Note: All content is based on the professor’s opinion and may vary from professor to professor and student to student. All content may be changed without notice. This information is provided to provide an analysis, but is not binding in any form.

From a Scale of 1-10 (1=low demands; 5= moderate demands; 10 = very demanding), how would you rate the overall level of difficulty of this course?

Level of demand = 8
This course requires a research paper, 2 exams, and weekly discussion board postings. This course should be taken with other courses within an 8-week format with less level of difficulty.

From a Scale of 1-10 (1=low demands; 5= moderate demands; 10 = very demanding), how would you rate the level of reading requirements in this course?

Level of demand = 5
The book has been written especially for the 8-week online learning environment. Students are responsible for reading one 25-page chapter each week. However, the chapters are packed with information, with which the students must learn and become familiar.

From a Scale of 1-10 (1=low demands; 5= moderate demands; 10 = very demanding), how would you rate the level of lecture requirements in this course?

Level of demand = 2
The course contains no video lectures, however, students are responsible for the lecture notes that are provided as an outline of the textbook.

From a Scale of 1-10 (1=low demands; 5= moderate demands; 10 = very demanding), how would you rate the level of online exam requirements in this course?

Level of demand = 9
The course has 2 online tests (the midterm and final). Although they are open book and open notes, students are responsible for all material found in the book. Questions come from an extensive exam database.
From a Scale of 1-10 (1=low demands; 5= moderate demands; 10 = very demanding), how would you rate the level of discussion board requirements in this course?

Level of Demand = 9

In weeks 1, 3, 5 and 7 students will research a key word from the textbook and then write a short summary and discussion. Integration of different articles and a good grasp of the topic is required. References and citations must follow APA format.

In weeks 2, 4, 6 and 8 students will respond to other discussion boards; add value to the discussion; answer questions and discuss topics with their classmates.

From a Scale of 1-10 (1=low demands; 5= moderate demands; 10 = very demanding), how would you rate the level of the written paper requirements in this course?

Level of Demand = 9

Additional Comments:

The course requires a major research paper of 8 pages in length. The paper must be written in APA format, with proper formatting, in-text citations and academic references. Students who have not previously written a research paper or have been out of academics for many years, will experience difficulty with this assignment. The research for and writing of the paper should take place over several weeks; it is not an assignment that can be completed in one weekend.

This course moves quickly, therefore students should expect to be very busy for the duration of the course. There are assignments due each week.
Syllabus

LIBERTY UNIVERSITY DISTANCE LEARNING PROGRAM
SCHOOL OF BUSINESS

BUSI 310
PRINCIPLES OF MANAGEMENT

REQUIRED TEXTBOOK

RECOMMENDED TEXTBOOK

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.

I. 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].
II. **PREREQUISITES**
Junior Standing

III. **LEARNING OUTCOMES**
Upon successful completion of this course, within the Philosophy and Mission Aims of Liberty University directly supported in this course, the student will be able to:

Discuss the management functions of planning, organizing, controlling and leading.
Summarize the historical background of management, through the various eras, theories and trends.
Identify the steps in the functions of planning, organizing and controlling and the roles a manager plays in each.
Identify the steps in the function of leadership and the roles a manager plays in each of the different levels.
Identify the elements of interpersonal communication and summarize the communication process.
Identify the different theories of behavioral-based theories and the manager’s role in motivation.
Discuss the role of human resources in an organization.
Identify the knowledge, skills and abilities required by an expatriate.

IV. **MATERIALS FOR LEARNING**
A. Internet access and Microsoft Word
B. Textbook

V. **COURSE REQUIREMENTS AND ASSIGNMENTS**
A. Textbook readings
B. Discussion Board Activities

The discussions for this course will be divided into four Modules. At the beginning of each Module, students will choose a topic on which they will research and write for the Discussion Board. Each student will be required to write a written response (details are located in DB 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 MIDNIGHT (EST) OF THE FIRST SATURDAY OF EACH MODULE.**

C. Discussion Board Responses
Additionally, each student will be required to post a *substantive* written response to a *minimum* of three other student’s Discussion Board postings. These posting must be substantive in content. (See posted example) *NOTE: THIS IS DUE BY MIDNIGHT (EST) OF THE SECOND SATURDAY OF EACH MODULE.*

D. Individual Research Paper (1)

Students will choose a management topic, which is covered in the text, and write a *7 full pages – 8 full pages research paper*. PROJECTS ARE DUE BY THE 12 MIDNIGHT (EST) ON THE WEDNESDAY OF WEEK 6. LATE PROJECTS WILL NOT BE ACCEPTED.

E. Exams (2)

Two exams will be required in this course: a midterm exam (covering Modules 1–2, textbook chapters 1 - 4) and a final exam (covering Modules 3–4, textbook chapters 5 - 8). The exams are timed, online, open-book, typically comprised of true-false questions. You will have 50 contiguous minutes to complete each exam, as it must be completed in one sitting.

V. **EVALUATION AND GRADING**

A. Weight

<table>
<thead>
<tr>
<th></th>
<th>Modules 1–2 (Chs. 1 – 4)</th>
<th>15%</th>
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<tbody>
<tr>
<td>Midterm Exam</td>
<td>Modules 1–2 (Chs. 1 – 4)</td>
<td>15%</td>
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<tr>
<td>Final Exam</td>
<td>Modules 3–4 (Chs. 5 - 8)</td>
<td>15%</td>
</tr>
<tr>
<td>Discussion Board activities</td>
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<td>24%</td>
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<td>Discussion Board responses</td>
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<td>16%</td>
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<tr>
<td>Individual Research Project</td>
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<td>30%</td>
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B. Scale

<table>
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<th>Range</th>
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<td>B</td>
<td>80 – 89.9</td>
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<tr>
<td>C</td>
<td>70 – 79.9</td>
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<tr>
<td>D</td>
<td>60 – 69.9</td>
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<tr>
<td>F</td>
<td>0 – 59.9</td>
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</table>

C. Disability Assistance

Students with a documented disability may contact the DLP Office of Disability Academic Support (ODAS) at dlpodas@liberty.edu to make arrangements for academic accommodations.
### Course Chart

**BUSI 310**

<table>
<thead>
<tr>
<th>MODULE</th>
<th>WEEKS</th>
<th>CHAPTERS</th>
<th>LEARNING OUTCOMES</th>
<th>ASSIGNMENTS</th>
<th>POINTS</th>
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<tbody>
<tr>
<td>1</td>
<td>1</td>
<td>1 - 2</td>
<td>1.1–1.3</td>
<td>*DBM1</td>
<td>6</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>*Introduce yourself *Choose a topic for research paper</td>
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<td>2</td>
<td>1</td>
<td>1 - 2</td>
<td>1.1 – 1.3</td>
<td>DBM1 Responses (3+) *Begin research on topic</td>
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<tr>
<td>2</td>
<td>3</td>
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<td>2.1 – 2.3</td>
<td>DBM2 Responses (3+) *Outline Paper</td>
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<td>4</td>
<td>3 - 4</td>
<td>2.1 – 2.3</td>
<td>DBM2 Responses (3+) Midterm Exam *Rough Draft of Paper</td>
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<td>5</td>
<td>5 - 6</td>
<td>3.1 – 3.3</td>
<td>DBM3 Responses (3+) *Final Draft of Paper</td>
<td>6</td>
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<td>5 - 6</td>
<td>3.1 – 3.3</td>
<td>DBM3 Responses (3+) Individual Research Paper Due</td>
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<td>7</td>
<td>7 - 8</td>
<td>4.1 – 4.3</td>
<td>DBM4 Responses (3+) Final Exam</td>
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<td>8</td>
<td>7 - 8</td>
<td>4.1 – 4.3</td>
<td></td>
<td>4</td>
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</table>

*DBM = Discussion Board Module
+ a minimum of 3 responses are required

**TOTAL** 100