

**Graduate Certificate in Nonprofit Management and Leadership
 Within Master of Social Work Degree**

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 builds upon the MSW Organizations and Communities Concentration.

Semester

REQUIRED COURSES (12 credit hours)

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

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

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

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

Social Work Graduate Field Practicum – 3 hours

Six hours of electives are to be taken from select courses in Social Work, Public Policy Administration, or related fields (see reverse side). A student must choose among these courses or other courses approved by the Program Director.

ELECTIVES (6 credit hours)

Course Title	Course No.	Prerequisites	Sem
Analysis of National Economic Environment	BUS AD 5002	<i>BUS AD 5000 or ECON 1001 & 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 proficiency with computer 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 MGMT 5600 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 & 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 & 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		