MANAGEMENT 2210  
Principles of Management  
3 credit hours  

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 lecture 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.  

COURSE OUTLINE  
This course includes both learning and applying the principles of management. To do that you 
will be given six supervisors to virtual manage. Each of those supervisors has eight or nine 
workers and your department will be one of several departments in an ongoing business. In 
managing your department you will have two general types of assignments - day-to-day (d2d) 
and the Manager's In Box (MIB). The d2d assignments are typically much shorter and are like 
the numerous encounters with peers and subordinates that make up a manager's typical day. The 
MIB assignments are more like the work a manager has to perform or that is assigned with peers 
or from superiors. Two of the MIB assignments involve keeping notes on what happens with 
your supervisors.  

In addition to the assignments there are 4 unit tests and a comprehensive final exam.
**EVALUATION/GRADING**
The final grade is based on the total points earned, 45% of the course points are the 4 unit tests and final and 55% from the assignments.

**Grade Scale**

<table>
<thead>
<tr>
<th>Points</th>
<th>Grade</th>
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<tbody>
<tr>
<td>1,000 - 900</td>
<td>A</td>
</tr>
<tr>
<td>899 - 800</td>
<td>B</td>
</tr>
<tr>
<td>799 - 700</td>
<td>C</td>
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<tr>
<td>699 - 650</td>
<td>D</td>
</tr>
<tr>
<td>649 and fewer points</td>
<td>F</td>
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</tbody>
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Units 1 & 2 (Tests 1 and 2 and assignments 1 through 18) **MUST** be complete by **Midterm**, midnight or you will be administratively withdrawn from the course.

**Satisfactory/Fail Option**
The S/F grade option is available to students in this course. It may be issued under the following conditions:

1. The student must request it prior to the end of the 4th week of the term.
2. A written statement must be completed and signed by the student and the instructor.
3. The student must have achieved a grade of C or better in the course to receive a Satisfactory (S) grade. If the student’s course work is valued at the D level or less it will be given an F grade.
4. Once an S/F grade has been registered with the records office, it cannot be changed.

**Incomplete Grade Policy**
An "I" grade will be given only for circumstances beyond the student's control and when all the following conditions are met:

1. The student must request it one week prior to the start of finals week (or by the start of week 6 of summer term).
2. An agreement must be reached with the instructor indicating work to be completed and the completion date.
3. The student must have completed at least 80% of the course requirements with an average grade of C or better. All incomplete work must be completed within one month after the term ends.