



UNIVERSITY OF  
**NOTRE DAME**

Mendoza College of Business

## **Certificate Programs Online**



## EARN YOUR CERTIFICATE ONLINE

Earn your certificate from Notre Dame in as few as eight weeks. All coursework is conducted 100% online.

### Executive Education Programs

- Professional Certificate in Management
- Management Mini Courses
- Executive Certificate in Leadership
- Executive Certificate in Negotiation
- Executive Certificate in Business Administration
- Advanced Specialized Certificate in Intercultural Management

### Nonprofit Executive Programs

- Executive Certificate in *Transformational Nonprofit* Leadership
- Executive Certificate in Nonprofit Fund Development
- Executive Certificate in Nonprofit Leadership and Management

## Contact Us Today!

- 800-441-5620
- Intl. +1 813-612-5304
- [NotreDameOnline.com](http://NotreDameOnline.com)

# Empower Yourself With New Skills and Credentials From Notre Dame

In today's ultra-competitive business climate, your success depends on your leadership, management, negotiation and decision-making skills. The University of Notre Dame's online certificate programs give you a convenient way to develop these high-level business skills that can help you advance your career and produce optimal outcomes for your organization.

Since its founding in 1842, the University of Notre Dame has built a reputation for academic excellence. Notre Dame is consistently ranked among the top 20 best national universities by U.S. News & World Report. The Mendoza College of Business is currently ranked #1 among the best undergraduate business programs by Businessweek. Notre Dame graduates are world leaders in business, science and politics, and have served as CEOs of some of the world's most successful companies, including Texaco, Liz Claiborne, Mobil Corporation, Office Depot, Chiquita Brands International and many more.

## ACADEMIC EXCELLENCE MEETS ONLINE CONVENIENCE

Now you can take courses from Notre Dame's prestigious Mendoza College of Business anytime and anywhere – 100% online! Powered by University Alliance, these interactive programs are led by the same leading business experts who teach on campus. You'll earn valuable credentials from a respected, accredited university around your busy schedule. No classroom attendance is ever required.

Notre Dame offers eight certificate programs online: a Professional Certificate in Management; Executive Certificates in Leadership, Negotiation, Business Administration, *Transformational Nonprofit* Leadership, Nonprofit Fund Development, and Nonprofit Leadership and Management; and an Advanced Specialized Certificate in Intercultural Management. In addition, online Management Mini-Courses are available to target and hone specific management skills.

*“Tomorrow’s business leaders will need an increasingly wide range of skills. For those with gaps in their knowledge, executive education programs are an important way of plugging the holes.”*

*Bill Ridgers, Business Education Editor, The Economist*



## UNIVERSITY DISTINCTIONS

- Ranked #1 by Bloomberg Businessweek for “The Best Undergraduate Business Schools”
- Ranked #16 among the best national universities by U.S. News & World Report
- Ranked #10 among the best undergraduate business programs by U.S. News & World Report
- Ranked #20 among the nation’s top graduate business schools by Bloomberg Businessweek

## ACCREDITATION

The University of Notre Dame has received a full, 10-year accreditation from the Higher Learning Commission of the North Central Association of Schools and Colleges (NCA). The Mendoza College of Business is accredited by the Association to Advance Collegiate Schools of Business (AACSB International), the primary accrediting association for American schools of business.

## Contact Us Today!

- ➔ **800-441-5620**
- ➔ **Intl. +1 813-612-5304**
- ➔ **NotreDameOnline.com**



## INTERACTIVE ONLINE TECHNOLOGY MAKES THE DIFFERENCE

Through our state-of-the-art e-learning system, you’ll be immersed in a multimedia environment that lets you study at your convenience, around your busy schedule. Streaming video technology enables participants to view professor-led lectures anytime, anywhere. And you won’t be alone. Each course is carefully designed to maximize your interaction with other participants and instructors alike.

### Virtual Classroom

With dynamic features such as online chat rooms, streaming video and message boards, you’ll get rich, real-time interaction. It’s just like being in the classroom, live, on the Internet.

### Online Video Lectures

Watch and learn from industry professionals as they deliver lectures and course material online via streaming video – when and where it’s convenient for you. And unlike a classroom, you can pause, rewind and review any portion of the lecture so you completely understand the material before continuing your studies.

### Online Support

Through virtual office hours, faculty-monitored chat rooms, message boards and email, your professors and other participants are just a click away so you can get the help you need, when you need it. It’s a great way to meet, collaborate and network with professionals from across the nation and around the world.



## CHOOSE 100% ONLINE CERTIFICATE PROGRAMS FROM THE UNIVERSITY OF NOTRE DAME!

Whether you need to develop and implement corporate strategy, lead new initiatives, fulfill a nonprofit's mission, or effectively manage others, Notre Dame's 100% online certificate programs help you acquire new skills you can begin applying immediately – and new credentials to enhance your resume and advance your career.

### EXECUTIVE EDUCATION PROGRAMS

Notre Dame's executive education programs benefit professionals at all levels – from team leaders focused on a specific project, to managers of work groups and departments, to executives who determine an organization's strategic direction and culture.

#### Professional Certificate in Management

Front-line supervisors and managers alike need the practical skills to deal with day-to-day management challenges. Two eight-week courses – Foundations of Management and Critical Management Skills – focus on improving your effectiveness and developing the practical skills you need. Key topics include transitioning to management, understanding styles, managing priorities and performance, and developing employees. Learn to:

- Consistently make good management decisions
- Create your own management style
- Nurture employees, motivate staff and manage change

#### Management Mini Courses

Built from the same content delivered in the Professional Certificate in Management program, specialized mini courses allow you to focus on the specific management skills you need in convenient two-week sessions. Choose from: *Emerging Managers and Coaches*; *Managing Time and Diversity*; *Legal Issues in the Workplace*; *Essentials of Communication, Empowerment and Delegation*; *Managing for Results*; *Building Effective Teams and Continuous Improvement*; *Managing Conflict and Change in the Workplace*; and *Attitude, Accountability and Decision Making in the Workplace*.

#### Executive Certificate in Leadership

Whether you are leading or managing a team, project or organization, you can develop the leadership expertise to excel in today's challenging and rapidly changing business environment. Three eight-week courses – *Foundations of Leadership*, *Leadership Challenges* and *Strategic Leadership* – provide the insights and techniques you need to be a more effective leader. You will learn to:

- Craft a strategic vision and inspire others to follow it
- Confidently assess, interpret and respond to situations of uncertainty and complexity
- Drive accountability and engagement

#### Executive Certificate in Negotiation

Whether you communicate across continents or conference tables, the art of negotiation – the ability to interact with and influence others – requires skills and confidence. Three eight-week courses – *Negotiation Essentials*, *Advanced Negotiations* and *Strategies for Conflict Management* – help you:

- Tap into your own leadership competencies
- Identify the role of interpersonal skills in influencing outcomes
- Work more effectively one-on-one, in groups and across cultures

#### Executive Certificate in Business Administration

This program incorporates the topics covered in many traditional MBA programs, including economics, accounting, finance, marketing and management, providing a high-level perspective of core MBA disciplines. Three eight-week courses – *Principles of Business*, *Disciplines of Business* and *Applied Business Strategies* – analyze case studies and explore business models through practical exercises you can:

- Develop, implement and fine-tune business strategy
- Identify and grow your company's competitive advantage
- Increase your organization's efficiency, productivity and profitability

#### Advanced Specialized Certificate in Intercultural Management

Complex cultural dynamics can create communication breakdowns that can lead to decreased employee morale, lack of productivity and even legal issues. Gain the skills necessary to master the intricacies of working in a culturally diverse environment. Taken alone or as a complement to one of Notre Dame's professional or executive online certificates, this eight-week course helps you become a more effective communicator, manager and leader in today's intercultural workplace. You'll learn to:

- Transform diversity into a competitive advantage
- Determine whether issues are interpersonal or intercultural
- Skillfully address the challenges workplace diversity presents



## NONPROFIT EXECUTIVE PROGRAMS

Community service and volunteerism have always been core values and hallmarks of the University of Notre Dame. This dedication to social service and desire to meet the unique needs of the nonprofit industry prompted Notre Dame's Mendoza College of Business to expand its link between education and altruism with a series of 100% online nonprofit certificates. Participants will learn how to navigate the nonprofit environment from some of today's most successful nonprofit leaders.

### Executive Certificate in *Transformational Nonprofit Leadership*

Today's nonprofit leader must not only possess a servant heart, but also a resilient business mind. Acquire the skills essential for managing and leading your nonprofit organization, including raising capital, marketing your cause, allocating assets and creating positive, measurable social change. Three eight-week courses – *Principles of Leading Transformational Nonprofits*, *Leading Nonprofit Boards* and *Fundraising & Grant Strategies* – reveal how the savvy business mind turns nonprofits into highly efficient organizations. Discover proven strategies that allow you to:

- Transform program measurement from a punitive exercise to a healthy growth opportunity
- Lead transformational change for the greater good
- Effectively raise capital via fundraising and writing grants

### Executive Certificate in Nonprofit Fund Development

Keeping your programs funded in today's climate of budget cutbacks and economic uncertainty is more challenging than ever. To address this dynamic, Notre Dame offers a fund development program that empowers you with proven methods to maximize funding – and propel your mission forward. In three comprehensive courses – *Principles of Leading Transformational Nonprofits*, *Effective Grant Proposal Writing* and *Effective Nonprofit Fundraising Strategies* – you will attain the skills to nurture success and earn a new certificate that symbolizes each milestone completed. This program delivers a detailed understanding of the methods, strategies and tactical solutions of raising capital to drive transformational social programs forward. Learn how to:

- Cultivate foundational business skills to drive transformational change
- Learn proven methods for developing and creating a successful grant proposal
- Develop winning techniques for approaching and persuading donors

### Executive Certificate in Nonprofit Leadership and Management

Having a leader who can assess and manage a constantly changing environment, as well as mobilize and direct resources effectively is a game changer for nonprofit organizations. That's because when confident, business-savvy leadership is paired with altruistic goals, the nonprofit narrative evolves, donor relationships are solidified and social entrepreneurship thrives. The three eight-week courses in this certificate program – *Principles of Leading Transformational Nonprofits*, *Leading Nonprofit Boards* and *Nonprofit Business Administration* – help you build the knowledge and skills to:

- Maximize the resource base of your programs
- Improve your nonprofit business acumen in areas such as budgeting and finance
- Increase your capacity for successful board leadership and management



## CERTIFICATE PROGRAM TUITION

### Professional Certificate in Management

Foundations of Management	\$1,495
Critical Management Skills	\$1,495
<b>TOTAL</b>	<b>\$2,990</b>
<b>Special Package: Both courses (a \$490 savings)</b>	<b>\$2,500</b>

**Continuing Education Units (CEUs):** Earn 1.6 CEUs for each eight-week course.

### Management Mini-Courses

# of Courses	Price	# of Courses	Price
1st	\$475	5th	\$373
2nd	\$450	6th	\$343
3rd	\$425	7th	\$313
4th	\$400	8th	\$281

**Multi-Course Discount:** Students taking multiple mini-courses are eligible for incremental discounts on each additional course purchased. For example, purchase one course at \$475 and purchase the second course at \$450. The more courses you take, the more savings you'll enjoy!

### Executive Certificate in Leadership

Foundations of Leadership	\$1,980
Leadership Challenges	\$1,980
Strategic Leadership	\$1,980
<b>TOTAL</b>	<b>\$5,940</b>
<b>Special Package: All three courses (a \$945 savings)</b>	<b>\$4,995</b>

**Continuing Education Units (CEUs):** Earn 1.6 CEUs for each eight-week course.

### Executive Certificate in Negotiation

Negotiation Essentials	\$1,980
Advanced Negotiations	\$1,980
Strategies for Conflict Management	\$1,980
<b>TOTAL</b>	<b>\$5,940</b>
<b>Special Package: All three courses (a \$945 savings)</b>	<b>\$4,995</b>

**Continuing Education Units (CEUs):** Earn 1.6 CEUs for each eight-week course.

## ACE CREDIT RECOMMENDATIONS

The American Council on Education's College Credit Recommendation Service (ACE CREDIT) has evaluated and recommended college credit for most of the Notre Dame online courses listed in this brochure (excluding Effective Nonprofit Fundraising Strategies, which is pending review, and Nonprofit Business Administration). For details on the recommended credit amounts, please contact a program representative at 800-441-5620 or visit [www.notredameonline.com/ace](http://www.notredameonline.com/ace).

### Executive Certificate in Business Administration

Principles of Business	\$1,980
Disciplines of Business	\$2,280
Applied Business Strategies	\$2,280
<b>TOTAL</b>	<b>\$6,540</b>
<b>Special Package: All three courses (a \$545 savings)</b>	<b>\$5,995</b>

**Continuing Education Units (CEUs):** Earn 1.6 CEUs for each eight-week course.

### Advanced Specialized Certificate in Intercultural Management

Advanced Intercultural Management	\$1,980
-----------------------------------	---------

**Multi-Course Discount:** Combine with any executive or professional certificate for even greater savings; call for details.

**Continuing Education Units (CEUs):** Earn 1.6 CEUs for this eight-week course.

### Executive Certificate in Transformational Nonprofit Leadership

Principles of Leading <i>Transformational Nonprofits</i> *	\$1,980
Leading Nonprofit Boards*	\$1,980
Fundraising & Grant Strategies*	\$1,980
<b>TOTAL</b>	<b>\$5,940</b>
<b>Special Package: All three courses (a \$945 savings)</b>	<b>\$4,995</b>

**Continuing Education Units (CEUs):** Earn 1.6 CEUs for each eight-week course.

### Executive Certificate in Nonprofit Fund Development

Principles of Leading <i>Transformational Nonprofits</i> *	\$1,980
Effective Grant Proposal Writing	\$1,980
Effective Nonprofit Fundraising Strategies*	\$1,980
<b>TOTAL</b>	<b>\$5,940</b>
<b>Special Package: All three courses (a \$945 savings)</b>	<b>\$4,995</b>

**Continuing Education Units (CEUs):** Earn 1.6 CEUs for each eight-week course.

### Executive Certificate in Nonprofit Leadership and Management

Principles of Leading <i>Transformational Nonprofits</i> *	\$1,980
Leading Nonprofit Boards*	\$1,980
Nonprofit Business Administration	\$1,980
<b>TOTAL</b>	<b>\$5,940</b>
<b>Special Package: All three courses (a \$945 savings)</b>	<b>\$4,995</b>

**Continuing Education Units (CEUs):** Earn 1.6 CEUs for each eight-week course.



\* These courses qualify for CFRE Continuing Education Points.



## WHAT TYPES OF DISCOUNTS AND ASSISTANCE ARE AVAILABLE?

### Tuition Assistance

Your tuition cost may be covered by your company's tuition assistance program and may also be tax deductible. Consult your HR department and your tax advisor for more information.

### Exclusive Military Savings

Active U.S. military servicemembers, Reservists, Guardsmen, veterans, spouses and dependents are eligible for special discounts of up to **15% off** individual course prices. Please call for more information.

## CORPORATE PROGRAMS

### Unleash the Power of Your Organization

Establish a corporate training program and position your organization for positive results. Contact us today for complete details.

### What You'll Get

A well-educated workforce is the first step toward corporate success. Along with saving your company valuable time and money, you'll provide your employees with the opportunity to learn the necessary skills to lead improvement initiatives that result in measurable sales growth, economic value, customer satisfaction and retention, and employee satisfaction and motivation. These skills will help increase your bottom line and create a streamlined work environment.

### Start With a Pilot Program

Register a group of your employees in an online class, and see how their newly acquired knowledge increases productivity and impacts your bottom line. This pilot program offers the following services to your organization:

- Exclusive corporate pricing
- A survey of employees after class to ensure quality and satisfaction
- An end-of-course review with corporate managers
- All employees will be in the same online class

**Put your staff on the road to success with leadership, management, negotiation, business administration, nonprofit leadership and nonprofit fund development skills from the University of Notre Dame! Getting started is easy. Contact us today for complete details.**

## UNIVERSITYALLIANCE®

A Division of Bisk Education

University Alliance (UA) is a leader in facilitating the online delivery of associate's, bachelor's and master's certificate programs from the nation's leading traditional universities and institutions. Universities powered by UA's technology and support services have surpassed 757,000 individual enrollments from more than 185,000 students – making UA one of the largest facilitators of e-learning in the country. Universities that collaborate with UA include Villanova University, the University of Notre Dame's Mendoza College of Business, Florida Institute of Technology, Michigan State University, University of Florida, University of South Florida, Valparaiso University, New England College, University of St. Thomas, University of San Francisco, Jacksonville University, University of Vermont, The University of Scranton, and Dominican University.

One simple call connects you to a broad range of benefits. You will be assigned an enrollment advisor who serves as your contact for nonacademic issues – answering questions about financing options, helping you to enroll in the next class and more. Technical support personnel are available 24 hours a day, and other professionals are also easily accessible every step of the way.

## Corporate Rates are Available

→ 800-441-5620

→ [corp@NotreDameOnline.com](mailto:corp@NotreDameOnline.com)

MADE AVAILABLE BY

**UNIVERSITY**ALLIANCE®

A Division of Bisk Education

9417 Princess Palm Avenue | Tampa, FL 33619-8313  
[www.UniversityAlliance.com](http://www.UniversityAlliance.com)

