



Recreation Management (RMGT)

Program Outline

PROGRAM IMPLEMENTATION DATE:	September 2018
OUTLINE EFFECTIVE DATE:	September 2021
PROGRAM OUTLINE REVIEW DATE:	March 2026

GENERAL PROGRAM DESCRIPTION:

With coursework in recreation management, business management, and related specialty courses, the Recreation Management program helps prepare students to become leaders in the recreation and leisure services industry. The program offers experiential and interdisciplinary learning opportunities that may include real-world event management experience, recreation programming simulation, inclusive recreation programming, job shadow assignments, guest speakers, volunteer assignments, site visits to recreation facilities and applied research.

Credentials Granted

Students may begin their studies by applying to either the certificate or diploma program. Students who select a two-year diploma program can exit after completing one full year of coursework with a certificate or continue into second-year diploma studies.

Certificate and diploma students are required to maintain a minimum course grade of C- (55 percent) in all program courses. BBA students are required to maintain a minimum course grade of C (60 percent) and an average course grade of C+ in all program courses that contribute to the BBA.

Certificate

The Recreation Management certificate provides an academic foundation in recreation and business courses and is awarded on successful completion of the first year coursework in the RMGT diploma program - a total of 30 credits.

Diploma

The Recreation Management diploma offers specialized courses in recreation and business and is awarded to students who successfully complete the two-year diploma curriculum – a total of 60 credits.

Program Information:

Graduates of this program can enter the workforce in public recreation services, commercial recreation, non-profit organizations, college/university recreation departments, resorts/outdoor camps, recreation facility administration, and inclusive recreation programs.

They can also continue into a Recreation Management bachelor degree program at other institutions, or transfer into the Bachelor of Business Administration degree in Sustainable Business Practices at College of the Rockies.

Delivery: This program is available entirely online. Most courses may also be taken face-to-face.

College of the Rockies Credits: 60

Hours for this program: 980 hours

Typical Structure of Instructional Hours:

Instructional Activity	Duration
Lecture Hours	795
Seminars / Tutorials	
Laboratory / Studio Hours	45
Practicum / Field Experience Hours	140
Other Contact Hours	
Total	980

Practicum Hours (if applicable):

Type of Practicum	Duration
On-the-job Experience	140
Formal Work Experience	
Other	
Total	140

Program Outline Author or Contact:

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Signature

APPROVAL SIGNATURES:

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Department Head Signature

Dean Signature

EDCO

Valid from: September 2021- March 2026

Education Council Approval Date

PROGRAM PREREQUISITES AND TRANSFER CREDIT:

Admission Requirements:

- Secondary school graduation or equivalent.
- Minimum 65% in either English 12, English Studies 12, English First Peoples 12, ENGL 090, or equivalent (refer to Course Equivalency information on the College Website).
- RECR 231 requires CPR-C and Occupational First Aid Level 1 before work placement.

Recommended:

- Either Principles of Math 11, Foundations of Math 11, Applications of Math 12, MATH 080, MATH 082, or equivalent.
- Basic computer skills are recommended.

Recommended:

Flexible Assessment (FA):

Credit can be awarded for one or more courses in this program through FA Yes No

Learners may request formal recognition for flexible assessment at the College of the Rockies through one or more of the following processes: External Evaluation, Worksite Assessment, Demonstration, Standardized Test, Self-assessment, Interview, Products/Portfolio, Challenge Exam. Contact an Education Advisor for more information.

Transfer Credit: For transfer information within British Columbia, Alberta and other institutions, please visit <http://www.cotr.bc.ca/Transfer>

Students should also contact an academic advisor at the institution where they want transfer credit.

Program Learning Outcomes:

- Understand the organization and role of leisure & recreation services in Canada
- Describe how recreation is delivered through various leisure service providers
- Understand the benefits of leisure and recreation participation
- Apply leadership knowledge and theory in a variety of leisure-based settings
- Develop personal leadership abilities and effective interpersonal communications
- Develop and implement leisure and recreation programs
- Develop recreation programs which are applicable to diverse populations
- Understand the impact of design, programming, maintenance, and operation of recreation facilities
- Develop skills necessary for planning all facets of an event
- Understand and the considerations in developing, writing and implementing budgets and proposals
- Develop knowledge of needs assessment research methods and implementation of a research project

- Develop the skills necessary for successful management communications in the recreation industry
- Proficiency in written and oral communications
- Demonstrate competency in using selected computer and mobile device applications commonly used in the recreation industry
- Explain the organizational behavioral challenges in the Canadian work environment
- Identify major areas of risk associated and legal responsibilities within a recreation setting.

Recreation Management diploma program:

This program is designed for entry to the workplace or transfer to a Recreation Management or Tourism Management degree program after two full-time years of study.

Program Studies Year One

Year 1 (Recreation Management Certificate)

Fall Semester

Course	Title	Course hours Lecture-Lab-Practicum
COMP 153 Or COMP 154	Introduction to Data Processing Computer Applications in Business	(15-45) or (30-45)
ENGL 100	English Composition	(45-0)
MGMT 204	Principles of Management	(45-0)
RECR 100	Leisure and Recreation in Canadian Society	(45-0)
RECR 102	Leadership and Community Participation	(45-0)

Winter Semester

Course	Title	
COMC 102	Advanced Professional Communication	(45-0)
MKTG 281	Principles of Marketing	(45-0)
RECR 150	Recreational Planning 1	(45-0)
RECR 231	Student Work Placement	(15-0-140)
	Elective from list below	

Recommended Winter electives: one of MGMT 216, COMP 154, MGMT 305, FNST 101, KTUN 100, INDG 105. Students may also choose any elective in University Arts and Science or Business Management that supports their recreation management goals.

Total Certificate Credits: 30

Program Studies Year Two

Year 2 (Recreation Management Diploma)

Fall Semester

Course	Title	Course hours Lecture-Lab-Practicum
ACCT 263 or ACCT 261	Financial Accounting for Tourism Majors or Introduction to Financial Accounting I	(45-0)
MGMT 304	Introduction to Non-Profit Management	(45-0)
RECR 220	Event Management	(45-0)
RECR 260	Budget and Proposal Writing	(45-0)
TOUR 240	Risk Management and Liability in Tourism and Recreation	(45-0)

Winter Semester

Course	Title	
COMC 253	Intercultural Communications	(45-0)
MGMT 302	Human Resource Management	(45-0)
RECR 200	Recreation Programming for Diverse Populations	(45-0)
RECR 210	Recreation Facility Planning and Maintenance	(45-0)
RECR 250	Research and Programming	(45-0)

Total Diploma Credits: 60 Credits

PROGRAM CHANGES:

Information contained in this program outline is correct at the time of publication. Courses and course content may be revised from time to time based on changing educational, employment and marketing needs. The timetable may also be revised.

COURSE GRADE:

Course grades are assigned as follows:

	A+	A	A-	B+	B	B-	C+	C	C-	D	F
Mark (Percent)	≥ 90	89-85	84-80	79-76	75-72	71-68	67-64	63-60	59-55	54-50	< 50

A course grade of "C-" or better is required for credit towards a certificate or diploma in Recreation Management.

COURSE DESCRIPTIONS can be found on the COTR SharePoint site:

<http://www.cotr.bc.ca/CourseOutlines/>

ACCT 261

In this first semester of a two-semester course in accounting, the students are introduced to the basic accounting cycle including preparation of useful financial statements. Other topics include accounting for cash, receivables, inventory, and payroll.

ACCT 263

This course is designed to teach non-accounting majors to understand the accounting records of a small business and/or to give them the opportunity to use an accounting software program. Concepts, terminology and principles are introduced at a basic level. Topics include revenue and expense recognition, cash vs. accrual accounting, the accounting cycle and analysis of financial statements and other financial information.

COMC 102

This course presents the written and oral communication strategies required in any workplace environment. Students gain practical experience that centers on gathering, summarizing and critically assessing information to produce professional documents. Students will also gain a better understanding on how basic design elements enhance the readability of workplace documents and online communications. This course also focuses on helping students develop speaking skills appropriate to informal and formal presentations and interviews.

COMC 253

This course explores the inherent relationship between culture, language and communication. The key concepts of study are identity, culture, assumptions and stereotypes, beliefs, value systems, and globalization. From theory to practice, students will investigate the impact of identity and context in intercultural interactions. The focus of this course is to help students develop meaningful strategies to communicate in today's culturally diverse communities.

COMP 153

This course allows students to develop knowledge and skills in the field of information technology. Students will explore the operation and application of professional productivity software. Students use four applications of the Microsoft Office 2016 Suite: Word, Excel, Access, and PowerPoint. The theory component develops a broad and general understanding of current computer technology, methods and models.

COMP 154

This course examines information systems theory and utilizes computer technology. Students will explore the application of technology in organizations. Students will investigate information systems, evaluate organizational needs, and develop effective solutions. Security, legal and ethical issues will be examined along with characteristics of professional administration. Microsoft Office applications, including Word, Excel, PowerPoint, Access, and Outlook, will be utilized to create effective business artifacts and fulfill organizational needs.

ENGL 100

English 100 focuses on composition for academic purposes and develops a students' ability to write clearly and effectively. Students also learn the fundamentals of critical thinking, persuasive writing techniques (including rhetorical appeals and devices), scholarly research, and academic reading.

MGMT 204

This course provides an overview of management. It covers theory, process and practice of the four fundamental management skills: Planning, Organizing, Leading and Controlling, as well as the role of managers in organizations.

MGMT 302

This Human Resource Management course covers planning, recruitment, selection and placement; job analysis, job description and job evaluation; compensation and performance appraisal plans; employee benefit programs; training and education programs and employee rights, labour relations, personnel planning and evaluation.

MGMT 304

This survey course is designed to introduce students to the areas of responsibility of managers of non-profit organizations and is intended to provide a broad overview of the management challenges of the non-profit sector. Topics include scope and function of the non-profit sector; an overview of financial management; human resources management; strategic planning; and marketing functions within the non-profit sector. Specific issues are emphasized, such as accountability, board selection, volunteer management and fundraising.

MKTG 281

To gain an overview of the marketing process as it applies to marketing products and/or services in public, private and not-for-profit organizations. At the end of the course, the students should understand the four P's of marketing: Price, Place, Promotion and Product, and the interrelationships between marketing and overall business practices. This 45-hour course provides an introduction to other more advanced courses in the College of the Rockies Business program.

RECR 100

This course examines the organization and role of leisure, recreation and tourism services in Canada.

RECR 102

This course emphasizes leadership in Recreation and Leisure Services and involves an exploration of leadership and effective practice of theories and concepts. Students examine how Recreation and Leisure Services involve community individuals and groups in community organizations. The different leadership methods in organizations, public groups and service organizations are also examined.

RECR 150

This course introduces students to the program planning cycle and engages them in creating and implementing effective program plans from the initial needs assessment through to the evaluation of program and facilities.

RECR 200

This course explores the history and background of how society has dealt with diverse populations. Students examine the ways in which recreation and physical activity are structured in diverse groups (i.e., those with physical and mental disabilities) and learn to recognize the needs of these groups and individuals.

RECR 210

This course examines the impact of design, programming and operation of recreation areas, facilities and services on users attitudes and behaviours.

RECR 220

This course explores and develops ideas and concepts utilizing a linear or cyclical planning model, and focuses on the details required when planning a special event. Emphasis is placed on the planning of events with research into selecting the right event, event themes, site selection, task and responsibility checklists, organizational committee structures, budgeting and finance, advertising and promotion and event administration.

RECR 231

The work experience provides workplace-based learning opportunities in an industry setting. This allows students to practice the principles and skills learned during classroom study and develop industry competencies. Internships provide the learner with a more direct access to industry employees and managers, building networks and establishing the foundations of one's career.

RECR 250

This course is a continuation of RECR 150 with a special emphasis on assessing recreation needs, planning, implementing and evaluating programs. It builds upon the foundations of program development established in RECR 150. Students are introduced to needs assessment research methods and develop a research project from start to finish. Development of a questionnaire, administering a questionnaire, evaluation and interpretation of research data and writing a research report are explored.

RECR 260

This course examines methods of obtaining funding and community support through presentations, both oral and written. The focus is on obtaining grants, foundation funding and sponsorship, not on fundraising.

TOUR 240

This course will familiarize students with concepts of risk management and legal liability as they apply to the business of tourism and recreation. The course introduces students to Canadian law and liability issues that may arise for tourism industry professionals and other businesses. Students will also learn about ways to minimize liability exposure.