

Course Syllabus (tentative)
wayne.smith@csun.edu
[updated: Tuesday, February 27, 2007]

Course: MGT 360pace
Title: Management and Organizational Behavior (3 units)

“I just want to know God’s plans. Everything else is just simply details.”
---Albert Einstein (1879-1955)

Program: CSUN PACE (Finance and Marketing option)
Bachelors of Science, Business Administration
(Option I: Management, Option 2: Human Resources)
Other Business and Economics majors
Other CSUN majors
College: CSUN College of Business and Economics

Description:

The course is an introduction to the basic concepts in management and organizational behavior. This course applies these concepts to the management of people and resources toward the accomplishment of organizational goals. The emphasis is on the organizational applications of behavioral science concepts, interpersonal skills, and team building.

This class section is offered under the umbrella of the PACE program, a program generally oriented towards mid-career, working professionals. As such, this course is designed to be taught in an "intensive" format, including a shorter semester and more rapid movement through the course material. While non-PACE students are welcome to enroll (assuming space availability), non-PACE students will find this class section more difficult and time-consuming than non-PACE class sections. Or put differently, *it is more difficult to obtain a passing grade in this class section of MGT 360 than in other class sections of MGT 360.*

Course Prerequisites:

This course requires the completion of lower-division business core. Additionally, BUS 302 is a co-requisite for BSBA majors. All prerequisites will be strictly enforced.

Department:

The Department of Management offers a variety of programs to serve matriculating students. Additional information about the Department and its programs is available in the CSUN catalog. See:

<http://www.csun.edu/catalog/MGMT.pdf>

Learning Objectives:

This course is an introduction to the basic concepts in management and organizational behavior. The course applies these concepts to the management of people and resources toward the accomplishment of organizational goals. Emphasis is placed on acquainting students with the literature and on understanding the relationship between theory and practice. Specific objectives are to:

- Familiarize students with core concepts in management and organizational behavior
- Understand how management and behavioral science theories apply to real life
- Explore major issues and trends in the fields

Approach:

The course will use a variety of approaches including lectures, videos, class discussions, assignments, analyses of business news and cases, and in-class, experiential exercises.

Test Material:

There will be two quizzes and two examinations. Each quiz is essentially a smaller version of an exam. Each test will cover the chapters covered in class to date as well as in-class discussions and other non-textbook materials. Due to time constraints, we may not be able to cover each and every aspect of the chapter readings or assigned readings in class. Regardless, you are responsible for all the chapter material (i.e., it is “fair game” for the exam) unless explicitly directed otherwise by the instructor. Each class session will likely begin with an opportunity to ask questions about specific topics in the reading material. **No make-up exams** will be given. Please procure four scantrons (regular size, form 882) and four large-format blue books. The tests may require one or both of these materials. Please bring a blue pen, a black pen, a red pen, and a number 2 pencil to class on quiz and exam days. And finally, I tend not to give cumulative exams.

Assignments and **homework** will generally be graded on simple point scheme (“scoring rubric”) enumerated within each assignment. No late papers will be accepted.

There will be at least three short assignments noted in advance as well as a few exercises announced in class. The advance assignments are described (or will be described) in separate documents available on the course website and handed out in class.

- Student and Research Essay
- Personality Profile
- Information Competency

Assignments or homework announced in class may consist of self-assessments, case analyses, or short write-ups. No late assignments or homework will be accepted for any reason. Therefore, if you fear you might miss class or might not be able to turn in your assignment on time, you can give it to another student to turn in on the correct day and at the correct time.

Important!: Be sure to keep a copy of all assignments, homework and papers (in other words, anything you turn in) so that in the unlikely event that it becomes misplaced, you can show it to the instructor as proof of completion.

Grading System:

The contribution of each component to the final grades will be based on the following breakdown:

Component	Relative Weight
In-class Exercises	5%
Management Book Review	5%
Assignments & Homework	10%
Quiz #1	10%
Quiz #2	15%
Mid-Term	25%
Final Exam	30%

Grades will be assigned based on the following (including plus/minus suffixes):

A	Exceptional
B	Very Good
C	Average
D	Barely Passing
F	Failure

I do not discuss any aspect of *grades* via email after the end of the semester.

University Absences and Disabilities:

If you plan to be absent from class for a University-approved activity, such as athletics, please see me during the first or second week of class. Similarly, if you need special assistance with exams or are disabled as defined by the University, please see me during the first or second week of class.