

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

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]. Students will gain a knowledge and understanding of the concepts of management and leadership which will enable them to gain insight into the theories and concepts of organizations.

I. PREREQUISITE

For information regarding prerequisites for this course, please refer to the [Academic Course Catalog](#).

II. REQUIRED RESOURCE PURCHASE

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

III. ADDITIONAL MATERIALS FOR LEARNING

- A. Computer with basic audio/video output equipment
- B. Internet access (broadband recommended)
- C. Microsoft Word

(Microsoft Office is available at a special discount to Liberty University students.)

IV. 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 concepts of operations management.
- H. Communicate the biblical/Christian worldview through class exercises and writing assignments.

V. COURSE REQUIREMENTS AND ASSIGNMENTS

- A. Textbook readings
- B. Course Requirements Checklist

After reading the Syllabus and [Student Expectations](#), the student will complete the related checklist found in Module/Week 1.
- C. Discussion Board Forums (4)

The student will complete 4 Discussion Board Forums throughout this course. At the beginning of each odd-numbered module/week, the student will choose a topic on which to research and write. Each student will write a thread of at least 600 words and include a minimum of 2 sources cited in current APA format for each forum.

Additionally, during each even-numbered module/week the student will be required to post a *substantive* reply to 3 other classmates' threads. Each individual reply must be at least 250 words in length and include 1 source cited in current APA format.
- D. Research Paper

Students will choose a management topic, which is covered in the text, and write an 8–9-page research paper. The title, abstract, and reference pages do not count toward the 8-page minimum. At least 9 sources should be cited in this paper, and it must be submitted through the SafeAssign link in Blackboard.

F. Tests (4)

The student will complete 4 open-book/open-note tests in this course. Questions will be multiple choice, true/false, matching, and short essay selected from the study questions at the end of each chapter of the textbook. Students will be given 75 contiguous minutes to complete each exam, as it must be completed in one sitting.

VI. COURSE GRADING AND POLICIES

A. Points

Course Requirements Checklist	10
Discussion Board Forums	400
Threads (4 at 60 pts ea)	
Replies (4 at 40 pts ea)	
Research Paper	200
Tests (4 at 100 pts ea)	400
Total	1010

B. Scale

A = 900–1010 B = 800–899 C = 700–799 D = 600–699 F = 0–599

C. Late Assignment Policy

If the student is unable to complete an assignment on time, then he or she must contact the instructor immediately by email.

Assignments that are submitted after the due date without prior approval from the instructor will receive the following deductions:

1. Late assignments submitted within one week of the due date will receive a 10% deduction.
2. Assignments submitted more than one week late will receive a 20% deduction.
3. Assignments submitted two weeks late or after the final date of the class will not be accepted.
4. Late Discussion Board threads or replies will not be accepted.

Special circumstances (e.g. death in the family, personal health issues) will be reviewed by the instructor on a case-by-case basis.

D. Disability Assistance

Students with a documented disability may contact Liberty University Online's Office of Disability Academic Support (ODAS) at LUOODAS@liberty.edu to make arrangements for academic accommodations. Further information can be found at www.liberty.edu/disabilitysupport.

COURSE SCHEDULE

BUSI 310

Textbook: Satterlee, *Organizational Management and Leadership* (2013).

MODULE/ WEEK	READING & STUDY	ASSIGNMENTS	POINTS
1	Satterlee: chs. 1–2 1 presentation 1 website	Course Requirements Checklist Class Introductions DB Forum 1 Thread Research Paper Topic Approval Statement of Completion	10 0 60 0 0
2	None 1 presentation	DB Forum 1 Replies Test 1	40 100
3	Satterlee: chs. 3–4 1 presentation	DB Forum 2 Thread	60
4	None 1 presentation	DB Forum 2 Replies Test 2	40 100
5	Satterlee: chs. 5–6 1 presentation	DB Forum 3 Thread	60
6	None 1 presentation	DB Forum 3 Replies Test 3	40 100
7	Satterlee: chs. 7–8 1 presentation	DB Forum 4 Thread Research Paper	60 200
8	None 1 presentation	DB Forum 4 Replies Test 4	40 100
TOTAL			1010

DB = Discussion Board

NOTE: Each course week (except Module/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**.