

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

**Course Title:** Management 300, **Organization** Management and Behavior  
**Term:** Winter '99 Evening; January 11- March 24, 1999  
**Place:** Fort Shafter - Bldg. 320  
**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.
- D 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 10 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 March 19, 1999.

## SCHEDULE AND ASSIGNMENTS

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Jan. 15 <sup>0</sup>	Chapter 1, Welcome to the <b>changing</b> World of Work <b>Chapter</b> 2, Managing Organizations and People Video Case: The changing Face of Labor, Ch 1, questions on page 26
Jan. 22 <sup>nd</sup>	Chapter 3, Making Decisions Chapter 4, Assessing the Environment Case Exercises: UPS: Where <b>efficiency</b> is an obsession, Ch. 2, questions on page 56 The Denver <b>International</b> Airport Debacle, Ch. 3, <b>questions</b> on page 92
Jan. 29 <sup>th</sup>	Chapter 5, Planning Systems Chapter 6, <b>Evaluating</b> Performance through Control Systems  Video Case: Ford Global Automobile Strategy Case Exercise: Andy Jehl <b>Transferred</b> to Mexico, Ch. 4, questions on page 124
Feb. 5 <sup>0</sup>	Chapter 7, Organization Design Chapter 8, Technology and the Design of Work <b>Processes</b> Video case: Washington Waste, Ch. 6, questions on page 187 Case Exercise: How <b>Wal-Mart beat Kmart</b> , Ch. 7, questions on page 218
Feb. 12 <sup>th</sup>	MIDTERM EXAM Chapter 9, Managing Human Resources
Feb. 19 <sup>th</sup>	<b>CLASS PRESENTATIONS BEGIN THIS WEEK</b> Chapter 10, Understanding Groups and Developing <b>Effective</b> 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
Feb. 26 <sup>0</sup>	<b>Chapter</b> 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
March 5 <sup>0</sup>	Chapter 14, Basic Issues in Leadership Chapter 15, Leadership Issues for the <b>21<sup>st</sup></b> Century Video Case: Emotional Intelligence, Ch. 12, questions on page 380
March 12 <sup>th</sup>	Chapter 16, Developing Interpersonal Skills Chapter 17, Managing Change <b>Video</b> Case: Dr. David Kessler at the F.D.A.
March 19 <sup>th</sup>	<b>FINAL EXAM AND WRITTEN REPORT DUE</b>