

Graduate Certificate in Non-Profit Management

The Non-profit Management track provides participants with the tools and framework to meet the increasing challenges facing the non-profit sector today. Students seeking this track will be drawn from diverse departments throughout the UH Manoa campus, such as Public Administration, Social Work, Law, and Business. The diversity within our core classes lends a distinctive, interdisciplinary perspective to the unique issues facing the non-profit sector.

The Non-profit track is a year-long, 15 credit that includes three required courses (PUBA 630, 631 and 691) totaling 9 credits, and 6 graduate-level credits of electives one of which must be from PUBA. A practicum is part of the required courses. Participants may choose from a wide variety of non-profit organizations as practicum sites. The faculty advisor will work closely with each person to make arrangements.

A. Courses: Core Requirements (9 credits)

PUBA 630 – Non-profit Management (3 Credits): Fundamental aspects of managing a non-profit: overview of the non-profit sector; mission and scope of non-profit organizations; organizational structures and functions; resource and volunteer development; major management issues.

PUBA 631 - Non-profit Management Practices and Tools (3 Credits): Skills and tools needed by non-profit managers. Topics may include grant writing, strategic planning, business practices, program evaluation, and advocacy.

PUBA 691 - Practicum (3 Credits): Placement in non-profit organizations to observe and analyze organizational functions and processes while undertaking projects of use to the host agency. Scheduling is flexible.

B. Elective Options (Students must take at least 6 credits)

1 course must be from PUBA

1 course to be selected with advisor approval

** Some classes are restricted to the respective majors only. Please refer to the course catalogue and the major departments.