



# **EFFECTIVE: JANUARY, 2008**

## **CURRICULUM GUIDELINES**

A. Division: **Education**

Effective Date:

**January 2008**

B. Department /  
Program

<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>Ø analyze management’s approach to issues such as organizational structures, culture, teamwork, leadership, managing change and working with a voluntary board</li> <li>Ø 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>Ø Organizational styles (for profit, non-profit, public sector)</li> <li>Ø Mission based management</li> <li>Ø Analyzing the environment and strategic planning (SWOT)</li> <li>Ø Funding sources</li> </ul> </li> <li>2. The Administrative Process <ul style="list-style-type: none"> <li>Ø Managerial functions, roles and skills</li> <li>Ø Ethical decision making</li> <li>Ø Working with voluntary boards</li> <li>Ø The budgeting process</li> </ul> </li> <li>3. Leading Staff and Volunteers <ul style="list-style-type: none"> <li>Ø What is leadership?</li> <li>Ø Selecting and compensating staff</li> <li>Ø Motivating staff and volunteers</li> <li>Ø Team building</li> <li>Ø Organizational culture</li> <li>Ø Managing change</li> </ul> </li> <li>4. Evaluation and Control <ul style="list-style-type: none"> <li>Ø Behavioural objectives and staff evaluations</li> <li>Ø 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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