

MGT 30010 CHAMINADE UNIVERSITY of HONOLULU
ORGANIZATIONAL MANAGEMENT AND BEHAVIOR
WINTER 1998

Required Text: Robbins, Stephen P., Managing Today!, Prentice Hall; Upper Saddle River, New Jersey, 1997.

Facilitator: Mr. Daniel (Dan) J. Reap MA.

Telephone

(808) 672-8251 (Business)

Fax: By prior arrangements with the Facilitator

Availability

The Facilitator is available to meet individually with students prior to as well as after class.

Other arrangements can be made by telephoning him at the business number.

Schedule: Wednesday, 1730-2140 (5:30-9:40 p.m.)
Schofield Barracks - Bldg 560

Course Description:

MGT 300 introduces the principles, functions, and practices in management today; managerial tools for analysis, behavior in organizations, practical applications in problem-solving and decision-making.

Course Method:

This course will demonstrate and utilize basic classroom management concepts. This method relies on interaction among students and the facilitator. Video clips will be used to enhance learning as well as the extensive use of Study Groups.

Group Assignment:

Each study group will be required to give a formal, oral presentation to the class. This presentation will be 20-30 minutes in length, additionally, each group member will be required to give an equal part of the presentation. The topic of the presentation may be taken from any of the main topics to be covered in this course upon approval of the Facilitator. In addition to the presentation, each group will turn in a 8-10 page paper covering the presentation. Paper will consist of a title page, table of contents and reference page. Format may be either MLA, or Little Brown Handbook. Grading of papers will be in accordance with the grading for individual papers. Group presentations may be given when ready, However, all presentations must be given no later than March 18, 1998.

Individual Assignments:

Each individual student will be required to do two papers during the course. These papers may be written on any topic that pertains to the material covered in this course. Papers will be graded on the following criteria:

Organization/Development	40%
Content	20%
Format	10%
Basis English/Structure	30%

Grading:

Performance Evaluation will be based on a grading system containing two essential elements; Individual Performance and Group Performance. Final marks will be determined by sixty-five percent(65%) Individual and thirty-five percent(35%) Group totals.

Grades will be made of the following

3	Quizzes ... (30 points each)	90
2	Papers (1-2 pages long, 50 points ea.)	100
3	Exams 2 exams, 100 points each	200
	Final exam, 150 points	150
1	Group Presentation/Paper	200
	Class participation (10 points each session)	100

Miscellaneous:

Class participation and attendance is necessary to obtain an understanding of the subject material. If you MUST miss a class, notify the facilitator or a member of your group so that a make-up test can be arranged. Make-up tests MUST be taken by the following week. Failure to give notification and make arrangements for missed work will result in the loss of points for that class period. Papers are due on the date assigned. Late papers may be turned in within 24 hours with no loss of points. After 24 hours, late papers will be assessed a 15% penalty for each day late. No paper will be accepted after Friday.

COURSE OUTLINE AND TENTATIVE ASSIGNMENTS

<u>Week</u>	<u>Date</u>	<u>In Class</u>	<u>Homework</u>
1	1/14	Intro, Chps 1,2 Group set-up.	3,4
2.	1/21	Quiz #1. Discuss chps. 3,4	Review for exam
3.	1/28	Exam #1 (Intro, 1,2,3,4)	5,6
4.	2/4	Discuss chps. 5,6 Paper #1 Due	7,9
5.	2/11	Quiz #2 Discuss chps. 7,9	Review for exam
6.	2/18	Exam #2 (Chapts. 5,6,7,9)	10,11
	2/25	Paper #2 Due Discuss chps. 10,11	13,15
	3/4	Quiz #3 Discuss chps. 13,15	16,17
9.	3/11	Presentations, Group Papers Due Discuss chps. 16,17	Review for Final
10.	3/18	Final Exam (Chapts. 10,11,13,15,16,17)	

THIS SYLLABUS IS SUBJECT TO CHANGE!!!!!!