

CERTIFICATE IN YOUTH AND HUMAN SERVICES NONPROFIT ADMINISTRATION

Campus Director: Aiko Yoshino

General Information

The Department of Recreation, Parks & Tourism is proud to offer a Certificate in Youth and Human Services Nonprofit Administration. Nonprofit agencies play an important role in the development and well-being of individuals and communities. To help meet the growing need for qualified leadership in today's nonprofit organizations, the certificate program inspires and prepares undergraduates for entry-level professional positions in the nonprofit sector. Interested students take courses within a broad-based curriculum designed to develop leadership and management skills in nonprofit organizations. Students are required to consult with the certificate campus advisor to determine coursework and field experience requirement.

Youth and Human Services Nonprofit Administration Certificate – 24 units Foundation (12 units)

Code	Title	Units
ACCT 100	Introduction to Financial Accounting	3
RPT 440	Urban Recreation and Parks	3
RPT 570	Developing and Managing Resources in Nonprofit Agencies	3

Professional Competency Areas (9 units)

Units selected from the following list one course chosen from each area.

Note: One course within the professional competency areas can be substituted with the advisement and approval of the Campus Executive Director.

Code	Title	Units
Community Organization and Group Work		
Select at least one:		
BUS 440	Ethics at Work: Business Impacts	3
CAD 400	Community Youth Development	3
RPT 300	Leadership in Recreation, Parks, and Tourism	3
RPT 440	Urban Recreation and Parks	3
RPT 470	Travel with Purpose	3
RRS/SOC 410	Grassroots Organizing for Change in Communities of Color	3
PH 410	Organization and Function of Health Services	3
S W 410	Human Development and the Social Services	3
S W/USP 456	Urban Community Organizing and Citizen Action	3
Management and Administration		
Select at least one:		
CAD 510	Adult Supervision and Leadership in Early Childhood Programs	3
ENG 470	Writing Professional Promotions	3

ENG 471	Writing Technical Documentation	3
ENG 490	Grant Writing	3
MGMT 405	Introduction to Management and Organizational Behavior	3
P A 775	Program Evaluation	3
PH 455	Community Organizing and Community Building for Health	3
RPT 500	Organization and Administration of Recreation, Parks, and Tourism	3
S W 302	Introduction to Social Service Organizations	3

Program Planning

Select at least one:

E ED 604	Advanced Issues in Collaboration with Families and Communities in Early Childhood Education	3
MKTG 431	Principles of Marketing	3
RPT 280	Developmental Play Processes	3
RPT 340	Conference, Event Planning, and Management	3
RPT 400	Programming Recreation, Parks, and Tourism Experiences	3

Field Experience (3 units)

Code	Title	Units
RPT 560	(RPT 680 can substitute with approval)	3