

OFFICIAL UNDERGRADUATE COURSE OUTLINE FORM

Note: The University reserves the right to amend course outlines as needed without notice.

Course Code and Number: BUS 204		Number of Credits: 3 Course credit policy (105)																	
Course Full Title: Management of Non-Profit Organizations																			
Course Short Title (if title exceeds 30 characters): Non-Profit Management																			
Faculty: Faculty of Professional Studies		Department (or program if no department): School of Business																	
Calendar Description: An introduction to management of non-profit organizations, this course will identify the various components in the non-profit world, from social service agencies to Aboriginal organizations, and explore issues unique to this sector for potential managers, board members, employees, and volunteers.																			
Prerequisites (or NONE):		None. Note: As of September 2018, prerequisites will change to: 15 university-level credits.																	
Corequisites (if applicable, or NONE):		NONE																	
Pre/corequisites (if applicable, or NONE):		NONE																	
Equivalent Courses (cannot be taken for additional credit) Former course code/number: N/A Cross-listed with: N/A Equivalent course(s): N/A <i>Note: Equivalent course(s) should be included in the calendar description by way of a note that students with credit for the equivalent course(s) cannot take this course for further credit.</i>		Transfer Credit Transfer credit already exists: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Transfer credit requested (OREg to submit to BCCAT): <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (if yes, fill in transfer credit form) Resubmit revised outline for articulation: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No To find out how this course transfers, see bctransferguide.ca .																	
Total Hours: 45 Typical structure of instructional hours: <table border="1" data-bbox="105 1312 812 1585"> <tr><td>Lecture hours</td><td>45</td></tr> <tr><td>Seminars/tutorials/workshops</td><td></td></tr> <tr><td>Laboratory hours</td><td></td></tr> <tr><td>Field experience hours</td><td></td></tr> <tr><td>Experiential (practicum, internship, etc.)</td><td></td></tr> <tr><td>Online learning activities</td><td></td></tr> <tr><td>Other contact hours:</td><td></td></tr> <tr><td>Total</td><td>45</td></tr> </table>		Lecture hours	45	Seminars/tutorials/workshops		Laboratory hours		Field experience hours		Experiential (practicum, internship, etc.)		Online learning activities		Other contact hours:		Total	45	Special Topics Will the course be offered with different topics? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, different lettered courses may be taken for credit: <input type="checkbox"/> No <input type="checkbox"/> Yes, repeat(s) <input type="checkbox"/> Yes, no limit <i>Note: The specific topic will be recorded when offered.</i>	
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Seminars/tutorials/workshops																			
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Online learning activities																			
Other contact hours:																			
Total	45																		
		Maximum enrolment (for information only): 36 Expected frequency of course offerings (every semester, annually, every other year, etc.): Annually																	
Department / Program Head or Director: Dr. Frank Ulbrich		Date approved: April 2017																	
Faculty Council approval		Date approved: May 5, 2017																	
Campus-Wide Consultation (CWC)		Date of posting: June 2, 2017																	
Dean/Associate VP: Dr. Tracy Ryder Glass		Date approved: May 5, 2017																	
Undergraduate Education Committee (UEC) approval		Date of meeting: June 16, 2017																	

Learning Outcomes

Upon successful completion of this course, students will be able to:

- LO1. Describe the role of the non-profit sector and its role in the development of communities, including First Nation communities;
 LO2. Analyze governance and legal issues relevant to the sector;
 LO3. Describe accounting, human resource, and marketing principles that apply to non-profits;
 LO4. Apply knowledge of non-profit issues in a case study and problem solving environment;
 LO5. Identify methods of fundraising, volunteer recruitment and strategic planning;
 LO6. Describe ethical issues in governance, fundraising and public relations;
 LO7. Discuss the value of the sector in the development of the world, Canada, our local community and Aboriginal communities in Canada;
 LO8. Perform an analysis and review of a non-profit organization.

Prior Learning Assessment and Recognition (PLAR)

☒ Yes ☐ No, PLAR cannot be awarded for this course because

Typical Instructional Methods (guest lecturers, presentations, online instruction, field trips, etc.; may vary at department's discretion)

Lectures, in-class discussion, case analyses, and projects.

Grading system: Letter Grades: ☒ Credit/No Credit: ☐ Labs to be scheduled independent of lecture hours: Yes ☐ No ☐

NOTE: The following sections may vary by instructor. Please see course syllabus available from the instructor.

Typical Text(s) and Resource Materials (if more space is required, download Supplemental Texts and Resource Materials form)

Author (surname, initials)	Title (article, book, journal, etc.)	Current ed.	Publisher	Year
1. Seel, K	Management of Nonprofit and Charitable Organizations in Canada	<input checked="" type="checkbox"/>	LexisNexis Canada	
2.		<input type="checkbox"/>		
3.		<input type="checkbox"/>		
4.		<input type="checkbox"/>		
5.		<input type="checkbox"/>		

Required Additional Supplies and Materials (software, hardware, tools, specialized clothing, etc.)**Typical Evaluation Methods and Weighting**

Final exam:	30%	Assignments:	20%	Midterm exam:	20%	Practicum:	%
Quizzes/tests:	%	Lab work:	%	Field experience:	%	Shop work:	%
Other: Team Project write-up	30%	Other:	%	Other:	%	Total:	0%

Details (if necessary):

Team project includes the written analysis and oral report about a chosen non-profit organization.

Typical Course Content and Topics

Module 1 – Non-profit governance and the role of non-profits in the world

- Scope of non-profits, including role in Aboriginal organizations
- Non-profit governance and the role of directors and ethical issues
- Assignment – LO1, LO2, LO4, LO6, LO7, LO8

Module 2 – Management of non-profits

- Accounting and finance issues of non-profits
- Strategic planning
- Human resource management
- Marketing, fundraising and volunteer recruitment
- Assignment – LO3, LO4, LO5, LO6, LO8
- Midterm Examination (7th class) – LO1, LO2, LO3, LO6

Module 3 – Future of non-profits

- Assignment – LO1, LO2, LO4, LO8

Team Project – LO1, LO2, LO3, LO4, LO5, LO6, LO8

Final Examination – LO1, LO2, LO3, LO5, LO6