



EFFECTIVE: JANUARY, 2008

CURRICULUM GUIDELINES

A. Division: **Education**

Effective Date:

January 2008

B. Department /
Program

<p>M: Course Objectives / Learning Outcomes</p> <p>At the end of the course, the successful student should be able to:</p> <ol style="list-style-type: none"> 1. Conduct a comprehensive analysis of a non profit organization/agency <ul style="list-style-type: none"> Ø analyze management’s approach to issues such as organizational structures, culture, teamwork, leadership, managing change and working with a voluntary board Ø recommend effective management strategies to make positive changes within the organization 2. Analyze current and emerging management issues and trends 3. Research and apply theories of management approaches to labour relations, employee motivation and leadership skills
<p>N: Course Content:</p> <ol style="list-style-type: none"> 1. The Environment of Non-Profit Organizations <ul style="list-style-type: none"> Ø Organizational styles (for profit, non-profit, public sector) Ø Mission based management Ø Analyzing the environment and strategic planning (SWOT) Ø Funding sources 2. The Administrative Process <ul style="list-style-type: none"> Ø Managerial functions, roles and skills Ø Ethical decision making Ø Working with voluntary boards Ø The budgeting process 3. Leading Staff and Volunteers <ul style="list-style-type: none"> Ø What is leadership? Ø Selecting and compensating staff Ø Motivating staff and volunteers Ø Team building Ø Organizational culture Ø Managing change 4. Evaluation and Control <ul style="list-style-type: none"> Ø Behavioural objectives and staff evaluations Ø Program evaluation
<p>O: Methods of Instruction</p> <p>Lectures, seminars and discussion Group presentations Videos Web-based discussion</p>
<p>P: Textbooks and Materials to be chosen from</p> <p>Selected readings and cases</p>
<p>Q: Means of Assessment</p> <p>This is a graded course.</p> <p>Article/book review(s) Organizational analysis report and/or case analysis Participation Peer review Public Presentation</p>

R: Prior Learning Assessment and Recognition: specify whether course is open for PLAR

This course is open for PLAR.

Course Designer(s): Laurel Donaldson

Education Council / Curriculum Committee Representative

Dean / Director: Rosilyn G. Coulson

Registrar: Trish Angus