



## GRADUATE CERTIFICATE IN

## NONPROFIT ORGANIZATION MANAGEMENT AND LEADERSHIP

The Graduate Certificate in Nonprofit Organization Management and Leadership requires the completion of 18 credit hours and is designed to enable students to learn the knowledge and competencies specific to managing, leading, and governing nonprofit and voluntary organizations. These competencies include: nonprofit management, especially involving staff, volunteer, and board relations and dynamics; mobilizing resources, particularly fund-raising and public relations; financial management, including budgeting; nonprofit law; program planning, management and evaluation; nonprofit organization governance; and, leading nonprofit organizations as they interact with their political, economic, and social environments. The Graduate Certificate can either be taken independently or as a specialization within the MPPA or MSW degrees.

### REQUIRED COURSES (12 credit hours)

American Philanthropy and Nonprofit Resource Development (3 credit hours)  
PPA 4960, POL SCI 4960, SW 4960

Leadership and Management of Nonprofit Organizations (3 credit hours)  
PPA 4940, POL SCI 4940, SW 4940, SOC 4940

### Management Issues in Nonprofit Organizations

Staff Management Issues (1 credit hour)

PPA 4911, POL SCI 4911, SW 4911

Legal Issues in Governing and Managing NPOs (1 credit hour)

PPA 4912, POL SCI 4912, SW 4912

Financial Issues in Managing NPOs (1 credit hour)

PPA 4913, POL SCI 4913, SW 4913

### Internship (3 credit hours)

PPA 6950 – Depending on the student's background, the internship may be waived by the program director and replaced with a 3 credit hour elective

### ELECTIVES (6 credit hours)

Electives are to be taken from select courses in Accounting, Business Administration, Economics, Management, Marketing, Political Science, Psychology, Public Policy Administration, Social Work, and Sociology (see reverse side).

For additional information call (314) 516-6713

## ELECTIVES (Prerequisites shown in parentheses)

ACCTG 5400 – Financial and Managerial Accounting

BA 5100 – Managerial Communication

BA 5001 – Managerial Economic Analysis

BA 5002 – Analysis of National Economic Environment

BA 5900 – Law, Ethics, and Business

BA 5905 – Societal, Environmental, and Management Decisions (BA 5000)

BA 5450 / PPA 6180 – Governmental Budgeting and Financial Control

ECON 6500 – Public Sector Microeconomics (ECON 3001 or BA 5001 or PPA 6080)

ECON 5010 / PPA 6080 – Microeconomics for Policy Analysis

MGMT 5600/ PPA 6600 – Organizational Behavior and Administrative Processes

MGMT 5621 – Managing Human Resources (MGMT 5600)

MKTG 5700 – Contemporary Marketing Concepts (BA 5000)

POL SCI 6401 / PPA 6010 – Introduction to Policy Research

POL SCI 6449 / PPA 6490 / SW 6449 – Human Resources in the Public Sector (PPA 6600)

PSY 7412 – Social Psychology

PPA 6010 / POL SCI 6401 – Introduction to Policy Research

PPA 6080 / ECON 5010 – Microeconomics for Policy Analysis

PPA 6180 / BA 5450 – Governmental Budgeting and Financial Control

PPA 6210 – Public Sector Microeconomics (ECON 3001 or BA 5001 or PPA 6080)

PPA 6490 / POL SCI 6449 / SW 6449 – Human Resources in the Public Sector (PPA 6600)

PPA 6550 – Strategic and Program Planning for Nonprofit Organizations

PPA 6600 / MGMT 5600 – Organizational Behavior and Administrative Processes

PPA 6750 / CCJ 5475 / PSY 5475 / SOC 5475 – Introduction to Evaluation Research Methods

SW 5200 – Social Policy and Social Services (SW 3400 or POL SCI 2420 or POL SCI 3460)

SW 4250 – Social Work and Human Service Organizations (SW 3300 & 4200 or PSY 3318 or BA 3611)

SW 5300 – Community Practice and Social Change (SW 3300 or SOC 4344)

SW 4400 – Social Work Research Methods and Analysis I (SOC 3230 & 3231 & 3220)

SW 5400 – Social Work Research Methods and Analysis II (SW 4400)

SW 6250 – Social and Economic Development Policy (SW 5200 or consent of instructor)

SW 6400 – Practice and Program Evaluation (SW 4400 & 5400 or consent of instructor)

SW 6449 / PPA 6490 / POL SCI 6449 – Human Resources in the Public Sector (PPA 6600)

SOC 5420 – Theories of Conflict (SOC 5400 or consent of instructor)

SOC 5424 – Conflict Management in Organizations (SOC 5420)

SOC 5426 – Community and Regional Conflict Intervention (SOC 5420)

SOC 5430 – Policy Mediation Processes (SOC 5426)

SOC 5444 – Social Policy and Community Planning (consent of instructor)