

**UNDERGRADUATE CERTIFICATE IN
 NONPROFIT ORGANIZATION MANAGEMENT AND LEADERSHIP**

The University of Missouri-St. Louis offers an Undergraduate Certificate for students who are current professional staff, board members, and other leaders of nonprofit and voluntary organizations, as well as those who wish to consider entering the field.

The Undergraduate Certificate requires the completion of 18 credit hours

REQUIRED COURSES (9 credit hours)	<u>Semester</u>
<u>Leadership and Management of Nonprofit Organizations</u> (3 credit hours) PPA 4940, POL SCI 4940, SW 4940, SOC 4940	_____
<u>American Philanthropy and Nonprofit Resource Development</u> (3 credit hours) PPA 4960, POL SCI 4960, SW 4960	_____
<u>Management Issues in Nonprofit Organizations</u>	
<u>Staff Management Issues</u> (1 credit hour) PPA 4911, POL SCI 4911, SW 4911	_____
<u>Legal Issues in Governing and Managing NPOs</u> (1 credit hour) PPA 4912, POL SCI 4912, SW 4912	_____
<u>Financial Issues in Managing NPOs</u> (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

Electives (9 credit hours)

Electives are to be taken from select courses (see reverse side). A student must choose among these courses or other courses approved by the program director.

ELECTIVES (9 credit hours)

Electives for the UNDERGRADUATE CERTIFICATE in NONPROFIT MANAGEMENT AND LEADERSHIP			
Course title	Course number	Prerequisite(s)	Semester
Accounting for Government and Nonprofit Entities	ACCTNG 3451	<i>MATH 1030 & ACCTNG 3401 & 2.0 GPA 2.2 in all ACCNTG at 3000 level</i>	
Advanced Management and Organizational Behavior	MGMT 3611	<i>MGMT 3600 & 2.0 GPA</i>	
Basic Marketing	MKTG 3700	<i>ECON 1001 & 2.0 GPA</i>	
Business Writing	ENGL 3120	<i>ENGL 1100; may require consent of instructor</i>	
Communication in Public Relations	COMM 3358	<i>COMM 1150</i>	
Communication in the Organization	COMM 2231	<i>Junior standing or consent of instructor</i>	
Group Processes in Organizations	PSYCH 2222	<i>PSYCH 1003 or MGMT 3600</i>	
Human Resource Management	MGMT 3621	<i>Math 1105, MGMT 3600 & 2.0 GPA</i>	
Interventive Strategies for Social Work with Organizations and Communities	SOC WK 4300	<i>SOC WK 3210 & senior standing</i>	
Management and Organizational Behavior	MGMT 3600	<i>Junior standing & 2.0 GPA</i>	
Organizations and Environments	SOC 4336	<i>SOC 1010 & junior standing or consent of instructor</i>	
Personnel Assessment	PSYCH 3320	<i>PSYCH 3318 or MGMT 3621</i>	
Persuasive Communication	COMM 2240	<i>COMM 1040</i>	
Public Budgeting	POL SCI 3440	<i>POL SCI 1100 or consent of instructor</i>	
Public Personnel Management	POL SCI 3420	<i>POL SCI 1100 or 2400 or consent of instructor</i>	
Small Group Communication	COMM 2230	<i>COMM 1040</i>	
Sociology of Wealth and Poverty	SOC 4312	<i>SOC 1010 & junior standing or consent of instructor</i>	
Technical Writing	ENGL 3130	<i>ENGL 1100</i>	