CONTENT:

1. **Teaching & Learning Tools**
2. **Professional Capacity Tools**
3. **MNA Values, Skills & Competencies**
4. **Q&A** and discussion

Part 1:

Teaching & Learning Tools

MYUSF: CENTRAL AUTHENTICATION SYSTEM

ACCESS:

https://myusf.usfca.edu

SUPPORT:

https://myusf.usfca.edu/services/myusf

CANVAS: USF Learning Management System

CANVAS ACCESS:

https://usfcas.usfca.edu

CANVAS TUTORIALS:

https://myusf.usfca.edu/services/canvas

ZOOM: VIDEO CONFERENCE TECHNOLOGY

ACCESS:

https://www.zoom.us

TUTORIALS:

https://myusf.usfca.edu/its/cit/zoom

ECHO 360: CLASSROOM TECHNOLOGY

ACCESS:

http://echo360.com

SUPPORT:

https://myusf.usfca.edu/services/lecture-capture/

DIGICATION: E-PORTFOLIOS

ACCESS:

https://usfca.digication.com

TUTORIAL:

https://usfca.digication.com/home_guest.digi?sid=549&cid=0&tid=0&pid=0&

LYNDA: ONLINE TECHNICAL TRAININGS

ACCESS (THROUGH USF)

http://www.lynda.com/portal/usf

QUALTRICS: FOR SURVEYS

ACCESS:

http://usfca.qualtrics.com/

TUTORIALS:

https://www.qualtrics.com/support/survey-platform/getting-started/survey-platform-overview/

TURNITIN: ACADEMIC INTEGRITY TOOL

ACCESS THROUGH CANVAS

http://usfblogs.usfca.edu/canvasusf/how-to-use-turnitin-in-canvas/

TUTORIAL:

https://guides.turnitin.com/01_Manuals_and_Guides/Instructor/Instructor_QuickStart_Guide

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CHANGE THE WORLD FROM HERE

USFBLOGS: USF WORDPRESS SYSTEM

ACCESS:

http://usfblogs.usfca.edu

TUTORIAL:

https://help.edublogs.org

USFWIKI: SHARING SITE

ACCESS

http://www.wiki.usfca.edu

ALTERNATIVES:

GOOGLE DRIVE, DROPBOX, BOX, ETC.

YOUTUBE: VIDEO-SHARING

ACCESS:

https://www.youtube.com

SAMPLE:

https://www.youtube.com/user/mtavanti

LIBRARY: USF GLEESON

ACCESS:

https://www.usfca.edu/library

CITATIONS

APA: http://www.apastyle.org
CHICAGO: http://www.chicagomanualofstyle.org

DIFFERENCES:
1. In-text citations for Chicago has no year. Chicago footnotes can include more text and specifications.
2. APA has a List of References(year after author's name) while the Chicago has a Bibliography (Year at the end of reference).

APA v. CHICAGO: A MATTER OF STYLE

APA:

https://owl.english.purdue.edu/owl/resource/560/01/

CHICAGO:

https://owl.english.purdue.edu/owl/resource/717/01/

ZOTERO: CITATION TOOLS

WORLDCAT: LIBRARY CITATIONS
https://www.worldcat.org
ZOTERO: INTEGRATED CITATIONS
https://www.zotero.org
ZOTERO TUTORIAL
https://www.zotero.org/support/screencast_tutorials

PROFESSIONAL **WRITING**

SEE LYNDA TRAININGS (ACCESS THEM THROUGH USF)

https://www.lynda.com/Writing-training-tutorials/1550-0.html

PROFESSIONAL WRITING TUTORIALS:

https://www.youtube.com/watch?v=6Q3kl2FIAM8

PROFESSIONAL **PRESENTATIONS**

PPT TUTORIALS:
https://support.office.com/en-us/article/PowerPoint-2013-videos-and-tutorials-bd93efc0-3582-49d1-b952-3871cde07d8a

PREZI TUTORIALS:
https://www.ethos3.com/2016/01/prezi-how-to-tips-and-tutorials-for-prezi-beginners/

WHAT ELSE

DO YOU NEED TO KNOW TO BE SUCCESSFUL IN THE MNA PROGRAM?

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Part 2:
Professional Capacity Tools

LEGALZOOM: INCORPORATE A NONPROFIT

WEB:
https://www.legalzoom.com/business/business-formation/nonprofit-overview.html

NOLO TUTORIALS:
http://www.nolo.com/legal-encyclopedia/nonprofits

DO IT YOURSELF IN CA:
http://www.sos.ca.gov/business-programs/forms/

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SPSS: STATISTICAL ANALYSIS

PURCHASE: https://myusf.usfca.edu/services/its-estore

WEBSITE:
http://www.ibm.com/analytics/us/en/technology/spss/

TUTORIAL: http://spssvideotutor.com

NVIVO: QUALITATIVE ANALYSIS

WEBSITE:

http://www.qsrinternational.com/nvivo-product

TUTORIAL:

https://www.youtube.com/user/QSRInternational

QUICKBOOKS: SMALL ACCOUNTING

WEBSITE: https://quickbooks.intuit.com

TUTORIALS: http://quickbooks.intuit.com/tutorials/

SALESFORCE: ESSENTIAL ALSO FOR NONPROFITS

WEB: http://www.salesforce.org/nonprofit/

NONPROFIT STARTER PACK:
http://www.salesforce.org/help/nonprofitstarterpack/

TRAININGS:
http://www.salesforce.com/_app/video/Data_dot_com/Help/Using_Matching_Rules.jsp

GOOGLE: FOR NONPROFITS

WEB: https://www.google.com/nonprofits/

GOOGLE ANALYTICS:
https://www.google.com/nonprofits/products/

BASECAMP: PROJECT MANAGEMENT

WEB: https://basecamp.com

TUTORIALS: https://basecamp.com/help/2/videos

ALTERNATIVES: TeamWorkProject, ActiveCollab, Zoho Projects, Trello, Jira, Asana, etc

http://www.creativebloq.com/software/best-project-management-71515632

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NONPROFIT INSURANCE

ALLIANCE GROUP: https://insurancefornonprofits.org

CALNONPROFITS:
http://www.calnonprofitsinsurance.org

BOARDSOURCE: BOARD MANAGEMENT

WEB: https://www.boardsource.org

NATIONAL COUNCIL:
https://www.councilofnonprofits.org/tools-resources/board-roles-and-responsibilities

NONPROFIT **ADVOCACY**

ASSESSMENT TOOL:
http://bolderadvocacy.org/tools-for-effective-advocacy/evaluating-advocacy/advocacy-capacity-tool

WEBSITE: DO IT YOURSELF

WORDPRESS: https://wordpress.org/

Compare .com with .org:
https://en.support.wordpress.com/com-vs-org/

WEEBLY: https://www.weebly.com

WIX: http://www.wix.com

MARKETING: SOCIAL MEDIA FOR NONPROFITS

PREFERRED SOCIAL MEDIA USED BY NONPROFITS:

1. **Facebook (98%)**
2. **Twitter (~70%)**
3. **LinkedIn (~55%)**
4. **YouTube (~45%)**

5. Pinterest (~25%)
6. Instagram (~15%)
7. Google+ (~15%)
8. Flickr (~10%)
9. Tumblr (~5%)

OTHER USEFUL **TOOLS** FOR NONPROFITS

http://www.nptechforgood.com/2016/02/28/36-useful-apps-online-tools-for-nonprofits/

NONPROFIT USEFUL **RESOURCES**

http://www.**blueavocado**.org
https://www.**independentsector**.org/index.cfm
https://www.**nonprofitleadershipalliance**.org
http://www.**nonprofit-academic-centers-council.**org
http://**calnonprofits**.org
http://**foundationcenter**.org
http://www.**grants**.gov

WHAT ELSE
WOULD YOU ADD

TO THIS LIST?

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Part 3:

MNA Values, Skills & Competencies

MNA INTEGRATED PRAXIS MODEL

1 CONTEXT

2 EXPERIENCE

3 ANALYSIS

4 PRACTICE

5 EVALUATION

ORGANIZATIONAL
LEVEL
**DEVELOPMENT
MANAGEMENT**

PERSONAL
LEVEL

**VALUE
LEADERSHIP**

INSTITUTIONAL
LEVEL
**SYSTEM
THINKING**
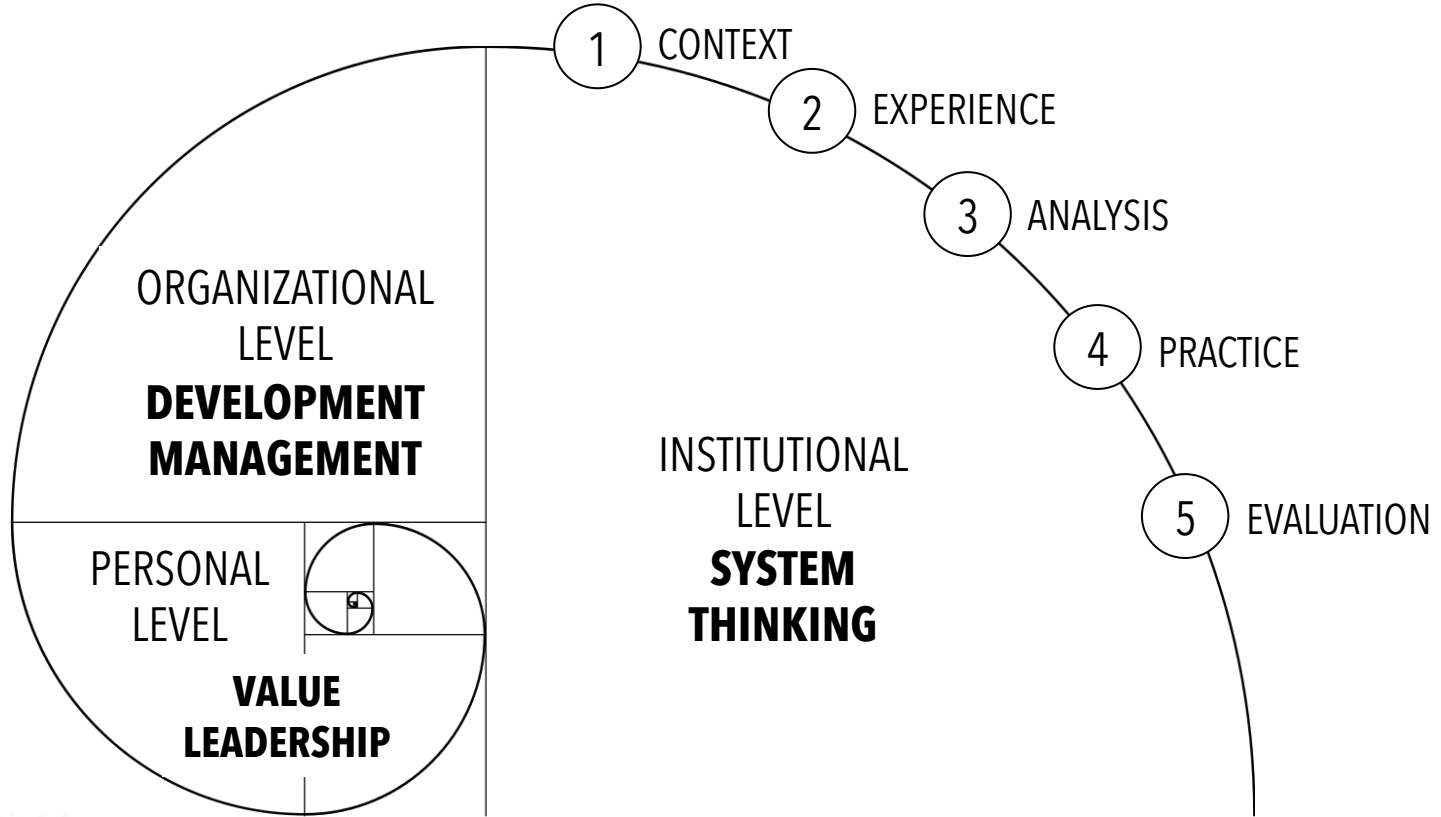
The MNA Required Courses

CORE COURSES (28)

FALL
NPA 601 - Nonprofit Ethical Leadership (4)
NPA 602 - Nonprofit Strategic Governance (4)
NPA 610 - Nonprofit Fundraising & Philanthropy (4)
NPA 611 - Nonprofit Finance & Accountability (4)

SPRING
NPA 612 - Nonprofit Marketing & Communication (4)
NPA 621- Social Impact Analysis - Practicum (4)

SUMMER
NPA 622 - Nonprofit Data Analysis - Capstone (4)

NPA 651 - Nonprofit Management: People, Programs & Policies (4)

NPA 661 - Sustainable Development Leadership (4)
NPA 662 - Social Entrepreneurship Leadership (4)
NPA 663 - Humanitarian Emergency Management (4)
NPA 664 - Negotiation & Conflict Management (4)

NPA 697 - Internship (2-4) by special arrangement.
NPA 698 - Directed Study (2-4) by special arrangement.
NPA 699 - Special Topics (2-4) by special arrangement.

MNA 3.0 COMPETENCIES Part 1 of 2

Course Number	Course title	Course competencies
NPA 601	Nonprofit Ethical Leadership (4 units)	Ethics (3) Leadership (3) Sector (3) Analysis (2) Global (2) Diversity (2)
NPA 602	Nonprofit Strategic Governance (4 units)	Board governance (3) Strategic planning (3) Organizational analysis (2) Management (2) Innovation (2)
NPA 610	Nonprofit Fundraising & Philanthropy (4 units)	Fundraising (3) Grant (3)
NPA 611	Nonprofit Finance & Accountability (4 units)	Finance (3) Accountability (3) Transparency (2) Law (2) Tax-Exemption (2)

MNA 3.0 COMPETENCIES Part 2 of 2

NPA 612	Nonprofit Marketing & Communication (4 units)	Marketing (3) Communication (3) Technology (2)
NPA 621	Social Impact Analysis - Practicum (4 units)	Evaluation (3) Impact (2) Consultation (2) Partnership (1)
NPA 622	Nonprofit Data Analysis - Capstone (4 units)	Career development (3) Program evaluation (3) Organizational development (3) Presentation (2)
NPA 651	Nonprofit Management: People, Programs & Policies (4 units)	Project Management (3) HR (3) Advocacy (2) Organizational analysis (2)

NACC CURRICULA AND MNA 3.0 Part 1 of 2

NACC Competencies (2015)	MNA curricula 2016
1.0. Comparative Global Perspectives on the Nonprofit Sector, Voluntary Action and Philanthropy	601 (3)
2.0. Scope and Significance of the Nonprofit Sector, Voluntary Action and Philanthropy	601 (3)
3.0. History and Theories of the Nonprofit Sector, Voluntary Action and Philanthropy	601 (3)
4.0. Ethics and Values	601 (3) 622 (2)
5.0. Nonprofit Governance and Leadership + Strategy	602 (3)
6.0. Public Policy, Advocacy and Social Change	651 (2)
7.0. Nonprofit Law + Compliance	611 (3) 601 (1)
8.0. Nonprofit Economics	--
9.0. Nonprofit Finance	611 (3)
10.0. Fundraising and Resource Development + Grant writing	610 (3)
11.0. Financial Management and Accountability	611 (3)

12.0. Leadership, Management, Innovation and Entrepreneurship	651 (3)
13.0. Nonprofit Human Resource Management	651 (3)
14.0. Nonprofit Marketing and Communications	612 (3)
15.0. Information Technology and Management + Analytics +Technology integration	All
16.0. Assessment, Evaluation and Decision-Making Methods + Social impact	621 (3) 622 (3)
Community service, civic engagement + Career development + Experiential	All Practicum Capstone AGI

MNA LOs & CURRICULA MAPPING – GOAL 1

Program Goals-Objectives	Revised (2016-) Learning Outcomes	MNA CURRICULA 2016
PG1: Develop nonprofit leaders who are socially conscious, community engaged, and globally minded.	LO1. **Develop nonprofit sector knowledge:** Demonstrate knowledge and understanding of the past, present, and future trends of the nonprofit sector across organizations, policies, and sectors in the U.S. and internationally.	601 (3) 602 (1)
	LO2: **Develop social sector values:** Demonstrate strategic, appreciative, and critical thinking to articulate and discern social sector values for the promotion of just, inclusive, prosperous, responsible, and sustainable communities.	602 (3) 601 (2)

MNA LOs & CURRICULA MAPPING – GOAL 2

| PG2: Develop nonprofit managers who are competent, strategic, effective, and system thinkers. | LO3: **Apply nonprofit management competencies:** Apply principles and approaches of nonprofit management to problem-solve using strategic planning, board governance, resource development, financial administration, human resource management, legal compliance, nonprofit marketing, program evaluation, policy and advocacy. | 610 (3) 611 (3) 612 (3) 651 (2) |
| | LO4: **Apply systemic solutions**: Apply nonprofit management skills and leadership competencies for the promotion of cross-sector collaborations, social value creation, and systemic solutions. | 602 (2) |

MNA LOs & CURRICULA MAPPING – GOAL 3

PG3: Develop nonprofit administrators who discern ethical decisions for the common good.	LO5: **Integrate nonprofit ethical leadership:** Demonstrate ethical leadership capacity and ethical reasoning for nonprofit leadership, global responsibility, social accountability, and ethical decision-making.	601 (2) 622 (2)
	LO6: **Integrate social impact analysis:** Demonstrate evaluative capacity benefiting organizational development, organizational learning, organizational effectiveness, and organizational sustainability for social impact and social innovation.	621 (3) 622 (3)

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