



CHRISTIAN HERITAGE COLLEGE

**BZ100**

## **INTRODUCTION TO BUSINESS AND MANAGEMENT**

This sample unit outline is provided by CHC for prospective and current students to assist with unit selection.

Elements of this outline which may change with subsequent offerings of the unit include Content, Required Texts, Recommended Readings and details of the Assessment Tasks.

Students who are currently enrolled in this unit should obtain the outline for the relevant semester from the unit lecturer.

<b>Unit code</b>	BZ100			
<b>Unit name</b>	Introduction to Business and Management			
<b>Associated higher education awards</b>	Diploma of Business Associate Degree in Business Bachelor of Business			
<b>Duration</b>	One semester			
<b>Level</b>	Introductory			
<b>Unit Coordinator</b>	Rod St Hill			
<b>Core/Elective</b>	Core - Diploma of Business Core - Associate Degree in Business Core - Bachelor of Business			
<b>Weighting</b>	Unit credit points: 10 Course credit points: 80 - Diploma of Business 160 - Associate Degree in Business 240 - Bachelor of Business			
<b>Student workload</b>	<b>Face to face on site</b>	<b>External</b>		
	Contact hours	39	Engagement with study materials	90
	Reading, study, and preparation	59	Assignment preparation	60
	Assignment preparation	52	<b>TOTAL</b>	<b>150</b>
	<b>TOTAL</b>	<b>150</b>		
	Students requiring additional English language support are expected to undertake an additional 1 hour per week			
<b>Delivery mode</b>	Face to face on site External			
<b>Prerequisites/ Corequisites/ Restrictions</b>	Nil			
<b>Specialist resource requirements</b>	Nil			
<b>Prescribed text(s)</b>	Rae, S. B., & Wong, K. L. (2011). <i>Business for the common good</i> . Downers Grove, IL: IVP Academic. Samson, D., & Daft, R. (2012). <i>Fundamentals of management</i> (4 <sup>th</sup> Asia Pacific ed.). South Melbourne, VIC: Cengage Learning.			

<p><b>Recommended readings</b></p>	<p><b>Books</b></p> <p>Baer, M. R. (2006). <i>Business as mission: The power of business in the kingdom of God</i>. Seattle, WA: YWAM Publishing.</p> <p>Chewning, R. C., Eby, J. W., &amp; Roels, S.J. (1992). <i>Business through the eyes of faith</i> (2<sup>nd</sup> ed.). San Francisco: Harper &amp; Row.</p> <p>Cole, K. (2012). <i>Management theory and practice</i> (5<sup>th</sup> ed.). Frenchs Forest, NSW: Pearson Australia.</p> <p>Irvine, P. (2012). <i>Building your business your people your life</i>. Mona Vale, NSW: Ark House Press.</p> <p>Malloch, T. R. (2008). <i>Doing virtuous business: The remarkable success of spiritual enterprise</i>. Nashville, TN: Thomas Nelson.</p> <p>Robbins, S. P., Judge, T. A., Millett, B., &amp; Boyle, M. (2011). <i>Organisational behaviour</i> (6<sup>th</sup> ed.). Frenchs Forest, NSW: Pearson Australia.</p> <p><b>Journals and Periodicals</b></p> <p><i>Management Today</i></p> <p><i>Harvard Business Review</i></p> <p><b>Websites</b></p> <p>Christianity Today: <a href="http://www.christianitytoday.com">http://www.christianitytoday.com</a></p> <p>EthixBiz: <a href="http://ethixb">http://ethixb</a></p> <p>In addition to the resources above, students should have access to a Bible, preferably a modern translation such as <i>The Holy Bible: The New International Version 2011</i> (NIV 2011) or <i>The Holy Bible: New King James Version</i> (NKJV).</p> <p>These and others translations may be accessed free on-line at <a href="http://www.biblegateway.com">http://www.biblegateway.com</a>. The Bible app from LifeChurch.tv is also available free for smart phones and tablet devices.</p>
<p><b>Content</b></p>	<ol style="list-style-type: none"> <li>1. Introduction: The scope of business and management</li> <li>2. Theological foundations: The Creation mandate</li> <li>3. Theological foundations: Shalom</li> <li>4. The 5P model of Missional Business</li> <li>5. Ethics</li> <li>6. The management context</li> <li>7. Mission and strategy</li> <li>8. Organisation design and structure</li> <li>9. Managing people</li> <li>10. Leading people</li> <li>11. Principles of good governance</li> <li>12. Case study presentations</li> <li>13. Case study presentations</li> </ol>

<b>Learning outcomes</b>	<p>On completion of this unit, students will have demonstrated that they can:</p> <ol style="list-style-type: none"> <li>1. Discuss the nature and goals of business activity;</li> <li>2. Describe the theological, economic, legal, social, political and technological contexts of business;</li> <li>3. Discuss fundamental concepts and practices in business and management;</li> <li>4. Apply knowledge of fundamental concepts and practices in business and management;</li> <li>5. Examine the Biblical Christian perspective on business with particular emphasis on ethical and management issues;</li> <li>6. Analyse a case study and present an oral report as a member of a small team; and</li> <li>7. Communicate at an appropriate tertiary standard: with special attention to design elements, grammar, usage, logical relations, style, presentation and referencing.</li> </ol>
<b>Assessment tasks</b>	<p><b>Task 1:</b> Business case study I: Individual written report</p> <p>Word Length/Duration: 300-500 words for each of eight parts</p> <p>Weighting: 30%</p> <p>Learning Outcomes: 1-5, 7</p> <p>Assessed: Week 7 - Part A Week 13 - Part B</p> <p><b>Task 2:</b> Business case study II: Group oral presentation and Individual written report</p> <p>Word Length/Duration: 10 minutes - Group oral presentation 750 words - Individual written report</p> <p>Weighting: 10% - Group oral presentation 10% - Individual written report)</p> <p>Learning Outcomes: 4-7</p> <p>Assessed: Week 9</p> <p><b>Task 3:</b> Final examination</p> <p>Word Length/Duration: 3 hours</p> <p>Weighting: 50%</p> <p>Learning Outcomes: 1-5</p> <p>Assessed: Week 15</p>