



COURSE TITLE:	BUS 4000-TA: Organizational and Management Theory (REV 6-30-17)
DESCRIPTION:	In this course we will take a systematic approach to the analysis of structural components of organizations as well as the behavior of people in them from private to public and nonprofit organizations. The purpose of the course will be to provide the student with a thorough understanding management theories, contemporary management application issues, and organizational models as they relate to organizational culture and structure.
PREREQUISITES:	None
SEMESTER:	Fall 2017-Term I
COURSE START:	August 30 th , 2017
CLASS HOURS:	6:00pm-10:15pm
LOCATION:	Tracy, CA – Tracy Transit Center
COURSE MATERIAL:	Sullenberger, "Sully" (2012) Making a Difference. Harper Business ISBN: 978-0-06-192470-5 Welch, Jack & Suzy (2015) The Real Life MBA. Harper Collins ISBN: 978-06-236280-3 Hernbroth, Robert J. (2014) Personal Power and Leadership (Issued the first night of class, Workbook)
INSTRUCTOR:	R.J. Hernbroth
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E MAIL:	rhernbroth@ndnu.edu
OFFICE HOURS:	30 minutes prior to the start of each class or by prearranged appointment.

ACADEMIC HONESTY: Academic honesty is a cornerstone of our values at NDNU. If any words or ideas used in an assignment submission do not represent your original words or ideas, you must cite all relevant sources and make clear the extent to which such sources were used. Words or ideas that require citation include, but are not limited to, all hard copy or electronic publications, whether copyrighted or not, and all verbal or visual communication when the content of such communication clearly originates from an identifiable source. Consult the NDNU Student Handbook regarding consequences of misrepresenting your work.

PRIVACY and CONFIDENTIALITY: One of the highlights of the NDNU academic experience is that students often use real-world examples from their organizations in class discussions and in their written work. However, it is imperative that students not share information that is confidential, privileged, or proprietary in nature. Students must be mindful of any contracts they have agreed to with their companies.

LEARNING and OTHER DISABILITIES: If you have a learning disability or other circumstance that requires accommodations in this class, you must bring it to the attention of Program for Academic Support and Services (PASS) to arrange for possible accommodations (650-508-3670).

SYLLABUS UPDATES: Refer to this syllabus for course assignments. However the course syllabus and schedule are subject to change in the event of extenuating circumstances. You will be notified of any changes made to the syllabus. In all circumstances University policies will be strictly adhered to.

CLASS ATTENDANCE: Your attendance is very important to your studies at the University. Non-attendance or lack of participation in the class will be considered during the grading process. Two missed classes [or major portions of those classes] will yield an automatic "F" for the course.



WRITTEN ASSIGNMENTS: The School of Business and Management requires the use of the American Psychology Association (APA) publication guidelines as a standard for all papers.

LATE HOMEWORK: Assignments are to be completed and submitted at the start of each class meeting. Assignments not turned in on time are considered late. Late assignments will be accepted only for one week after the due date; after which time the assignment will not be accepted. Only up to two assignments may be turned in late during the duration of the class. Late assignments scores will incur a reduction of 20% of point value.

PARTICIPATION: You will be required to report on your projects both orally and in writing. Your silence in class and room discussion will indicate to the class that you did not do your assignment in readings. Points will be given to you at the start of the next class. No make-up for lack of participation. Total points toward Final grade will be 20.

TEXTBOOK POLICY: In accordance with the federal Higher Education Opportunity Act, to the extent practicable, NDNU makes textbook information available as part its class schedule. NDNU makes every effort to ensure the accuracy of the textbook information provided. Due to issues such as textbook availability, errors, and academic reasons, NDNU may need to change textbook information that has been published. NDNU cannot take financial responsibility when a student purchases a non-refundable textbook and a change occurs to published textbook information. Students wishing to avoid this risk should purchase textbooks from sources that allow returns for refunds, such as the NDNU Bookstore managed by Follett at 650-594-1257.

EXTRA CREDIT: None specified, though the opportunity to introduce it will be at the discretion of the instructor.

LEARNING OBJECTIVES (CLOs):

- Identify key theories, models and issues of management and organizational behavior as found in an organizational setting;
- Analyze an organization for the purposes of making recommendations for initiating organizational improvement;
- Understand the challenges involved in make good managerial decisions and be able to apply those theories that can help you improve these skills;
- To provide, at a professional level, a presentation including Introduction and Conclusions of your hypotheses.
- To establish a team approach towards a professional goal that would require a process of; communication, diversity understanding, problem solving, decision-making, and "Strategy for Implementation".
- Demonstrate, orally and in writing, the ability to integrate and communicate knowledge, ideas, and innovations about individuals and organizations

ASSIGNMENTS VALUE & KEY DATES:

Assignments	Pt Value	Due Date
Participation and Oral Presentation	20	WEEKLY
Individual paper (10 Pages)	30	LAST CLASS
Short Quizzes and Homework	20	WEEKLY
Final Exam	30	FINAL DAY
POINT TOTALS	100	

GRADE/POINT CONVERSION:



A+ 100-97	A 96-94	A- 93-90	
B+ 89-87	B 86-84	B- 83-80	
C+ 79-77	C 76-74	C- 73-70	
D+ 69-67	D 66-64	D- 63-60	F 59 or <

COURSE ACTIVITIES:

Wk	Topics	Assignments
1	Introduction and Overview Managing Communications	A. Assign Teams and Project Paper B. Interview Students and Discuss Suggested Readings
2	A. Study of Organizations B. Motivation	A. T.Q.M. and Globalization B. Herzberg and Maslow
3	Project Management Team Building	A. Price of Success B. Groups vs. Teams
4	Power Leadership How to Conduct Effective Meetings	A. Effect on Organization B. Situational Leadership
5	A. Structure and Design of Organizations B. Organization Change C. Diversity Awareness	A. Goal Setting and M.B.O.s B. Resistance to Change and Change Process
6	A. Decision Making B. Business Ethics	A. Process and Definition B. Moral Compass PROJECT DUE
7	Final Exam (Open Book)	BLUE BOOK REQUIRED

SUGGESTED READINGS:

Covey, Stephen. (1990) Principle-Centered Leadership. Summit Books

Lencioni, Patrick (2016) The Ideal Team Player. Jossey-Bass

Johnson, Spencer M.D. (1998) Who Moved my Cheese. Putnam & Sons

Welch, Jack (2005) Winning. Harper Business

ISBN: 0-06-075394-3

HOURS DISTRIBUTION: Per federal and WASC accreditation standards, students are expected to devote a total of 180 hours of academic work to a three-unit class.

ACTIVITY	AVERAGE HOURS PER WEEK	TOTAL HOURS
LECTURE-ATTENDANCE AND PARTICIPATION	4	28
WEEKLY HOMEWORK	5	35
REQUIRED READINGS AND WORKBOOK ASSIGNMENTS	6	42
PRESENTATION PREP AND RESEARCH FOR TERM PAPER	5	35
TOTAL	20	140



Team Briefing: successful teamwork and collaboration are the keys to the success of post-industrial organizations. Small teams of 4-5 students will be formed to explore and analyze selected topics in required readings. Each team member is responsible for accomplishing cooperatively and on time a briefing that demonstrates the team's scholarly knowledge and ability to present any professional environment. The goal of the team project will be to prepare and present a 20 minute briefing to the class that provides a summary of their selected readings as well as all relevant management and organizational theories that are supported by and/or contradicted by this topic. Engage the class in productive discussion that highlights the treatment of this topic in an organizational setting. The oral presentation part of the grade will be based upon the following criteria 50%. The written portion of the report will represent the other half of your grade for a total of 20 points. Each student will prepare a minimum of 10 pages of your notes and personal comments regarding your end of year report. Your project is mainly based on the following criteria:

- Organization – presentation is clear and effectively structured. It is integrated rather than being a disjointed series of individual presentations;
- Style – each team member to be responsible for accomplishing, cooperatively in on time that demonstrates the team's breadth of scholarly knowledge as well as their ability to presented information effectively in a professional environment.
- Content – material presented is comprehensive, accurate and scholarly. Applicability of information is clearly established.

10 Page Project Title; What is the recipe for a successful leader?

-Organizational Management Learning Objectives (See Page 2)

Cite;

1. Suggested Readings
2. Personal Affects
3. Learning Outcomes
4. Highlight Experiences
5. Most Important (Carry-Over) Learning Activities onto Your Next Position
6. Exhibit Critical Thinking Skills - PLOs
 - a. Challenge the Status Quo
 - b. Ask good questions that are thought provoking
 - c. Dissect programs
 - d. Develop Solutions
 - e. Improve Productivity
 - f. Improve Sales
 - g. Reduce Costs

Final Exam: There will be an open book 20 question test administered that will be based upon content covered in the assigned readings.