

## Graduate Certificate in Nonprofit Management and Leadership

(As stand-alone certificate or with MPPA)

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. When taken in conjunction with the MPPA, the Graduate Certificate builds upon the Nonprofit emphasis area

Semester

**REQUIRED COURSES (12 credit hours)**

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

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

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Management Issues in Nonprofit Organizations

Staff Management Issues (1 credit hour)  
 PPA 4911, POL SCI 4911, SW 4911

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Legal Issues in Governing and Managing NPOs (1 credit hour)  
 PPA 4912, POL SCI 4912, SW 4912

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Financial Issues in Managing NPOs (1 credit hour)  
 PPA 4913, POL SCI 4913, SW 4913

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Course number	Course name	Credits	Day/Time	Duration	Fall	Spring
4940	Leadership & Management in Nonprofit Organizations	3	W /7-9:30 pm	16 weeks	X	X
4960	American Philanthropy & Nonprofit Resources Development	3	Tu/7-9:30 pm	16 weeks	X	
4911	Management Issues in Nonprofit Organizations: Staff Management Issues	1	Fri & Sat 9am-5pm	2 days	X	X
4912	Management Issues in Nonprofit Organizations: Legal Issues in Governing and Managing Nonprofit Organizations	1	Fri & Sat 9am-5pm	2 days	X	X
4913	Management Issues in Nonprofit Organizations: Financial Issues	1	Fri & Sat 9am-5pm	2 days	X	X

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)**

<b>Course Title</b>	<b>Course Number</b>	<b>Prerequisites</b>	<b>Semester</b>
Analysis of National Economic Environment	BUS AD 5002	<i>BUS AD 5000 or ECON 1001 &amp; 1002</i>	
Community Practice and Social Change	SOC WK 5300		
Contemporary Marketing Concepts	MKTG 5700	<i>BUS AD 5000</i>	
Financial and Managerial Accounting	ACCTG 5400		
Governmental Budgeting and Financial Control	BUS AD 5450 P P ADM 6180	<i>Demonstrated computer proficiency with spreadsheets or BUS AD 5400</i>	
Human Resources in the Public Sector	POL SCI 6449 P P ADM 6490 SOC WK 6449	<i>P P ADM 6600 or consent of instructor</i>	
Introduction to Evaluation Research Methods	CCJ 5475 PSYCH 5475 P P ADM 6750 SOC 5475	<i>P P ADM 6010 or one course in graduate level research design and statistics</i>	
Introduction to Policy Research	POL SCI 6401 P P ADM 6010		
Law, Ethics, and Business	BUS AD 5900		
Managerial Communication	BUS AD 5100		
Managerial Economic Analysis	BUS AD 5001	<i>BUS AD 5000 or ECON 1001 &amp; 1002</i>	
Managing Human Resources	MGMT 5621	<i>MGMT 5600 or P P ADM 6600</i>	
Microeconomics for Policy Analysis	ECON 5010 P P ADM 6080		
Negotiating Workplace Conflict	P P ADM 6680 MGMT 5612 SOC 5451	<i>P P ADM 6600 or MGMT 5600</i>	
Organizational Behavior and Administrative Processes	MGMT 5600 P P ADM 6600		
Practice and Program Evaluation	SOC WK 6400	<i>SOC WK 5410 &amp; 5450 or consent of instructor</i>	
Public Sector Microeconomics	ECON 5500 P P ADM 6210	<i>ECON 3001, BUS AD 5001 or P P ADM 6080</i>	
Social and Economic Development Policy	POL SCI 6418 SOC WK 6250	<i>SOC WK 5200 or consent of instructor</i>	
Social Policy and Social Services	SOC WK 5200		
Social Psychology	PSYCH 7412	<i>Consent of instructor</i>	
Social Work and Human Service Organizations	SOC WK 5350		
Social Work Research Methods and Analysis I	SOC WK 5410		
Social Work Research Methods and Analysis II	SOC WK 5450	<i>SOC WK 5410</i>	
Strategic and Program Planning for Nonprofit Organizations	POL SCI 6490 P P ADM 6550 SOC WK 6491		