

*Hong Kong Shue Yan College
Northeast Louisiana University*

jointly present

*Management
&
Decision*

*Organizational
Behavior*

Credit-Giving Summer Courses 1977

Shue Yan College

81, Sing Woo Road, Happy Valley HK
Tel. 5-733123 5-748738

Application:

Application should be made to Shue Yan College (81, Sing Woo Road, Happy Valley. Tel. 5-733123 & 5-748738) before June 30, 1977. Brief interview will be arranged for each applicant before admission.

APPLICATION FORM FOR ADMISSION

Name:
(in English) (in Chinese)

Education Attainment:

Occupation: Position:

Business/Home Address:
..... Tel.

Course(s) to be taken

() Mgt 305 Organizational Behavior

() Quant. M. 411 The Analysis of Management Decisions

Date Applicant's Signature

Recommendation from: (if any)

Remark:

INTRODUCTION:

If you want to equip yourself with deeper knowledge in this complex world of management, you must be interested in our summer program. Basing on the encouraging responses in the past years and our concern to meet the rising need in business. Northeast Louisiana State University and Shue Yan College attempt to offer two advanced courses in Business Management in this summer. These courses would enable students to gain concrete insight in the newly developed business theories in a mere four weeks' time. In our experience, many were benefited from our summer courses, in the light of theoretical stimulation and professional suggestions, on the operation and promotion of their business. We feel confident that our summer program this year will prove another contribution to the students and the local community.

AIMS:

- (1) To acquaint up-to-date knowledge with special emphasis on the integration of theories, actual practice and on the problem-solving process.
- (2) To offer valuable consultation and suggestion to students who are willing to bring their problems to the professors.
- (3) To promote acculturation through interaction among local students and American scholars in the business field.

DESCRIPTION OF COURSES:

(1) Organizational Behavior (Management 305)

A study of human behavior in organizational settings; the organization's effect on employee perceptions, feelings, and actions; and the employee's effect on the organization. Emphasis is placed on the attainment of organizational goals through the satisfaction of human needs.

Course Outline:

- (1) Working with People
- (2) Mainsprings of Motivation
- (3) Developing a Sound Behavioral Climate
- (4) Effective Supervision
- (5) Human Relations Training and Organizational Development
- (6) Organizational Dynamics
- (7) Working with Unions
- (8) Communicating with Employees
- (9) Employee Counseling
- (10) Group Dynamics

(2) The Analysis of Management Decisions (Quantitative Methods 411)

This course uses management decision making as an organizing concept. It attempts to examine the processes by which business decisions are made. The notion of a decision is thus a sort of model or logical structure which is used to bring some conceptual order out of the endless variety of observations that one might make about management. Emphasis in the course will be, however, in the making of capital investment type decisions for which the time value of money is a key concept.

Course Outline: Concentration will be elaborated in the following areas:

- (1) Staff Assistance for Management Decision
- (2) Decisions under assumed certainty
- (3) Decisions under risk
- (4) Decisions under uncertainty
- (5) Data gathering
- (6) Prediction and Management

PROFESSORS:

The courses will be conducted by two professors from Northeast Louisiana State University, both of whom are experienced professors and prominent scholars in the field of business management namely:—

Dr. Arthur L. Bethke (B.S., M.A., Ph.D.) — Associate Professor from the Department of Management will conduct the course on Organizational Behavior.

Dr. Maynard M. Dolecheck (B.S., M.B.A., Ph.D.) — Professor of Quantitative Methods: will conduct "The Analysis of Management Decisions".

ELIGIBILITY:

- (1) Undergraduate or graduate students in universities or post-secondary colleges in Hong Kong or other countries (Credits earned from the two courses are transferable to all American Universities and many Canadian Universities).
- (2) Businessman and staff in commercial institutions.

CREDITS AND CERTIFICATES:

Students who fulfill the requirements of each course which usually includes a final test will receive 3 credits transferable to American Universities and a certificate issued by Shue Yan College and Northeast Louisiana State University. Those who have completed the course but are unable to attempt the final test will receive a certificate from both institutions.

The courses are approved by the Hong Kong Education Department and the American Board of Education.

DATE AND TIME:

July 11 — August 5, 1977.

Management 305 Organizational Behavior.

Lecture Hours:

Mondays and Wednesdays (6:15 — 9:35 p.m.)

Discussion Sessions:

Fridays (6:15 — 7:45 p.m.)

Quantitative Methods 411 The Analysis of Management Decisions

Lecture Hours:

Tuesdays and Thursdays (6:15 — 9.35 p.m.)

Discussion Sessions:

Fridays (8:00 — 9:30 p.m.)

PLACE:

Hong Kong Shue Yan College, Rooms 104 and 204, 81, Sing Woo Road, Happy Valley, Hong Kong.

TUITION FEE:

- (1) HK\$350 for one course and HK\$650 for taking both.
- (2) Special rate for Shue Yan Students; HK\$300 for one course and HK\$550 for both.