



**EFFECTIVE: JANUARY, 2008**  
**CURRICULUM GUIDELINES**

A. Division: **Education** Effective Date: **January 2008**

B. Department / Program Area: **Commerce & Business Admin. Business Administration** Revision  New Course

If Revision, Section(s) Revised:  
 Date of Previous Revision:  
 Date of Current Revision:

C: **BUSN 3415** D: **Leadership and Management of Non-profit Organizations** E: **3**

Subject & Course No.	Descriptive Title	Semester Credits
<b>F: Calendar Description:</b>  <b>This upper level course explores management and leadership issues within the context of private, non-profit and public community based organizations and businesses. It discusses organizational structure and culture, human resources management, and contemporary management issues.</b>  <b>Note: Students who have received credit for BUSN 3415 will not receive further credit for DACS 3415 or vice versa.</b>		
<b>G: Allocation of Contact Hours to Type of Instruction / Learning Settings</b>  Primary Methods of Instructional Delivery and/or Learning Settings:  <b>Lecture</b>  Number of Contact Hours: (per semester for each descriptor)  <b>60 Hours</b>  Number of Weeks per Semester:  <b>Flexible delivery ranging up to 15 weeks</b>	<b>H: Course Prerequisites:</b>  <b>None</b>	
	<b>I: Course Corequisites:</b>  <b>None</b>	
	<b>J: Course for which this Course is a Prerequisite</b>  <b>None</b>	
	<b>K: Maximum Class Size:</b>  <b>30</b>	
<b>L: PLEASE INDICATE:</b> <input type="checkbox"/> Non-Credit <input type="checkbox"/> College Credit Non-Transfer <input checked="" type="checkbox"/> College Credit Transfer: 3 <sup>rd</sup> year SEE BC TRANSFER GUIDE FOR TRANSFER DETAILS ( <a href="http://www.bctransferguide.ca">www.bctransferguide.ca</a> )		

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

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Course Designer(s): Laurel Donaldson

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Education Council / Curriculum Committee Representative

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Dean / Director: Rosilyn G. Coulson

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Registrar: Trish Angus

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