

SPRING 2023



COLLEGE OF BUSINESS ADMINISTRATION  
EXECUTIVE AND PROFESSIONAL  
DEVELOPMENT PROGRAM

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## REGISTER

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**Call (402) 554-2448**



**Email: [unoepdp@unomaha.edu](mailto:unoepdp@unomaha.edu)**



**[cba.unomaha.edu/epdp](http://cba.unomaha.edu/epdp)**

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**In the spring of 2023**, the UNO College of Business Administration will be combining our EMBA, MBA and Executive and Professional Development programs in an effort to create collaborative and expanded educational opportunities for professionals in every stage of their career.

### **EMBA**

Deciding to get your Executive Master of Business Administration (EMBA) degree is a considerable investment in your career and your life. Our program is tailored to the needs of experienced professionals and will advance your knowledge and skills for continued growth in leadership roles within your organization.

The newly revised UNO EMBA degree is a 30-credit hour program which consists of three components: 1) EMBA Core Business Curriculum, 2) Executive Leadership Concentration or Business Analytics Concentration, 3) EMBA Capstone Project. This 17-month, cohort-based program provides the foundational knowledge and skills you will need to perform and compete at the senior management and leadership levels of your organization. Learning alongside fellow professionals means you will strengthen your network and learn from other leaders in a wide variety of industries.

The new EMBA program will begin in Fall 2023, email [kristilynch@unomaha.edu](mailto:kristilynch@unomaha.edu) for more information.

### **MBA**

UNO's traditional, part-time MBA program provides students at all professional levels with a strong foundation across various functions of business, with a focus on building leadership, communication, and analytical skills.

With flexible, eight-week classes offered in person and online, the MBA program allows you to progress in your career while pursuing your degree. Through small classes, team-based learning, and individualized attention every step of the way, your MBA experience is uniquely your own.

The UNO MBA program admits students three times per year: Fall, Spring and Summer. Please visit [mba.unomaha.edu](http://mba.unomaha.edu) for more information or email: [mba@unomaha.edu](mailto:mba@unomaha.edu).

### **EXECUTIVE AND PROFESSIONAL DEVELOPMENT PROGRAM**

Our Executive and Professional Development Program offers learners at every stage of their career opportunities to learn, grow and succeed in their chosen field. We have eight (8) certificate programs, exam prep courses and a variety of non-credit open enrollment and custom program options for individuals and organizations.



### **PMP Exam Prep**

The PMP® certification is the world's leading project management certification. It boosts careers for project leaders across industries and helps organizations find the people they need to work smarter and perform better.

This course includes a review of PMI® definitions and terms, practice taking PMP® exam simulation and access to an online test bank, memory aids, games and activities that will help you retain significant PMP® exam terms.

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Dates: Feb 2, 3, 9, 10

Jun 8, 9, 15, 16

Time: 8:00 am – 6:00 pm

Course Fee: \$1,999

### **Project Management Principles**

This course introduces the fundamental project management principles through discussion, presentation, and exercises. Learners will be exposed to a variety of project management methodologies with the opportunity to think through how each might apply to their project work. Tools that help a project manager to achieve their project goals are presented and practiced.

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Dates: Feb 23 & 24

Time: 8:30 am – 4:30 pm

Course Fee: \$799

### **Accounting for Non-Accounting Managers**

This workshop introduces you to the essential accounting skills any business professional needs to know. You will learn the language, tools, and techniques to become a more intelligent user of financial accounting reports and learn to better manage your projects.

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Date: Jun 23

Time: 8:30 am – 4:30 pm

Course Fee: \$399



## CERTIFICATE IN MINDFUL LEADERSHIP

Successful leaders are looking for new methods to navigate the ever changing workplace. This certificate links mindfulness to successful leadership elements and provides managers with the skills to consciously cultivate an ability to be present, open minded, and compassionate when interacting with team members.

Certificate fee: \$1,199

### Communicating Collaboratively

Communicating Collaboratively is a skill often missing in modern work teams. Yet, research shows that teams that do not just talk about collaboration but actually live it usually realize stronger results. Collaboration supports a shared purpose, provides value in the contributions and abilities of each team member, and when they speak frankly, they seek out and address conflict and they look for ways to improve the overall status quo.

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Date: Apr 21

Time: 8:30 am – 4:30 pm

Course Fee: \$399

### Unconscious Bias – Shining the Light on our Blind Spots

What you need to know about unconscious bias is this; we often do not even know we are participating in it! We habitually make decisions with partial information as our brains aggressively filter information and fill in gaps to make sense and meaning of the information we collect and the encounters we have. The problem with this reality is your professional success is dependent on your ability to demonstrate an elevated level of sensitivity. This means you must know you! The first step in shining a light on your blind spots is to increase your self-awareness, question your truths, and then only you can self-manage where you find your bias living.

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Date: May 19

Time: 8:30 am – 4:30 pm

Course Fee: \$399

## EQ Essentials

Emotional Intelligence, or EQ, is a specific set of learned competencies that allow us to accurately read and recognize our own emotions, impulses, and thought processes, and that of others, and to respond effectively with resilience, wisdom, and adaptability for best case outcome in every situation. EQ is an essential ingredient of long-term success, particularly in complex and ever changing workplace environments. Well-developed EQ allows us to gain deeper insight into interpersonal dynamics and greater mastery over navigating a care focused environment.

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Date: Jun 9

Time: 8:30 am – 4:30 pm

Course Fee: \$399

## Mindful Leadership

Learn about tools that will improve your insight – gratitude, reframing, active listening, feedback and journaling. Your team will benefit if you learn to identify and control your biases and reduce your own stress level. You will see leadership in a new light.

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Date: Jul 14

Time: 8:30 am – 4:30 pm

Course Fee: \$399

## SHRM-CP AND SHRM-SCP EXAM PREP

Prepare yourself to achieve SHRM Certification which defines the standards of knowledge, strategies and competencies required for effective HR professionals. This course uses the SHRM Learning System, historically ranked the #1 HR certification prep tool.

With the SHRM Certification, you can prove to your employers, clients, and peers that you have the knowledge and skills needed to succeed as the demands on HR professionals continue to evolve. In fact, 92% of HR executives agreed in a recent survey that it will be important for HR professionals to be SHRM-certified in the future. Don't wait, register for this course today!

### Course Details:

- 3 – 3-hour live/synchronous sessions via Zoom
- 6 - 9pm
- Wednesday's, Feb 22 – May 17
- Course Fee: \$1,699



*Interested in attending an info session?*

*Email Kim at [kkharter@unomaha.edu](mailto:kkharter@unomaha.edu) for dates.*

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## SHRM ESSENTIALS OF HUMAN RESOURCES

Backed by SHRM's track record of providing quality HR training, the SHRM Essentials of Human Resources course covers the topics you need to meet key HR challenges that are relevant to you and your company. In less than 20 hours of training time, you can cover the issues you need to reduce potentially costly lawsuits.

Developed by leading HR experts, HR practitioners, and legal counsel, the SHRM Essentials of Human Resources course covers introductory HR topics in a condensed, easy-to-understand format. The straightforward format ensures that HR concepts can be mastered and applied to real-life situations.

Along with classroom interaction with peers and the instructor, case study exercises threaded throughout the program provide opportunities to practice applying newly acquired HR skills during training prior to using them on the job.

### Who can benefit from this course?

- New and junior HR practitioners who need to increase their knowledge base
- Small business owners of office managers who perform the HR function for their company and business managers who want to learn basic HR best practices to avoid costly litigation.
- New or experienced managers interested in learning more about employee management skills
- Job seekers who are investigating HR as a new career option or want to enhance their resume with HR skills.

### Course dates:

- 5 - 3-hour live classroom session
- 9am – 12noon
- Thursday's, Jun 1, 8, 15, 22, 29
- Course Fee: \$899



# CERTIFICATE IN PROJECT MANAGEMENT

## PROJECT MANAGEMENT CERTIFICATE

Learn practical skills and knowledge that you can use immediately in your career. This certificate will provide learners with an essential benchmark of your project management knowledge and the technical and organizational skills to help you advance in your career. All project management courses are PMBOK aligned to fill PMI (Project Management Institute) certification requirements. All classes have been updated to PMBOK 6th edition. Certificate fee: \$2,499

### Project Management Principles

This course introduces the fundamental project management principles through discussion, presentation, and exercises. Learners will be exposed to a variety of project management methodologies with the opportunity to think through how each might apply to their project work. Tools that help a project manager to achieve their project goals are presented and practiced.

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Dates: Feb 23 & 24  
Time: 8:30 am – 4:30 pm  
Course Fee: \$799

### Requirements Elicitation

In this class, you will learn various methods of gathering requirements, such as prototyping and reverse engineering. You will practice correctly writing requirements. If your requirements are communicated accurately, everyone prospers!

---

Dates: Apr 6 & 7  
Time: 8:30 am – 4:30 pm  
Course Fee: \$799

### Communicating Collaboratively

Communicating Collaboratively is a skill often missing in modern work teams. Yet, research shows that teams that do not just talk about collaboration but actually live it usually realize stronger results. Collaboration supports a shared purpose, provides value in the contributions and abilities of each team member, and when they speak frankly, they seek out and address conflict and they look for ways to improve the overall status quo.

---

Date: Apr 21  
Time: 8:30 am – 4:30 pm  
Course Fee: \$399

### Accounting for Non-Accounting Managers

This workshop introduces you to the essential accounting skills any business professional needs to know. You will learn the language, tools, and techniques to become a more intelligent user of financial accounting reports and learn to better manage your projects.

---

Date: Jun 23  
Time: 8:30 am – 4:30 pm  
Course Fee: \$399

### Introduction to Agile

This course explores the methodologies and practices of Agile development and explains the key concepts and principles that form the foundation of Agile project management.

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Online

*Choose any full day or two half day courses listed in this catalog to complete this certificate.*

***Address needs affecting your entire organization, group, or department – let us help you design a custom class or certificate for your organization.***

# CERTIFICATE IN BUSINESS ANALYSIS

## BUSINESS ANALYSIS CERTIFICATE

Successful business analysts have the skills to work with data, an understanding of business and the ability to communicate information to people in all areas of your organization. This certificate program will help you improve the overall flow of information in all situations.

Certificate fee: \$2,499

### Project Management Principles

This course introduces the fundamental project management principles through discussion, presentation, and exercises. Learners will be exposed to a variety of project management methodologies with the opportunity to think through how each might apply to their project work. Tools that help a project manager to achieve their project goals are presented and practiced.

Dates: Feb 23 & 24

Time: 8:30 am – 4:30 pm

Course Fee: \$799

### Core Principles

You will learn business analysis and its principles, practices, roles, and responsibilities. Whether you are a new business analyst or experienced, you will benefit from creating an actual feasibility study and examining a current business case.

Dates: Mar 9 & 10

Time: 8:30 am – 4:30 pm

Course Fee: \$799

### Requirements Elicitation

In this class, you will learn various methods of gathering requirements, such as prototyping and reverse engineering. You will practice correctly writing requirements. If your requirements are communicated accurately, everyone prospers!

Dates: Apr 6 & 7

Time: 8:30 am – 4:30 pm

Course Fee: \$799

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Date: Apr 21

Time: 8:30 am – 4:30 pm

Course Fee: \$399

### Process Mapping for Business Improvement

Learn the sequence and symbols commonly used to plan processes. You will proceed from mapping existing, organized processes toward planning the future state of processes. In teams, you will actually map several as-is processes and then proceed to mapping at least one future process.

Date: May 12

Time: 8:30 am – 4:30 pm

Course Fee: \$799

### Introduction to Data Analysis

This course will introduce the different types of decisions made in an organizational setting, why quantitative analytics is important, and how data quality can affect decision making.

Online



## LEAN CERTIFICATE

This hands-on practical series will give you the experience and confidence to implement Lean improvements in your production process.

Certificate fee: \$1,999

### Principles of Lean

Lean methodology aims to deliver maximum value while minimizing waste. When implemented as a business philosophy, Lean drives sustainable improvements and results within an organization. Explore the foundations of Lean and its common tools.

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Date: Jan 27

Time: 8:30 am – 4:30 pm

Course Fee: \$399

### 5S + Safety

Improve your facility efficiency through organization. 5S is a five-step methodology that will help reduce downtime and eliminate defects from your processes. When implemented correctly, 5S helps create and maintain an organized, safe, clean, and efficient workplace.

---

Date: Feb 17

Time: 8:30 am – 4:30 pm

Course Fee: \$399

### Value Stream Mapping

Value Stream Mapping is a Lean manufacturing visualization tool for recording all the processes that are required to bring a product to market. An important goal of value stream mapping is to identify processes that do not provide value so they can be improved.

---

Dates: Mar 9 & 10

Time: 8:30 am – 4:30 pm

Course Fee: \$399

### Setup Reduction

Setup Reduction is a Lean tool that focuses on eliminating waste in manufacturing operations. Setup projects have the added benefit that they can be accomplished with little investment in time or money.

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Date: Mar 31

Time: 8:30 am – 4:30 pm

Course Fee: \$399

### Cellular

Cellular manufacturing and work cells are the heart of Lean. In cellular manufacturing, workstations and equipment are arranged in a sequence that supports a smooth flow of materials and components with minimal transport or delay. Implementation of this Lean method is often the key to increasing production speed and flexibility, as well as reducing cost.

---

Date: Apr 21

Time: 8:30 am – 4:30 pm

Course Fee: \$399

### Change Management for Lean Operations

This hands-on course will demonstrate how to analyze the interaction of people, materials, methods, and machines in a work process and develop the most effective combination of resources and time to reduce waste.

---

Date: May 12

Time: 8:30 am – 4:30 pm

Course Fee: \$399

# EMERGING LEADER CERTIFICATE

## EMERGING LEADER CERTIFICATE

These courses are designed for early leaders, supervisors and potential management candidates. You will learn the skills, tools, and habits of successful leaders.

**NEW! Complete the certificate, earn an Emerging Leader Badge**

Certificate Fee: \$1,199



### Foundations of Management

Building your skills and interpersonal understanding not only benefits direct reports, but also strengthens the organization. In this course, you will learn the differences between leadership and management and how in leadership, it is your behavior that makes you successful.

Date: Jan 31

Time: 8:30 am – 12 noon

Course Fee: \$199

### Work Smarter, Not Harder

As you attempt to maximize your productivity, make a conscious effort towards planning and scheduling activities of the day into periods. This effort and the result is referred to as time management. Through effective time management you will increase the probability of getting priority tasks done and completed.

Date: Feb 14

Time: 8:30 am – 12 noon

Course Fee: \$199

### Transitioning To Supervision

As you move into a supervisory or management position, you are facing one of the most challenging leadership experiences. As a leader, you must now add to the task of being an individual contributor, the responsibility of directing, motivating and coaching others. During this session you will explore issues facing supervisors who must now get work done through others, including former peers.

Date: Feb 28

Time: 8:30 am – 12 noon

Course Fee: \$199



# EMERGING LEADER CERTIFICATE

## Changing Conflict Into Collaboration

Conflict is natural in the workplace and is as much a part of working with others as communication. Handled appropriately, your conflict can lead to positive, cooperative situations.

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Date: Mar 14  
Time: 8:30 am – 12 noon  
Course Fee: \$199

## Managing Difficult Conversations

Being able to manage difficult conversations effectively is an essential business skill for anyone, especially leaders. Disagreements, conflicts, and difficult situations don't go away, they tend to fester unless they are dealt with in an appropriate way. In this class, you will learn valuable techniques and strategies that will make it easier to handle difficult conversations successfully.

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Date: Mar 28  
Time: 8:30 am – 12 noon  
Course Fee: \$199

## Managing Employee Behavior

Based on the book, *People Styles at Work*, this course will give you a deeper understanding of behaviors associated with different work styles for better communication and a foundation for effective leadership practices.

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Date: Apr 11  
Time: 8:30 am – 12 noon  
Course Fee: \$199

## Managing Teams Effectively

This course will focus on equipping those who lead teams with the knowledge and tools necessary to manage group dynamics, coach team members to encourage peak performance, and communicate effectively with your team and company stakeholders.

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Date: Apr 25  
Time: 8:30 am – 12 noon  
Course Fee: \$199



## MINI MBA CERTIFICATE

Take your leadership to a new level with this comprehensive, application-based program from expert faculty at the University of Nebraska at Omaha College of Business Administration. This certificate is a mini-MBA, designed for the working leader of today who want to gain cutting edge business knowledge and marketable skills. You will gain skills in strategy, finance, marketing and leadership. Certificate fee: \$1,999

### Developing your Leader Thinking Skills

Through discussion and exercises, this session focuses on leader cognition and the implications for leading effectively.

---

Date: Mar 23  
Time: 8:30 am – 12 noon  
Course Fee: \$249

### Strategies for Coping with Change

To better deal with complexity, rapid change, and ambiguity, you will learn techniques and tools including Idea to Reflection, Unpacking an Experience, Mind Mapping, Reframing and Reflection Practice.

---

Date: Mar 23  
Time: 1:00 pm – 4:30 pm  
Course Fee: \$249

### Market Dynamics: Intended and Unintended Consequences

You will be encouraged to “Think Like an Economist” while learning about trade and comparative advantage, market demand curve, market supply curve and market equilibrium.

---

Date: Mar 30  
Time: 8:30 am – 12 noon  
Course Fee: \$249

### Strategic Marketing Management

You will understand marketing’s role, learn the process of relationship building within and outside the organization, develop insights about segmentation, target market selection and positioning strategies and understand how to develop action-oriented marketing mix strategies.

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Date: Mar 30  
Time: 1:00 pm – 4:30 pm  
Course Fee: \$249

### Strategic Growth

Strategic growth requires understanding of who you are, what you have, and where you want to go. Discussions and exercises around strategy allow you to understand what it is, why organizations need it, how to grow strategically, and identify avenues for growth.

---

Date: Apr 6  
Time: 8:30 am – 12:00 noon  
Course Fee: \$249

### The Power of Human Capital

This session will allow participants to maximize the contribution of the organization’s human resources by learning to hire well, train and coach for optimum performance, and address behavior and performance issues.

---

Date: Apr 6  
Time: 1:00 pm – 4:30 pm  
Course Fee: \$249

### Managerial Accounting

You will gain an understanding of the role of a management accountant in an organization, the influence of managerial accounting in strategy development, data analytics and performance evaluation, and cost behavior. You will also conduct a cost-volume-profit analysis.

---

Date: Apr 13  
Time: 8:30 am – 12 noon  
Course Fee: \$249

# MINI MBA CERTIFICATE

## Finance for the Executive

You will be introduced to topics specific to financial management. Emphasis is given to major functions of financial management as they pertain to valuation, risk and risk-return trade-off, financial analysis and planning, and capital budgeting.

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Date: Apr 13

Time: 1:00 pm – 4:30 pm

Course Fee: \$249

## Strategies for Effective Team Collaboration

Collaboration is the discipline of leveraging the intelligence, experience, and motivation of a group to make better decisions and achieve a desired goal. You will learn the fundamental concepts, practices, and tools of effective collaboration. You will also be introduced to additional concepts associated with teams and team decision making, providing feedback, coaching and effective delegation and empowerment of team members.

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Date: Apr 20

Time: 8:30 am – 12:00 noon

Course Fee: \$249

## Impacts of Organizational Behavior in Business

You will understand the relationship between common performance measures and human behavior and learn alternative views on how to adapt to contexts where behavioral changes are required, both from employees and the managers who supervise their work.

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Date: Apr 20

Time: 1:00 pm – 4:30 pm

Course Fee: \$249

***“This class was very motivating – lots of information, but the goal was clear and left you feeling empowered.”***

***– Christine Cummins***





## STRATEGIC PROJECT MANAGEMENT CERTIFICATE

As a strategic project manager, you will collaborate with other managers, such as finance, IT, and HR managers to execute projects. You will also analyze the project to make sure that the work aligns with the strategic goals of your organization. Earn PDU's in technical, leadership and strategic business management to maintain your PMP certification. This is a blended certificate. Certificate fee: \$2,499

### Core Principles

You will learn business analysis and its principles, practices, roles, and responsibilities. Whether you are a new business analyst or experienced, you will benefit from creating an actual feasibility study and examining a current business case.

Dates: Mar 9 & 10  
Time: 8:30 am – 4:30 pm  
Course Fee: \$799

### Developing your Leader Thinking Skills

Through discussion and exercises, this session focuses on leader cognition and the implications for leading effectively.

Date: Mar 23  
Time: 8:30 am – 12 noon  
Course Fee: \$249

**Strategies for Coping with Change** To better deal with complexity, rapid change, and ambiguity, you will learn techniques and tools including Idea to Reflection, Unpacking an Experience, Mind Mapping, Reframing and Reflection Practice.

Date: Mar 23  
Time: 1:00 pm – 4:30 pm  
Course Fee: \$249

**Managerial Accounting** You will gain an understanding of the role of a management accountant in an organization, the influence of managerial accounting in strategy development, data analytics and performance evaluation, and cost behavior. You will also conduct a cost-volume-profit analysis.

Date: Apr 13  
Time: 8:30 am – 12 noon  
Course Fee: \$249

**Finance for the Executive** You will be introduced to topics specific to financial management. Emphasis is given to major functions of financial management as they pertain to valuation, risk and risk-return trade-off, financial analysis and planning, and capital budgeting.

Date: Apr 13  
Time: 1:00 pm – 4:30 pm  
Course Fee: \$249

### Managing Real World Projects

This six-module course presents a stream-lined approach to project management based on the best practices of experienced, effective project managers. It focuses on the key principles, tools, and techniques of managing projects in the real world.

Online

*"This class was very informative and taught me many things that I always had ideas of how it worked but never knew for sure. I enjoyed it!"*  
– Brian Timm

## **Integrating Agile into a Waterfall Environment**

This course is designed to help Agile practitioners recognize and resolve many of the common issues that emerge when Agile concepts are introduced into Waterfall organizations. The course begins with video segments from seasoned Agile trainers and practitioners who provide tips and best practices for addressing integration obstacles. Waterfall practitioners work to resolve differences in the ways that they see and execute tasks. As you evaluate these case studies, you will learn to deconstruct and diagnose any underlying problems that need to be resolved. While you work to decode

and correct these issues, you will begin to recognize the common pitfalls that can happen as project teams collaborate and interact.

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Online.

## **Principles of Scrum**

This course outlines the fundamental theories and principles of Scrum frameworks, including the underlying philosophy and essential tools practitioners need to adapt to an Agile way of working. Implemented properly, these techniques can produce extraordinary results for stakeholders and customers.

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Online





**SAFETY LEADERSHIP CERTIFICATE**

The Safety Leadership Certificate from the University of Nebraska at Omaha and the National Safety Council Nebraska will help you develop your leadership mentality and give you the skills to succeed in your safety or HR role. You will learn how to demonstrate commitment and conviction towards improved decision making, risk reduction best practices, safety management systems and performance measurement. Certificate fee: \$2,199

Email Kim Harter, [kkharter@unomaha.edu](mailto:kkharter@unomaha.edu), to reserve your spot.

**Safety Management Techniques**

Learn a balanced approach to safety management by addressing administrative, technical, and cultural elements. You will discover methods that characterize safety leaders and problem solvers. Topics include: how and when to delegate safety authority, multi-year safety and health management plans, conducting safety audits, effectively working with a safety and health committee, and budgeting for safety and health.

Date: Mar 24, May 19, Jul 14, Sep 15

**Communicating Collaboratively**

Communicating Collaboratively is a skill often missing in modern work teams. Yet, research shows that teams that do not just talk about collaboration but actually live it usually realize stronger results. Collaboration supports a shared purpose, provides value in the contributions and abilities of each team member, and when they speak frankly, they seek out and address conflict and they look for ways to improve the overall status quo.

Date: Apr 21

**People Styles and Crucial Coaching**

To achieve results, a leader must decide what is to be done, who is to do it, and ensure that it is done. This requires skills in direction setting, talent alignment, and the coaching of team members to perform their best.

You will also gain a deeper understanding of behaviors associated with different workstyles for better communication and a foundation for effective leadership practices.

Date: Jun 16

**Project Management for Safety**

This course introduces the fundamental project management principles through discussion, presentation, and exercises. Learners will be exposed to concepts and terminology, methodologies, performance domains/practices and the project planning lifecycle.

Date: Aug 18

**Change Management and Conflict Management**

Identify internal and external causes of change, the benefits of change and how to help yourself and your organization manage complex, rapid change. Learn the skills and tools necessary to boost productivity and morale, while reducing job stress during these times of rapid change.

You will also learn that while conflict is natural in the workplace, and is as much a part of working with others as is maintaining a safe, comfortable environment, when handled appropriately, your conflict can lead to positive, cooperative situations.

Date: Sep 15

## **Logistics and Supply Chain Certificate**

The purpose of this certificate is to assist working professionals with career advancement by enhancing their knowledge of supply chain management. The graduate certificate is designed to expand student's knowledge of both theory and practice in the field of supply chain management.

Program Contact: Sarah Heimerman,  
sheimerman@unomaha.edu

## **Human Resources and Training Certificate**

The purpose of this graduate certificate in Human Resources and Training (HRST) is to help post-baccalaureate students and working professionals expand their educational background and enhance their knowledge and skills in either human resources or training and development. The first concentration, human resources, focuses on enhancing organizational effectiveness through employee recruitment, selection, placement, performance evaluation, motivation, and retention. The second concentration, training and development, focuses on enhancing training skills and program design including developing, implementing, assessing, and delivering training programs. The HRST certificate is useful for individuals currently employed in the human resources or training fields and for individuals who desire to enter those fields. The graduate courses required for this certificate address both theory and application from the fields of communication, psychology and business.

Program Contact: Lynn Harland, PhD,  
lharland@unomaha.edu

## **Business for Bioscientists Certificate**

This certificate program provides a basic understanding of business principles to biomedical PhD students. While UNMC PhD students receive extensive training in research methods and the principles of biology and medicine, they receive no formal training in business fundamentals. However, a significant portion of the biomedical PhD students obtain employment in pharmaceutical, biotechnology and other industries. For students with these career goals, formal training in business would markedly enhance your career options and competitiveness for these industry positions.

Program Contact: Kristi Lynch, kristilynch@unomaha.edu

## **Economic Education Certificate**

This certificate is designed to help high school economics instructors obtain the graduate credit hours required to teach economics as a dual enrollment course. Once this certificate is completed, high school teachers will be qualified to deliver advanced courses in economics (AP, honors, and dual enrollment) so that their students can fulfill graduation requirements and also earn college credits.

Program Contact: Jamie Wagner, jfwagner@unomaha.edu

*We collaborate with you and our subject matter experts to design customized programs addressing your business challenges. Call us at (402) 554-2448.*

## Master of Business Administration

UNO's Master of Business Administration (MBA) is AACSB Accredited – the highest standard of achievement for business schools worldwide. The program also ranks among the nations top 100 part-time MBA programs (U.S. News and World Report, 2019)

The MBA curriculum is designed for working professionals by offering courses in the evening or online. Enroll as a part-time or full-time student. The program also offers 10 concentrations for students looking to advance in their current field or transition to a new industry in the following areas:

1. Business Analytics
2. Business Technology
3. Collaboration Science
4. Healthcare Management
5. Human Resource Management
6. International Business
7. Investment Science
8. Risk Management
9. Supply Chain Management
10. Sustainability

## Master of Accounting

Our Master of Accounting (MAcc) program allows you to meet the 150 credit hour requirement for the CPA exam and includes four concentration options:

1. Generalist
2. Financial Reporting and Auditing
3. Strategic Management Accounting
4. Information Analysis

Our program has earned specialized AACSB Accounting Accreditation, placing it among the top 190 programs worldwide, and an endorsement from the Institute of Management Accountants (IMA).

## Master of Science in Economics

The economics graduate program provides a solid background in theory, quantitative methods, and applied skills addressing the needs of economists involved in the analysis of domestic and international business and economic conditions, financial analysis, policy analysis, forecasting, simulation and related work. This program includes both MS and MA options. Concentrations include:

1. Business Economics
2. Econometrics and Data Analytics
3. Growth and Innovation Economics
4. International Economics
5. Monetary and Financial Economics
6. PhD. Preparatory
7. Public Policy Economics
8. Trade and Global Value Chains



**AACSB**  
ACCREDITED

The UNO College of Business Administration is an accredited member of AACSB International – The Association to Advance Collegiate Schools of Business – since 1965.

AACSB Accreditation is known, worldwide, as the longest standing, most recognized form of specialized/professional accreditation an institution and its business programs can earn.

## HOW TO REGISTER

Online: via the registration link on the course pages at [cba.unomaha.edu/epdp](http://cba.unomaha.edu/epdp)

Email: [unoepdp@unomaha.edu](mailto:unoepdp@unomaha.edu)

Call: (402) 554-2448

## COURSE PAYMENT

Full payment is due at the time of registration. If your company is paying for your registration and you would like an invoice, please call or email Kim Harter, (402) 554-3451, [kkharter@unomaha.edu](mailto:kkharter@unomaha.edu)

## COURSE FEES

Course fees subject to change. Group pricing available, contact us for more information.

## COURSE DATES

Course dates subject to change. Please check website for current information.

## COURSE LOCATION

Unless otherwise noted, all classes will be held at the University of Nebraska at Omaha, College of Business Administration, 6708 Pine Street, Omaha, NE 68182.

## CANCELLATION POLICY

All withdrawal or deferral notifications must be sent in writing via email to [unoepdp@unomaha.edu](mailto:unoepdp@unomaha.edu). Confirmed registrants who do not attend their course(s) are liable for the entire registration fee.

A full refund may only be obtained if notification is received at least 10 days prior to the program start date. Due to program preparation and administration costs, any withdrawals or deferrals received less than 10 days prior to the program start date are subject to penalty fees as described below:

- More than 10 days' notice: Full refund minus \$50.00 administration fee
- 10 to 3 days' notice: 50% Refund OR 100% deferral to next program
- Less than 2 days' notice: 0% Refund OR 100% deferral to next program

Deferrals: Participants may defer to a future program; transfers are valid only within one year of the original program start date. It is the responsibility of the participants to enroll in a course, at which time the balance will transfer. After one year, the balance is nonrefundable.

## CONTACT US

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