

Bergen Community College
Division of Business, Arts, & Social Science

BUS-115 Introduction to Nonprofit Organizations.

Semester and year:
Course and Section:
Meeting Days/Times
& Room:

Instructor:
Office Location:
Office Hours:
Phone:
E-mail Address:

Course Description:

This course examines the principles, techniques, and administration of the not-for-profit sector. Topics include the history, missions, and distinctions of nonprofits, as well as their governance, funding and development, financial framework, accountability, management, marketing, as well as their relationships with government and profit sectors.

(3 lectures,3 credits)

Student Learning Objectives:

As a result of meeting the requirements in this course, students will be able to:

1. Define Nonprofit Management, Sector, and Organizations
2. Recognize Key Aspects of Governing and Leading Nonprofit Organizations
3. Discover Techniques in Managing Nonprofit Organizations
4. Develop Techniques for Obtaining Resources to Fund Nonprofit Organizations
5. Assess Lobbying, Social Entrepreneurship, and International Considerations in Nonprofit Organizations

Course Content, Assessment, and Special Considerations.

Using Text, Online Video Support, Practice Quizzes, Discussion Forums, and Assessments, the student will be exposed to different techniques to master the critical concepts provided in the course. Students are expected to be proficient in using the computer and internet for research, writing reports, taking tests, and other related tasks.

Course Texts and/or Other Study Materials

Required Textbooks:

Nonprofit Management: Principles and Practice 3rd Edition: Michael J. Worth
ISBN: 978-1-4522-4309-2

Writing, and Critical Thinking Requirement(s)

Students will provide written reports and discussion forums to demonstrate knowledge of the key concepts involved in the course learning objectives.

Grading & Key Policies

Late Assignments: No work will be accepted after the due date. It is the responsibility of the student to

make sure that time is managed so that all tasks are accomplished in a timely manner.

Missed Exams: Students will be afforded the opportunity to take a comprehensive makeup for one exam missed. No additional make-up exams will be given.

Class Policy: The outline will include a written statement regarding specific policy and explanation for online testing (if used), class behavior, attendance, and other important matters.

Typical Grade allocations: (refer to Professor for detailed explanations)

Examinations –	75%
Term Project–	15%
Class Participation –	10
Total –	100%

Please review the following in your Student Handbook:

- Code of Student Conduct
- Statement on plagiarism and/or academic dishonesty.
- Sexual Harassment statement.
- Statement on acceptable use of BCC technology.
- Statement on the purpose and value of faculty office hours.

Attendance Policy

BCC Attendance Policy:

All students are expected to attend punctually every scheduled meeting of each course in which they are registered. Attendance and lateness policies and sanctions are to be determined by the instructor for each section of each course. These will be established in writing on the individual course outline. Attendance will be kept by the instructor for administrative and counseling purposes.

Student and Faculty Support Services

Students should be encouraged to make full use of the Sidney Silverman Library (in person and online at <http://www.bergen.edu/library/>), the Tutoring Center (available in person in room L-125 and online at <http://www.bergen.edu/library/learning/tutor/>), the Writing Center (available in person room L-125 and online at <http://www.bergen.edu/library/learning/write/>). the Online Writing Lab at www.bergen.edu/owl, the Smarthinking Tutorial Service at www.bergen.edu/library/learning/tutor/smart/index.asp the Distance Learning Office for online courses (by phone at 201-612-5581, available in person at room C-3 or email at psimms@bergen.edu)

Course Outline and Calendar

Include a Course Outline and Calendar*

Week	Date(s)	Topic/Activity	Assignments/Events
1		Introduction: Non Profit as a Profession.	
2		Overview and Scope of Non Profit	
3		Theories of Non Profit Organizations	
4		Governing Boards	
5		Executive Leadership	
6		Accountability and Performance	
7		Strategic Planning	
8		Paid Staff & Volunteers	
9		Marketing and Communications	
10		Telemarketers	

11		Fund Raising	
12		Government Support	
13			

Students who require accommodations in accordance with the Americans with Disabilities Act (ADA) can request these services from the Office of Specialized Services. To learn more about how to apply for services, please visit them at: <http://www.bergen.edu/oss> .

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