**M.S. in Nonprofit Administration – Courses & Descriptions**

**SOCL 620: Social Institutions
The analysis and application of major theories of social institutions such as education, family, politics and religion. Assesses critical thinking skills through scholarly readings and written analysis, as well as through oral presentations.**

**NPA 702: Development of Philanthropy and Nonprofit Organizations**
A foundation course examining the origins and societal role of private nonprofit organizations including their social, political, economic, cultural, and ideological importance in American society.

**NPA 703: Administrative Law and Human Services Organizations**
A survey of legal concepts which affect the administration of human services from constitutional, statutory and common or case law. Particular emphasis will be given to such topics as: organization, authority and procedures of administrative agencies; judicial review of administrative decisions; tort liability; civil rights and legislation; client rights and privacy, contracts, employee relations and due process.

**NPA 706: Nonprofit Administration Research Methods**
An exploration of research techniques and procedures most applicable to human services organizations with special emphasis on program evaluation and grant writing.

**NPA 708: Nonprofit Organization Administration Theory and Research**
This course explores theories and research related to the administration of nonprofit organizations. Students will spend time solving case studies on a range of topics such as mission statements, structural analysis, and human resource management among others.

**NPA: 710: Nonprofit Human Resource Administration**Current issues in human resource administration for employees of nonprofit organizations. Topics include such areas as recruitment, staff development, performance, evaluation, labor-management issues, and affirmative action.

**NPA 734: Nonprofit Governance and Decision Making**
Analysis of the respective roles of board, executive director, staff and volunteers in nonprofit organizations. Techniques for achieving effective board meetings and committee work, the development of board members, and policy development.

**NPA 761: Nonprofit Financial Administration**
The conceptual and technical skills needed to manage financial and strategic control problems facing human service administrators. Topics to be addressed include financial planning and strategy, financial reports, types and sources of funding, cash management, banking relations, liabilities, investment policies and procedures, safeguarding assets, and financial policies

**NPA: 762: Nonprofit Resource Development**.
An exploration of the theory, research, and best practice techniques on resource development for nonprofit organizations. Topics to be addressed include management of fund development, ethics and governance issues, environment and institutional readiness, annual giving programs, major gifts, audiences and environments, and support ingredients for successful funding raising.

**NPA 763: Seminar in Planned Giving**
An exploration of aspects of planned giving. Major topics explored are types of planned giving, deferred gifts, a profile of planned givers, the motivations for planned giving, planners and their roles, the giver and charitable institution connection, estate planning and planned giving, acknowledgments and recognition, the role of charitable boards, the role of chief executives, and the role of the planned giving professional.

**NPA 764: Seminar in Development**
An exploration of selected topics on fundraising which draws upon the research and theory of physiology, organizational behavior, and management. Topics to be explored include: why people give, organizational strategies to maximize giving, shaping roles for giving within an organization, strategic organizations of various size, and future directions.

**NPA 780: Structure and Process in Nonprofit Administration**
The capstone of the human services administration program, this course examines organizational behavior, structure, processes, and change as influenced by the practice of management. Implications of organizational design are explored. Applications are made to nonprofit organizations

**NPA 798: Nonprofit Directed Project**
This course provides a practical project platform to train students to properly conduct and understand research in the context of nonprofit leadership.

**DPPA 601: Disaster Preparedness Administration**
An exploration of the theory, research, government policy, and guidelines preparing for, responding to, recovering from, and mitigating natural or terrorist-initiated events. Particular attention will be devoted to analysis of differences between similar type disasters at various times in history, with student projects based on original research leading to a critique of the response to, recover from, and mitigation of the disaster and operational suggestions for the future.

**DPPA 620: Local, State, and National Disaster Response**
An exploration of the different expectations for disaster administration at the local, state, and national levels, focusing on how these have changed over time, as well as on the complexity of policy issues impinging on preparedness initiatives. Students will conduct original research projects that synthesize literature and propose more effective coordination and response.

**M.S. in Nonprofit Administration – Course Rotations**There are 3 semesters in a year; Fall, Spring, and Summer. Each semester has 2 sessions called AP1 and AP2. This chart shows which courses are offered during which sessions.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Fall AP1 | Fall AP2 | Spring AP1 | Spring AP2 | Summer AP1 | Summer AP2 |
| Core CoursesNPA 708NPA 762Track CoursesNPA 780 (Admin)NPA 763 (Dvlpmt)DPPA 601 (Dis. Prep) | Core CoursesNPA 702NPA 703Track CoursesNPA 798 (Admin)NPA 764 (Dvlpmt)DPPA 620 (Dis. Prep) | Core CoursesNPA 706NPA 734 | Core CoursesNPA 710NPA 762Track CoursesNPA 780 (Admin)NPA 763 (Dvlpmt)DPPA 601 (Dis. Prep) | Core CoursesSOCL 620NPA 703Track CoursesNPA 798 (Admin)NPA 764 (Dvlpmt)DPPA 620 (Dis. Prep) | Core CoursesNPA 702NPA 761 |

**M.S. in Nonprofit Administration – Tracks**Students take all 9 Core Courses (27 hours) and choose 2 Track Courses from one concentrated area (6 hours). These track courses may not be combined or mixed. For example, students may not take NPA 780 from the Admin Track and DPPA 620 from the Disaster Prep Track. Students must choose one track and take those 2 courses.

|  |  |  |
| --- | --- | --- |
| Administration Track (concentration) | Development Track (concentration) | Disaster Preparedness (concentration) |
| NPA 780 & 798 | NPA 763 & 764 | DPPA 601 & 620 |

## **Administration Track**-This track focuses on the leadership and management of nonprofit organizations and programs.

## **Development Track**-This track focuses on careers in fundraising, donor relations, long-term financial planning, and grantwriting.

## **Disaster Preparedness Track**-This track focuses on management of critical and crisis situations in primarily emergency relief organizations.

### M.S. in Nonprofit Administration – Sample Accelerated, One-year SchedulesFall AP1 Start Date

Fall AP1: NPA 708 & NPA 762
Fall AP2: NPA 702 & NPA 703
Spring AP1: NPA 706 & NPA 734
Spring AP2: NPA 710 & NPA 780 for Admin Track or NPA 763 for Development Track or DPPA 601 from Disaster Prep Track
Summer AP1: SOCL 620 & NPA 798 for Admin Track or NPA 764 for Development Track or DPPA 620 from Disaster Prep Track
Summer AP2: NPA 761

### Fall AP2 Start Date

Fall AP2: NPA 702 & NPA 703
Spring AP1: NPA 706 & NPA 734
Spring AP2: NPA 710 & NPA 762
Summer AP1: SOCL 620 & NPA 798 for Admin Track or NPA 764 for Development Track or DPPA 601 for Disaster Prep Track
Summer AP2: NPA 761
Fall AP1: NPA 708 & NPA 780 for Admin Track or NPA 763 for Development Track or DPPA 620 for Disaster Prep Track

### Spring AP1 Start Date

Spring AP1: NPA 706 & NPA 734
Spring AP2: NPA 710 & NPA 762
Summer AP1: SOCL 620 & NPA 703
Summer AP2: NPA 761 & NPA 702
Fall AP1: NPA 708 & NPA 780 for Admin Track or NPA 763 for Development Track or DPPA 601 for Disaster Prep Track
Fall AP2: NPA 798 for Admin Track or NPA 764 for Development Track or DPPA 620 for Disaster Prep Track

### Spring AP2 Start Date

Spring AP2: NPA 710 & NPA 762
Summer AP1: SOCL 620 & NPA 703
Summer AP2: NPA 761 & NPA 702
Fall AP1: NPA 708 & NPA 780 for Admin Track or NPA 763 for Development Track or DPPA 601 for Disaster Prep Track
Fall AP2: NPA 798 for Admin Track or NPA 764 for Development Track or DPPA 620 for Disaster Prep Track
Spring AP1: NPA 706 & NPA 734

### Summer AP1 Start Date

Summer AP1: SOCL 620 & NPA 703
Summer AP2: NPA 761 & NPA 702
Fall AP1: NPA 708 & NPA 762
Fall AP2: NPA 798 for Admin Track or NPA 764 for Development Track or DPPA 601 for Disaster Prep Track
Spring AP1: NPA 706 & NPA 734
Spring AP2: NPA 710 & NPA 780 for Admin Track or NPA 763 for Development Track or DPPA 620 for Disaster Prep Track

### Summer AP2 Start Date

Summer AP2: NPA 761 & NPA 702
Fall AP1: NPA 708 & NPA 762
Fall AP2: NPA 703
Spring AP1: NPA 706 & NPA 734
Spring AP2: NPA 710 & NPA 780 for Admin Track or NPA 763 for Development Track or DPPA 601 for Disaster Prep Track
Summer AP1: SOCL 620 & NPA 798 for Admin Track or NPA 764 for Development Track or DPPA 620 for Disaster Prep Track

### M.S. in Nonprofit Administration – Sample Two-year Schedules

### Fall AP1 Start Date

Fall AP1: NPA 708
Fall AP2: NPA 702
Spring AP1: NPA 706
Spring AP2: NPA 710
Summer AP1: SOCL 620
Summer AP2: NPA 761
Fall AP1: NPA 762
Fall AP2: NPA 703
Spring AP1: NPA 734
Spring AP2: NPA 780 for Admin Track or NPA 763 for Development Track or DPPA 601 from Disaster Prep Track
Summer AP1: NPA 798 for Admin Track or NPA 764 for Development Track or DPPA 620 from Disaster Prep Track

### Fall AP2 Start Date

Fall AP2: NPA 702
Spring AP1: NPA 706
Spring AP2: NPA 710
Summer AP1: SOCL 620
Summer AP2: NPA 761
Fall AP1: NPA 708
Fall AP2: NPA 703
Spring AP1: NPA 734
Spring AP2: NPA 762
Summer AP1: NPA 798 for Admin Track or NPA 764 for Development Track or DPPA 601 for Disaster Prep Track
Summer AP2: N/A
Fall AP1: NPA 780 for Admin Track or NPA 763 for Development Track or DPPA 620 for Disaster Prep Track

### Spring AP1 Start Date

Spring AP1: NPA 706
Spring AP2: NPA 710
Summer AP1: SOCL 620
Summer AP2: NPA 761
Fall AP1: NPA 708
Fall AP2: NPA 703
Spring AP1: NPA 734
Spring AP2: NPA 762
Summer AP1: NPA 798 for Admin Track or NPA 764 for Development Track or DPPA 620 for Disaster Prep Track
Summer AP2: NPA 702
Fall AP1: NPA 780 for Admin Track or NPA 763 for Development Track or DPPA 601 for Disaster Prep Track

### Spring AP2 Start Date

Spring AP2: NPA 710
Summer AP1: SOCL 620
Summer AP2: NPA 761
Fall AP1: NPA 708
Fall AP2: NPA 702
Spring AP1: NPA 706
Spring AP2: NPA 762
Summer AP1: NPA 703
Summer AP2: N/A
Fall AP1: NPA 780 for Admin Track or NPA 763 for Development Track or DPPA 601 for Disaster Prep Track
Fall AP2: NPA 798 for Admin Track or NPA 764 for Development Track or DPPA 620 for Disaster Prep Track
Spring AP1: NPA 734

### Summer AP1 Start Date

Summer AP1: SOCL 620
Summer AP2: NPA 761
Fall AP1: NPA 708
Fall AP2: NPA 702
Spring AP1: NPA 706
Spring AP2: NPA 710
Summer AP1: NPA 703
Summer AP2: N/A
Fall AP1: NPA 762
Fall AP2: NPA 798 for Admin Track or NPA 764 for Development Track or DPPA 620 for Disaster Prep Track
Spring AP1: NPA 734
Spring AP2: NPA 780 for Admin Track or NPA 763 for Development Track or DPPA 620 for Disaster Prep Track

### Summer AP2 Start Date

Summer AP2: NPA 702
Fall AP1: NPA 708
Fall AP2: NPA 703
Spring AP1: NPA 706
Spring AP2: NPA 710 &
Summer AP1: SOCL 620
Summer AP2: NPA 761
Fall AP1: NPA 762
Fall AP2: NPA 798 for Admin Track or NPA 764 for Development Track or DPPA 620 for Disaster Prep Track
Spring AP1: NPA 734
Spring AP2: NPA 780 for Admin Track or NPA 763 for Development Track or DPPA 601 for Disaster Prep Track