

# 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 2023
Prerequisite(s):	Minimum third-year standing in the BBA program
Corequisite(s):	No
Prerequisite to:	No



Professors

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<del>Course Captain</del>	<del>ext. 4116</del>		

## Important Dates

Tuesday, September 6, 2023	First day of classes
Friday, September 15, 2023	Last day to register for Fall 2023
Monday, October 2, 2023	Statutory Holiday (no classes)
Monday, October 9, 2023	Statutory Holiday (no classes)
Friday, October 27, 2023	Last day to withdraw from class without academic penalty
Monday, November 13, 2023	Statutory Holiday (no classes)
Thursday, December 7, 2023	Last day of class

Course Schedule

2023 Class Date:				Bold indicates assignment due
Sept	7	Non-Profits – Intro What is the Non-Profit Sector?	Ch. 1	
Sept	14	Non-Profits – Intro Who are Non-Profits? What do they do? Introduction to Non-Profit Lifecycle	Ch. 2	<b>Journal Post 1 due</b>
Sept	21	Case Study Presentation Accountability, Governance and Agency Theory	See Moodle	
Sept	28	Governance How are Non-Profits organized and managed?	Ch. 3	Teams Formed
Oct	5	Leading and Managing How is it the same/different from for-profit? <i>Issues chosen and submitted for Term Project</i>	Ch. 4	<b>Journal Post 2 due</b>
Oct	12	Community Relations How do organizations manage relationships between different stakeholders and deal with the challenges of being public entities?	Ch. 6	<b>Case Study A due</b>
Oct	19	Management of Human Resources including Volunteers What are the unique situations and challenges relating to the sector? How does this unique situation impact HR and Leadership?	Ch. 11	<b>Research Team 1 due</b>

## SKILLS ACROSS THE BUSINESS CURRICULUM

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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

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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