

Graduate Certificate in Human Resources & Training University of Nebraska at Omaha

UNO's School of Communication, UNO's Psychology Department, & UNO's College of Business Administration are jointly offering a 15-credit Graduate Certificate Program in Human Resources and Training (HR&T). Students select either a concentration in Human Resources OR Training and Development.

Requirements

Admission to the HR&T graduate certificate program requires a baccalaureate degree with at least a 3.0 GPA, a major or a minor (or at least a 15 credit concentration) in speech communication, psychology, business, or a related area, plus at least one 3 credit course in research methods or statistics.

- ➔ Applicants must submit an online application to the graduate office, including: 1) a UNO graduate application form, 2) all college transcripts, 3) a 1000-word essay describing why they seek admission to the program and indicating which concentration they will be pursuing, and 4) at least one letter of recommendation from a professor or supervisor. (Students enrolled in other UNO master's degree programs must submit another graduate application for the HR&T certificate program.) Applications are due on July 1st or December 1st.
- ➔ Twelve of the fifteen required graduate credits must be selected from one of the two concentration course lists. For the **Human Resources** concentration, PSYC 8316 or PSYC 8646 is a requirement; for the **Training** concentration, SPCH 8156 or PSYC 9620 and EDAD 9650 or PSYC 9320 or HED 8750 are requirements.
- ➔ Three of the 15 required graduate credits are electives and must be selected from either concentration course list or from the approved electives list.
- ➔ Courses must be taken in at least two of the units within the certificate program (i.e., Communication, Psychology, Business Administration).
- ➔ To enroll in each course, students must obtain instructor approval and/or permit prior to registration.
- ➔ Students admitted to the HR&T graduate certificate program must create a portfolio containing at least one sample project from each course. A portfolio review will be conducted by the student's advisor before the certificate is awarded.
- ➔ To successfully complete the graduate certificate program, students must earn a "B" or better in every course.
- ➔ On-line Application:
<https://admit.nebraska.edu/applyUNO/login.action>
- ➔ Graduate Program Information:
http://www.unomaha.edu/graduate/programs/certificate_humanresourcesandtraining.php

Training and Development Concentration

This concentration focuses on enhancing training program design, implementation, assessment skills, and the developmental process through which organizations enhance work performance, communication, job satisfaction, and future career preparation. You will need five courses. Select a course from four of the bulleted lines.

- Communication Training & Development Skills (SPCH 8156) **OR** Industrial Training & Organizational Development (PSYC 9620) (**one is required**)
- Organizational Communication (SPCH 8176) **OR** Managing Performance in Organizations (BSAD 8310) **OR** Organizational Psychology (PSYC 8636)
- Communication for Instructional Settings (SPCH 8166)
- Communication Leadership and Power in Organizations (SPCH 8186) **OR** Seminar in Management (BSAD 8350)
- Program Evaluation (EDAD 9650) **OR** Seminar in Program Evaluation (PSYC 9320) **OR** Instruction and Evaluation (HED 8750) (**one is required**)
- Communication, Teamwork & Facilitation (SPCH 8566) or Principles of Collaboration (BSAD 8096) or Facilitation of Collaborative Problem Solving (ISQA 8080)

Human Resources Concentration

This concentration focuses on enhancing organizational performance through improving employee recruitment, selection, placement, performance evaluation, motivation, and retention. You will need five courses. Select a course from four of the bulleted lines.

- Seminar in Management (BSAD 8350)
- Seminar in Personnel (BSAD 8320) **OR** Communication Leadership and Power in Organization (SPCH 8186)
- Criterion Development & Performance Appraisal (PSYC 9660)
- Managing Performance in Organizations (BSAD 8310) **OR** Organizational Communication (SPCH 8176)
- Psychological Testing (PSYC 8316) **OR** Personnel Psychology (PSYC 8646) (**one is required**)
- Principles of Collaboration (BSAD 8096) **OR** Communication, Teamwork & Facilitation (SPCH 8566) **OR** Facilitation of Collaborative Problem Solving (ISQA 8080)

Electives List for Both Concentrations

Select one course from this electives list **OR** select any additional course from either concentration above.

- Topics in Speech Communication Seminar (COMM 8180)
- Mediation (SPCH 8806)
- Seminar in Industrial/Organizational Psychology (PSYC 9030)
- Industrial Motivation and Morale (PSYC 9610)
- Leadership Theories and Research (PSYC 9630)
- Cross-cultural Communication (SPCH 8536)
- Persuasion (SPCH 8516)
- Interpersonal Conflict (SPCH 4800)