

UNIVERSITY OF MUMBAI

Certificate Course in Fitness Center Management

(With Effect from the Year 2016-17)

INTRODUCTION

The fact remains that most programmes are organized and run outside of the schools and the most fitness instructors and leaders in these programmes have little training. People want to exercise in a way that provides no medical risk and also ensures that they reach their fitness goals quickly. This requires some experience, which is what certification is meant to ensure. With the fitness industry growing so rapidly, it becomes increasingly important that persons at all levels in the industry have specific training to do their jobs competently. The Certificate Course in Fitness Centre Management (CCFCM) offers knowledge and Skills including varied means of promoting the same on individual basis.

OBJECTIVES:

1. To prepare professionals in Personal Fitness Training.
2. To enhance the quality of Physical Education Teachers through the value added course.
3. To understand the basic concept of Management.
4. To enable the learner to understand the basic Fitness Management.
5. To acquire the knowledge regarding Management Process.
6. To understand the facilities and its importance.
7. To study the characteristic and responsibility of Manager.
8. To understand and learn leadership and Management Techniques.
9. To acquire the knowledge pertaining to Marketing aspects.
10. To study the financial aspects.
11. To study and learn the Risk and Safety Management.
12. To study the basics of Rehabilitation Management.

O ____ Title of the Course: Certificate Course in Fitness Centre Management

(CCFCM) O ____ ELIGIBILITY:

A student for the admission of Certificate Course in Fitness Centre Management (CCFCM) must have at least completed his/her Higher Secondary Education (HSC i.e.10+2) of Maharashtra State Board or any other equivalent board.

O ____ DURATION OF PROGRAMME:

The duration of Certificate Course in Personal Fitness Training shall be of 144 hours. The programme shall be conducted on regular/part time basis. The maximum duration for the completion is 6 months.

O ____ INTAKE CAPACITY: Maximum 50 (for one batch)

O ____ FEES STRUCTURE:

Rs24,000/- Course Fees.

Rs. 1,000/- Examination fee.

O ____ STRUCTURE OF THE PROGRAMME:

- Duration : 6 Months (maximum)
- Working Hours : 6 hours in a day
- Theory : 96 Hours
- Practical : 48 Hours
- Total Hours : 144 Hours
- 1 Credit : 12 Hours
- Total Credit : 12
- No. of Courses : 4 (each Course 50 Marks)
- Total Marks : 200 (Theory: 120 Marks + Practical: 80 Marks)

• COURSE WISE CREDIT ASSIGNMENTS

Certificate Course in Fitness Centre Management (CCFCM)

Course	Code	Hours	Marks (External)	Credit	Code	Hours	Marks (Internal)	Credit
Course I Introduction to Fitness Center Management	FCM 01	24	30	2	FCMP 01	12	20	1
Course II Facility, Leadership and Management Techniques	FCM 02	24	30	2	FCMP 02	12	20	1
Course III Marketing, Finance, Personal Management	FCM 03	24	30	2	FCMP 03	12	20	1
Course IV Risk and Safety Management	FCM 04	24	30	2	FCMP 04	12	20	1
Total	--	96	120	08	--	48	80	04

• Total Credits = 12 (Theory 8 Credits + Practical 04 Credits)

• Total Marks = 200 (External 120 Marks + Internal 80 Marks)

R_____ SCHEME OF EXAMINATION

Standard of Passing the Examination

- The learner shall have to obtain a minimum of 50 % Marks in each course (i.e. 25 Marks) including theory and practical.
- The learner shall obtain minimum 50% Marks in aggregate.
- To pass the course minimum grade 'C' shall be obtained in each course.
- The following letter grades shall be assigned on the basis of marks obtained.

% of marks obtained by the Student	Grade points	Letter grade
70-100	7	O
60-69.99	6	A
55-59.99	5	B
50-54.99	4	C
Less than 49.99	3	F (Fail)

- The students failed in the examination shall have to reappear for the next examination (within 2 years) including theory and practical by paying examination fees.

R_____ Nature of Theory Examination

- For each Course : 30 Marks
- Duration : 1 Hours
- Questions paper pattern:-
 1. There shall be 03 questions, each of 10 marks on each unit (per unit 1 question).
 2. All questions shall be compulsory with internal choice.

R_____ The following shall be the Syllabi including Theory and Practical for the various Courses of Certificate Course in Fitness Center Management.

COURSE I INTRODUCTION TO FITNESS CENTRE MANAGEMENT

UNIT I: INTRODUCTION TO FITNESS CENTRE MANAGEMENT (9 hours)

1. Concept and definitions of Fitness Centre Management
2. Purpose And Scope of Fitness Centre Management
3. Basic Skills and of Fitness Centre Management
4. Different level in Fitness Centre Management

UNIT II: PROCESS OF MANAGEMENT

(9 hours)

1. Planning
2. Personal Management/Staffing
3. Directing
4. Controlling

UNIT III: OFFICE MANAGEMENT

(9 hours)

1. Concept, Meaning and Definition of Office Management
2. Element of Office Management
3. Function of Office Management
4. Layout and Principle of Office Layout

UNIT IV: Practical Aspects

(9 hours)

1. Thera ball and Resistance Band Training
2. Pilates and Functional Strength Training

REFERENCES :

- 1 Beashel, P., & Taylor, J. (1996). *Advance Studies in Physical Education and Sports*. U.K.: Thomas Nelson and Sons Ltd.
- 2 Bucher, C.A. (2002). *Management of Physical Educational and Sports*. (12th Ed.). USA : McGraw Hill Co.
- 3 Chakrabarti, S. (2007). *Sports Management*. New Delhi : Friends Publication.
- 4 Frodick, S., & Walley, L. (2003). *Sports and Safety Management*. USA : A division of Reed Education and Professional Publishing Ltd.
- 5 Gangopadhyay, S.R. (1993). *Physical Education Today and Tomorrow*. New Delhi : Friends Publication.
- 6 Govindrajulu, N. (2005). *Management of Physical Education and Sports Programme*. New Delhi : Friends Publication.
- 7 Gupta, R.D. & Sharma, A. (2004). *Professional Preparation and Curriculum Design in Physical Education and Sports*. New Delhi: Friends Publication.
- 8 Horine, Larry. (1985). *Administration of Physical Education and Sports Programmes*. New York : Saunders college publication.
- 9 Kamlesh, M. L. (2000). *Management Concepts in Physical Education and Sports*. New Delhi : B.V. Gupta Publication.
- 10 Khanna, S.D., Saxena, V.K., Lamba, T.P., & V. Murthy. (1994). *Education in Emerging Indian Society*. New Delhi : Friends Publications.
- 11 Mastoralexis, L.P., & Barr, C.A. (1998). *Principles and Practice of Sports Management*. Maryland : Aspen Publication.
- 12 Mike, B. (2007). *Health Fitness Management*. USA : Human Kinetics.
- 13 Roy, S. S. (2002). *Sports Management*. New Delhi : Friends publication.

- 14 Sandhu, Kiran. (2004). *Professional Preparation and Career development in Physical Education and Sports*. New Delhi : Friends Publication.
- 15 Wakharkar, D.G. (1995). *Handbook of Physical Education*. Delhi : Friends Publication.

COURSE II

FACILITY, LEADERSHIP AND MANAGEMENT TECHNIQUES

UNIT IV: FACILITY MANAGEMENT (9 hours)

1. Factor Affecting Planning Facility for Sports and Activity based programme
2. Criteria for Planning Facility for Sports and Activity based programme
3. Developing multipurpose Indoor Facility
4. Developing Outdoor Sports Facility and Facility Management

UNIT I: GYM PROGRAMME MANAGEMENT (9 hours)

1. Characteristics of a Good Program Director/Manager
2. Basic Responsibilities of a Program Director/Manager
3. Organizational Structure and Staffing
4. Organisation of Exercise Programme for Special Population

UNIT II: LEADERSHIP AND MANAGEMENT TECHNIQUE (9 hours)

1. Leadership Definition, Past, Present and Future
2. Leadership Behaviour and Theory
3. Leadership Quality
4. Management Techniques

UNIT IV: Practical Aspects (9 hours)

1. Exercise for Special Population
2. Project on Multipurpose indoor Facilities

REFERENCES :

- 1 Beashel, P., & Taylor, J. (1996). *Advance Studies in Physical Education and Sports*. U.K.: Thomas Nelson and Sons Ltd.
- 2 Bucher, C.A. (2002). *Management of Physical Educational and Sports*. (12th Ed.). USA : McGraw Hill Co.
- 3 Chakrabarti, S. (2007). *Sports Management*. New Delhi : Friends Publication.
- 4 Frosdick, S., & Walley, L. (2003). *Sports and Safety Management*. USA : A division of Reed Education and Professional Publishing Ltd.
- 5 Gangopadhyay, S.R. (1993). *Physical Education Today and Tomorrow*. New Delhi :

- Friends Publication.
- 6 Govindrajulu, .N. (2005). *Management of Physical Education and Sports Programme*. New Delhi : Friends Publication.
 - 7 Gupta, R.D. & Sharma, A. (2004). *Professional Preparation and Curriculum Design in Physical Education and Sports*. New Delhi: Friends Publication.
 - 8 Horine., Larry. (1985). *Administration of Physical Education and Sports Programmes*. New York : Saundress college publication.
 - 9 Kamlesh, M. L. (2000). *Management Concepts in Physical Education and Sports*. New Delhi : B.V. Gupta Publication.
 - 10 Khanna, S.D., Saxena, V.K., Lamba, T.P.,& V.Murthy.(1994). *Education in Emerging Indian Society*. New Delhi : Friends Publications.
 - 11 Mastoralexis, L.P., & Barr, C.A.(1998). *Principles and Practice of Sports Management*. Maryland : Aspen Publication.
 - 12 Mike, B. (2007). *Health Fitness Management*. USA : Human Kinetics.
 - 13 Roy, S. S. (2002). *Sports Management*. New Delhi : Friends publication.
 - 14 Sandhu, Kiran. (2004). *Professional Preparation and Career development in Physical Education and Sports*. New Delhi : Friends Publication.
 - 15 Wakharkar, D.G. (1995). *Handbook of Physical Education*. Delhi : Friends Publication.

COURSE III

MARKETING, FINANCE AND PERSONAL MANAGEMENT

UNIT I: MARKETING MANAGEMENT (9 hours)

1. Marketing Basics
2. Four Ps in Marketing
3. Branding- Marketing Mediums
4. Public Relation

UNIT II: FINANCE MANAGEMENT (9 hours)

1. Job descriptions
2. Budget Development
3. General Policies
4. Concept of Profit & Loss and Balance Sheet

UNIT III: PERSONAL MANAGEMENT (9 hours)

1. Human Recourse Management- Staffing and Recruiting
2. Selection Process and Interview

3. Orientation, Development and Training of Employee
4. Performance Management and Retention of Employee

UNIT IV: Practical Aspects

(9 hours)

1. Assignment on Balance Sheet
2. Field Visit to Fitness Centre

REFERENCES:

1. Beashel, P., & Taylor, J. (1996). *Advance Studies in Physical Education and Sports*. U.K.: Thomas Nelson and Sons Ltd.
2. Bromley, M. (1994). *Journalism*. Hodder to ughton.
3. Govindarajulu, N. (2009). *Sports Journalism*. New Delhi :Sports Educational Technology
4. Kamath, M.V. (1980). *Professional Journalism*. New Delhi.
5. Parthasarathy, Ranga Swami. (1984) *Basic Journalism*. Macmillan.
6. tksxnso] gsear (2002. dzhMk i=dkfjrk - iq.ks % Jhfo|kizdk'ku

COURSE IV RISK AND SAFETY MANAGEMENT

UNIT I: RISK MANAGEMENT

(9 hours)

1. Standards and Guidelines for risk Management
2. Emergency Procedures
3. Safety Measures
4. Injury Privation

UNIT II: FIRST AID AND REHABILITATION MANAGEMENT

(9 hours)

1. Micro and Macro Trauma and Over Use Trauma
2. Lower Back, Old Age and Postural Problem and there corrective measures
3. Therapeutic Modalities and Rehabilitation
4. Approach to Rehabilitation

UNIT III: ADHERENCE AND MOTIVATION

(9 hours)

1. Adherence
2. Factor Influencing Exercise Adherence
3. Motivation
4. Methods for Enhancing, Maintaining Motivation to Exercise

UNIT IV: Practical Aspects

(9 hours)

1. PRICE Therapy and Cardio Pulmonary Resuscitation Course (CPR)
2. Anthropometry and Body Composition

REFERENCES:

1. Bucher , C.A : Management of Physical Education & Athletic programme, C.V., St. Louis, MOSBY Co. 1979.
2. Daughtory , G. & wood IB.: Physical Education and Intramural Programme : Organization and Administration Philadelphia, U.S.A. W.B. Saunders Co. 1976.
3. Dheer & Kamal Radhika: Organization and Administration of Physical Education, Friend Pub. New Delhi, 1991.
4. Dr. Samiran Chakraborty : Sports Management Sports Pub. Et.al, Delhi, 1996.
5. Frost Revbin B.: Administration of Physical Education and Athletic Universal Book Stall, Delhi, 1990.
6. Horine Larry: Administration of Physical Education & Athletic programme, Saunders college Pub. Philadelphia, 1985.
7. Irwin , L.W. and Humphery .I.H.: Principles and Techniques of supervision in Physical Education.
8. Resick M. C. : Modern Administrative practice in Physical Education ,
9. Roy S. S. :Sports Management , Friend Pub. New Delhi, 1996.
10. Voulter Edward F. & Arthur A. Esslinger : The Organization and Administration of Physical Education , New Jersey , Cliffs N.J. Prentice Hall 1979.
11. Zeigler E. F & Bawie Gary W: Management Development in sport & Physical Education, Lea & Febiger, Philadelphia, ,1993.

R_____ STRUCTURE OF COURSE WISE INTERNAL ASSESSMENT

Course	Code	Practical	Marks
Course I Introduction to Fitness Center Management	FCMP 01	a Practical Exam and Viva-Voce on Unit IV b Project/ Assignment	10 10
Course II Facility, Leadership and Management Techniques	FCMP 02	a Practical Exam and Viva on Unit IV b Project/ Assignment	10 10
Course III Marketing, Finance, Personal Management	FCMP 03	a Practical Exam and Viva-Voce on Unit IV b Project/ Assignment	10 10
Course IV Risk and Safety Management	FCMP 04	a Practical Exam and Viva-Voce on Unit IV b Project/ Assignment	10 10

R_____ PROCEDURE OF COURSE WISE INTERNAL ASSESSMENT

Course I - Introduction to Fitness Center Management (20 Marks)

- Practical Examination and Viva- Voce (Unit IV)** (10 Marks): The Learner will be assessed by two examiners jointly on the basis of performance in practical examination and viva-voce based on Unit IV for 10 Marks.
- Projects/Assignment** (10 Marks): The learner will be given project/assignment on Thera Ball/Resistance Band/Pilates/Functional Training and ask to prepare and submit the report of same based on which the concern teacher will give marks out of 10.

Course II - Facility, Leadership and Management Techniques (20 Marks)

- Practical Examination and Viva- Voce (Unit IV)** (10 Marks): The Learner will be assessed by two examiners jointly on the basis of performance in practical examination and viva-voce based on Unit IV for 10 Marks.
- Projects/Assignment** (10 Marks): The learner will be given project/assignment on Training on Special Population/ Multipurpose Indoor Facilities and asked to prepare and submit the report in prescribed format of the same based on which the concern teacher will give marks out of 10.

Course III - Marketing, Finance, Personal Management (20 Marks)

- Practical Examination and Viva- Voce (Unit IV)** (10 Marks): The Learner will be assessed by two examiners jointly on the basis of performance in practical examination and viva-voce based on Unit IV for 10 Marks.
- Projects/Assignment/Field Visit** (10 Marks): The learner will visit any two Fitness Center/Gym and asked to prepare and submit the report in prescribed format of the same based on which the concern teacher will give marks out of 10.

Course IV - Risk and Safety Management (20 Marks)

- Practical Examination and Viva- Voce (Unit IV)** (10 Marks): The Learner will be assessed by two examiners jointly on the basis of performance in practical examination and viva-voce based on Unit IV for 10 Marks.
- Projects/Assignment** (10 Marks): The learner will be given project/assignment on Body Composition of any 10 Obese People and asked to prepare and submit the report in prescribed format of the same based on which the concern teacher will give marks out of 10.