



Douglas College Course Information

Date: 16 September 1997

A: Division: Instructional Division

B: Dept.: Child, Family and Community Studies

Program: Therapeutic Recreation

New Course: X

Revision of Course Information form:
Dated:

C: THRT 410 D: Therapeutic Recreation: Managing Resources E: 3

Subject & Course No. Descriptive Title Semester Credit

F: **Calendar Description:** The purpose of this course is to develop Therapeutic Recreation resource management skills. Students will explore human and fiscal resource management methods, using frameworks and strategies to solve problems, and will develop a range of writing techniques, using the complete writing process.

Summary of Revisions: (Enter date & section) Eg: Section C,E,F

G: **Type of Instruction: Hours per Semester**

Lecture\Practice:	20	Hrs.
Laboratory:		Hrs.
Seminar:		Hrs.
Clinical Experience:		Hrs.
Field Experience:		Hrs.
Practicum:		Hrs.
Shop:		Hrs.
Studio:		Hrs.
Student Directed Learning:		Hrs.
Other:		Hrs.
Communications 115:	40	Hrs.
Total:	60	Hrs.

H **Course Prerequisites:**
THRT 110,112,114,115,121,130,210,221,222,226,230,310,311,312,314,321,330

I: **Course Corequisites:**
Nil

J: **Course for which this Course is a Prerequisite:**
Nil

K **Maximum Class Size:**
30

L: College Credit Transfer
College Credit Non-Transfer

M **Transfer Credit:** Requested:
Granted:

Specify Course Equivalents or Unassigned Credit as appropriate:

U.B.C.
S.F.U.
U. Vic.
Other:

Non-Credit

Therapeutic Recreation Faculty

Course Designer(s)

B. Miller

Dean

[Signature]
Vice-President, Instruction
[Signature]
Registrar

N. Textbooks and Materials to be Purchased by Students:

A list of recommended textbooks and materials is provided for students at the beginning of each semester:

Resources included:

- Selected readings from a variety of therapeutic recreation practice textbooks
- Selected audio-visual and computer resources
- Selected readings from books and journals
- Therapeutic Recreation fine arts, adaptive equipment and supplies

O. Goals

1. examine ways to manage human resources using frameworks and strategies to solve problems
2. examine ways to manage fiscal resources using frameworks and strategies to solve problems
3. demonstrate middle to exit level standards in gathering, analyzing, evaluating, and incorporating data in documents
4. use appropriate writing methods and rhetorical strategies for complex workplace writing situations
5. demonstrate professional writing tasks and behaviours synthesizing prior and newly acquired knowledge
6. collaborate with instructor and peers at all stages of writing process to ensure highest possible quality of work.

P. Content

- Personnel and Volunteer Management
 - job analysis and description
 - recruitment
 - selection
 - orientation
 - motivation
 - recognition
 - team building
 - evaluation

- **Fiscal Resource Management**
 - budget planning
 - budget monitoring
 - fund raising
 - public relations and marketing

- **Problem-solving**
 - frameworks and strategies
 - conflict resolution

- **Writing Tasks**
 - long report/proposal integrating primary and secondary research on selected, focused topic of importance in T.R.
 - summary and informative, persuasive correspondence - exit level
 - transmittal documents
 - instructional manuals
 - promotional/advocacy materials - press release informative, persuasive brochures, newsletters
 - meetings, agendas, minutes.

R. Evaluation:

Evaluation is consistent with Douglas College Course Evaluation Policy. An evaluation schedule is presented at the beginning of the course.

This is a graded course.