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 <u>not</u> be used to purchase course materials.

LIBERTY
U N I V E R S I T Y.

COURSE SYLLABUS

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.

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. 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.   Blackboard recommended browsers

D.   Microsoft Office

IV. MEASURABLE LEARNING OUTCOMES

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

A.   Create a marketing orientation in the nonprofit organization.

B.   Develop profitable activities for the professional and trade association.

C.   Develop a mission for a nonprofit organization.

D.   Integrate biblical principles within the area of nonprofits.

V. COURSE REQUIREMENTS AND ASSIGNMENTS

A.   Textbook readings and lecture presentations

B.   Course Requirements Checklist

After reading the Course Syllabus and <u>Student Expectations</u>, the student will complete the related checklist found in Module/Week 1.

C.   Discussion Board Forums are a collaborative learning experience:

Four (4) Discussion Board Forums (One (1) in Modules/Weeks 1, 3, 5, and 7)

- **a minimum of 500 words**
- **complete with Biblical application and at least 1 Bible verse**
- **citations that include the page locations (current APA format)**
- **References (current APA format)**

Eight (8) substantive written responses to two (2) other students' essay submissions (Two (2) in Modules/Weeks 2, 4, 6, and 8)

- **each response must be a minimum of 250 words**
- **at least 1 Biblical principle including a Bible verse**
- **citations including the page numbers (current APA format)**
- **References (current APA Format)**

Suggestion:

The student may attach his/her Word document to Blackboard (if the instructor is in agreement). This ensures the integrity of the document. When a document is copied and pasted, many times the formatting is distorted.

D.   Group Research Paper

The Group Research Paper will be completed in 4 steps. The student will collaborate with his/her assigned group to complete an 8–10-page research paper utilizing a minimum of 10 sources.

Module/Week 1:

The Group will collaborate and decide on a **Group Leader**.

The student will use the **Group Discussion** tab located in the Menu on the left side of the Blackboard page to communicate with the rest of the Group members.

Module/Week 2:

The Group decides on the **Group Research Paper Topic**.

The student will communicate with the other Group Members through the Group Discussion Board.

The **Group Leader** will submit this **Group Research Paper Topic**.

Each **topic must be unique**. It is best for the group to submit its choice early before its topic is taken.

Module/Week 3:

Group Research Paper References:

Each Group Member will submit his/her individual references through the **File Exchange** tab, located in the **Group Discussion** tab, to the **Group Leader** prior to the deadline.

Each Group Leader will set the Group Members' specific timeline deadlines. The Group Leader will format and submit these References. **Each student is graded individually.**

Module/Week 7:

The Group Research Paper:

The **Group Leade**r will set the timeline deadlines for the Group Members to submit their sections on the **File Exchange** prior to the final deadline.

The **Group Leader** will then compile, format, and submit this assignment through the SafeAssign submission link.

The Group Project is **only** submitted by the **Group Leader**.

The student must review the complete instructions for the **Group Research Paper**. It is found in the Assignment Instructions folder.

E.   Exams (2)

Two (2) exams will be required in this course: a Midterm and a Final. The exams will be open-book/open-notes and comprised of multiple-choice and essay questions. Each essay question answer must be written as a short essay complete with a citation containing the source and location of information. The student will have 1 hour to complete each exam; therefore, it must be completed in one sitting.

VI.   COURSE GRADING AND POLICIES

A.   Points

Course Requirements Checklist		10
Discussion Board Forum		
Threads (4 at 80 pts ea)		320
Replies (4 at 40 pts ea)		160
Group Research Paper		
Topic Submission		5
References		15
Submission		200
Midterm Exam	(Chapters 1–10)	150
Final Exam	(Chapters 11–17)	150
	Total	1010

B.   Scale

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

C.   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 409

Textbook: Worth, *Nonprofit Management: Principles and Practice* (2017).

MODULE/ WEEK	READING & STUDY	ASSIGNMENTS	POINTS
1	Worth: chs. 1–5 1 presentation	Course Requirements Checklist Class Introductions DB Forum 1 Thread	10 0 80
2	1 presentation 1 website	DB Forum 1 Replies GRP: Topic Submission	40 5
3	Worth: chs. 6–10 1 presentation 5 websites	DB Forum 2 Thread GRP: References	80 15
4	1 presentation 3 websites	DB Forum 2 Replies Midterm Exam	40 150
5	Worth: chs. 12–15 1 presentation 4 websites	DB Forum 3 Thread	80
6	1 presentation 1 website	DB Forum 3 Replies	40
7	Worth: chs. 11, 16–17 1 presentation 2 websites	DB Forum 4 Thread GRP: Submission	80 200
8	1 presentation 3 websites	DB Forum 4 Replies Final Exam	40 150
		TOTAL	**1010**

DB = Discussion Board
GRP = Group Research Paper

NOTE: Each course module/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 module/week ends at 11:59 p.m. (ET) on **Friday**.