

MANAGEMENT 1100

Supervision

This is an information sheet only, not the course syllabus.

COURSE DESCRIPTION

Prepares the individual to manage front-line workers and the responsibilities, problems, challenges, and opportunities facing a supervisor. Presents the range of supervisory methods from classical to behavioral. Focuses on the management and leadership of individuals and small groups. Prerequisite: none. (3 credit hours)

REQUIRED AND RECOMMENDED COURSE MATERIALS

Please follow the instructions below to locate information on the textbook and other materials for this course.

1. From [COD home page](#), click on **myACCESS**.
2. Click on **Search for Credit Classes**.
3. From the **Term** drop-down box select the term.
4. Choose your course from the **Subjects** drop-down menu.
5. In the **Course #** field, enter your course number.
6. In the **Section** field, enter the course section number if known.
7. From the **Course Types** drop-down menu select **Internet/Online**.
8. Scroll to the bottom of the page and click on **SUBMIT**.
9. Click on the **Section Name and Title** link.
10. Click on **Click here for prices of required textbook(s) and supplies** and course material information will be displayed.

Alternatively, you can visit the [COD Bookstore](#) website to find this information.

EVALUATION/GRADING

Five multiple-choice tests worth 44% of the total grade	= 440 points
22 assignments (56% of the total grade)	= 560 points
Total	= 1000 points

GRADING

The average of the percentage score for each assignment will be used to determine final grades.

Grade	Percent	Points
A	100% to 90%	1000-900
B	89.99% to 80%	899-800
C	79.99% to 70%	799-700
D	69.99% to 65%	699-650
F	64.99% to 0%	649-0

SATISFACTORY/FAIL OPTION

The S/F grade option is available to students in this course. Refer to the syllabus for details and conditions.

INCOMPLETE GRADE POLICY

If you may find that you are unable to complete the course by the end of the semester for some unavoidable reason you may request an Incomplete grade. Refer to the course syllabus for details.