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 = 5  
This course requires an 8-10 page group research paper, two exams, and weekly discussion board postings. This course may be taken with other courses within an 8-week format with a greater 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  
Students are responsible for reading 15 chapters throughout the 8-week term. The text provides a broad overview of nonprofit management.

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 = 5  
The course has two online tests (a midterm and final). Although they are open book and open notes, students are responsible for all material found in the book.

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 = 6

In weeks 1, 3, 5 and 7, students will discuss three concepts from the textbook, including definitions and how the concepts benefit the organization. References and citations must follow APA format.

In weeks 2, 4, 6 and 8, students will respond to at least two other discussion boards, add value to the discussion, answer questions, and discuss topics with their classmates. Minimum requirements are provided.

**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 = 8

**Additional Comments:**

The course requires a group research paper of 8-10 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, might experience difficulty with this assignment. The research for and writing of the paper should take place over several weeks; it should not be completed in one weekend.

This course moves quickly; therefore, students should expect to consistently prepare for the course on a weekly basis. Assignments are due each week.
COURSE SYLLABUS

SCHOOL OF BUSINESS

BUSI 409
NON-PROFIT MANAGEMENT

COURSE DESCRIPTION
Management principles and techniques for the administration of a non-profit organization, including churches, charities, hospitals, and government organizations. (Open to students in the Distance Learning Program only.)

RATIONALE
While other courses in the Bachelor of Business Administration degree focus primarily on management practices in the for-profit sector, this course is designed to focus on management practices essential to developing, maintaining, and evaluating the nonprofit organization.

I. PREREQUISITES
There are no prerequisites for this course.

II. REQUIRED RESOURCE PURCHASE(S)

III. ADDITIONAL MATERIALS FOR LEARNING
A. Internet access (broadband recommended)
B. Microsoft Word
   (Microsoft Office is available at a special discount to LU students.)

IV. MEASURABLE LEARNING OUTCOMES
Upon successful completion of this course, the student will be able to:

1. Build the foundation for a nonprofit organization.
   1.1 Establish the organization’s direction.
   1.2 Maximize board and staff effectiveness.
   1.3 Create a marketing orientation in the nonprofit organization.

2. Pursue the mission for a nonprofit organization.
   2.1 Develop profitable activities for the professional and trade association.
   2.2 Discuss how to raise money to serve the organization’s cause
2.3. Determine ideas for needed educational programs.
2.4. Design meeting management.
2.5. Analyze public relations tools
2.6. Evaluate methods for gaining political support
2.7. Assess international activities.

3. Manage the nonprofit organization.
3.1 Differentiate the information technology tools for nonprofit functions.
3.2 Discuss financial management for nonprofit organizations.
3.3 Prepare human resource management policies for the firm.
3.4 Compare and contrast legal requirements for nonprofit organizations.
3.5 Select consultants.

V. COURSE REQUIREMENTS AND ASSIGNMENTS

A. Textbook readings

B. Discussion boards (4)
   
   There will be a Discussion Board Activity posted for each Module in this course. Each student will be required to write a written report of at least 150 words, complete with page references and specifics, to document the response. This is due first Saturday of each module and is worth 8 points.

   Additionally, each student will be required to post a substantive written response consisting of at least 100 words to at least two other student’s DB postings. This is due the second Saturday of each module and is worth 4 points. Additional requirements are available within each Module’s Discussion Board forum.

C. Group Research Paper
   
   Each student will collaborate with his/her assigned group to complete an 8-10 page research paper utilizing at least 10 sources. Complete instructions for the paper may be found in About Your Course>Course Overview and Guide and also under Module 1>Learning Activities. Late projects will not be accepted.

D. Exams (2)
   
   Two tests will be required in this course: a MIDTERM (covering Chapters 1–8) and a FINAL (Chapters 9–15). The tests are online, open-book, and comprised of true-false questions. You will have one hour to complete each exam, as it must be completed in one sitting.
VI. COURSE GRADING AND POLICIES

A. Weight

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<thead>
<tr>
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<th>Weight</th>
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<tbody>
<tr>
<td>Discussion Board Participation</td>
<td>48%</td>
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<tr>
<td>Collaborative Learning Project</td>
<td>22%</td>
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<td>Exam 1 (Modules 1–2)</td>
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<td>Exam 2 (Modules 3–4)</td>
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<td><strong>Total</strong></td>
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B. Scale

A = 90–100  B = 80–89  C = 70–79  D = 60–69  F = 0–59

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

<table>
<thead>
<tr>
<th>MODULE</th>
<th>WEEKS</th>
<th>TEXTBOOK READING</th>
<th>LEARNING OUTCOMES</th>
<th>LEARNING ACTIVITIES</th>
<th>POINTS</th>
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<tr>
<td>1</td>
<td>1–2</td>
<td>The Complete Guide to Non-profit Management. Chs. 1–4</td>
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<td>Chs. 5–8</td>
<td>2.1–2.5</td>
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<td>Chs. 9–12</td>
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<td>7–8</td>
<td>Chs. 13–15</td>
<td>3.3–3.5</td>
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**Total Points**: 100