



CURRICULUM GUIDELINES

A: Division: Science & Technology

Date: November 21, 2000

B: Department/ Program Area: Sport Science

New Course

Revision

If Revision, Section(s) Revised: C

Date Last Revised: January 4, 1993

C: SPSC 292

**D: Introduction to the Administration of
Leisure and Sports Services**

E: 3

Subject & Course No.	Descriptive Title	Semester Credits
F: Calendar Description: This course will provide the student with an introduction to administrative theory and practice related to the organization and operation of leisure and sport agencies.		
G: Allocation of Contact Hours to Types of Instruction/Learning Settings Primary Methods of Instructional Delivery and/or Learning Settings: Lecture/Practice Number of Contact Hours: (per week / semester for each descriptor) 4 Number of Weeks per Semester: 14	H: Course Prerequisites: None	I. Course Corequisites: None
	J. Course for which this Course is a Prerequisite: None	
	K. Maximum Class Size: 35	
L: PLEASE INDICATE: <input type="checkbox"/> Non-Credit <input type="checkbox"/> College Credit Non-Transfer <input checked="" type="checkbox"/> College Credit Transfer: Requested <input checked="" type="checkbox"/> Granted <input type="checkbox"/>		
SEE BC TRANSFER GUIDE FOR TRANSFER DETAILS (www.bccat.bc.ca)		
Equivalent Courses: U.B.C. PHED 292 S.F.U. KIN 100 (Unassigned) U.VIC. PE 354A		

M: Course Objectives/Learning Outcomes

The learner has reliably demonstrated the ability to:

- a) Administrate and manage club or leisure and sport services
- b) Manage human resource procedures at a sport club
- c) Create effective Marketing tools
- d) Plan and implement an event
- e) Self manage

N: Course Content

- Module #1: Club or Sport services duties
- Administrative skills
 - Business Planning
 - Financial Management
 - Personal
 - Business
 - Trust funds
 - Facilities Management
 - Equipment Management
 - Information Management
- Module #2: Legal Management
- Liability
 - Risk management
 - Insurance
- Module #3: Lead and Coordinate
- Leadership styles
 - Administration types
 - Entrepreneurial Skills
- Module #4: Contracts
- Create
 - Evaluate
- Module #5: Personnel Management
- Philosophy
 - Staffing
 - Professional development
 - Reporting
 - Evaluation
- Module #6: Marketing Skills
- Sponsorship package
 - Promotions Plan
 - Write Reports, Proposals and Grants
 - Organize Presentations
- Module #7: Maximize Media Relations
- Media coverage
 - Staff, athletes and the media
 - Media releases
- Module #8: Plan and implement an Event
- Clinics, workshops, camps, community events
 - Fundraising event
- Module #9: Career Considerations
- Employment
 - Self Employment

O:	<p>Methods of Instruction</p> <p>Lectures Discussion Groups Practical applications and experience Field observation</p>												
P:	<p>Textbooks and Materials to be Purchased by Students</p> <p>Leisure and Life Satisfaction: Foundational Perspectives, current edition.</p>												
Q:	<p>Means of Assessment</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 80%;">Midterm examination</td> <td style="text-align: right;">20%</td> </tr> <tr> <td>Final examination</td> <td style="text-align: right;">20%</td> </tr> <tr> <td>Leisure Efficiency Report</td> <td style="text-align: right;">20%</td> </tr> <tr> <td>Business Plan</td> <td style="text-align: right;">20%</td> </tr> <tr> <td>Attendance, Quiz and Questions</td> <td style="text-align: right;"><u>20%</u></td> </tr> <tr> <td></td> <td style="text-align: right;">100%</td> </tr> </table>	Midterm examination	20%	Final examination	20%	Leisure Efficiency Report	20%	Business Plan	20%	Attendance, Quiz and Questions	<u>20%</u>		100%
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Attendance, Quiz and Questions	<u>20%</u>												
	100%												
R:	<p>Prior Learning Assessment and Recognition: specify whether course is open for PLAR</p> <p>Not at this time.</p>												

Wisa Cl.

Course Designer(s)

Desmond Wilson

Dean/Director

Education Council/Curriculum Committee Representative

P. H. Doy

Registrar