

# Post-Baccalaureate Certificate in Urban Nonprofit Management

## About This Program

The Post-Baccalaureate Certificate in Urban Nonprofit Management prepares students who are working in or are considering management careers in nonprofit organizations. The courses in this program address pertinent topics in entrepreneurship, leadership and management of the trillion dollar nonprofit sector that includes education, research, healthcare, art, culture, religion, social and human services, advocacy, legal services, international organizations, foundations, and mutual benefit professional and trade associations. Students from any department or discipline may elect to complete the certificate program. Upon completion, students will be prepared to assume key roles in any nonprofit institution.

## Competencies

1. Upon completion, students will be able to participate in and contribute to the policy process.
2. Upon completion, students will be able to analyze, synthesize, think critically, solve problems and make decisions.
3. Upon completion, students will be able to communicate and interact productively with a diverse and changing workforce and citizenry.
4. Upon completion, students will be able to articulate and apply a public service perspective.

## Admissions Criteria

Students who are already enrolled in a graduate degree program at UT Arlington, especially the campus or online MPA, need only declare their intent to enroll by submitting the appropriate application form the Urban Nonprofit Management certificate advisor. No prerequisites are essential for these students.

Students who desire to enroll in the Urban Nonprofit Management Certificate without enrolling in a master's or PhD program may apply for admission to UT Arlington as a special student or "non-degree seeking" student. An undergraduate degree and grade point average of 3.0 are required. A GRE (graduate record examination) score and letters of recommendation are not necessary for admission to the Urban Nonprofit Management Certificate program.

Any student that later seeks a graduate degree at UT Arlington may apply nine hours of coursework toward that degree within six years of completion and award of the Urban Nonprofit Management Certificate and by petition to the Graduate School through her or his prospective academic department. The acceptance or waiver of the remaining six hours taken as part of the requirements for the award of the Urban Nonprofit Management Certificate is at the discretion of each department.

Graduate students in any degree program at UT Arlington may register for Urban Nonprofit Management courses using standard registration procedures. It should be noted that class slots in the two core courses would be reserved for all of those Urban Nonprofit Management Certificate program participants who are accepted. Urban Nonprofit Management program students who are enrolled in other academic schools or colleges must obtain written course approval from their respective graduate advisors.

Professionals who desire to enroll in any or both of the core courses for continuing education hours may do so as special students. If at a later date these students decide to apply for the Urban Nonprofit Management Certificate program, the hours already taken as continuing education will be applied (within six years of completion of the courses) to the certificate program requirements.

## Curriculum

### Foundations

PAPP 5354	NONPROFIT MANAGEMENT AND SOCIAL ENTREPRENEURSHIP	3
PAPP 5355	NONPROFIT ORGANIZATIONS IN PUBLIC POLICY	3

### Electives

Select three from the following with certificate advisor approval: 9

#### Public Administration

PAPP 5302	FOUNDATIONS OF URBAN RESEARCH AND ANALYSIS
PAPP 5303	THE METROPLEX: SURVEY OF URBAN AFFAIRS, PLANNING, ADMINISTRATION
PAPP 5313	COMMUNITY DEVELOPMENT
PAPP 5329	FINANCIAL MANAGEMENT IN THE PUBLIC AND NON-PROFIT SERVICES
PAPP 5345	EVALUATION RESEARCH
PAPP 5348	COST BENEFIT ANALYSIS
PAPP 5351	HUMAN RESOURCE MANAGEMENT IN GOVERNMENT AND NON-PROFITS
PAPP 5352	CONFLICT RESOLUTION IN THE PUBLIC AND NONPROFIT MANAGEMENT

PAPP 5392	TOPICS IN URBAN MANAGEMENT
Planning	
PLAN 5319	AGENCIES OF PLANNING AND ADMINISTRATION
Business	
MARK 5311	MARKETING
Social Work	
SOCW 5303	FOUNDATIONS OF SOCIAL POLICY AND SERVICES

**Total Hours****15**

## Advising Resources

The College of Architecture, Planning and Public Affairs (CAPPA) at UT Arlington equips students with skills and knowledge to address real-world challenges in design, public policy, and research. Our Advising Office supports academic and career success. Explore our Future Students page to connect with an Academic Advisor and shape your future.

### Location:

203 CAPPA Building

### Email:

cappa.advising@uta.edu

### Phone:

817-272-2801

### Web:

General advising (<https://www.uta.edu/academics/schools-colleges/cappa/general-advising/>)

Future students (<https://www.uta.edu/academics/schools-colleges/cappa/admissions/>)