

BOOK'S PARTS & CHAPTERS	Orig. Program # Days (of 7 hours) Req'd	Cover- age of Chapters	(Assumed) # Class Ses- sions Use x 1.25 hrs ea. = total hrs	3 QUARTERS (Fall, Winter, Spring: each about 9 weeks) (9 wks x 2 sessions/wk x 1.25 hrs/session = 22.5 hrs total / Qrtr)		2 SEMESTERS (Fall, Winter-Spring: each about 13 weeks) (13 weeks x 2 sessions/wk x 1.25 hrs/session = 32.50 hrs 1st Sem.; 35.00 hrs 2nd Sem.)	
				Cumu- lative Hours	Cumu- lative Hours	Cumu- lative Hours	Cumu- lative Hours
Intro (read before Session 1?)							
Part 1: Mgmt Functions/Process Chapter 1: MD/OD Project (Skip) Chapter 2: Mgm't Functions (Intro) Chapter 3: Analyzing Chapter 4: Planning Chapter 5: Decision Making Chapter 6: Implementation (new) Chapter 7: Time Management	3 (21 hrs)	---	0	1st (FALL) QRTR		FALL SEMESTER	
review		2 CS = 2.50 hrs	Chapter 2	2.50	Chapter 2	2.50	
heavy		3 CS = 3.75 hrs	Chapter 3	6.25	Chapter 3	6.25	
heavy		4 CS = 5.00 hrs	Chapter 4	11.25	Chapter 4	11.25	
heavy		5 CS = 6.25 hrs	Chapter 5	17.50	Chapter 5	17.50	
heavy		3 CS = 3.75 hrs	Chapter 6	21.25	Chapter 6	21.25	
review		1 CS = 1.25 hrs	Chapter 7	22.50	Chapter 7	22.50	
Part 2: Mgr'l/Leadership Behavior Chapter 8: Mrg'l/Leadership Styles Chapter 9: Nonpersonal Influences	2.5 (17.5 hrs)	heavy	6 CS = 7.50 hrs	2nd (WINTER) QRTR		WINTER-SPRING SEMESTER	
review		2 CS = 2.50 hrs	Chapter 8	7.50	Chapter 8	30.00	
			Chapter 9	10.00	Chapter 9	32.50	
Chapter 10: Personal Influences Chapter 11: Integrate 2 Approaches Chapter 12: OD Implications (skip)		heavy	4 CS = 5.00 hrs	Chapter 10	15.00	Chapter 10	5.00
		review	1 CS = 1.25 hrs	Chapter 11	16.25	Chapter 11	6.25
Part 4: Interpersonal Relations Chapter 14: Interpersonal Behavior	.75 (5 hrs.)	broad rev.	(now longer) 5 CS = 6.25 hrs	Chapter 14	22.50	Chapter 14	12.50
Part 3: Individual P-S & D-M Chapter 13: Individual P-S & D-M	1 (7 hrs)	review	4 CS = 5.00 hrs	3rd (SPRING) QRTR		WINTER-SPRING SEMESTER	
				Chapter 13	5.00	Chapter 13	17.50
Part 4: Interpersonal Relations Chapter 15: Effective Communication	0.8	review	4 CS = 5.00 hrs	Chapter 15	10.00	Chapter 15	22.50
Part 5: Team Think-Work Chapter 16: Team Think-Work	1.5	heavy	5 CS = 6.25 hrs	Chapter 16	16.25	Chapter 16	28.75
Part 6: Other Organizational Skills Chapter 17: Individ'l & Org'l Learning	1.0	review	3 CS = 3.75 hrs	Chapter 17	20.00	Chapter 17	32.50
Part 7: Summary & Integration Chapter 18: Summary/Integration	0.5	review	2 CS = 2.50 hrs	Chapter 18	22.50	Chapter 18	35.00
				Total Hours	67.50	Total Hours	67.50