

Institute Curriculum

Institute's curriculum is aligned with the knowledge requirements for the CAE and CCE nonprofit industry certifications. Each year students take six core courses and select three elective courses, one from each group. Electives allow students to further their professional development by focusing on particular areas of interest. Upon graduation a student will have earned a total of 96 credit hours.

First-Year Core Courses

- C110 Financial Fitness
- C125 Hiring, Firing and Everything In Between
- C130 Unleash the Leader Within
- C150 Speaking with Confidence
- C180 Guide to Governance
- C185 Recruit, Engage, and Reward Your Members

Third-Year Core Courses

- C310 Budgeting and the Bottom Line
- C330 Everyday Ethics
- C340 Strategic Planning
- C341 Win-Win Partnerships
- C360 Innovate or Die
- C380 Volunteer Management

Group One Elective Courses

- E110 Revving Your Revenue Stream
- E120 Executive Law
- E126 Dealing with Challenging Employees
- E140 Building Organizational Excellence
- E142 Fundamentals of Community and Economic Development
- E161 Technology Trends and Tools
- E180 Building Better Boards and Committees

Group Three Elective Courses

- E310 Dues and Don'ts
- E330 Learning to Let Go
- E331 CEO Lessons Learned
- E342 Advanced Strategies of Community and Economic Development
- E350 The Art of Persuasion and Negotiation
- E360 Rethinking Communications
- E362 Policy Development and Implementation
- E380 Delivering Value

Second-Year Core Courses

- C220 Is That Legal?
- C230 Managers Who Motivate
- C250 Customer Service Inside and Out
- C260 Marketing Strategies
- C261 Events: Strategy and Operations
- C270 Effective Government Affairs Programs

Fourth-Year Core Courses

- C430 Becoming a Strategic Manager
- C440 Collaborative Leadership
- C441 Industry Forecast
- C460 Integrating Strategic Technology Solutions
- C470 Advocacy and Alliances
- C490 IOM and Beyond

Group Two Elective Courses

- E210 Executive Finance
- E211 Sponsorship Solicitation
- E230 Managing Upward
- E240 Strong Associations for the Future
- E241 Strong Chambers for the Future
- E243 Developing a Competitive Workforce
- E244 Using Data to Grow and Sustain Your Org.
- E250 Creating a Government Affairs Program
- E263 Communicating Through the Media