

HUMAN RESOURCE ADMINISTRATION FOR NON-PROFITS

Professor Alan Zalkind

Course Number: 26:834:577

Credits (3)

SUMMER 2002

Course Description:

This course introduces the student to the theory, history, structure and management of non-profit organizations. Special emphasis will be given to critical management functions such as leadership, decision-making, implementation, budgeting and evaluation. This course will provide the framework for the discussion regarding the challenges and opportunities facing the non-profit sector.

The course does not assume that class members have any managerial experience although experiences working for a non-profit organization would be beneficial. The course will utilize both theoretical and practical approaches to better understand how organizations operate and behave.

Course Objectives: By the conclusion of this course, the student will be able to:

- 1) Apply knowledge about the history and development of services provided by the non-profit community;
- 2) Apply knowledge about the roles of the Board of a non-profit organization and the role of the management staff;
- 3) Apply theoretical management concepts to organizational problems within non-profit organizations including implementation, evaluation, budgeting and the administration of staff;
- 4) Apply knowledge to organizational behavior of non-profits in relation to an external environment which could be supportive or adversarial to the non-profit organization's interests; and
- 5) Apply risk/benefit analyses to alternative courses of action for the non-profit manager

Required Reading:

Herman, Robert, D. & Associates. The Jossey-Bass Handbook of Nonprofit Leadership and Management. San Francisco: Jossey-Bass Publishers, 1994.

Grading: Grades will be derived from the following three elements:

Class Participation (10%)

Class Presentation (40%) [Oral presentation from Jossey Handbook]

Final Examination (50%)

Class Presentation: The student will prepare a 20 - 30 minute presentation from one of the chapters in Jossey in accord with the syllabus.