

Chaminade University
MGT 300 Course Syllabus

Course Title: Management 300, Organization Management and Behavior
Term: Summer Evening; July 6 - September 14
Place: Barber's Point
Time: 1730 - 2140
Instructor: James Moses
Office Hours: By Appointment
Telephone: 739-4612 (**Office:** MBA Office, Kieffer Hall, Room 11)
Email: **Office:** jmoses@chaminade.edu or home: jmoses@lava.net

COURSE DESCRIPTION:

This course will study principles, functions and practices in management today. Students will gain a working knowledge of U.S. management practices in planning, organizing, delegating, motivating and **controlling**. The course will help the student form a realistic picture of what the manager's job involves in the U. S. Comparisons and contrasts with **international** management styles will be made.

OBJECTIVES OF THE COURSE:

- To gain a basic understanding of management principles, including planning, organizing and **control**.
- To improve the student's ability to understand managerial issues and problems, and to understand how these are resolved in the decision making process.
- To develop an awareness of multiple approaches that can be used to resolve managerial and organizational issues.

REQUIRED TEXT:

Managing Today, 1st edition, Stephen Robbins, Prentice Hall, New Jersey, 1997.
Reading assignments will be taken from this assigned textbook.

GRADING:

Midterm Examination	35%
Final Examination	35%
Oral Presentation/Write up	30%

MIDTERM AND FINAL EXAMINATIONS:

The midterm and final examinations will focus on the material covered in the textbook. The format will be mainly objective, with some short definitions and descriptions.

ORAL PRESENTATION/WRITE UP:

Each student will do an oral presentation 15 minutes in length. Each presentation should analyze in depth one issue in contemporary management. The oral presentation should be professionally prepared and delivered. You will be expected to prepare visual aids and handouts. You must notify the instructor a week in advance of any changes (days or topic) after the dates of the presentations are announced. Please write up your oral report, including bibliography, and submit it for grading. Length should be five to eight pages. Written reports are due September 9, 1998.

SCHEDULE AND ASSIGNMENTS

July 9 th	Chapter 1, Welcome to the changing World of Work Chapter 2, Managing Organizations and People Chapter 3, Making Decisions Video Case: The changing Face of Labor, Ch 1, questions on page 26
July 16 th	Chapter 4, Assessing the Environment Chapter 5, Planning Systems Case Exercises: UPS: Where efficiency is an obsession, Ch. 2, questions on page 56 The Denver International Airport Debacle, Ch. 3, questions on page 92
July 23 rd	Chapter 6, Evaluating Performance through Control Systems Chapter 7, Organization Design Video Case: Ford Global Automobile Strategy Case Exercise: Andy Jehl Transferred to Mexico, Ch. 4, questions on page 124
July 30 th	Chapter 8, Technology and the Design of Work Processes Chapter 9, Managing Human Resources Video case: Washington Waste, Ch. 6, questions on page 187 Case Exercise: How Wal-Mart beat Kmart, Ch. 7, questions on page 218
August 6 th	MID TERM EXAM
August 13 th	Chapter 10, Understanding Groups and Developing Effective Teams Chapter 11, Creating and Sustaining the Organizations Video Case: Training called Harassment, Ch. 9 questions on page 288 Case Exercise: The Greyhound Experience with Reengineering, Ch. 8, questions on page 252
August 20 th	Chapter 12, Understanding the Basics of Human Behavior Chapter 13, Work Motivation and Rewards CLASS PRESENTATIONS BEGIN THIS WEEK Case Exercises: The Boeing 777 Program, Ch 10, questions on page 320 A Discriminatory and Harassing Culture: The CIA, Ch. 11, questions on page 348
August 27 th	Chapter 14, Basic Issues in Leadership Chapter 15, Leadership Issues for the 21 st Century Video Case: Emotional Intelligence, Ch. 12, questions on page 380
September 3 rd	Chapter 16, Developing Interpersonal Skills Chapter 17, Managing Change Video Case: Dr. David Kessler at the F.D.A.
September 10 th	FINAL EXAM AND WRITTEN REPORT DUE