# Syllabus for Management of Organizations (MGT 307 – Sec-02)

## Instructor

John J. Griffin, J.D., M.B.A.
>       Office: Sage Hall, Room 2016
>       Phone/Text: 805.338.6036
>       Office Hours: Friday from noon to 5:00pm, or by appointment
>       eMail: john.griffin@csuci.edu

## 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.

## Learning Objectives

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

1.  Describe the fundamentals of management within domestic and global enterprises;

2.  Write analyses of complex cases related to management and organizational behavior principles;

3.  Formulate and execute management policies, strategies, plans and procedures;

4.  Identify, conceptualize, and develop solutions for successful resolutions to organizational problems, and;

5.  Understand the role of management in response to emergent trends such as globalization, social responsibility, and managerial ethics.

## Required Text

*Management, 10$^{th}$ Edition*
by Stephen P. Robbins and Mary Coulter
Publisher: Prentice Hall; 10$^{th}$ Edition (November 3, 2008)
ISBN-10: **0132090716**
ISBN-13: **978-0132090711**.

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 10$^{th}$ Edition,** even though a newer edition has been recently released. Large quantities of used copies of the 10th Edition are currently available.

## Course Approach

The class will consist of lectures, class discussion facilitated by the instructor, in-class group workshops, and two group projects. Students are encouraged to ask questions. 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 (Blackboard) site. These materials are intended to supplement, not replace, the textbook.

Readings from current business periodicals as well as daily newspapers (e.g. Ventura County Star, Los Angeles Times, and Washington Post) will be assigned and used for class discussions. Each class will start with a short discussion of current events that are relevant to the course subject matter.

**Course Policies**

Your attendance each meeting is essential to your success in the course. Should it be necessary for you to be absent you will be responsible for any material covered during the class session. Please see the Student Guidebook (available at www.csuci.edu) and the CSUCI Policies webpage (available at:

http://www.csuci.edu/students/publication/guidebook/policies.htm)

for campus-wide policies applicable to this and all CSUCI courses including policies on Academic Dishonesty and accommodations available for students with disabilities.

**Evaluation Method**

The final grade for this course will be based on a total of 100 points, as follows:

| Points | Date | Description |
|--------|------|-------------|
| 36 | Feb 12<br>Mar 12<br>Apr 16<br>May 16 | **Tests**. Four (4) tests will be offered throughout the semester with each test worth 12 points; the lowest test score will be dropped. Tests will consist of multiple choice, true/false, and short essay questions. |
| 20 | May 7 | **Group Project**. The course project will consist of a written document and a class presentation. A description of the course project is presented below. |
| 10 | Apr 2 | **Film Project**. Explain the managerial dynamics around planning, organizing, leading, and controlling at work in a film. |
| 24 | Various | **Quizzes.** Eight (8) quizzes will be given, each worth 4 points. This means you will get a quiz roughly every other week. You'll be able to drop your two (2) lowest scores for the quizzes. |
| 10 | In-Class | **Class Participation**. Points will be awarded for participation in group workshops and in-class team assignments. |

**Course Project**

The purpose of the course project is to give you the opportunity to investigate in depth the management 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 and its management assume as a good corporate citizen, and the position the company takes toward business ethics and issues of social justice along with the mission and vision of the firm.

We will spend time during our third session to discuss the project, form groups, and develop a strategy for the successful completion the project. The project write-up will be due on May 7. Reports are required to follow the APA guidelines (e.g. double-spaced, 1-inch margins, 12-point font, and include a list of all references). Each group will give a presentation of their findings to the class at one of the last two class sessions.

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

| Week | Assignment | Description | SME Team | Deliverable |
|---|---|---|---|---|
| 22-Jan-13 | Chapter 1 & 2 | Introduction & History | | |
| 29-Jan-13 | Chapter 15 | Groups and Teams | | Quiz 1: Ch-15 |
| 5-Feb-13 | Chapter 3 | Organizational Culture and Environment | A | Quiz 2: Ch-03 |
| 12-Feb-13 | Chapter 4 & 19 | Managing Globalization and Value Chain | B: Ch-04 | **Test 1: Ch-01-03 & 15** |
| 19-Feb-13 | Chapter 5 | Social Responsibility and Managerial Ethics | C | |
| 26-Feb-13 | Chapter 6 | Decision Making | D | Quiz 3: Ch-06 |
| 5-Mar-13 | Chapter 7 | Foundations of Planning | E | Quiz 4: Ch-07 |
| 12-Mar-13 | Chapter 8 & 9 | Strategic Management & Planning Tools | F: Ch-09 | **Test 2: Ch-04-07 & 19** |
| 19-Mar-13 | Spring Break | | | |
| 26-Mar-13 | Chapter 10 | Organizational Structure and Design | G | Project Outline |
| 2-Apr-13 | Chapter 11 | Communication and Information Technology | H | Film Paper<br>Quiz 5: Ch-11 |
| 9-Apr-13 | Chapter 12 | Human Relations | I | Quiz 6: Ch-12 |
| 16-Apr-13 | Chapter 13 | Managing Change and Innovation | J | **Test 3: Ch-08-12** |
| 23-Apr-13 | Chapter 14 | Foundations of Behavior | K | Quiz 7: Ch-14 |
| 30-Apr-13 | Chapter 16 & 17 | Motivating Employees & Leadership | L: Ch-17 | Quiz 8: Ch-16 |
| 7-May-13 | Chapter 18 | Foundations of Control and Project Presentations | | Project |
| 16-May-13 | Final Class | Thursday 16 May 8:00-10:00 AM | | **Test 4: Ch13-14 & 16-18** |