

# NONPROFIT ORGANIZATION MANAGEMENT CERTIFICATE

The Department of Political Science and Public Affairs offers a graduate certificate program in nonprofit organization management.

This graduate certificate is designed for individuals who (1) want to explore a career in one of the nonprofit areas, (2) possess a graduate degree and need to develop specific nonprofit management skills, or (3) want to take some graduate courses without applying to the M.P.A. degree program.

## Admissions Requirements for Graduate Certificate

Anyone with a baccalaureate degree from an accredited college or university is eligible to apply for admission to the graduate certificate program. In general, applicants with a GPA of 2.75 or better and a well-written essay are admitted into the graduate certificate program.

Applicants who are confident that they are ready to succeed in a graduate program but do not meet the graduate certificate admissions criteria may consider enrolling as non-matriculating students who are allowed to take two MPA courses (PSMA 6002 Research Methods-Stat Analy and PSMA 6005 Financial Management-Control) prior to applying for the M.P.A. degree program.

## Admissions Procedures

Individuals applying for admission to the graduate certificate program must submit the following:

- Official transcript(s) showing successful completion of a baccalaureate degree from an accredited college or university;
- Current résumé
- Graduate certificate application

Application materials may be obtained by contacting the department at (973) 761-9510.

## Academic Credit

Graduate certificates are awarded for the successful completion of 15 graduate credits as designated. These graduate credits can be applied toward the M.P.A. degree, provided the student attains a 3.0 GPA or higher in the certificate program and satisfies the admission requirements for the M.P.A. program.

The Graduate Certificate in Nonprofit Organization Management is earned by successfully completing three required and two elective courses.

Code	Title	Hours
<b>Required Courses</b>		
PSMA 6003	Pub Policy Proc and Analy	3
PSMA 7311	Foundation Nonprofit Sector	3
PSMA 7312	Leadership-Mgmt in Nonpr Orgs	3
<b>Subtotal</b>		<b>9</b>
<b>Elective Courses</b>		
Select two of the following courses:		6
PSMA 6001	Environment Pub Serv Mgmt	

PSMA 6005	Financial Management-Control	
PSMA 6012	ST Nonprofit HR-Volunteer Mgt	
PSMA 7121	Public Service Leadership	
PSMA 7122	Strategic Mgmt-Governance	
PSMA 7301	Nonprofit Fndraising	
PSMA 7303	Nonprofits and Public Policy	
PSMA 7313	Resource Development	
PSMA 7314	Fin Mgmt Nonprofit Orgs	
PSMA 7315		
PSMA 7321	Grantsmanship	
PSMA 7712		
PSMA 8311	Topics in Nonprofit Mgmt	
PSMA 8312	Nonprofit Advocacy-Lobbying	
PSMA 8313	Legal Issues Nonprofit Orgs	
PSMA 8317		
PSMA 8320		
PSMA 8323		
PSMA 8324		
PSMA 8325		
PSMA 8326		
PSMA 8329	Spec Topics in NP Orgs	
<b>Subtotal</b>		<b>6</b>
<b>Total Hours</b>		<b>15</b>