NONPROFIT MANAGEMENT, POST-BACCALAUREATE CERTIFICATE

The Post-Baccalaureate Certificate in Nonprofit Management requires 15 credit hours and is designed to meet the training needs of nonprofit professionals. Certificate graduates will be prepared for management positions in the nonprofit sector, including positions in human service agencies, foundations, or professional associations. The certificate program may be useful to government and business professionals who have significant voluntary or nonprofit agency responsibilities.

The program combines core courses and electives that allow a student some tailoring to specific interests with courses available online and/or on campus. At least 12 credits must be taken in the M.P.A. curriculum. A portfolio demonstrating skills and competencies acquired through course work in the program must be submitted and approved for completion of the certificate. If the portfolio is judged unacceptable, no more than one additional attempt to satisfy the requirement is permitted. If the student fails to meet the department’s minimum criteria for the portfolio on the second attempt, The Graduate School will be notified and will send the student a letter of dismissal.

For information regarding deadlines and requirements for admission, please see the Guide to Graduate Admissions.

Certificate Program Requirements

**Required:** 15 credit hours

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSC 540</td>
<td>Nonprofit Management and Leadership</td>
<td>3</td>
</tr>
<tr>
<td>PSC 645</td>
<td>Nonprofit Financial Management and Budgeting</td>
<td>3</td>
</tr>
<tr>
<td>PSC 650</td>
<td>Philanthropy and Resource Development</td>
<td>3</td>
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</table>

**Choice Requirements (3 credits)**

Select three of the following:

- PSC 511B  Topics in Public Affairs: Marketing for Public and Nonprofit Agencies
- PSC 511D  Topics in Public Affairs: Strategic Planning
- PSC 511G  Topics in Public Affairs: Grant Writing
- PSC 511N  Topics in Public Affairs: Nonprofit Law
- PSC 511V  Topics in Public Affairs: Volunteer Management

**Electives**

Select 3 credit hours

Total Credit Hours 15

**Electives**

Students must take 3 credits in a combination of one-hour courses (PSC 511 Topics in Public Affairs): strategic planning, marketing, legislative relations, volunteer management, media relations, oral communication skills, grant writing, nonprofit law; and/or a 3 credit course from the M.P.A. curriculum or approved courses outside the department in human development and family studies, social work, public health, business administration, and/or counseling, etc.