

Syllabus for Management of Organizations (MGT 307)

Instructor

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Course Description

This course covers the principles, methods and procedures of planning, organizing, leading, and controlling people within organizations. Topics include the history of management thought, organizational culture and design, decision-making, managerial communication, and strategic management. We view these topics through the emerging business trends of globalization, social responsibility, environmental sustainability, and managerial ethics.

Program Learning Goals (PLGs) for MVS School of Business & Economics Program

The MVS School has six stated Program Learning Goals: (1) Critical Thinking; (2) Oral Communication; (3) Written Communication; (4) Collaboration; (5) Conduct (Ethics); and, (6) Competency in Discipline.

Learning Objectives

On completion of this course, students will be able to:

1. Describe the fundamentals of management within domestic and global enterprises (PLG-2, 3, and 6);
2. Write analyses of complex cases related to management and organizational behavior principles (PLG-1, 3, and 6);
3. Formulate and execute management policies, strategies, plans and procedures (PLG-4, 5, and 6);
4. Identify, conceptualize, and develop solutions for successful resolutions to organizational problems (PLG-1, 5, and 6), and;
5. Understand the role of management in response to emergent trends such as globalization, social responsibility, and managerial ethics (PLG-1, 5, and 6).

Required Text

Management, 13th Edition

by Stephen P. Robbins and Mary Coulter

Publisher: Pearson (2015)

ISBN-10: 0133910296 --- ISBN-13: 978-0133910292

You must purchase and read the book in order to do well in the course. You are strongly encouraged you to buy a used copy of the book as it will save you a considerable amount of money. Please note that **we will be using the 13th Edition**, even though a newer edition has been recently released. Large quantities of used copies of the 13th Edition are currently available at reasonable prices.

Course Approach

The class will consist of lectures, case studies, instructor facilitated classroom discussions, in-class group exercises, and two (2) group projects. Students are strongly encouraged to participate in class discussions. It is expected that students will come to class having read the assigned reading materials. Students will frequently work in teams to give deeper meaning to the reading material.

The PowerPoint slides, course hand-outs, and study notes can be found on the course CI-Learn (Canvas) site. These materials are intended to supplement, not replace, the textbook.

Readings from online sources, current business periodicals as well as daily newspapers (e.g. Fortune, Bloomberg, Wall Street Journal, Ventura County Star, LA Times) will be assigned and used for class

discussions. Each class will start with a short discussion of a current event that is relevant to the course subject matter.

Grade Scoring Breakdown

Weighted Points	Date	Description
36	Oct 15 Dec 10	Tests. Two (2) tests will be offered throughout the semester with each test worth 18 points; Tests will consist of multiple choice, true/false, fill-in the blank, and short essay questions.
18	Oct 15 Nov 26	Group Project. The course project will consist of a written outline (4 points) and a final document (10 points) and a class presentation (4 points). A description of the course project is presented below.
12	Sep 24 Nov 5	Case Analysis. Case studies challenge you to apply what you have learned to real business problems. You will be responsible for preparing two written case analysis papers, one to two pages in length. Specific requirements will be covered in class. Each analysis paper is worth 6 points.
24	Various	Quizzes. Nine (9) quizzes will be given, each worth three (3) points. This means you will get a quiz roughly every week. The lowest quiz scores will be dropped.
10	In Class	Class Participation. Points will be awarded for participation in in-class group workshops and the performance of your duties as a subject matter expert (see below) and your team participation.

Course Project

The purpose of the course project is to give you the opportunity to investigate, in depth, the management makeup, philosophy and style for a Fortune 100 company. You are encouraged to learn as much as you can about the managers of the company including the Board of Directors, CEO, CFO, CIO, Legal Counsel, and Director of Human Resources. Your paper should discuss the corporate culture of the organization, the role the company has as good corporate citizen, and the mission and vision of the firm. How does this firm compare in this regard with its competitors? It is expected that you and your team investigate how the firm utilizes managerial topics discussed in our textbook.

We will spend time during our third class session to discuss the project, confirm group assignments, and develop a strategy for the successful completion the project. A project outline that sets forth the plan for completing the project will be due on **Mon, Oct 15**. The project write-up will be due on **Mon, Nov 26**. The report should be well organized with double-spaced, 12-point font, 1-inch margins, and include a list of all references. Please submit your document in Word format. Each group will give a presentation of their findings to the class at one of the last two class sessions.

Case Analysis

Two Business Case Studies along with the grading rubric are posted to CI-Learn (Canvas). Submit your analysis in Word format as described above.

Subject Matter Expert Assignment

You and your team will be responsible for serving as the Subject Matter Experts (SMEs) for a chapter in our textbook. That means that you will be asked to explain some portion of the chapter's material to the class. You should be prepared by reading the chapter and discussion the materials at the end of the chapter with the members of your team. SME assignments are shown on the schedule that follows.

Reading Assignments (schedule of assignments subject to change with notice)

Week	Date	Reading & Class Discussion	Deliverable	Quiz	SME
1	27-Aug	Introduction			
		Ch-01: Management and Organizations			
2	3-Sep	Labor Day (no classes)			
		Labor Day (no classes)			
3	10-Sep	Ch-02: Understanding Management's Context: Constraints and Challenges			
		Ch-03: Managing in a Global Environment		Quiz-01 - Ch-03	
4	17-Sep	Ch-04: Managing Diversity			A
		Ch-05: Managing Social Responsibility and Ethics		Quiz-02 - Ch-05	
5	24-Sep	Ch-06: Managers as Decision Makers	Case Study 1	Quiz-03 - Ch-06	B
		Ch-07: Managing Change and Innovation			C
6	1-Oct	Ch-08: Foundations of Planning		Quiz-04 - Ch-08	D
		Team Exercise			
7	8-Oct	Ch-09: Strategic Management		Quiz-05 - Ch-09	E
		Review (Chap 1 - 9)			
8	15-Oct	Ch-10: Managerial Controls	Project Outline		
		Test 1: Chapters 1 thru 9			
9	22-Oct	Ch-11: Basic Organizational Design			F
		Ch-12: Adaptive Organizational Design		Quiz-06 - Ch-12	G
10	29-Oct	Ch-13: Managing Human Resources		Quiz-07 - Ch-13	H
		Ch-14: Managing Teams			
11	5-Nov	Ch-15: Understanding Individual Behavior	Case Study 2		I
		Ch-16: Managers and Communication		Quiz-08 - Ch-16	J
12	12-Nov	Veteran's Day (no classes)			
		Veteran's Day (no classes)			
13	19-Nov	Ch-17: Motivating Employees		Quiz-09 - Ch-17	K
		Ch-18: Managers as Leaders			L
14	26-Nov	Presentations	Project Paper		
		Presentations			
15	3-Dec	Presentations			
		Presentations			
16	10-Dec	Test 2: Chapters 10 thru 18			
		Final Test @ 7:00p			