



## **Graduate Certificate in Nonprofit Management**

### **Department of Political Science and Public Administration**

The nonprofit sector has experienced exponential growth in the last few decades. Increasingly, governments at the local, state, and national levels have looked to the nonprofit community to deliver goods and services on behalf of government. Community needs have also grown, and nonprofit activities have expanded to meet those needs. As the nonprofit sector continues to grow, there is a need for workers in this sector to prepare to assume management and leadership positions. The Graduate Certificate Program in Nonprofit Management at the University of North Florida is intended to equip members or aspiring members of the nonprofit community in the northeast Florida region with relevant professional administrative and managerial skills. The certificate is also intended to benefit students in other graduate programs who desire to enhance their professional opportunities through acquiring skills in nonprofit management. The graduate courses included in the nonprofit certificate program can be applied toward degree credit in the UNF Master of Public Administration (MPA) degree program, should certificate seekers desire to continue their graduate experience by entering the MPA program.

The admission requirements for the UNF Nonprofit Certificate are that a student must have a baccalaureate degree, have earned a 3.0 GPA on the last 60 hours of undergraduate work, and have applied for admission through the UNF Graduate School. No GRE or GMAT tests are required for admission into the nonprofit certificate program. Students are not required to be admitted to the MPA or any other UNF graduate program to earn the certificate.

### **Graduate Certificate in Nonprofit Management Requirements**

The Graduate Certificate in Nonprofit Management is composed of four required courses (three core courses and one approved elective). The three required core courses provide participants with detailed knowledge and skills in nonprofit management. The elective course, which is chosen from the list below, offers the opportunity for a certificate student to pursue a related subject area.

#### **Nonprofit Management Certificate Core Courses (9 hours)**

- PAD 6142 Management of Nonprofit Organizations (3)
- PAD 6208 Nonprofit Financial Management (3)
- PAD 6335 Strategic Planning for Public and Nonprofit Organizations (3)

#### **Nonprofit Management Certificate Elective Courses (3 hours)**

- PAD 6417 Human Resources for Public & Nonprofit Management (3)

PAD 5700 Public Administration Research Methods (3)  
PAD 6006 Program Evaluation for Public & Nonprofit Management (3)  
PAD 6447 Managing Diversity in Public and Nonprofit Organizations (3)

NOTE: ACG 6506 Not-For-Profit Accounting (Coggin College of Business) may be taken in  
instead of the required course PAD 6208 Nonprofit Financial Management (3)

**In addition to these elective course offerings in the Department of Political Science and Public Administration, certificate students may also choose an elective from among a number of courses offered in other departments of the university.** These courses are pre-approved as certificate electives. Individual departments control the entry into these courses, so in some cases, departmental permission may be required for certificate student enrollment in a course.

BUL 6840 Employment Law (3) - Coggin College of Business  
HSA 6342 Healthcare Human Resources (3) - Brooks College of Health  
EDG 6287 Principles of School Accountability and Assessment (3) - Schultz College of Education  
ECO 6415 Making Decisions with Data (3) - Coggin College of Business  
EDG 6285 Fundamentals of Program Evaluation (3) - Schultz College of Education  
HSA 6435 Healthcare Economics (3) - Brooks College of Health  
HSC 6716 Health Program Evaluation (3) - Brooks College of Health  
HSC 6735 Health Science Research (3) - Brooks College of Health  
SYA 6657 Evaluation and Program Analysis (3) - College of Arts and Sciences  
EDF 6687 Multicultural and Urban Foundations of Education (3) - Schultz College of Education  
EDA 6930 Grants Development and Project Design (3) - Schultz College of Education  
HSC 6706 Grantsmanship (3) - Brooks College of Health