Moravian College
Management and Organization Theory (Mgmt 223)
Course Syllabus
Spring 2005

Instructor: Dr. James West, Professor
Office: Comenius Hall 215
Telephone: 610.861.1381; e-mail westj@moravian.edu
Office Hours: MW 1:15-2:15; TTh 10:30-11:30

Course Description: Fundamental managerial processes of organizations. Analysis of internal organization structure; management roles and functions in business enterprises and other goal-oriented institutions. Science and art of organizational structure and managerial behavior. (M4)

Course Objectives: Management as an academic discipline prepares the student for management in application in the workplace. The field of Management also introduces students to processes central to understanding the economic, political and social forces that have shaped our modern and rapidly changing world. The objective of this course is to provide the student with a comprehensive and integrative introduction to the role of management in mission directed organizations. The planning, organizing, leading and controlling functions of business both at the functional and strategic level will be addressed. Issues related to social responsibility, ethics, globalization, diversity and accelerating technological change will be emphasized.


Recommended: The Wall Street Journal and other business periodicals.

Exams and Grading Policies:
There will be three semester exams (20% of final grade each), a portfolio project (30% in place of a final and a 10% class grade. Details of the portfolio project assignments will be provided throughout the course.

Course Policies:
You are responsible for reading all of the assigned materials prior to class. Tests must be taken at the scheduled times. Quizzes and assigned projects should be submitted in a final portfolio the last week of class. Regular attendance is required. More than 2 unexcused absences will reduce class grade. Tardiness to class is disruptive and will count as ½ absence. The College policies on academic honesty will be enforced. You can refer to the student handbook for details of these policies.
Course Outline:
Week of:

Jan 10  Managing in the New Workplace, C 1 text
17  (MLK Day No class-1/13; 1/18 last day for course change)
24  The Environment of Management, C 2 text
31  Managing in the Global Environment, C 3 text

Feb 7  Managerial Ethics and Corporate Social Responsibility, C 4
14  Test # 1, Organizational Planning and Goal Setting, C 5
21  Managerial Decision Making, C 6; Organizing, C 7
28  Change and Development, C 8

March 7  (Spring Break 3/5-3/13)
14  Human Resource Management, C 9; Managing Diverse Employees, C 10
21  Review. Test # 2
28  Foundations of Behavior in Organizations, C 11; (3/25-3/28 no class; 4/1 last day for ‘W’)

April 4  Leadership in Organizations, C 12; Motivation in Organizations, C 13
11  Communicating in Organizations, C 14; Teamwork, C 15
18  Test # 3. The Importance of Control, C16.
25  Conclusions; Portfolio Submission

May 2-7  Final Exam. (Portfolio Project)