

ASNUNTUCK COMMUNITY COLLEGE

Human Services Management Requirements* - Certificate

Student Name: _____ Student ID#: _____

Offered <i>F</i> all, <i>S</i> pring, <i>S</i> ummer, or <i>W</i> inter	Semester/ Year Plan to Take	Course #	Course Title	Credits	Semester/Year Completed/ Transferred in	Grade
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Requirements:

F, Sp, Su		HSE* 101	Introduction to Human Services	3		
Sp		+HSE* 241	Human Services Agencies and Organizations	3		
F, Sp, Su, W		BMG* 202	Principles of Management	3		
F		+BMG* 220	Human Resources Management OR	3		
F, Sp		+BMG* 210	Organizational Behavior			
See catalog		ACC***	Any 3-4 credit Accounting course ***ACC* 115 Financial Accounting is recommended.	3-4		
F, Sp, Su		+ENG* 101	Composition	3		
F, Sp, Su		PSY* 111	General Psychology I OR	3		
F, Sp, Su		SOC* 101	Principles of Sociology			
F, Sp, Su		SOC 190	Self and Others: Dynamics of Diversity	3		
See catalog		+MAT*	Any Math course above +MAT* 100	3-4		

Total Credits Required: 27-29

Reviewed by: _____ Date: _____

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Program Information

Outcomes: This certificate will provide students with the opportunity to expand their knowledge of management styles within human services agencies as well as in the human resources field. Students may pursue this one year certificate for professional development and/or as a means of formal training.

Employment Information: Students who earn this certificate will be qualified to work in Human Resources and non-profit settings, depending on their prior degrees and experiences

Graduation Information: A cumulative 2.0 GPA is required to graduate. All courses for degree credit must be numbered 100 or above. Students must complete and submit a Graduation Application to the Registrar's Office in order to graduate. *Graduation Application deadlines:* December graduation - December 1st, May graduation - March 31st, August graduation - August 1st.

Contact Information

Please contact the Program Coordinator, Carol LaLiberte, for more information at 860.253.3187 or claliberte@asnuntuck.edu.

***Becoming Connecticut State Community College:** STUDENTS: The Community Colleges are undergoing a merger with a plan to become Connecticut State Community College in fall 2023; please work closely with your advisor/program coordinator to select your courses accordingly. See page 53 of the 2021-2022 College Catalog for more detail about this exciting transition!

Notice of Non-discrimination: Asnuntuck Community College does not discriminate on the basis of race, color, religious creed, age, sex, national origin, marital status, ancestry, present or past history of mental disorder, learning disability or physical disability, sexual orientation, gender identity and expression or genetic information in its programs and activities. In addition, the College does not discriminate in employment on the basis of veteran status or criminal record. The following individuals have been designated to handle inquiries regarding the non-discrimination policies: Timothy St. James, Interim Dean of Students/Title IX Deputy, tstjames@asnuntuck.edu (860) 253-3011 and Deborah Kosior, 504/ADA Coordinator, AS-DisabilityServices@asnuntuck.edu (860) 253-3005, Asnuntuck Community College, 170 Elm Street, Enfield, CT 06082.

+Prerequisite required

*Common Course Number