

### 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. AP1 is offered during the first 7 weeks of the semester and AP2 is offered during the second 7 weeks of the semester. You will also see courses listed as 1C or 1D. These are not for MSNPA students. You must register for AP courses. This chart shows which courses are offered during which sessions.

Fall AP1	Fall AP2	Spring AP1	Spring AP2	Summer AP1	Summer AP2
<u>Core Courses</u> NPA 708 NPA 710 NPA 762	<u>Core Courses</u> NPA 702 NPA 703 SOCL 620	<u>Core Courses</u> NPA 706 NPA 734 NPA 708	<u>Core Courses</u> NPA 710 NPA 761 NPA 762	<u>Core Courses</u> SOCL 620 NPA 703	<u>Core Courses</u> NPA 702 NPA 706 NPA 734 NPA 761
<u>Track Courses</u> NPA 780 (Admin) NPA 763 (Dvlpmt) DPPA 601 (Dis. Prep)	<u>Track Courses</u> NPA 798 (Admin) NPA 764 (Dvlpmt) DPPA 620 (Dis. Prep)		<u>Track Courses</u> NPA 780 (Admin) NPA 763 (Dvlpmt) DPPA 601 (Dis. Prep)	<u>Track Courses</u> NPA 798 (Admin) NPA 764 (Dvlpmt) DPPA 620 (Dis. Prep)	

### 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 – Courses & Descriptions

### **NPA 620: Social Institutions (Previously SOCL 620)**

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 – Accelerated, One-year Schedules\***

**\*Schedules should be strictly followed. Missing a course may result in delayed graduation.**

**Fall 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: NPA 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: NPA 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: NPA 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: NPA 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: NPA 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: NPA 620 & NPA 798 for Admin Track or NPA 764 for Development Track or DPPA 620 for Disaster Prep Track

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

**\*Schedules should be strictly followed. Missing a course may result in delayed graduation.**

### **Fall AP1 Start Date**

Fall AP1: NPA 708

Fall AP2: NPA 702

Spring AP1: NPA 706

Spring AP2: NPA 710

Summer AP1: NPA 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: NPA 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: NPA 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: NPA 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: NPA 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: NPA 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