	CAPILANO UNIVERSITY COURSE OUTLINE	
CAPILANO UNIVERSITY (logo)	**Course Title**	**PROGRAM PLANNING AND MANAGEMENT**
Course Number	CLSC 202	**Credits** 3.0
Section Number		**Instructor**
Term	Fall 2015	**Office**
Phone		**Local**

COURSE FORMAT: Three hours of class time per week, plus a fourth hour delivered through on-line or other activities, for a 15-week semester, including two weeks for final exams.

PREREQUISITES/CO-REQUISITES:

Community Capacity Building 100 and

Community Capacity Building 105 as pre- or co-requisites

LEARNING OUTCOMES:

Upon successful completion of this course, students will be able to:
- Describe outcomes based planning and management and how it is applied in local and international development
- Differentiate between different models of planning
- Undertake a basic program needs assessment
- Facilitate an 'asset inventory'
- Facilitate outcome based planning and develop an outcomes measurement framework
- Develop a program workplan and budget
- Identify human and physical resources needed for program implementation
- Develop a monitoring plan
- Plan for program sustainability.

REQUIRED TEXTS:

Coyne, Kathy and Cox, Philip. (2003) *Outcome Based Planning and Management Manual.* Retrieved from: http://www.smartfund.ca/guide.htm

Selected Readings

RECOMMENDED TEXTS:

Association of Neighbourhood Houses. (2011). *Neighbourhood House Toolkit.* Vancouver: Association of Neighbourhood Houses.

Jacoby Brown, Michael. (2006). *Building Powerful Community Organizations A Personal Guide to Creating Groups that Can Solve Problems and Change the World*. Arlington, MA: Long Haul Press.

COURSE CONTENT:

Using materials developed for the non-profit sector in Canada, this course will give students an indepth understanding of outcome based planning and management and how it fits within a lexicon of planning methods and tools used locally and globally. It will introduce students to planning for social change as the principle outcome and explore the craft of Outcome Measurement Framework (OMF) construction in a highly interactive and creative way. Students will apply their new knowledge and skills by developing an OMF for their organization. The course will provide concrete tools on how to then use an OMF as a management tool for resource planning, workplans, budgets, communications, proposal writing and monitoring.

4th HOUR ACTIVITIES:

In addition to class-time learning, students will participate in on-line activities and work on group or individual projects.

EVALUATION PROFILE:	Participation/Attendance	10%
	Proposal	30%
	Outcome Measurement Framework	20%
	Management tools	20%
	Exam	20%
	TOTAL	**100%**

GRADING PROFILE:

A+ = 90 - 100%	B+ = 77 – 79%	C+ = 67 - 69%	D = 50 - 59%
A = 85 - 89%	B = 73 - 76%	C = 63 - 66%	F = 0 - 49%
A- = 80 - 84%	B- = 70 - 72%	C- = 60 - 62%	

ASSIGNMENTS: Assignments include a proposal, an outcome measurement framework, and completed project management tools.

OPERATIONAL DETAILS:

University Policies:	Capilano University has policies on Academic Appeals (including appeal of final grades), Student Conduct, Cheating and Plagiarism, Academic Probation and other educational issues. These and other policies are available on the University website.
Emergency Procedures:	Please read the emergency procedures posted on the wall of the classroom.
Participation:	Participation means regular attendance and good preparation demonstrated in class discussions.
Attendance:	Regular attendance is required. If you must miss a class, make arrangements with a classmate to hand in any homework due and to explain work required for the following class. You are responsible for all materials and submission of work during your absence.

Call or email your instructor if you cannot come to class.

Missed Exams: All missed exams and quizzes will be graded "0" unless special arrangements are made with the instructor **prior** to the date of the exam or quiz.

Late Assignments: Late assignments will not be accepted without special approval in advance. Late assignments will not be accepted after answers have been given out and explained in class.

Cheating/Plagiarism: All forms of cheating, including plagiarism, are serious offences. The instructor has a right to assign a "0" on the assignment or a letter grade of "F" on the course. A second offence in any course may result in expulsion from the program.

English Usage: A university-level use of English is expected of all take home written work. All take-home work must be typed and be presented in a professional manner.

Incomplete Grades: Incomplete grades will not be given without special permission.

Cell Phones: Cell phones must be turned off **before** entering the classroom and may not be turned on again until **after** you have left the classroom, except in emergency situations by prior arrangement with the instructor.