

GRANDE PRAIRIE REGIONAL COLLEGE
DEPARTMENT OF PHYSICAL EDUCATION AND ATHLETICS

PHYSICAL EDUCATION 250
ADMINISTRATION OF PHYSICAL EDUCATION AND ATHLETICS
1991

I. GENERAL INFORMATION

Instructor: Harry Stevens
Office: K218
Phone: 539-2974

Class Times: M 13:00-13:50
T Th 13:30-14:50

Credit: 3 credits

Transferability: Equivalent to PE 250 - University of Alberta Junior PE Option (3 credits) - University of Calgary Unspecified PE Options - University of Lethbridge (3 credits), Camrose Lutheran, The King's College and Athabasca University.

II. COURSE OBJECTIVES

1. To orient the student to the "Becoming a Master Student" program.
2. To examine the macro issues in sport management.
3. To give students an opportunity to apply their skills to an administrative practical experience.

III. RESOURCES

- Required text:
1. Ellis, David., Becoming A Master Student; 6th edition.
 2. Prepared handouts.

Reference Material:

BIBLIOGRAPHY FOR PE 250 Harry Stevens

Bolles, Richard Nelson.: What Color is Your Parachute?
Berkeley, CA: Ten Speed Press, updated annually

Brown, Alan C.: Maximizing Memory Power
New York, NY: Wiley, 1986.

Carnegie, Dale.: How to Win Friends and Influence People.
Pocket, 1981.

Castaneda, Carlos.: A Separate Reality
New York, NY: Pocket Books, 1981

Chelladurai, P.: Sport Management.
London, Ontario: Sport Dynamics, 1985.

Covey, Stephen R.: The Seven Habits of Highly Effective People
New York, NY: Simon & Schuster, 1989.

Emery, Stuart.: Actualizations: You Don't Have to Rehearse to Be Yourself.
Garden City, NY: Doubleday, 1978.

Frank, Milo, O.: How to Run a Successful Meeting in Half the Time.
Toronto, Ontario, 1989.

Gawain, Shakti.: Creative Visualization
Mill Valley, CA: Whatever, 1978.

Gordon, Thomas.: Parent Effectiveness Training: The Tested New Way to Raise Responsible Children. New York, NY: New American Library, 1975.

Higbee, Kenneth L.: Your Memory - How it Works and How to Improve It
Englewood Cliffs, NJ: Prentice-Hall, 1977.

Hoff, Ron.: I Can See You Naked.
Kansas City, Missouri. Andrews & Michael U.P.S. 1988.

Horine, Larry.: Administration of Physical Education and Sport Programs.
Toronto, Ont., Saunders College Publishing, 1985.

James, Muriel and Jungeward, Dorothy.; Born to Win
Reading, MA: Addison-Wesley, 1971.

Keyes, Ken, Jr.; A Conscious Person's Guide to Relationships
Coos Bay, OR: Living Love, 1979

Lakein, Alan.; How to Get Control of Your Time and Your Life
New York, NY: New American Library, 1974.

McCarthy, E.J. & Stanley, J.S. & Perreault, W.D.; Essentials of Marketing.
Homewood, Illinois: Irwin, 2nd edition. 1988.

McGregor, Douglas.; The Human Side of Enterprise.
Toronto, Ont. McGraw-Hill, 1960.

Peters, Thomas J. Waterman; Re # Jr.
In Search of Excellence, New York, NY: Warner Books Ltd: 1982.

Peters, Thomas J. Waterman; Thriving on Chaos.
New York, NY: Random House Inc. 1987.

Peters, Thomas J. Waterman & Austin, Nancy; A Passion for Excellence.
New York, NY: Random House Inc. 1985.

Rial, Arlyne F.; Speed Reading Made Easy
Garden City, NY: Doubleday, 1985.

Ries, Al and Trout, Jack.; Positioning: The Battle for Your Mind.
New York, NY: McGraw-Hill, 1980.

Robbins, Stephen P.; Organization Behavior.
Toronto, Ont. Prentice-Hall Co. 1979.

Rogers, Carl.; Freedom to Learn
Columbus, OH: Merrill, 1982.

Sher, Barbara with Gottlieb, Annie.; Teamworks! Building Support Groups that Guarantee Success.
New York, NY: Warner, 1989.

Sinetar, Marsha.; Do What You Love, The Money Will Follow,
New York, NY: Dell, 1987.

Stein, Den.; Bunk House Logic.

New York, N.Y.: Avon Printing, 1981.

Voltmer, E.F.; Esslinger, A.A.; McCue, B.F.; Tillman, K.G.; The Organization and Administration of Physical Education. Englewood Cliffs, New Jersey:

Prentice-Hall Inc., 1979

Waitley, Dennis E.; The Psychology of Winning, cassette

Chicago, IL: Nightingale-Conant, n.d.

Winston, Stephanie.; Getting Organized

New York, NY: Warner, 1978.

Zeiler, Ed & Bowie, G.W.; Management Competency Development in Sport and Physical Education. Philadelphia. Lea and Febiger, 1983.

PERIODICALS (on shelf references)

Athletic Business
Athletic Administration
ATA magazine
Alberta Report
Business Review
Business Week
C.A.H.P.E.R. Journal
Canadian Business Review
Harvard Business Review
Harvard Education Review
Journal of Business
Journal of Marketing
J.O.P.H.E.R.
Macleans
Marketing
Optimum
Physical Educator
Research Quarterly Health, PE
Sales Management Canada

IV. CLASS FORMAT

1. Mark Break Down

Quizzes/Assignments:	10 @ 5% =	50%
Practical/Report:		20%
Final Exam:		30%

NOTE: Administration Practical/Report worth 20% will be evaluated on the following criteria.

- a) The difficulty of the administrative task.
- b) A time management assessment of the task.
- c) The outcome of the administrative task indicating the degree of success obtained.
- d) Benefits of your administrative service to others ie) community, college, colleagues, etc.
- e) Requires a minimum of 12 hours of administrative work.

V. COURSE CONTENT (Tentative Schedule)

- Topics:
1. Being Successful - introduction to course, how to get started.
 2. Time Management
 3. Planning and Decision Making
 4. Relationships & Communication
 5. Organizations & Theories of Management
 6. Tom Peter's
 7. Evaluating
 8. Schedulers
 9. Legal Issues
 10. Guests
 11. Practical Reports