



Nonprofit Administration Minor
www.wku.edu/nonprofit

The minor in Nonprofit Administration (reference # 422) prepares students for careers in, and service to, the nonprofit sector. Students take courses from several departments and programs of study to gain needed nonprofit competencies and experiences.

21-24 credit hours

WKU Nonprofit Administration students are eligible to earn the **Certified Nonprofit Professional (CNP) professional credential** and the **National Certification in Nonprofit Management and Leadership** (see below):

Required courses:

- REC 220 Understanding the Nonprofit Sector (*Fall: online, Winter: online*)
- MGT 333 Mgt of Nonprofit Orgs. (*Fall and Spring: online*)
- REC 460 Grant Writing for Nonprofit Organizations (*Spring: online*)
- ACCT 200 Financial Accounting or REC 402 (*Fall: face-to-face; Spring: online*) or SPM 402 Fiscal Practices
- REC 496 Nonprofit Internship (150-300 hrs; 3-6 credits). *Pre-reqs: REC 220, MGT 333, & instructor's permission*

- Admission to the Nonprofit Administration minor requires an advising appointment with the program coordinator, Dr. Raymond Poff, raymond.poff@wku.edu, 745-2498.
- A grade of 'C' or better is required for all courses used in the minor. 50% of credit hours must be 300 or 400 level.
- No more than 12 hours from any course prefix may be used to fulfill the minor requirements.
- To earn the **CNP credential** and the **national certification**, students need to complete the minor with the following steps:
 - Complete a 300 hour internship (REC 496 – 6 credit hours) instead of the minimum 150 hours required for the minor.
 - Take REC 494 (1 credit winter term course) and attend the national **Alliance Management/Leadership Institute**.
 - Participate with our student association and demonstrate leadership and service.

Electives: Students will select two or more courses (totaling up to 6 credit hours) from the approved list below or other courses as approved by the program coordinator.

ACCT 420 Government & Not-for-profit Acct
 BA 110 Intro to Business & Entrepreneurship
 CFS 271 Tourism Planning and Development
 CFS 375 Meeting & Convention Management
 COMM 240 Critical Listening
 COMM 345 Advanced Public Speaking
 COMM 348 Interpersonal Communication
 COMM 349 Small Group Communication
 COMM 362 Organizational Communication
 COMM 460 Organizational Interviewing
 COMM 463 Intercultural Communication
 ECON 202 Principles of Economics-Micro
 ENG 301 Argument & Analysis in Written Disc.
 ENG 306 Business Writing
 ENG 307 Technical Writing
 ENG 415 Writing and Technology
 FIN 330 Principles of Financial Management
 ICSR 300 Public Problem Solving
 ICSR 301 Seminar in Social Responsibility (1)
 LEAD 200 Introduction to Leadership Studies
 LEAD 325 Leading Change
 LEAD 330 Leadership Ethics & Decision Making
 LEAD 395 Contemporary Leadership Issues
 MGT 210 Organization and Management
 MGT 311 Human Resources Management
 MKT 220 Basic Marketing Concepts
 PERF 423 Performing Arts Management
 PHIL 320 Ethics
 PHIL 323 Social Ethics
 RELS 323 Social Ethics

PS 250 International Politics
 PS 338 Government and Ethics
 PS 440 Public Administration
 PSY 199 Introduction to Developmental Psychology
 PSY 321 Child Psychology
 PSY 350 Social Psychology
 PSY 422 Adolescent Psychology
 PSY 442 Begin Skills in Psychological Interviewing
 REC 302 Recreation Leadership
 REC 306 Program Planning
 REC 328 Inclusive Recreation
 REC 404 Facility Management
 REC 424 Camp and Conference Center Admin.
 REC 494 American Humanics Mgt Institute (1) *winter only*
 SOCL 100 Introduction to Sociology
 SOCL 210 Interaction Self in Society
 SOCL 240 Contemporary Social Problems
 SOCL 300 Using Statistics in Sociology
 SOCL 360 Rural and Urban Communities
 SOCL 362 Race, Class, and Gender
 SOCL 375 Diversity in American Society
 SOCL 410 Socialization: Changes Through Life
 SPM 200 Introduction to Sport Management
 SPM 452 Sport Leadership & Management
 SWRK 101 Foundations of Human Services
 SWRK 205 Introduction to Social work
 SWRK 330 Human Behavior in Social Environment I
 SWRK 344 Social Work Statistics & Data Analysis
 SWRK 379 Intro to Social Work Comm. Skills