

## Nonprofit CERTIFICATE

### Program Overview

The Nonprofit Certificate program is designed for students who are currently working in the nonprofit sector or for those who desire an introductory perspective on the unique issues facing a nonprofit organization. This certificate program consists of 12 courses geared to provide the essential information of nonprofit business. These courses are delivered in a timely manner designed to fit your busy work and family schedules. Students will examine the fundamental principles of nonprofit, the roles and responsibilities of a nonprofit board of directors and the management team, the essential aspects of fundraising, and the fundamentals of the budgeting process.

Nonprofit organizations face new challenges: government funding cutbacks, growing numbers of clients, and the expanding need to acquire and manage financial resources. Nonprofit organizations must find ways to meet these challenges.

Enrolling in this certificate program will provide you with knowledge designed to empower the nonprofit organization employee with the skills necessary to succeed. For those who work in, or desire to work in, a nonprofit organization or business environment, this is the program for you!

### Program Outcomes

1. Graduates will examine the fundamental principles of the nonprofit organization, as well as roles and responsibilities of nonprofit board of directors, volunteers, and the management team.
2. Graduates will develop practical and managerial skills necessary to plan operational success.
3. Graduates will understand financial and accounting terms.
4. Graduates will develop the skills of the marketing process.
5. Graduates will learn the basics of employment law, compliance and regulatory requirements.
6. Graduates will examine the foundational aspects of fundraising and grant writing and how to maximize those opportunities.
7. Graduates will develop a successful leadership style.
8. Graduates will gain confidence and improve communication skills.
9. Graduates will explore the process of negotiating and evaluate negotiation styles.

### Program Faculty

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### Part-time/Full-time Options

Some day, evening, Saturday and online class availability. Students may attend full-time or part-time.

### Program Requirements

Check off when completed

Course	Cr
<input type="checkbox"/> ACCT 2410 Financial Accounting	4
<input type="checkbox"/> BUSN 1449 Business Communications	3
<input type="checkbox"/> BUSN 2440 Fundamentals of Nonprofit Management	3
<input type="checkbox"/> BUSN 2441 Fundraising Techniques	1
<input type="checkbox"/> BUSN 2442 Grant Writing and Research	1
<input type="checkbox"/> BUSN 2443 Dynamics of Board Relations	1
<input type="checkbox"/> BUSN 2444 Volunteer Program Management	1
<input type="checkbox"/> BUSN 2445 Nonprofit Law and Ethics	1
<input type="checkbox"/> BUSN 2450 Management Fundamentals	3
<input type="checkbox"/> BUSN 2465 Business Ethics	3
<input type="checkbox"/> BUSN 2472 Business Negotiation Skills	3
<input type="checkbox"/> BUSN 2473 Project Management	3

**Total Program Credits . . . . .27**

### Program Start Dates

Fall, Spring, Summer

### Course Sequence

The following sequence is recommended for a full-time student; however, this sequence is not required. Contact Program Faculty with questions.

#### First Semester

ACCT 2410 Financial Accounting	4
BUSN 1449 Business Communications	3
BUSN 2440 Fundamentals of Nonprofit Management (fall only)	3
BUSN 2444 Volunteer Program Management (fall only)	1
BUSN 2445 Nonprofit Law and Ethics (fall only)	1
<b>Total Semester Credits</b>	<b>12</b>

#### Second Semester

BUSN 2441 Fundraising Techniques (spring only)	1
BUSN 2442 Grant Writing and Research (spring only)	1
BUSN 2443 Dynamics of Board Relations (spring only)	1
BUSN 2450 Management Fundamentals	3
BUSN 2465 Business Ethics	3
BUSN 2472 Business Negotiation Skills	3
BUSN 2473 Project Management (spring only)	3
<b>Total Semester Credits</b>	<b>15</b>

**Total Program Credits . . . . .27**

### Minimum Program Entry Requirements

Students entering this program must meet the following minimum program entry requirements:

**Reading:** Score of 250+ or grade of "C" or better in READ 0722

**Writing:** Score of 250+ or grade of "C" or better in ENGL 0922

**Arithmetic:** Score of 225+

#### Assessment Results and Prerequisites:

Students admitted into Saint Paul College programs may need to complete additional courses based on assessment results and course prerequisite requirements. Certain MATH, READ, and ENGL courses have additional prerequisites.

*Degree option may have a greater requirement than this certificate.*

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*Information is subject to change.  
 This Program Requirements Guide is not a contract.*