

# Bemidji State University

## PSY 4408: Human Services Program Management

### A. COURSE DESCRIPTION

Credits: 3

Lecture Hours/Week: \*.\*

Lab Hours/Week: \*.\*

OJT Hours/Week: \*.\*

Prerequisites: None

Corequisites: None

MnTC Goals: None

Theories and techniques of managing human service agencies including planning, administration, evaluation and grant writing. Prerequisites: PSY 1100, PSY 3401, PSY 3402, or consent of instructor.

**B. COURSE EFFECTIVE DATES:** 08/25/1997 - Present

### C. OUTLINE OF MAJOR CONTENT AREAS

1. Facing the Challenges of Management
2. The Environments of Human Service Agencies
3. Introduction & Overview to Grant Proposal Writing
4. Planning & Program Design
5. Achieving & Maintaining Organizational Excellence
6. Building Supervisory Relationships
7. Developing & Managing Human Resources
8. Evaluating Human Service Programs
9. Leading & Changing HSO
10. Managing Finances to Meet Program Goals
11. Organization Design
12. Organizational Theory for HSO
13. Understanding & Conducting Needs Assessments

### D. LEARNING OUTCOMES (General)

1. be able to implement specific aspects of human service program management strategies effectively such as program design, staff development, budgeting and marketing, and program evaluation.
2. be able to organize and communicate ideas professionally and persuasively in a formal presentation.
3. gain knowledge of grant writing skills by completing a proposal that includes the following elements: locating an appropriate funder; preparing a proposal summary, introduction, problem statement and need assessment, program objectives and goals, methods, program evaluation, and budget.
4. understand the concepts and principles relevant to the administration of public and non- profit organizations.

### E. Minnesota Transfer Curriculum Goal Area(s) and Competencies

None

**F. LEARNER OUTCOMES ASSESSMENT**

As noted on course syllabus

**G. SPECIAL INFORMATION**

None noted