

## Collin College - Continuing Education COURSE SYLLABUS

### COURSE INFORMATION

**Course Number:** NONP 7810

**Course Title:** How to Start a Non-Profit

**Course Description:** Learn the basic requirements to become an official tax exempt nonprofit organization in the state of Texas. Through this interactive course, students will access the needed websites, download forms required and fill out the paperwork as you go. Instructor will provide step by step instructions to walk students through the entire process.

**Suggested Course Prerequisite(s):** N/A

**Course Resources:** None

**Student Learning Outcomes:**

1. Understand the fundamental basics of a nonprofit.
2. Develop your business plan outline for the nonprofit.
3. Incorporate with the State of Texas.
4. Learn the new IRS application process and form to apply to become a 501c3 tax exempt organization.
5. Stay incorporated and remain a 501(c) 3 tax exempt organization.

**Certification Notes:** This is a certificate series.

**Next course recommendation:** Non-Profit Board and Volunteer Development.

**Refund Policy:** Please refer to [www.collin.edu/ce/infoRegistrar.html](http://www.collin.edu/ce/infoRegistrar.html) for our refund policy. No refunds after the start time of the first class.

**Americans with Disabilities Act:** Collin College will adhere to all applicable federal, state and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal opportunity. It is the student's responsibility to contact the ACCESS office, SCC-D140 or 972.881.5898 (V/TTD: 972.881.5950) to arrange for appropriate accommodations. See the current *Collin Student Handbook* for additional information.

**Course Sessions:** Listed are guidelines to indicate all topics that will be covered during your course. Do not plan your personal calendar based on these sessions. Your instructor will give you a calendar for your class that will indicate specific topics, assignments, and days.

**Lesson Plan – by week or session:**

**Session 1:** Discuss the fundamental of starting a nonprofit. Develop your business plan and outline for your nonprofit. Learn the steps to incorporate your nonprofit in the State of Texas.

**Session 2:** Review the new IRS application process and form to apply to become a 501c3 tax exempt organization. 5. Learn how to stay incorporated and remain a 501(c) 3 tax exempt organization.

**Method of Evaluation:** Unless otherwise stated, course completion is evaluated on the basis of attendance. Students must be in attendance 90% of each course in a certificate series for successful completion and to earn a certificate as specified.