

Nonprofit Management Program Faculty and Staff

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Robert Saldarini, *Academic Department Chair of Accounting, Finance and Business*
Sarai Wilkins, *Assistant Professor, Business*

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Chief Executive Officer, West Bergen Mental Healthcare

Herbert Ouida, J.D. Past Chairman
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John Johnson
Chief Executive Officer, The Wellington Group

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Chief Executive Officer, Jewish Family Services of North Jersey

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ADDRESS CORRECTION REQUESTED

■ A.S. Degree & Certificate Program

Nonprofit Management



Nonprofit Management at Bergen Community College

Bergen Community College's Nonprofit Management Associate in Science degree option and Certificate of Achievement program provides students with a unique set of skill requirements to prepare them for careers in the nonprofit field. According to the Bridgespan Group, nonprofits foresee a need to fill 24,000 vacant or new roles in 2009. "Retirement by baby boomers will account for some of those vacancies, say researchers, but more than a few will be new positions, many of them in finance and fund raising. Human services and arts groups are expected to have the most need for new leaders," according to "The Chronicle of Philanthropy." It is therefore anticipated that employment of nonprofit professionals is expected to grow faster in the years ahead.

Bergen Community College is prepared to meet this increasing demand for nonprofit professionals by being one of the first educational facilities to offer courses that can lead to a Certificate of Achievement in Nonprofit Management or a transfer Associate in Science degree in Business Administration with a concentration in Nonprofit Management.

Courses in nonprofit accounting, management, development and grants-writing provide an excellent opportunity to expand the abilities of those entering or currently working in the nonprofit sector. This new skill-set can lead to a greater potential for job advancement.

Students enrolled in the College's Nonprofit degree program will have a unique opportunity to "make a difference" and "make a living" by working in a sector that gives back to the community, environment, and society. Students who successfully complete courses in Nonprofit Management will be able to transfer those credits toward a Bachelor's of Science degree at Berkeley College and other colleges and universities in New Jersey.

"Nonprofit organizations represent a key employment sector in the state of New Jersey and across the country. With the study track we have created, not only does it respond to a community need — given the fervor for nonprofit participation — but it also provides an outlet for our students to learn about the myriad of nonprofit employment options available once they finish their college education."

Dr. G. Jeremiah Ryan,
President, Bergen Community College



Course Descriptions

Introduction to Nonprofit Organizations BUS-115

Introduction to Nonprofit Organizations examines the principles, techniques, and administration of the not-for-profit sector. Topics include the history, mission, and distinctions of nonprofits, as well as their governance, funding and development, financial framework, accountability, management, marketing, and relationships with other sectors.

Government and Not-for-Profit Accounting ACC-115

This course provides the student with the foundations of accounting for governmental and not-for-profit entities. It introduces the students to accounting standards and those applications to governmental and not-for-profit entities. Emphasis is placed on fund accounting, budgeting, financial reporting, and accounting procedures.

Funding and Grant Management BUS-116

Funding and Grant Management examines the requirements to launch and conduct a viable fundraising program for a nonprofit organization. Emphasis is placed on matching organizational needs and programs to available funding resources. Topics include the search for funding, writing effective funding proposals and solicitation letters, the nature and requirements of grant writing for nonprofits, and grant management.

Nonprofit Law LGL-209

Nonprofit Law is dedicated to the analysis and application of New Jersey's Nonprofit Corporation Law. Emphasis is placed on understanding New Jersey Statutes Title 15A. The course explores the effective and practical use of the nonprofit corporation from formation, application in business practices to dissolution. Students learn about formation, corporate powers, specific purpose nonprofits, tax aspects, boards, officers, minutes, registered agents, meetings and dissolution of nonprofits.

Nonprofit Management Curriculum

Semester One

Financial Accounting	3
Introduction to Nonprofit Organizations	3
Speech Communication	3
Macroeconomics	3
English Composition I	3

TOTAL CREDITS 15

Semester Two

Mathematics Elective	3 – 4
Managerial Accounting	3
Microeconomics or General Psychology	3
English Composition II	3
Nonprofit Course Elective	3
Humanities Elective	3

TOTAL CREDITS 18-19

Semester Three

Business Administration Elective	3
Humanities Elective	3
Natural Sciences Elective	4
Humanities Elective	6

TOTAL CREDITS 16

Semester Four

Business Administration Elective	3
Humanities Elective	3
Natural Sciences Elective	4
Free Elective	3
General Education Elective or Free Elective	3

TOTAL CREDITS 16