

PM SSF99

**Chaminade University**  
**MGT 300 Course Syllabus**

**Course Title:** Management 300, Organization Management and Behavior  
**Term:** Summer Evening; July 6 - September 15  
**Place:** Schofield Bks.  
**Time:** 1730 - 2140  
**Instructor:** James Moses  
**Office Hours:** By Appointment  
**Telephone:** 739-4612 (Office: MBA Office, Kieffer Hall, Room 11)  
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**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**, 1<sup>st</sup> 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 11, 1999.

## SCHEDULE AND ASSIGNMENTS

- July 10<sup>th</sup> Chapter 1, Welcome to the changing World of Work  
Chapter 2, Managing Organizations and People  
Video Case: The **changing** Face of Labor, Ch 1, questions on page 26
- July 17<sup>th</sup> Chapter 3, Making Decisions  
Chapter 4, Assessing the Environment  
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 24<sup>th</sup> Chapter 5, Planning Systems  
Chapter 6, Evaluating Performance through Control Systems  
Video Case: Ford Global Automobile Strategy  
Case Exercise: American Eagle & the Grounding of the ATR-42 and ATR-72, Ch. 4, questions on page 125.
- July 31<sup>st</sup> **Chapter 7, Organization Design**  
Chapter 8, Technology and the Design of Work Processes  
Video case: Washington Waste, Ch. 6, questions on page 187  
Case Exercise: How Wal-Mart beat **Kmart**, Ch. 7, questions on page 218
- August 7<sup>th</sup> **MID TERM EXAM**  
Chapter 9, Managing Human Resources
- August 14<sup>th</sup> **CLASS PRESENTATIONS BEGIN THIS WEEK**  
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 21<sup>st</sup> Chapter 12, Understanding the Basics of Human Behavior  
Chapter 13, Work Motivation and Rewards  
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<sup>th</sup> Chapter 14, Basic Issues in Leadership  
Chapter 15, Leadership Issues for the 21<sup>st</sup> Century  
Video Case: Emotional Intelligence, Ch. 12, questions on page 380
- September 4<sup>th</sup> Chapter 16, Developing Interpersonal Skills  
Chapter 17, **Managing** Change  
Video Case: Dr. David Kessler at the F.D.A.
- September 11<sup>th</sup> **FINAL EXAM AND WRITTEN REPORT DUE**