

**Note:**

**Course content may be changed, term to term, without notice. The information below is provided as a guide for course selection and is not binding in any form, and should not be used to purchase course materials.**

## ***COURSE SYLLABUS***

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### **BUSI 310 PRINCIPLES OF MANAGEMENT**

#### **COURSE DESCRIPTION**

Management requires a balance between social (people) and technical (quantitative) perspectives, as well as between efficiency and effectiveness. This course emphasizes the application of these perspectives in each of the planning, organizing, leading and controlling functions.

#### **RATIONALE**

In support of the published Liberty University Philosophy and Mission Aims, this course seeks to provide students with academic content that: (1) promotes an understanding of the importance of the individual, maintaining democratic and free market processes [Aim 2]; (2) fosters university level competencies in writing, speaking, reading, analytical reasoning, computer literacy, and research [Aim 3]; (3) enables engagement in a major field of study built on a solid foundation of liberal arts [Aim 5]; (4) exploration of the moral dimensions and ethical implications in the discipline [Aim 6]; (5) development of competence and determination in the approach to the chosen vocation [Aim 7]; (6) promote the synthesis of academic knowledge and Christian values in order that there might be a maturing of spiritual, intellectual, social, and physical behavior [Aim 8]; (7) cultivate a sensitivity to the needs of others and a commitment to the betterment of humanity [Aim 9]; and (8) encourage a commitment to Christian life, one of actively communicating the Christian faith, personal integrity, and social responsibility which, as it is lived out, points people to Jesus Christ as the Lord of the universe and their own personal Savior [Aim 10].

#### **I. PREREQUISITES**

None

#### **II. REQUIRED RESOURCE PURCHASES**

Click on the following link to view the required resources for the term in which you are registered: <http://bookstore.mbsdirect.net/liberty.htm>

**III. RECOMMENDED TEXTBOOK**

Baron, A. (2000). Bud's easy research paper computer manual: 10 steps to an A+ paper. (3rd ed.). New York: Lawrence House Publishers.

**IV. ADDITIONAL MATERIALS FOR LEARNING**

- A. Computer
- B. Internet access (broadband recommended)
- C. Microsoft Word  
(Microsoft Office is available at a special discount to Liberty University students.)

**V. MEASURABLE LEARNING OUTCOMES**

Upon successful completion of this course, the student will be able to:

- A. Discuss the management functions of planning, organizing, controlling, and leading.
- B. Summarize the historical background of management, through the various eras, theories and trends.
- C. Identify the steps in functions of planning, organizing, and controlling the roles a manager plays in each.
- D. Identify the steps in the function of leadership and the roles a manager plays in each of the different levels.
- E. Identify the different theories of behavioral-based theories and the manager's role in motivation.
- F. Discuss the role of human resources in an organization.
- G. Identify the knowledge, skills and abilities required by an expatriate.

**VI. COURSE REQUIREMENTS AND ASSIGNMENTS**

- A. Textbook readings
- B. Discussion Board threads (4)

The discussions for this course will be divided into eight modules. At the beginning of each Module (Weeks 1, 3, 5, and 7) students will choose a topic on which they will research and write for the Discussion Board. Each student will be required to research and write (details are located in Course Content>Syllabus and Assignment Instructions>Assignment Instructions) complete with page references and specifics, and post to the Discussion Board. Correct use of English and grammar are required. Note: This is due by 11:59 p.m.(ET) on Sunday of each odd week module.

C. Discussion Board replies (4)

Additionally, during each even Module (weeks 2, 4, 6, and 8) each student will be required to post a *substantive* written reply to a minimum of three other student’s Discussion Board threads. (See posted example) Note: This is due by 11:59 p.m. (ET) on Sunday of each even week module. Module 8 is the exception with the replies due on Friday.

E. Individual Research Project

Students will choose a management topic, which is covered in the text, and write a 5 full pages – 7 full pages research paper. Projects are due by 12 midnight (ET) on the Thursday of week 7. Late projects will not be accepted. Directions are provided in Course Content.

D. Tests (4)

Four tests will be required in this course. The tests are timed, online, open-book, and typically come directly from the study questions at the end of each chapter. There will be true/false, multiple choice, matching, and short essay questions selected from a test bank. Students will be given 75 contiguous minutes to complete each exam, as it must be completed in one sitting. As the questions typically come from the questions at the end of each chapter, students will want to complete the questions prior to taking the tests, as there will not be time to look up each question during the test.

**VII. COURSE GRADING AND POLICIES**

A. Points

Discussion Board Forum Thread (4 at 60 pts ea.)	240
Discussion Board Forum Replies (4 at 40 pts ea.)	160
Individual Research Project	200
Test 1	100
Test 2	100
Test 3	100
Test 4	100
<b>Total</b>	<b>1000</b>

B. Scale

A = 900–1000 B = 800–899 C = 700–799 D = 600–699 F = 0–599

C. Late Policy

All weekly threads, replies and/or submissions must be completed by the deadline. Extensions will not be granted.

C. Disability Assistance

Students with a documented disability may contact Liberty University Online’s Office of Disability Academic Support (ODAS) at [LUOODAS@liberty.edu](mailto:LUOODAS@liberty.edu) to make arrangements for academic accommodations.

## ***COURSE SCHEDULE***

### **BUSI 310**

Textbook: Satterlee, A. *Organizational management and leadership: A Christian perspective* (2009).

<b>WEEK/ MODULE</b>	<b>READING &amp; STUDY</b>	<b>ASSIGNMENTS</b>	<b>POINTS</b>
<b>1</b>	Satterlee: chs. 1–2 2 Presentations	Course Requirements Checklist Class Introductions DB Forum 1 Thread Research Project Topic Submission	0 0 60 0
<b>2</b>	None	DB Forum 1 Replies Test 1	40 100
<b>3</b>	Satterlee: chs. 3–4 2 Presentations	DB Forum 2 Thread	60
<b>4</b>	None	DB Forum 2 Replies Test 2	40 100
<b>5</b>	Satterlee: chs. 5–6 2 Presentations	DB Forum 3 Thread	60
<b>6</b>	None	DB Forum 3 Replies Test 3	40 100
<b>7</b>	Satterlee: chs. 7–8	DB Forum 4 Thread Individual Research Project	60 200
<b>8</b>	None	DB Forum 4 Replies Test 4	40 100
<b>TOTAL</b>			<b>1000</b>

DB = Discussion Board

**NOTE:** Each course week (except week 1) begins on Tuesday morning at 12:00 a.m. (ET) and ends on Monday night at 11:59 p.m. (ET). The final week ends at 11:59 p.m. (ET) on Friday.