

Nonprofit Administration Core Requirements (27)

NPA 100 Introduction to Nonprofit Organizations (3)

NPA 101 American Humanics Student Association (1)

NPA 120 Nonprofit Organization Observation (1)

NPA 300 Fundraising and Planning (3)

NPA 350 Management of Nonprofit Organizations (3)

NPA 351 Volunteer Management (3)

NPA 360 Leadership (3)

NPA 371 Grantwriting (3)

NPA 450 Internship (4)

NPA 499 Senior Seminar (3)

Elective Courses for NPA (6-9) additional credit hours from the following:

NPA 201, 301, 401 American Humanics Student Association (1 hr/class)

NPA 202 Introduction to Recreation and Leisure Management (3)

NPA 203 Nonprofit Budgeting and Financial Management (3)

NPA 220 Nonprofit Organization Observation (1)

NPA 303 Human Resource Management for Nonprofit and Government Sectors (3)

NPA 495, 496, 497, 498 Leadership Experience (1)

NPA 489, 490, 491, 492 American Humanics Management Institute (1).

NPA 493, 494 Special Topics in NPA (1-6)

Students seeking a major in Nonprofit Administration must complete one of the following Areas of Emphasis (course descriptions may be found in other areas of this catalog).

Business Management Emphasis (18-21)

COL 170 Microcomputer Applications (3) *

BA 200 Principals of Financial Accounting (3)

NPA 203 Nonprofit Budgeting and Financial Management (3)

BA 210 Survey of Economics (3)

BA 330 Principals of Management (3)

BA 331 Organizational Behavior and Development (3)

BA 350 Principles of Marketing (3)

* Or demonstrated proficiency

Christian Ministry Studies Emphasis (18 hours)

CMS 101 Disciples of the Christian Life (3)

CMS 120 Introduction to Christian Theology (3)

Choose four of the following courses:

CMS 110 Introduction to Christian Missions (3)

CMS 201 Principles of Youth Ministry (3)

CMS 251 Vocational Orientation (3)

CMS 305 Principles of Youth Camping (3)

CMS 307 Church Administration (3)

CMS 348 Youth and Family Ministry (3)

CMS 350 Evangelism and Discipleship in Youth Ministry (3)

Communications Emphasis (18)

COM 130 Survey of Professional Media (3)

COM 151 Radio Production (3)

COM 154 Video Production (3)

COM 301 Applied Mass Communications (3)

COM 305 Desktop Publishing (3)

COM 327 Media Literacy (3)

Criminal Justice Emphasis (18)

CJ 200 Criminology (3)

CJ 210 Criminal Justice Systems (3)

Choose four of the following classes:

CJ 300 Policing (3)

CJ 301 Criminal Procedure (3)

CJ 305 Corrections (3)

CJ 310 Criminal Law (3)

CJ 311 Juvenile Justice System (3)

CJ 315 Victimology (3)

CJ 331 Criminal Investigations (3)

CJ 340 Special Topics in CJ (1-3)

Education Emphasis (18)

EDU 301 Human Development (3)

EDU 302 Educational Psychology (3)

EDU 307 Teaching Reading in the Content Area (3)

or

EDU 387 Reading/Writing Across Curriculum (3)

EDU 321 or EDU 322 Classroom and Teaching Management (3)

EDU 341 Education of the Exceptional Child (3)

EDU 359 Multicultural Education (3)

Fine Arts Emphasis (18)

DAN 101 Introduction to Dance (3)

TA 111 Intro to Technical Theatre I (3)

ART 210 Concepts in Visual Arts (3)

TA 117 Introduction to Theatrical Arts (3)

EDU 311 Elementary Art Methods (3)

Choose one of the following classes:

ART 120 Introduction to Graphic and Computer Art (3)

COM 305 Desktop Publishing (3)

Military Science Emphasis (19)

Military Science Emphasis (19)

MS 101 Introduction to ROTC (2)

MS 102 Introduction to Leadership (2)

MS 201 Self/Team Development (3)

MS 202 Individual/Team Military Tactics (3)

MS 301 Leading Small Organizations I (3)

MS 302 Leading Small Organizations II (3)

MS 401 Leadership Challenge/Goal Setting (3)

Public Affairs and Policy Analysis Emphasis (18)

PS 155 American Government: The Nation (3)

PS 156 American Government: The States (3)

PS 307 Public Affairs Writing and Reporting (3)

PS/BA 313 Public Finance (3)

PS/BA 335 Public Management (3)

PS 370 Governmental Research (3)

Social Services Emphasis (18)

SOC 220 Social Problems (3)

And five of the following courses:

PE 300 Community Health (3)

PSY 365 Human Sexuality (3)

SOC 315 Alcohol, Drugs, and Society (3)

SW 110 Introduction to Social Work (3)

SW 280 Human Behavior in the Social Environment (3)

SW 320 Social Welfare Policy and Services I (3)

SW 421 Social Welfare Policy and Services II (3)

YMCA Professional Studies Program Emphasis (18 hours) Non-NPA Major

COM105 Group Dynamics & Effective Speaking (3)

NPA 300 Fundraising (3)

NPA 350 Management of Human Service Agencies (3)

NPA 351 Volunteer Management (3)

or

NPA 303 Human Resource Management for Nonprofit and Government (3)

HRM 332/BA331 Organizational Behavior and Development (3)

or

PSY 231 Creative Problem Solving (3)

NPA 493 Special Topics in Nonprofit Administration (3)

YMCA Professional Studies Program Emphasis (18 hours) NPA Major

COM105 Group Dynamics & Effective Speaking (3)

NPA 203 Nonprofit Budgeting and Financial Management (3)

NPA 303 Human Resource Management for Nonprofit and Government (3)

HRM 332/BA331 Organizational Behavior and Development (3)

SW 280 Human Behavior in the Social Environment (3)

BA 350 Principles of Marketing (3)

Recreation and Leisure Services Management Emphasis (18)

NPA 202 Introduction to Recreation and Leisure Services (3)

Choose from five of the courses below:

NPA 283: Recreational Sports Management (3).

NPA 380: Recreation and the Natural Environment (3).

NPA 381: Recreation Sites and Facilities Management (3).

NPA 382: Outdoor Skills for Recreation and Leisure Management (3).

NPA 390: High Adventure Leadership Training (3).

NPA 470: Environmental and Historical Interpretation Methods (3).

NPA 471: Management of Outdoor Recreation Areas and Facilities (3).

Nonprofit Administration Special Topics Emphasis (18)

Emphasis area and courses required will be created by an agreement among student, faculty advisor and NPA program manager

NONPROFIT ADMINISTRATION MINOR (24)

Required:

NPA 100: Introduction to Nonprofit Administration (3)

NPA 303/BA 332 Human Resource Management (3).

NPA 350: Management of Nonprofit Organizations (3).

NPA 360: Leadership (3).

Choose four courses from the following:

NPA 202: Introduction to Recreation and Leisure Services (3)

NPA 203 Nonprofit Budgeting and Financial Management (3).

NPA 300 Fundraising (3)

NPA 351 Volunteer Management (3)

NPA 101 American Humanics Student Association (1).

NPA 450 Internship (4)

NPA 489 American Humanics Management Institute (1).

NPA 499 Senior Seminar (3).

BA 331 Organizational Behavior (3)

BA 350 Principles of Marketing (3)

SW 100 Introduction to Social Work (3)

SW 280 Human Behavior in Social Environments (3)

CJ 200 Criminology (3)

RECREATION AND LEISURE SERVICE MANAGEMENT MINOR (24)

Required:

NPA 202: Introduction to Recreation and Leisure Services.

Choose seven courses from the following:

NPA 202: Nonprofit Budgeting and Financial Management (3).

NPA 283: Recreational Sports Management (3).

NPA 303/BA 332: Human Resource Management (3).

NPA 350: Management of Nonprofit Organizations (3)

NPA 360: Leadership (3)

NPA 380: Recreation and the Natural Environment (3)

NPA 381: Recreation Sites and Facilities Management (3).

NPA 382: Outdoor Skills for Recreation and Leisure Management (3).

NPA 390: High Adventure Leadership Training (3).

NPA 470: Environmental and Historical Interpretation Methods (3).

NPA 471: Management of Outdoor Recreation Areas and Facilities (3).

Courses of Study

Core Curriculum

NPA 100 Introduction to Nonprofit Administration (3) Course covers the role and structure of nonprofit organizations to meet human service and community needs in American society. General nonprofit management skills include introduction to mission orientation; problem-solving; board, volunteer and staff relations; marketing; financial management and fund raising. The focus will be on nonprofit organizations in a democratic society, the function and purpose of community and social service agencies and organizations, and their sponsorship.

NPA 101, 201, 301, 401 American Humanics Student Association (1-4) The American Humanics Class involves the study and experience of the co-curricular program at LU. The class works as a non-profit organization to identify needs and responses as an organization. Students are expected to attend meetings and work on projects the student association agrees to do.

NPA 120 Nonprofit Organization Observation (1) This course should be taken in conjunction with NPA 100, Introduction to Nonprofit Administration and provides the student with observation experience in the Nonprofit or Public Sector setting.

NPA 200 Cub Scouting and Family Programs (3). This course will explore the role of Cub Scouting and family scouting recreational activities in strengthening and helping to build successful families. Students will learn the administrative procedures and techniques for recruiting and developing volunteers and the operation and management of Cub Scout special events including running a day camp.

NPA 202 Introduction to Recreation and Leisure Services (3) A course designed to provide a description and analysis of the field of recreation and leisure services necessary for an informed career choice. This course will review, analyze, and discuss the historical and philosophical foundations of the recreation and leisure profession, influences of recreation and park movements, and technological, economic, and community impacts on leisure delivery systems. * This course will be a prerequisite for all other courses in the minor or emphasis areas for Recreation and Leisure Services Management.

NPA 203 Nonprofit Budgeting and Financial Management (3) Provides an overview of principles and practices of financial management within nonprofit organizations. Includes appropriate procedures for handling income receipts; developing a budget; reporting mechanisms and requirements, and reading and interpreting financial statements. Emphasis on the unique and accessible presentation of the rules specific to the nonprofit sector while building a framework to access and apply financial information more effectively.

NPA 240 Boy Scouts of America Programs (3). This course will develop recruitment skills and leadership qualities, teach how to administer programs, and explain the use of techniques that build character through personal codes of honor and peer leadership in the Boy Scouting, Varsity Scouting and Venturing programs.

NPA 283 Recreational Sports Management (3). This course will teach the fundamental proficiencies to obtain basic skills in operating recreational sports programs. This will include risk and safety issues related to these skill areas.

NPA 300 Fundraising (3) Examines the differences between for-profit and nonprofit organizations. Examination of philanthropy and techniques of fundraising, relationships with umbrella funding organizations, government funding, and budgeting.

NPA 303/BA 332 Human Resource Management Sectors (3)

This course will examine human resource procedures as they affect business, government, and the nonprofit sectors. Students will explore human resource management from recruitment and selection of personnel, performance evaluation, compensation and benefit, and training issues for both staff and volunteers. Special emphasis will be placed on the handling of grievances, diversity, discrimination, harassment, and selection and placement issues as they pertain to staff and volunteers, including the board of directors.

NPA 304 Boy Scouts of American Leadership and Administration (3). The BSA's administrative practices are taught to students for utilization with volunteers and by BSA professional in leading the organization. The importance of understanding and applying the personal code of ethics on all levels of scouting service is discussed and examined.

NPA 350 Management of Nonprofit Organizations (3) Management methods are applied in the specialized settings of nonprofit organizations. Includes management of agency staff, volunteers, and client services; program planning and service delivery; public relations and marketing. Presents effective techniques for supervision and problem solving; developing services that effectively respond to diversity in the

community. A study of trends in national and international philanthropy; the significance of nonprofit and cross-sector partnerships; and understanding the importance of advocacy and lobbying in the nonprofit sector.

NPA 351 Volunteer Management (3) Concepts, issues, significance of the “voluntary society,” recruitment, placement, and volunteer development. Focus on basic human resource issues; managing diversity; strategies for recruiting, motivating, supervising and evaluating volunteer staff.

NPA 360 Leadership (3) Explores the various techniques for exercising influence in structured situations. Emphasis on leadership research and techniques including the development of attitudes and action for effective leadership. Includes issues of ethics and professional integrity within the nonprofit sector.

NPA 371 Grantwriting (3) Examination of philanthropic grant writing and techniques of fund development. Focus on relationship-building in resource development; writing grants, understanding relationships with umbrella funding organizations, government funding, grantsmanship, and budgeting. Prerequisite: ENG 170 or concurrent.

NPA 380 Recreation and the Natural Environment (3). An historical overview of the use of natural environments will introduce the students to the formal and informal settings for leisure and recreation involvement. The course will also explore the interrelationship among people, the environment and leisure.

NPA 381 Recreation Sites and Facilities Management (3). The principles of managing recreation sites and facilities will be studied. Selected urban parks, swimming facilities, and indoor and outdoor sports facilities will serve as examples of management strategies applications. *Required Field Trips.

NPA 382 Outdoor Skills for Recreation Management (3). This course will teach the fundamental proficiencies to obtain basic outdoor skills, including the understanding of the use of training methods and techniques. Students will also learn how to plan trips and manage risk and safety issues related to these skill areas.

NPA 390 High Adventure Leadership Training (3). A hands-on leadership experience that requires students to plan, organize, and lead a high adventure experience. The students will also learn about group dynamics in outdoor high adventure settings and how to incorporate the appropriate risk management measures. Prerequisite: NPA 382 and approval of instructor.

NPA 450, 451 Internship (1-6) Students are placed in nonprofit organizations to serve in functions normally assigned to entry-level managers. Under the supervision of agency

personnel, students will observe and practice nonprofit administration management skills. May be repeated once in a different practicum setting. Requires 15 hours of agency participation each week and 75 hours for each one credit taken throughout a semester.

NPA 470 Environmental and Historical Interpretation Methods (3). Students will be taught the development of effective techniques for interpretation of natural and cultural resources. Also discussed is the use of these interpretation methods and techniques in planning and managing an interpretive program. Required field trips.

NPA 471 Management of Outdoor Recreation Areas and Facilities (3). This course will provide an understanding of the principles and applications of planning, design, development and maintenance of camps, recreation, and park areas and facilities. Required field trips.

NPA 489, 490, 491, 492 American Humanics Management Institute (1-4) Students must complete the program of study provided through the American Humanics, Inc. at the American Humanics Management Institute. National course offering for American Humanics students across the nation. Topics are presented by national youth agencies and corporate leaders with student interaction. Registration and transportation fees are required.

NPA 493, 494 Special Topics in Nonprofit Administration (1-6) Directed studies in the management of nonprofit organizations. Study of unique situations, conditions, and circumstances that occur in nonprofit organizations. American Humanics co-curricular involvement.

NPA 495, 496, 497, 498 Leadership Experience (1-4) The active participation in leadership activities. The organization, staffing, training, financing, and programming of leadership activities. Lab fee.

NPA 499 Senior Seminar (3) Required capstone seminar to be completed during the last year of baccalaureate study. Provides an opportunity for discussion of professional standards and ethics and an evaluation of case studies related to nonprofit organizations or leadership and management skills.