

EFFECTIVE: SEPTEMBER 2004 CURRICULUM GUIDELINES

A.	Division:	Education	Ef	ffective Date:		September 2004		
В.	Department / Program Area:	Science and Technology Sport Science	Re	evision	X	New Course		
	1108	Sport science	Re Da	Revision, Section(s) evised: ate of Previous Revision		November 21, 20	00	
C:	SPSC 2292		ction t	ate of Current Revision to the Administration of and Sport Services		September 2004 E: 3		
	Subject & Cou			_	Sen	nester Credits		
F:	Calendar Description: This course will provide the student with an introduction to administrative theory and practice related to the organization and operation of leisure and sport agencies.							
G:	Allocation of Contact Hours to Type of Instruction / Learning Settings Primary Methods of Instructional Delivery and/or Learning Settings:		Н:	•				
				none				
			I:	Course Corequisites:				
	Lecture/Practice Number of Contact Hours: (per week / semester for each descriptor) 4 hours per week Number of Weeks per Semester:			none				
			J:	Course for which this Course is a Prerequisite none				
			K:	Maximum Class Size):			
				35				
	15							
L:	PLEASE INDICATE:							
	Non-Cred	it						
	College C	redit Non-Transfer						
	X College C	redit Transfer:						
		SEE BC TRANSFER GUIDE FOR TRANSFER DETAILS (www.bccat.bc.ca)						

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M: Course Objectives / Learning Outcomes

The learner has reliably demonstrated the ability to:

- 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.

N: Course Content:

1. <u>Module 1 – Club or Sport Services Duties</u>

- 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. Module 2 – Legal Management

- 2.1. Liability
- 2.2. Risk Management
- 2.3. Insurance

3. Module 3 – Lead and Coordinate

- 3.1. Leadership Styles
- 3.2. Administration Types
- 3.3. Entrepreneurial Skills

4. Module 4 – Contracts

- 4.1. Create
- 4.2. Evaluate

5. <u>Module 5 – Personnel Management</u>

- 5.1. Philosophy
- 5.2. Staffing
- 5.3. Professional Development
- 5.4. Reporting
- 5.5. Evaluation

6. <u>Module 6 – Marketing Skills</u>

- 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>

- 7.1. Media Coverage
- 7.2. Staff, Athletes and the Media
- 7.3. Media Releases

8. Module 8 – Plan and Implement and Event

- 8.1. Clinics, Workshops, Camps, Community Events
- 8.2. Fundraising Event

9. <u>Module 9 – Career Considerations</u>

- 9.1. Employment
- 9.2. Self Employment

O: Methods of Instruction

Lectures

Discussion Groups

Practical applications and experience

Field observation

P: Textbooks and Materials to be Purchased by Students

Leisure and Life Satisfaction: Foundational Perspectives, current edition.

Q: Means of Assessment

Mid-term Examination20%Final Examination20%Leisure Efficiency Report20%Business Plan20%Attendance, Quiz and Questions20%

TOTAL 100%

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R:	Prior Learning Assessment and Recognition: specify wh	nether course is open for PLAR	
	Not at this time.		
Cours	te Designer(s)	Education Council / Curriculum Committee	Representative
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Dean	/ Director	Registrar	

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