NVCC COLLEGE-WIDE COURSE CONTENT SUMMARY
RPK 201 – RECREATION AND PARKS MANAGEMENT (3 CR.)

Course Description
Examines organization and management of recreation and park agencies. Discusses theories and principles of management, organizational behavior, budget preparation, hiring preparation, hiring practices and personnel management, documentation and presentation. Examines software specific to recreation facility and program management. Lecture 3 hours per week.

General Course Purpose
To give the student basic skills in the organization, budgeting and management of recreation and parks agencies.

Course Prerequisites/Co-requisites
Completion of ENG 111 and/or concurrent enrollment in ENG 112.

Course Objectives
Upon completion of the course students will be able to:

- Understand the goals and objectives of recreation and park agencies.
- Describe the management process.
- Know how the work is divided in recreation and park agencies.
- Understand personnel policies.
- Write recreation and parks departments’ goals and objectives.
- Know the enabling legislation for recreation and parks agencies.
- Use the different types of budgets.
- Know the revenue sources for recreation and parks.
- Know the bonding process and procedure.
- Set price in a variety of recreation and park settings.
- Market recreation and park services.
- Identify and allocate personnel and fiscal resources.

Major Topics to be Included
a. Goals and objectives
b. Elements of management
c. Personnel policies
d. Hiring practices
e. Enabling legislation
f. Budget and revenue sources
g. Price setting
h. Marketing
i. Bond process
j. Grant writing