



Centre for Leadership and Community Learning COURSE OUTLINE

Division: Centre for Leadership and Community Learning
Program: Management Development for Community Settings
Course Code: **MDCS 270**
Course Title: **MANAGING SCARCE RESOURCES**
Course Effective Date:

Previous course code & title:

Required **Elective** **Credits: 1.0**

Total Course Hours (face-to-face): 14

Lab Hours (if any): NA

Practicum Hours (if any): NA

Delivery Method:

Face-to-face **Distance** **Online**

Prerequisites: **MDCS110,120, 230, 240, 250, 260**

Equivalent Course(s) within the JI:

Brief Description:

Never has there been a stronger challenge for managers and supervisors in community settings to make the best use of the time and money available to them. Participants will learn about clarifying goals and priorities, strategies and plans to guide their actions, maintaining strength and persistence to stay on course, and resiliency to face the inevitable surprises and setbacks. They will also learn about funding sources, budgeting and simple financial control measures, diversified funding, fundraising, and grantsmanship.

Evaluation Profile:

Attendance only Credit / No Credit
 Complete/Incomplete Pass/Fail
 Letter Grade % Grade

Passing Grade (if applicable): Credit granted

Evaluation Methods and Percentage of Total Grade:

100% attendance in all classes;

Active contribution in large and small group discussions and activities.

Self evaluation

Skills practice role plays



Completion of written project assignments for MDCS 245, MDCS 285, required for MDCS certificate. Each assignment will be graded on:

- Demonstrated understanding of the content and theory
- Compliance with the assignment requirements
- Provision of sufficient evidence and detail to support your opinions
- Originality, creativity and apparent personal effort
- The practicality of your recommendations
- Clarity of thought, communication and writing skills

Comments will be given on each assignment. However, there will not be a percentage mark assigned. If the assignment fails to meet the established criteria, you will be granted one opportunity to resubmit so that you can earn your certificate.

Learning Outcomes / Goals:

At the end of this two day, 14 hour program, participants will leave this course with an overview of financial planning and resource management.

Learning Objectives:

Upon successful completion of this course, the participant will be able to:

Describe commonly used financial terminology and concepts

Describe important considerations for receiving funding

Describe the contemporary budgeting process and constraints

Prepare a simple operating budget

Adapt a prepared budget to unforeseen emergent circumstances

Review and critically analyze financial records

Describe common control systems for budgets and petty cash

Describe your own vision, values and style

Describe the need and strategies for self-discipline

Determine your own goals and priorities

Communicate more effectively about priorities and goals

Analyze time use and stress levels and build up resilience

Identify key leverage points for implementing priority goals.

Course Topics/Content:



Funding structures/sources
Budgeting and financial planning
Controlling resources
Creative fundraising
Individualized funding
Spreadsheets and electronic data management
Organizing your own and others' work
Priority setting
Balancing life and work realities

Text and Resource Materials:

Required:

Recommended:

Miscellaneous handouts and articles

Comments and Course Policies:

Evaluations: Students who receive an incomplete mark for required assignment submissions will have one opportunity to resubmit. The resubmitted assignment must successfully address any concerns outlined in the feedback provided on the original submission.

Course outline changes: All changes to course outlines communicated to learners in class.

JI Policies refer to website:

www.jibc.bc.ca/studentsservices/main/academicservices/policies.htm