

MGMT 307: The Management of Organizations

Instructor: Dr. Minder Chen
Professor of MIS

Email: Minder.Chen@csuci.edu

Phone number: By email only

Class time: Monday & Wednesday 4:30pm~5:45 pm

Class Location: Broome Library 2330

Office Location: MVS Hall 1177

Course site: at CI Learn (Canvas)

Office Hours: **Mon. & Wed. 4:00 ~ 4:30 p.m.** Contact the instructor by email to specify your appointment's desired date and time slot 3 hours before the scheduled office hour in advance and please include your cell phone number.

Prerequisite(s): For Business majors: [BUS 309/ECON 309](#) and [BUS 310](#) and [MGT 326](#) with grades of C- or better and Junior Standing; for all other majors: Junior Standing

Course Description

This course examines principles, methods, and procedures for **planning, organizing, leading, and controlling** people within organizations. Topics include the **history of management theory and thought, organizational culture and design, decision-making, managerial communication, and strategic management**. More generally, this course is an introduction to the management field that will help you think and act like an effective manager. You will learn about the environment managers operate in, different **management functions** and some of the **tools** managers use. By understanding why and how managers do what they do, you will be better equipped to be successful in an organization as well as decide whether you are interested in a career in Management.

Program learning goals

CSUCI's Smith School of Business has five Program Learning Goals:

1. Critical Thinking, 2. Oral & Written Communication, 3. Collaboration, 4. Conduct (Professional Ethics), and 5. Competencies in Discipline (for this class, that's Management)

Course learning objectives

Students who successfully complete this course will be able to do the following (which link to the school's Program Learning Goals):

1. Describe the fundamentals of management within domestic and global enterprises (2, 3, 6)
2. Write analyses of complex cases related to management and organizational behavior principles (1, 3, 6)
3. Formulate and execute management policies, strategies, plans, and procedures (1, 6)
4. Identify, conceptualize, and develop solutions for successful resolutions to organizational problems (1, 3, 6)

Textbook

1. **Principles of Management** (free version) at https://saylordotorg.github.io/text_principles-of-management-v1.1/ or https://biz.libretexts.org/Bookshelves/Management/Principles_of_Management

Reference Books

1. **Open Textbook on Management in general**
<https://open.umn.edu/opentextbooks/subjects/management>

Additional Optional References on Chinese Classics on Management Philosophy:

1. LaoTze (Tao Te Ching) by S. Mitchell at <https://terebess.hu/english/tao/mitchell.html>
2. Ron Hogan, Tao Te Ching: A Modern Interpretation of Lao Tzu, at <http://www.beatrice.com/TAO.pdf>
3. Sun Tzu on The Art of War: The Oldest Military Treatise in the World at <http://www.literatureproject.com/art-of-war/>
4. The Analects of Confucius translated by R. Eno at https://www.transcend.org/tms/wp-content/uploads/2022/09/Analects-of-Confucius-Eno-2015-TMS_compressed.pdf

Key Online Resources

- **LinkedIn Learning** at **myCI**: Video-based training on technology and business topics.
- **Harvard Business Review** articles and cases: Under CI's Library==>Database A-Z ==> [Business Source Premier](#)

Reference Materials

Other reading materials are provided on Canvas as needed, so please check Canvas regularly.

Schedule

Date	Topics	Comments
Unit 1.1 1/22	1/20 Dr. Martin Luther King Jr. Day; Campus Closed • Principles of Management	Chapter 1
Unit 1.2 1/27 & 1/29	• Management History, Globalization, and Ethics	Chapter 3
Unit 2.1 2/3 & 2/5	• Assessing Personality, Attitudes, and Work Behaviors	Chapter 2
Unit 2.2 2/10 & 2/12	• Motivating Employees	Chapter 14
Unit 3 2/17 & 2/19	• Developing Mission, Vision, and Values • Setting Goals	Chapter 4 & 6
Unit 4 2/24 & 2/26	• Formulating & Implementing Strategies	Chapter 5

Unit 5 3/3 & 3/5	• Designing Organizational Structures	Chapter 7
Special 3/10	• How to Use Generative AI/LLM to Become a Better Manager	
3/12	Midterm Exam	
3/17 & 3/19	Spring Break (No Class)	
Unit 6 3/24 & 3/26	• Managing Change	Chapter 7
Unit 7 4/2	3/31 No class (César Chávez Day) • Leading People and Organizations	Chapter 10
Unit 8 4/7 & 4/9	• Fostering Organizational Culture	Chapter 8
Unit 9 4/14 & 4/16	• Working in Teams: Managing Groups & Teams	Chapter 13
Unit 10 4/21 & 4/23	• Decision Making	Chapter 11
Unit 11 4/28 & 4/30	• Communicating in Organizations	Chapter 12
5/5 & 5/7	• Final Project Presentation	
5/14 Wednesday	Final Exam 4:00-6:00 PM	

Grading Information (A point system is used. All points will add up to about 100 points).

- Individual Assignments and Discussion Assignments: 50%
- Midterm Exam: 25% and Final Exam: 25%

Grading Scale

A	93 +	C	73 - 77.99
A -	90 - 92.99	C-	70 - 72.99
B +	88 - 89.99	D+	68 - 69.99
B	83 - 87.99	D	63 - 67.99
B -	80 - 82.99	F	60 - 62.99
C +	78 - 79.99	F	60 <

Email Contact Method and Policy

Contact me by email at minder.chen@csuci.edu. ***It is your responsibility to check your CSU email account and CI Learn (Canvas) course website regularly (at least once a day) for additional announcements and communications.*** All email communications should have the following **subject heading:** MGT307, followed by a brief summary of the question such as “MGT307: Question about assignment X.” I will respond to emails usually within 48 hours, weekends and University holidays excluded. Please also explain the issue that you may have by telling me what you are trying to do and what you have done so far.

Readings

Additional reading materials will be assigned to complement the textbook via Canvas.

Attendance: Students are required to “attend” online lectures by watching assigned online video-based lectures, interacting with instructors and other students via online collaboration tools (e.g., posting comments on the threaded discussion). These participations will be counted towards your participation points.

Academic Honesty

Academic honesty is expected of all students. Any academic dishonesty will not be tolerated. Academic dishonesty includes such things as cheating, inventing false information or citations, plagiarism and helping someone else commit an act of academic dishonesty. It usually involves an attempt by a student to show possession of a level of knowledge or skill that he/she does not possess. Students in this course should abide by Policy on Academic Dishonesty at <http://www.csuci.edu/studentlife/judicial-affairs/academic-dishonesty.htm>

ADA Statement: Cal State Channel Islands is committed to equal educational opportunities for qualified students with disabilities in compliance with Section 504 of the Federal Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990. The mission of Disability Accommodation Services is to assist students with disabilities to realize their academic and personal potential. Students with physical, learning or other disabilities are encouraged to contact the Disability Accommodation Services office at (805) 437-8510 for personal assistance and accommodations.

Equipment: You are required to have access to a personal computer (PC). The PC should have adequate software products such as Microsoft Office and other software recommended by the instructor.

Academic Honesty Statement: Academic honest is expected by all the students in this class. Any academic dishonesty will not be tolerated. Academic dishonesty includes such things as cheating, inventing false information or citations, plagiarism and helping someone else commit an act of academic dishonesty. It usually involves an attempt by a student to show possession of a level of knowledge or skill that he/she does not possess. Students in this course should abide by Policy on Academic Dishonesty at <http://senate.csuci.edu/policies/2002-2003/SP02-01.pdf>

Disclaimer: The syllabus is subject to change to reflect new materials, assignments, and background of students. Students should check the online version of the syllabus and announcements frequently.

Online Course Netiquette Guidelines¹

You should **check the course web site and your CI mail once every day** for announcements and updates while the class is in session. Respond to instructor and classmates inquiries in 48-hours or sooner.

1. Review all discussion postings before posting your own to prevent redundancy.
2. Be aware that typing in all capital letters indicates shouting.
3. Be careful with humor and sarcasm. Both can easily be misunderstood!
4. Check your writing for errors by reviewing what you've written before submitting it.
5. Acronyms (LOL, etc.) and emoticons (smilies) are commonly used online, but be careful not to overuse them.
6. Many communications with your instructor or fellow students are best handled through email. Only post on the classroom discussion board if the conversation is relevant to others in the class.
7. Respect the privacy of your classmates and what they share in class.
8. Ask classmates for clarification if you find a discussion posting offensive or difficult to understand.
9. Avoid sweeping generalizations. Back up your stated opinions with facts and reliable sources.
10. Understand that we may disagree and that exposure to other people's opinions is part of the learning experience.
11. Be respectful of each other. We're all in this together. Before posting a comment, ask whether you would be willing to make the same comment to a person's face.
12. Keep in mind that everything you write, indeed every click of your mouse is recorded on the network server. On the Internet, there are no takebacks.
13. Remember that you are taking a college class. What would be inappropriate in a traditional classroom is also inappropriate in an online classroom.

Table of Contents for the Textbook with links to each chapter

[Chapter 1: Introduction to Principles of Management](#)

[Chapter 2: Personality, Attitudes, and Work Behaviors](#)

[Chapter 3: History, Globalization, and Values-Based Leadership](#)

[Chapter 4: Developing Mission, Vision, and Values](#)

[Chapter 5: Strategizing](#)

[Chapter 6: Goals and Objectives](#)

[Chapter 7: Organizational Structure and Change](#)

[Chapter 8: Organizational Culture](#)

[Chapter 9: Social Networks \(not covered\)](#)

¹ Adapted from <http://blogs.lsc.edu/expectations/netiquette-guidelines/>

[Chapter 10: Leading People and Organizations](#)

[Chapter 11: Decision Making](#)

[Chapter 12: Communication in Organizations](#)

[Chapter 13: Managing Groups and Teams](#)

[Chapter 14: Motivating Employees](#)

[Chapter 15: The Essentials of Control](#)

[Chapter 16: Strategic Human Resource Management](#)