

# NONPROFIT MANAGEMENT, POST-BACCALAUREATE CERTIFICATE

in human development and family studies, social work, public health, business administration, and/or counseling, etc.

The Post-Baccalaureate Certificate in Nonprofit Management requires 15 semester 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 hours must be taken in the MPA 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.

In addition to the application materials required by The Graduate School, applicants must submit a personal statement and a resume.

## Certificate Requirements

**Required:** 15 credit hours

Code	Title	Credit Hours
<b>Core Requirements</b>		<b>9</b>
PSC 540	Nonprofit Management and Leadership	
PSC 645	Nonprofit Financial Management and Budgeting	
PSC 650	Philanthropy and Resource Development	
<b>Choice Requirements</b>		<b>3</b>
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	
<b>Electives</b>		<b>3</b>
Select 3 credit hours		

## Electives

Students must take 3 hours 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-hour course from the MPA curriculum or approved courses outside the department