

# HUMAN SERVICES ADMINISTRATION (GRADUATE CERTIFICATE)

The Graduate Certificate in Human Services Administration is designed to prepare individuals seeking management or administrative positions at human service agencies within the communities they serve. Whether seeking professional development or interested in transitioning to a leadership role in a human services field, this certificate provides students the opportunity to develop additional knowledge and skills tailored to their interests and career goals.

Students will have the opportunity to:

1. Develop new skills in a human services administration specialization.
2. Acquire a credential and specialized knowledge in the human services field.
3. Grow as a leader in the human services field.

## Certificate Requirements

Minimum grade of C required for all coursework

Minimum GPA Requirement: 3.0

Code	Title	Credits
<b>Human Services Administration-Graduate Certificate</b>		
HMSV 800	Principles of Human Service Management	3
HMSV 803	Administration of Human Service Organizations	3
HMSV 805	Ethical and Legal Practices in Human Services	3
<i>Complete three credits from the following:</i>		<b>3</b>
APST 805	Grant Writing (3 Credits)	
COMM 800	Foundations of Organizational Communication (3 Credits)	
INST 803	Foundations of Program Planning and Evaluation (1 Credit)	
INST 823	Program Planning and Evaluation: Project (2 Credits)	
LD 810	Change Management and Communication (3 Credits)	
LD 827	Leading and Governing Nonprofit Organizations (3 Credits)	
LD 831	Conflict Management and Negotiation (3 Credits)	
LD 832	Building Diverse and Inclusive Organizations (3 Credits)	
MGMT 815	Financial Management for Nonprofit Organizations (3 Credits)	
<b>Total Credits</b>		<b>12</b>