The Nonprofit Management Certificate program has been developed within the new School of Applied Social Sciences, which includes the divisions of Social Work, Public Administration, and Sociology/Anthropology. The School is a unit within the Eberly College of Arts and Sciences, of West Virginia University.

This certificate is a program of Nonprofit Collaboratives to Facilitate Rural Community Networking, which is funded by the U.S. Department of Commerce Technology Opportunities Program and West Virginia grant partners.

**CONTACT INFORMATION:**

The program tries to make itself available to everyone. For more information and an application, use any of the following methods.

1. **Postal Mail** Burgess Center, B-11 Knapp Hall, P.O. Box 6830, West Virginia University, Morgantown, WV 26506-6830.

2. **Email** the program at burgess@hermes.as.wvu.edu

3. **Fax** 304-293-5936

4. **Phone** 304-293-3501 x3116

5. **Web** via our web page at http://www.as.wvu.edu/~npcollab

West Virginia University is an Equal Opportunity/Affirmative Action Institute. The University does not discriminate on the basis of sex, race, age, disability, veteran status, religion, sexual orientation, color, or national origin.

**GRANT PARTNERS**

- W.V. Governor's Cabinet on Children and Families
- W.V. Governor's Office of Technology
- Software Valley, Inc.
- Multi-Cap, Inc.
- W.V. Army National Guard

**PROGRAM DIRECTORS**

Dr. Karen Harper-Dorton, Director, WVU Burgess Center

Dr. David G. Williams, Chair and Professor, WVU Public Administration

**GRADUATE NONPROFIT MANAGEMENT CERTIFICATE PROGRAM**

*Funded in part by the Technology Opportunities Program through the U.S. Department of Commerce.*

A program of Graduate credit for Professionals in management in the voluntary and public sector – the goal is to provide the professional nonprofit administrator with financial, leadership, and organizational skills for excellence in the nonprofit sector of West Virginia and of the nation.
GRADUATE NONPROFIT MANAGEMENT CERTIFICATE

COURSE OFFERINGS

Course delivery will be offered in a variety of formats. These range from the regular format of on-campus graduate courses to satellite and other distance learning formats.

The certificate program consists of twelve credit hours. The first course offerings are scheduled for fall semester 2000. Nine hours consist of the following graduate level courses:

- **Fall 2000 -- Nonprofit Management and the Third Sector** (Satellite courses will be offered in Martinsburg, Beckley, Charleston, Wheeling, Morgantown, and Huntington)
- **Spring 2001 -- Leadership and Management in Nonprofit Organizations**
- **Fall 2001 -- Nonprofit Organization Finance and Budgeting**

SPECIAL TOPICS

The three additional credit courses can be selected from a variety of specialized courses and workshops, each for one credit hour. Specialized courses include:

- Working with boards
- Volunteer management
- Marketing and public relations in nonprofit organizations
- Fundraising
- Legal issues
- Strategic planning for third sector organization
- Supervision and service delivery
- Utilizing telecommunications technology
- Basic computer skills
- Building public access to computer-based learning
- Construction and utilization of websites for nonprofit service agencies
- Grant development and management

ADMISSIONS PROCEDURES

In order to pursue the Nonprofit Management Certificate, the interested party must be admitted to West Virginia University. The application process is as follows:

A student must be admitted to West Virginia University as either a regular, provisional, or a non-degree student. Many of the off-campus students will be admitted as non-degree students. In this case, the student will be assigned a general advisor within the Eberly College of Arts and Sciences.

If you have **never attended WVU**, you MUST:

1. Complete and submit the appropriate graduate application and fees.

If you have previously attended WVU as a graduate student, and

- You are not working on a degree – you must resubmit the application fee if this is the first class you have taken since receiving your graduate degree.
- You are not working on a degree but have been taking classes – you need only to complete a registration form.
- You are currently working on a graduate degree and have been admitted to your degree program within the last seven years – you need only to complete a registration form.

For further admission information and course registration information please contact the program for an application packet.