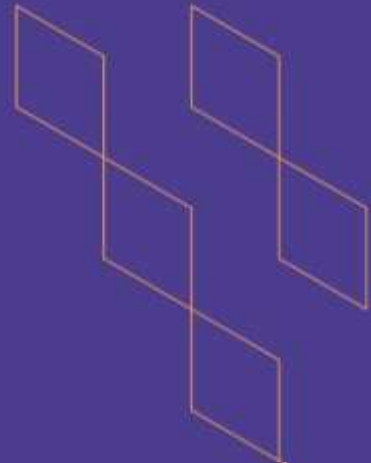




T-104  
2022

## Course Specification



Course Title: <b>Management of Non-Profit Organizations</b>
Course Code: BA4311
Program: BA Degree in Business Administration
Department: Business Administration
College: College of Business
Institution: Umm Al-Qura University
Version: <b>2</b>
Last Revision Date: <b>28/01/2023</b>



## Table of Contents:

Content	Page
A. General Information about the course	3
1. Teaching mode (mark all that apply) 2. Contact Hours (based on the academic semester)	3
Course Learning Outcomes (CLOs), Teaching Strategies and Assessment <b>Methods</b> methods	4
Course Content	5
	6

NO	Assessment task*	Week Due	Percentage of Assessment
1	Homework	Each week	20%
2	Quiz 1	Week 3	5%
3	Quiz2	Week 5	5%
4	Mid term	Week 7	20%
5	Minproject	Week 10	10%
7	Final exam	Week 12	40%

\*Assessment task (i.e., written test, oral test, oral presentation, group project, essay, etc.)

E. Learning Resources and Facilities





1. References and Learning Resources	7
2. Required Facilities and Equipment	7
F. Assessment of Course Quality	7
G. Specification Approval Data	8





## A. General information about the course:

Course Identification	
1. Credit hours:	4
2. Course type	
a.	University <input type="checkbox"/> College <input type="checkbox"/> Department <input checked="" type="checkbox"/> Track <input type="checkbox"/> Others <input type="checkbox"/>
b.	Required <input type="checkbox"/> Elective <input checked="" type="checkbox"/>
3. Level/year at which this course is offered:	Level11
4. Course general Description Nonprofit organizations are characterized by their focus on social goals and public benefits. They are similar to business or government organizations in the basic principles of management. The main aim of the course is to provide a fundamental understanding of how non-profit organizations function, especially within local/regional context. Further, students will gain important insights on the success factors in this segment, leadership, and governance issues.	
5. Pre-requirements for this course (if any): BA2401 BA2402	
6. Co- requirements for this course (if any):	
7. Course Main Objective(s) The main purpose for this course is: The main objective of the course is to enable students to play a managerial role in a non-profit organization.	

### 1. Teaching mode (mark all that apply)

No	Mode of Instruction	Contact Hours	Percentage
1.	Traditional classroom	30	75%%
2.	E-learning	10	25%
3.	Hybrid <ul style="list-style-type: none"> <li>• Traditional classroom</li> <li>• E-learning</li> </ul>		
4.	Distance learning		



## 2. Contact Hours (based on the academic semester)

No	Activity	Contact Hours
1.	Lectures	40
2.	Laboratory/Studio	
3.	Field	
4.	Tutorial	10
5.	Others (specify)	
	<b>Total</b>	<b>50</b>

## B. Course Learning Outcomes (CLOs), Teaching Strategies and Assessment Methods

Code	Course Learning Outcomes	Code of CLOs aligned with program	Teaching Strategies	Assessment Methods
1.0	Knowledge and understanding			
1.1	Demonstrate fundamental knowledge of the non-profit sector and describe the factors differentiating it from other sectors.	K1	Lectures, case studies, numericals	Quizzes, exams
1.2	Describe the issues and opportunities in the non-profit sector.	K2	Lectures, case studies, numericals	Quizzes, exams
1.3	Discuss the theoretical background of the non-profit sector.	K3	Lectures, case studies, numericals	Quizzes, exams
2.0	Skills			
2.1	Apply managerial tools and techniques for effectively managing non-profit organizations.	S1	Lectures, case studies, numericals	Quizzes, exams
2.2	Identify the ways in which financial resources are raised and managed in the non-profit sector.	S2	Lectures, case studies, numericals	Quizzes, exams



Code	Course Learning Outcomes	Code of CLOs aligned with program	Teaching Strategies	Assessment Methods
2.3	Describe the management of communication tools in the non-profit sector.	S5	Lectures, case studies, numericals	Quizzes, exams
2.4	Describe the practices of managing human resources in the non-profit sector.	S3	Lectures, case studies, numericals	Quizzes, exams
3.0	Values, autonomy, and responsibility			
3.1	Recognize the role of accountability and ethics in non-profit organizations.	V2	Lectures, case studies, numericals	Group Presentation  Assess each group achievements

## C. Course Content

No	List of Topics	Contact Hours
1	The Context and Institutional Setting of the Nonprofit Sector	4
2	The Many Faces of Nonprofit Accountability	4
3	Leading and Governing Nonprofit Organizations	4
4	Leadership, Governance, and The Work of the Board	4



5	Ethical Nonprofit Management: Core Values and Key Practices	4
6	Managing Nonprofit Operations	4
7	Marketing For Nonprofit Organizations	4
8	Developing And Managing Nonprofit Financial Resources	4
9	Nonprofit Finance: Developing Nonprofit Resources	4
10	Effective Human Resource Management: Nonprofit Staffing for The Future	4
<b>Total</b>		<b>40</b>

## D. Students Assessment Activities

NO	Assessment task*	Week Due	Percentage of Total Assessment Score
1	Homework	Each week	20%
2	Quiz 1	Week 3	5%
3	Quiz2	Week 5	5%
4	Mid term	Week 7	20%
5	Minproject	Week 10	10%
7	Final exam	Week 12	40%

\*Assessment task (i.e., written test, oral test, oral presentation, group project, essay, etc.)



## E. Learning Resources and Facilities

### 1. References and Learning Resources

Essential References	Renz, D. and Assoc. (2016). <i>The Jossey-Bass Handbook of Nonprofit Leadership and Management</i> , 4th ed.; San Francisco: Jossey-Bass.
Supportive References	
Electronic Materials	
Other Learning Materials	

### 2. Required Facilities and equipment

Items	Resources
facilities (Classrooms, laboratories, exhibition rooms, simulation rooms, etc.)	Classroom, lab
Technology equipment (projector, smart board, software)	Data Show, Smart Board , , software
Other equipment (depending on the nature of the specialty)	None

## F. Assessment of Course Quality

Assessment Areas/Issues	Assessor	Assessment Methods
Effectiveness of teaching	Chair, Students, External Stakeholders Department and quality committee	Open discussions with the students Anonymous surveys
Effectiveness of students assessment	Chair, Students, External Stakeholders Department and quality committee	Checking marking by the students themselves if it's possible Using the help of other members in reviewing the assignments/exams
Quality of learning resources	Chair, Students, External Stakeholders Department and quality committee	Review of course portfolios Instructor assessment by students





Assessment Areas/Issues	Assessor	Assessment Methods
The extent to which CLOs have been achieved	Chair, Students, External Stakeholders, Department and quality committee	Course specifications are periodically reviewed at the departmental level. Courses are updated periodically and compared to the benchmark standards.
Other		

**Assessor** (Students, Faculty, Program Leaders, Peer Reviewer, Others (specify))

**Assessment Methods** (Direct, Indirect)

## G. Specification Approval Data

<b>COUNCIL /COMMITTEE</b>	DEPARTMENT
<b>REFERENCE NO.</b>	
<b>DATE</b>	28/01/2023

