

MANAGEMENT 2210 Principles of Management

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

COURSE DESCRIPTION

Essential principles and concepts of management. Includes theoretical bases and practical applications of planning, controlling, organizing, and directing, human, financial, material, and informational resources. Integrates management history, decision-making models, international and diversity management with the functions of management. Covers classical and behavioral approaches to management. Recommended: Business 1100 or equivalent. (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.

Textbook Student Companion Site

http://websites.swlearning.com/cgiadsworth/course_products_wp.pl?fid=M20b&flag=student&product_isbn_issn=9780324568400&disciplinenummer=416

CD-ROMs:

BUSINESS COMMUNICATION, by Dr. Michael Drafke, College of DuPage, 2005.

BUSINESS ETHICS, by Dr. Michael Drafke, College of DuPage, 2005.

COURSE OUTLINE

Unit 1 Online Discussions 1 - 4
Unit 1 Project
Unit 1 Essay Test
Unit 2 Online Discussions 1 - 4
Unit 2 Project
Unit 2 Essay Test
Pre-Test, Units 1 and 2 Online Discussions, Projects and Essay Tests must be completed in order to remain enrolled in the course
Unit 3 Online Discussions 1 - 4
Unit 3 Project
Unit 3 Essay Test

Unit 4 Online Discussions 1 – 4 Unit 4 Project Unit 4 Essay Test
Unit 5 Research Project Culminating Activity Management Research Paper Extra Credit Assignment (Optional)
Final Exam Culminating Activity Management Research Paper

EVALUATION/GRADING

Activity	Points
4 essay tests (2 questions answered in each) @ 100 points each	400 points
1 Final Exam (15 objective questions) Culminating Activity @ 45 points	45 points
16 Online Discussions @ 25 points each	400 points
4 Projects @ 25 points each	100 points
1 Management Research Report - Culminating Activity @ 55 points	55 points
TOTAL	1,000 points
Pre-Test	10 Extra Credit points
Optional Extra Credit Project	15 Extra Credit points

Points	Grade
900 - 1,000 (all course assignments completed)	A
800 - 899 (all course assignments completed)	B
700 - 799 (all course assignments completed)	C
600 - 699 (all course assignments completed)	D
599 and fewer points	F

SATISFACTORY/FAIL OPTION

The S/F grade option is available to students in this course. Contact the instructor or 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. Contact the instructor or refer to the course syllabus for details.