

<p>M: Course Objectives / Learning Outcomes</p> <p>The learner has reliably demonstrated the ability to:</p> <ol style="list-style-type: none"> 1. Administrate and manage club or leisure and sport services. 2. Manage human resource procedures at a sport club. 3. Create effective marketing tools. 4. Plan and implement an event. 5. Self manage. 													
<p>N: Course Content:</p> <ol style="list-style-type: none"> 1. <u>Module 1 – Club or Sport Services Duties</u> <ol style="list-style-type: none"> 1.1. Administrative Skills 1.2. Business Planning 1.3. Financial Management 1.4. Personnel 1.5. Business 1.6. Trust Funds 1.7. Facilities Management 1.8. Equipment Management 1.9. Information Management 2. <u>Module 2 – Legal Management</u> <ol style="list-style-type: none"> 2.1. Liability 2.2. Risk Management 2.3. Insurance 3. <u>Module 3 – Lead and Coordinate</u> <ol style="list-style-type: none"> 3.1. Leadership Styles 3.2. Administration Types 3.3. Entrepreneurial Skills 4. <u>Module 4 – Contracts</u> <ol style="list-style-type: none"> 4.1. Create 4.2. Evaluate 	<ol style="list-style-type: none"> 5. <u>Module 5 – Personnel Management</u> <ol style="list-style-type: none"> 5.1. Philosophy 5.2. Staffing 5.3. Professional Development 5.4. Reporting 5.5. Evaluation 6. <u>Module 6 – Marketing Skills</u> <ol style="list-style-type: none"> 6.1. Sponsorship Package 6.2. Promotions Plan 6.3. Write Reports, Proposals and Grants 6.4. Organize Presentations 7. <u>Module 7 – Maximize Media Relations</u> <ol style="list-style-type: none"> 7.1. Media Coverage 7.2. Staff, Athletes and the Media 7.3. Media Releases 8. <u>Module 8 – Plan and Implement and Event</u> <ol style="list-style-type: none"> 8.1. Clinics, Workshops, Camps, Community Events 8.2. Fundraising Event 9. <u>Module 9 – Career Considerations</u> <ol style="list-style-type: none"> 9.1. Employment 9.2. Self Employment 												
<p>O: Methods of Instruction</p> <p>Lectures Discussion Groups Practical applications and experience Field observation</p>													
<p>P: Textbooks and Materials to be Purchased by Students</p> <p><u>Leisure and Life Satisfaction: Foundational Perspectives</u>, current edition.</p>													
<p>Q: Means of Assessment</p> <table> <tr> <td>Mid-term Examination</td> <td>20%</td> </tr> <tr> <td>Final Examination</td> <td>20%</td> </tr> <tr> <td>Leisure Efficiency Report</td> <td>20%</td> </tr> <tr> <td>Business Plan</td> <td>20%</td> </tr> <tr> <td>Attendance, Quiz and Questions</td> <td><u>20%</u></td> </tr> <tr> <td>TOTAL</td> <td>100%</td> </tr> </table>		Mid-term Examination	20%	Final Examination	20%	Leisure Efficiency Report	20%	Business Plan	20%	Attendance, Quiz and Questions	<u>20%</u>	TOTAL	100%
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TOTAL	100%												

R: Prior Learning Assessment and Recognition: specify whether course is open for PLAR

Not at this time.

Course Designer(s)

Education Council / Curriculum Committee Representative

Dean / Director

Registrar