Business Administration

Course Number:	**BUAD 341**
Course Title:	**INTRODUCTION TO NON-PROFIT MANAGEMENT**
Credits:	3
Calendar Description:	This course is designed to introduce students to the areas of responsibility of managers of non-profit organizations, and is intended to provide a broad overview of the management challenges of the non-profit sector. Topics include scope and function of the non-profit sector, an overview of financial management, human resources management, strategic planning, and marketing functions within the non-profit sector. Specific issues are emphasized, such as accountability, board selection, volunteer management, and fund-raising.
Semester and Year:	**FALL 2019**
Prerequisite(s):	Minimum third-year standing in the BBA program
Corequisite(s):	No
Prerequisite to:	No
Final Exam:	No
Hours per week:	3
Graduation Requirement:	BBA, Management Specialty – Elective BBA – Elective
Substitutable Courses:	No
Transfer Credit:	
Special Notes:	Students with credit for BUAD 339 Topic: Introduction to Non-Profit Management cannot take this course for further credit
Originally Developed:	
EDCO Approval:	May 2010
Chair's Approval:	

Professors

Name	Phone	Office	Email
Roberta Sawatzky ***Course Captain***	**250-762-5445 ext. 2354**	**K: E228**	**rsawatzky@okanagan.bc.ca**

Learning Outcomes

Upon completion of this course students will be able to

- explain the existence of the third sector according to an ideal or assumed set of facts or principles.
- demonstrate an understanding of the specificities of the non-profit sector.
- identify the challenges and main management issues of the non-profit sector.
- understand the principles of leadership and strategic management in a mission-based organization.
- identify the roles and responsibilities of the board.
- recognize the specific role of each management function (marketing, human resource, finance) in effectively managing a non-profit organization.
- describe the main tools and methods used in non-profit marketing and fundraising.
- describe the main strategies to recruit, develop, and supervise personnel in a non-profit environment.
- describe the main characteristics of financial management in a non-profit organization.
- discuss the main tools to evaluate the performance of a non-profit organization.

Course Objectives

This course will cover the following content:

See weekly course schedule

Evaluation Procedure

Term Project and Presentation	40%
Case Analysis	20%
Seminar Discussion	20%
Online Journal Reflection	20%
Total	100%

Required Texts/Resources

General Editor, Seel, K. (2018). The Management of Non-Profit and Charitable Organizations in Canada, fourth edition. Toronto: LexisNexis Canada. (*Older versions of the text are acceptable; check with your professor for specifics.*)

Assigned Readings as posted on course website.

Course Schedule – Draft until the end of first week of class.

Date		Topic	Text	Activity
Class Date:		Wednesday, Sept 4 - Classes Start Monday, October 14 – Thanksgiving (no classes) Monday, November 11 – Remembrance Day (no classes) Wednesday, December 4 – Last Day of Regular Classes		
Sept	4	Non-Profits – Intro What is the NonProfit Sector?	Ch. 1	
	11	Non-Profits – Intro Who are NonProfits? What do they do?	Ch. 2	
	18	Governance How are NonProfits organized and managed?	Ch. 3, 5	Seminar 1
	25	Management How are NPs managed? Challenges? ***Draft team charter completed***	Ch. 8	Seminar 2 ***Charter Due***
Oct	2	Leading and Managing How is it the same/different from for-profit? *Issues chosen and submitted for Term Project*	Ch. 4	Seminar 3 ***Project Proposal Due***
	9	Management of Human Resources What are the unique situations and challenges relating to the sector?	Ch. 11	Seminar 4
	16	Volunteer Management How does this unique situation impact HR and Leadership?	Ch. 11	Seminar 5
	23	Financial Management How are finances organized, controlled and how is fraud managed?	Ch. 10	Seminar 6
	30	Fund Development How are resources gathered to support a NonProfit entity? What are the challenges and opportunities?	Ch. 7	Seminar 7
Nov	6	Public Relations How do organizations manage relationships between different stakeholders and deal with the challenges of being public entities?	Ch. 6	Seminar 8
	13	Program Evaluation for the Non-Profit Sector How do organizations know they are living up to the promise of their mission/vision?	Ch. 9	Seminar 9 ***Presentation schedule released***
	20	Social Accounting/SROI How does an organization show value for a service or good that is provided to benefit society?	Ch. 13	*Seminar 10*
	27	Current Issues in the Non-Profit Sector		***Term Project Presentation***
Dec	4	Current Issues in the Non-Profit Sector		***Term Project Presentation***
Dec	7 – 18	FINAL EXAM PERIOD (no final exam in this course)		

SKILLS ACROSS THE BUSINESS CURRICULUM

The Okanagan School of Business promotes core skills across the curriculum. These skills include reading, written and oral communications, computers, small business, and academic standards of ethics, honesty and integrity.

STUDENT CONDUCT AND ACADEMIC HONESTY

What is the Disruption of Instructional Activities?

At Okanagan College (OC), disruption of instructional activities includes student "conduct which interferes with examinations, lectures, seminars, tutorials, group meetings, other related activities, and with students using the study facilities of OC", as well as conduct that leads to property damage, assault, discrimination, harassment and fraud. Penalties for disruption of instructional activities include a range of sanctions from a warning and/or a failing grade on an assignment, examination or course to suspension from OC.

What is Cheating?

"Cheating includes but is not limited to dishonest or attempted dishonest conduct during tests or examinations in which the use is made of books, notes, diagrams or other aids excluding those authorized by the examiner. It includes communicating with others for the purpose of obtaining information, copying from the work of others and purposely exposing or conveying information to other students who are taking the test or examination."

Students must submit independently written work. Students may not write joint or collaborative assignments with other students unless the instructor approves it in advance as a group/team project. Students who share their work with other students are equally involved in cheating.

What is Plagiarism?

Plagiarism is defined as "the presentation of another person's work or ideas without proper or complete acknowledgement." It is the serious academic offence of reproducing someone else's work, including words, ideas and media, without permission for course credit towards a certificate, diploma, degree and/or professional designation. The defining characteristic is that the work is not yours.

"Intentional plagiarism is the deliberate presentation of another's work or ideas as one's own." Intentional plagiarism can be a copy of material from a journal article, a book chapter, data from the Internet, another student, work submitted for credit in another course or from other sources.

"Unintentional plagiarism is the inadvertent presentation of another's work or ideas without proper acknowledgement because of poor or inadequate practices. Unintentional plagiarism is a failure of scholarship; intentional plagiarism is an act of deceit."

What are the Students' Responsibilities to Avoid Plagiarism?

Students have a responsibility to read the OC Plagiarism Policy and Procedures outlined in the OC calendar, which is available in online format www.okanagan.bc.ca. Students must acknowledge the sources of information used on all their assignments. This usually involves putting the authors' name and the year of publication in parentheses after the sentence in which you used the material, then at the end of your paper, writing out the complete references in a Reference section.

"Students are responsible for learning and applying the proper scholarly practices for acknowledging the work and ideas of others. Students who are unsure of what constitutes plagiarism should refer to the UBC publication "*Plagiarism Avoided; Taking Responsibility for your Work".* This guide is available in OC bookstores and libraries.

Students are expected to understand research and writing techniques and documentation styles. The Okanagan School of Business requires the use of the APA or MLA style, but suggests that students cite references using the APA guidelines (see Publication Manual of the American Psychological Association, 6th edition (2009). A copy of the APA manual is available in the reference section and also available for circulation from OC libraries. The library website has access to these two major citing styles.

What are the Penalties for Plagiarism and Cheating?

The Okanagan School of Business does not tolerate plagiarism or cheating. All professors actively check for plagiarism and cheating and the Okanagan School of Business subscribes to an electronic plagiarism detection service. All incidents of plagiarism or cheating are reported and result in a formal letter of reprimand outlining the nature of the infraction, the evidence and the penalty. The Dean of the Okanagan School of Business and the Registrar record and monitor all instances of plagiarism and cheating. Penalties for plagiarism and cheating reflect the seriousness and circumstances of the offence and the range of penalties includes suspension from OC.