NON-PROFILE MANAGEMENT
CERTIFICATE PROGRAM
Book List

Please look forward to class confirmations three to four days prior to your class. We suggest that you wait to purchase your book/materials until receiving your confirmation.

Course: Fundraising Essentials
Author: Klein, Jossey-Bass

Course: Grant Writing Essentials
Author: Mary Hall and Susan Howlett

Course: Non-Profit Board Leadership
Required Text: The Practitioner’s Guide to Governance as Leadership
Author: Cathy A. Trower

Course: Next Level Leadership
Required Text: The Leadership Challenge; 4th Edition
Author: J. Kouzes, B. Posner
ISBN: 978-0787984922

Course: Volunteer Management
Author: Connors, ed
ISBN: 978-0470604533
Publisher: Wiley & Sons

Course: Financial Intelligence for Non-Financial Managers
Required Text: A Step-By-Step Guide to Understanding and Creating Financial Reports
Author: Thomas Ittelson
ISBN: 978-0071450904
Course: High Performance Management Essentials
ISBN: 978-0873898614
Contact the American Society for Quality to purchase textbook – www.asq.org or call 1.800.248.1946

Course: Managing Employee Performance
Required Text: Human Resource Management; 13th or 14th Edition
Author: Robert L. Mathis and John H. Jackson
Publisher: South Western College Publishing

Course: Project Management Essentials
Publisher: Project Management Institute, ISBN: 978-1628251845 or The Guide to Project Management Body of Knowledge (PMBOK®); 5th Edition
ISBN: 978-1935589679
Publisher: Project Management Institute

Required Text: The Fast Forward MBA in Project Management; 5th Edition
Author: Eric Verzuh
ISBN: 978-1119086574
Publisher: Wiley

Course: Understanding Budgets
Required Text: Budgeting Student Manual
Be sure to order your textbook well before your start date of class from Logical Operations. Visit Logical Operations by going to https://store.logicaloperations.com and searching for the text by entering the word "Budget" into the search field.

Recommended

Course: Managing Small Projects
Recommended Text: Project Management for Small Projects
Author: Sandra Rowe