

Not-for-Profit Management Certificate – 5051
Requirements Effective Fall 2014
Program Planning Guide

Program Description: The Not-for-Profit Management certificate provides students with an overview of financial management in the not-for-profit sector. It is designed for those already working at a not-for-profit organization, and those accounting students who wish to work in this field.

Important topics covered include: the basic tools of financial management and financial analysis, computerized accounting simulations of real-world financial events, IRS Form 990 preparation, charitable giving and fundraising issues, internal control, ethics, and operational effectiveness.

Prerequisites: Many classes have prerequisites. Prerequisites are those classes that prove eligibility for entry-level classes by testing or by having satisfied prior course work. Course work earned at other institutions must be unofficially evaluated or approved by a program advisor before registering.

Not-for-Profit Management Certificate Prerequisites: none

Note: Advanced placement testing, work experience, and transfer of credits may result in course waivers, credit transfer, and advanced placement.

Program Requirements		
Course Number	Certificate Requirements (15 credits)	Credit Hours
ACCT 200	Accounting for Non-Accountants	5
ACCT 267	Not for Profit Financial Management	5
ACCT 269	Not for Profit Practices & Procedures	5
		Total Credits: 15 (excluding pre-requisites)

Program Outcomes:

- Demonstrate an understanding of the language and tools of financial management in the public sector.
- Prepare, understand, and comfortably use the financial reports generated in the public sector.
- Prepare a Form 990 Return and a Form 1023 Application for Exemption
- Recognize and discuss the laws and regulations relating to not-for-profits
- Explain the application of internal control to not-for-profits

What Skills do I need to be successful in this field?

- <http://www.onetonline.org/link/summary/11-9151.00>

What are some potential job titles?

- Social Services Manager
- Not for Profit Board Member

Wages, employment trends and pathways

- <http://www.onetonline.org/link/summary/11-9151.00#WagesEmployment>

Course Sequence: This program of study is outlined by quarter, and courses should be taken in the indicated sequence. However, it should not be concluded that students will always proceed through their program of study exactly as prescribed here. The number of quarters listed here is minimal. Not all courses are offered every quarter. Individual student experiences, educational and training background, and personal schedules and demands all may affect the time it takes to finish this program. Also, in general, summer quarter is not considered one of the full-time quarters in the program.

1st quarter: ACCT 200

2nd quarter: ACCT 267

3rd quarter: ACCT 269

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