

Department of Administration Catalog:



Program Area: Career & Nonprofit Foundations

“Building skills for service, leadership, and career growth - rooted in values, open to all.”

Format: Book & paper, Independent Study, Self-Paced

Textbooks: Are mailed to students

Credential Options:



Certificate of Completion for individual courses



Diploma in Career Advancement & Job Readiness or, Nonprofit Leadership & Operations or, Grant & Fundraising Strategy for individual stack completion



"Trusted for their clear, easy-to-read style, detailed outlines, and expert authorship, the For Dummies series makes learning approachable and effective for everyone."



Individual Courses

Course Overview

Each **course** provides a comprehensive learning package that includes:

- **Physical textbook** (one per course)
- **Two mailings:** an initial packet and a final packet
- **Access to online guidance** for ongoing support
- **A practicum component**, completed by the student, to demonstrate skills in real-world scenarios

Testing and Evaluation

- At the end of each course, students complete a **self-paced test**.
- Tests are **mailed in for evaluation**.
- A **minimum score of 70%** is required to pass.
- Tests may be **retaken if necessary**.

Audience

Designed specifically for **adult learners** seeking **practical career-building** and **nonprofit leadership skills**.

Course Code	Course Title	Duration	Textbook	Description	Credential	Tuition
CN101	Career Planning & Advancement	15 weeks	<i>Career Development For Dummies</i>	Explore career paths, resume writing, and workplace success strategies.	Certificate	\$149 _{USD}

CN102	Professional Networking	15 weeks	<i>Networking For Dummies</i>	Build meaningful connections and grow your influence in any industry.	Certificate	\$149 _{USD}
CN103	Resume Writing & Job Search	15 weeks	<i>Resumes For Dummies</i>	Create standout resumes and cover letters tailored to your goals.	Certificate	\$149 _{USD}
CN104	Interview Skills & Preparation	15 weeks	<i>Job Interviews For Dummies</i>	Learn how to prepare for and succeed in interviews with confidence.	Certificate	\$149 _{USD}
CN105	Nonprofit Leadership & Management	15 weeks	<i>Nonprofit Management For Dummies</i>	Lead ministries and nonprofits with budgeting, governance, and outreach.	Certificate	\$149 _{USD}
CN106	Fundraising Strategies	15 weeks	<i>Fundraising For Dummies</i>	Plan and execute campaigns to raise money for causes and organizations.	Certificate	\$149 _{USD}
CN107	Grant Writing & Proposal Development	15 weeks	<i>Grant Writing For Dummies</i>	Research funding sources and write compelling grant proposals.	Certificate	\$149 _{USD}
CN108	Nonprofit Bookkeeping & Accounting	15 weeks	<i>Nonprofit Bookkeeping & Accounting For Dummies</i>	Manage nonprofit finances, track donations, and prepare reports.	Certificate	\$149 _{USD}
CN109	Leadership & Influence	15 weeks	<i>Leadership For Dummies</i>	Develop leadership skills to inspire teams and drive change.	Certificate	\$149 _{USD}
CN110	Paralegal Career Foundations	15 weeks	<i>Paralegal Career For Dummies</i>	Understand legal processes, research, and documentation for nonprofit or ministry support.	Certificate	\$149 _{USD}

Learning Stacks (Diploma Tracks)

Learning Stack Overview

Each **Learning Stack** is designed to provide a complete, guided learning experience. It includes:

- **Five courses**, each with its own test
- **Physical textbooks** (one per course)
- **Two mailings**: an initial packet and a final packet
- **Access to online guidance** for ongoing support
- **A practicum component**, completed by the student, to demonstrate skills in real-world scenarios

Testing and Evaluation

- At the end of each course, students complete a **self-paced test**.
- Tests are **mailed in for evaluation** (individually or all together).
- A **minimum score of 70%** on each test is required to pass.
- Tests may be **retaken if necessary**.
- There is **no comprehensive final exam**; progress is measured course by course.

Audience

The Learning Stacks are designed for **adult learners seeking practical, career-focused education**.

They are ideal for individuals who want to:

- Strengthen their **job readiness and professional advancement skills**
- Build effective **nonprofit leadership and operational expertise**
- Develop strategic abilities in **grant writing and fundraising**

Whether you are entering the workforce, advancing in your career, or expanding your impact in the nonprofit sector, these stacks provide structured, real-world training to help you achieve your goals.

Stack One:

Diploma in Career Advancement & Job Readiness

Build a strong foundation for career success with tools for planning, networking, and interviewing.

Required Courses:

- CN101 Career Planning & Advancement
- CN102 Professional Networking
- CN103 Resume Writing & Job Search
- CN104 Interview Skills & Preparation
- LS Time Management (Life Skills Coaching Mastery)

Tuition for Stack: CNStack101 \$549_{USD} (5 courses)

Credential: Diploma in Career Advancement & Job Readiness

Duration: 75 weeks (1 ½ yrs)

These are self-paced classes, allowing you to learn at your own speed and convenience.

Stack Two:

Diploma in Nonprofit Leadership & Operations

Lead and manage nonprofit organizations with confidence and clarity.

Required Courses:

- CN105 Nonprofit Leadership & Management
- CN108 Nonprofit Bookkeeping & Accounting
- CN109 Leadership & Influence
- LS102 Motivation & Goal Setting (Life Skills Coaching Mastery)
- MC104 AI Tools for Media Creation (Media Communications Program)

Tuition for Stack: CNStack102 \$549_{USD} (5 courses)

Credential: Diploma in Nonprofit Leadership & Operations

Duration: 75 weeks (1 ½ yrs)

These are self-paced classes, allowing you to learn at your own speed and convenience.

Stack Three:

Diploma in Grant & Fundraising Strategy

Master the art of securing funding and building donor relationships for ministries and nonprofits.

Required Courses:

- CN106 Fundraising Strategies
- CN107 Grant Writing & Proposal Development
- CN110 Paralegal Career Foundations
- MS101 Marketing Strategy & Branding (Marketing & Sales Fundamentals)
- MS108 Data-Driven Marketing (Marketing & Sales Fundamentals)

Tuition for Stack: CNStack103 \$549_{USD} (5 courses)

Credential: Diploma in Grant & Fundraising Strategy

Duration: 75 weeks (1 ½ yrs)

These are self-paced classes, allowing you to learn at your own speed and convenience.