to further research at postgraduate level.

The Bachelor of Management is also available as a double degree with Applied Economics, Business Administration, Information Technology, Law, and Applied Psychology.

### **Course Duration**

Three years full-time or equivalent part-time

### **Assumed Knowledge**

In addition to normal University requirements there is an assumed level of knowledge represented by English (T) major in the ACT and 2u English in NSW. It is also recommended that students should have achieved a satisfactory grade in Advanced Mathematics in the ACT or in a 2 unit course in mathematics in the NSW HSC, or equivalent.

### **Course requirements**

Students must complete a minimum of 20 units with a total credit point value of 72.

50 credit points are in the compulsory core which is comprised of

- (i) The Core
  - Set 1: Foundation : The Management Context (12 credit points)
  - Set 2: Management Major (22 credit points)
  - Set 3: A Professional Option (16 credit points)

AND

- (ii) The remaining 22 credit points are obtained from an Elective Major chosen from a range of Approved Elective Majors available in the Division of Business, Law and Information Sciences or in other Divisions. Details of Approved Elective Majors may be found in the University Handbook.

## The Core (50 credit points)

### Foundation – The Management Context (12 credit points)<sup>1</sup>

6355	Introduction to Economics (previously Australian Economy 4849)	(3 credit points)
5617	Accounting for Managers	(3 credit points)
6130	Introduction to Government	(3 credit points)
6608	Management Research Methods (previously Social Research Methods 953)	(3 credit points)

<sup>1</sup> Alternative foundation units of Introductory Sociology (previously Basic Sociology), *Accounting & Finance 1A\**, or Psychology 101 are undertaken:

- (a) when elective majors contain Foundation units (eg Sociology, Politics and Government) and
- (b) where substitutes for Foundation units are undertaken (Accounting & Finance 1A for Accounting for Managers in the Accounting elective major, and Economics 1A or Microeconomics/Macroeconomics for Australian Economy in the Economics and Marketing elective majors).

\*Accounting & Finance 1A has been replaced with Accounting for Managers in 2005 - which is already part of the Foundation. Please contact the Course Convenor if you do not want to undertake Introductory Sociology or Psychology 101.

**Note:** Those students who undertook Concepts and Elements of Law (28) as a Foundation unit prior to 2003 will be able to count this as one of the four Foundation units towards the Bachelor of Management degree.

### Management Major (22 credit points)

4207	Introduction to Management	(3 credit points)
4818	Organisational Behaviour	(3 credit points)
6132	Organisational Performance	(4 credit points)
4822	Public Sector Management	(4 credit points)
4823	Strategic Management	(4 credit points)
6133	Leadership, Innovation and Change	(4 credit points)

### An Approved Professional Option (16 credit points)

Choose **one** group from the following:

#### 1. Employment Relations<sup>2</sup>

1372	Industrial Relations	(4 credit points)
6381	International Human Resource Management (previously International Industrial Relations 6135)	(3 credit points)
3432	Human Resource Management 1	(4 credit points)
6134	Managing Pay and Performance	(4 credit points)

## 2. Comparative Public Sector Management

3495	Development Administration	(4 credit points)
4814	Government at the Local Level	(4 credit points)
3498	Government-Business Relations	(4 credit points)
4821	Politics of Welfare (changing in 2006 to Government & NGOs)	(4 credit points)

## 3. Public Policy

6606	Government-Business Relations	(4 credit points)
5783	Identity Politics and Public Policy	(4 credit points)
4816	Introduction to Public Policy	(4 credit points)
4821	Politics of Welfare (changing in 2006 to Government & NGOs)	(4 credit points)

## 4. Organisational Studies

TBA	Diversity & Organisation (previously Gender & Organisations 5400)	(3 credit points)
3432	Human Resource Management 1	(4 credit points)
5780	Sociology of Technology and Work	(4 credit points)
	Plus one unit chosen from any of the other professional option groups	(4 credit points)

## Elective Major (22 credit points)

**An approved elective major of six units. The University Handbook provides a full list of approved elective majors available.**

You can undertake another management related major such as Accounting, Law or Marketing, or any other major such as Chinese, Communication, Politics, Government, Sociology or Economics.

Pre-2005 Elective Majors are available in hard copies of the 2004 Handbook and will shortly be available on-line at the UC Handbook archive site:

<http://www.canberra.edu.au/uc/hb/archive.html>