







COLLEGE OF BUSINESS ADMINISTRATION
EXECUTIVE AND PROFESSIONAL
DEVELOPMENT PROGRAM

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Omaha Airport Authority Leadership Development Class of 2023





WHAT DO YOU WANT TO LEARN?



EMERGING LEADER 7 Classes



MINI MBA 10 Classes



PROJECT MANAGEMENT 6 Classes



BUSINESS ANALYSIS
6 Classes



SAFETY LEADERSHIP
5 Classes



LEAN 5 Classes

Invest in yourself. Invest in your future.

CONTACT UNDEPDP@UNOMAHA.EDU FOR MORE INFORMATION

SEEKING YOUR INPUT!

Senior leadership involves a combination of honed skills, self-awareness, and a commitment to ongoing personal and professional growth. Transitioning from leading a specific department, area, or team to running a broader, more significant function within an organization presents a new set of demands that requires a broader strategic vision to meet the organization's needs, drive growth, and avoid common pitfalls.

In an effort to meet the growing needs of senior leaders, we are putting together a series of interactive and innovative non-credit classes targeted to help organizational leaders reach their full potential. Please click the QR code and answer a short survey to provide feedback on the topics most in demand for your senior leaders. This will help us design our upcoming program.

We hope to launch this program in the third or fourth quarter 2024.



Understanding Generations at Work

There are currently five generations in the workforce, and employers faced with the retirement of Baby Boomers are looking for ways to prepare for the changes that will result. This training examines the history and reality of the generation gap. This course explores why people of different generations view the world so differently and why they are motivated in such different ways. Understanding other generations helps us understand ourselves and better manage the people who work for us and with us. We will explore problems, solutions and strategies to help overcome many of the issues generational gaps can create.

Date: May 10

Time: 8:30 am - 12:00 pm

Course Fee: \$199

MOVE YOUR CAREER FORWARD WITH SHRM CERTIFICATION

Increase your chances of passing your SHRM certification exam by attending our exam prep course.

We combine the SHRM Learning System with our expert SHRM certified instructor to offer you the most comprehensive and effective way to prepare for success on your exam.

Live virtual classes | 3-weeks | Wednesday evenings 6-9 PM | Fee: \$1,699 Classes begin February 2024

CONTACT UNOEPDP@UNOMAHA.EDU FOR MORE INFORMATION.

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.

Complete the certificate and earn an Emerging

Leader Digital Badge Certificate Fee: \$1,199



Foundations of Management

Building your management 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 30

Time: 8:30 am - 12:00 pm 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.

Date: Feb 13

Time: 8:30 am - 12:00 pm 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. Effective time management will increase the probability of getting priority tasks done and completed.

Date: Feb 27

Time: 8:30 am - 12:00 pm 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.

Date: Apr 23

Time: 8:30 am - 12:00 pm

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.

Date: Mar 26

Time: 8:30 am - 12:00 pm

Course Fee: \$199

Changing Conflict Into Collaboration

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

Date: Apr 9

Time: 8:30 am - 12:00 pm

Course Fee: \$199

Transitioning To Supervision

As you move into a supervisor 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: Mar 12

Time: 8:30 am - 12:00 pm

Course Fee: \$199

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 to demonstrate commitment and conviction towards improved decision-making, risk reduction best practices, safety management systems and performance measurement.

Certificate fee: \$2,499

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 work-styles for better communication and a foundation for effective leadership practices.

Date: Mar 15

Time: 8:30 am - 4:30 pm

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 realize stronger results. Collaboration supports a shared purpose and provides value in the contributions and abilities of each team member. They seek out and address conflict and look for ways to improve the overall status quo.

Date: Apr 26

Time: 8:30 am - 4:30 pm

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: Jun 7

Time: 8:30 am - 4:30 pm

HR Laws for Supervisors and Conflict Management

This course provides a general understanding of employment laws, as well as best practices and how to appropriately manage employees in the workplace to remain in compliance.

Also, as managers and employees deal with conflict on a daily basis, you will gain insight and tools to help you manage conflict more productively.

Date: Jun 28

Time: 8:30 am - 4:30 pm

Safety Management Techniques

Learn a balanced approach to safety. 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.

Dates: Feb 23, Apr 12, May 17, Jul 19

Time: 8:30 am - 4:30 pm

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. 92% of HR executives agreed that it will be important for HR professionals to be SHRM-certified in the future.

Don't wait; register for this course today!

Dates: Begins February 6, 2024 Time: 6:00 pm - 9:00 pm

Course Fee: \$1,699

Interested in attending an info session?

Email Kim Harter at kkharter@unomaha.edu for dates.





BUSINESS ANALYSIS CERTIFICATE

Successful business analysts have the skills to work with data, a strong understanding of business skills to work with data and the ability to communicate information to people in all areas of the organization. This certificate program will help you to improve organizational needs and recommend solutions that will deliver value to your stakeholders.

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 1 & 2 Time: 8:30 am - 4:30 pm Course Fee: \$799

Core Principles of Business Analysis

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

Dates: Feb 29 & Mar 1 Time: 8:30 am - 4:30 pm Course Fee: \$799

Requirements Elicitation

In this class, you will learn how to identify your project's exact requirements from start to finish. You will learn the process of researching, identifying and documenting project exact requirements and practice writing requirements correctly.

Dates: May 16 & 17 Time: 8:30 am - 4:30 pm Course Fee: \$799

Communicating Collaboratively

Communicating collaboratively is a skill often missing in modern work teams. Research shows that teams that do not just talk about collaboration but live it realize stronger results. Collaboration supports a shared purpose, provides value in the contributions and abilities of each team member, supports conflict management, and improves the overall status quo.

Date: Apr 26

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 map existing, organized processes toward planning the future state of processes. In teams, you will map several as-is processes and then proceed to mapping at least one future process.

Date: TBD

Time: 8:30 am - 4:30 pm Course Fee: \$399

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 – self-paced Course Fee: \$79

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

LEAN CERTIFICATE

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

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. In this course, you will explore the foundations of Lean and its common tools.

Date: Feb 23

Time: 8:30 am - 4:30 pm Course Fee: \$399

5S + Safety

Improve your facility's 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: Mar 15

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 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: Apr 11 & 12 Time: 8:30 am - 4:30 pm Course Fee: \$799

Cellular Flow - Kaizen

You will learn how to link and balance operations to reduce lead times, minimize waiting, optimize space usage, and improve productivity. Your instructor will lead you through the MEP 5-step process for designing and implementing work cells. Also included are techniques of set-up/change-over-time reduction to enable optimum process flexibility and flow.

Date: May 10

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: Jun 14

Time: 8:30 am - 4:30 pm Course Fee: \$399

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 wants to gain cutting edge business knowledge and marketable skills. You will develop 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 7

Time: 8:30 am - 12:00 pm 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 7 Time: 1:00 - 4:30 pm 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.

Date: Mar 14

Time: 8:30 am - 12:00 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 14 Time: 1:00 - 4:30 pm 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: Mar 21

Time: 8:30 am - 12:00 pm Course Fee: \$249

Strategic Growth

Strategic growth requires an 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: Mar 21 Time: 1:00 - 4:30 pm Course Fee: \$249

Managerial Accounting

You will gain an understanding of the role of a management accountant in an organization, understand 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: Mar 28

Time: 8:30 am - 12:00 pm 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: Mar 28 Time: 1:00 - 4:30 pm 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.

Date: Apr 4

Time: 8:30 am - 12:00 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.

Date: Apr 4 Time: 1:00 - 4:30 pm

Course Fee: \$249

What Our Students are Saying:

- I loved this course, it was one of the most helpful I have had in years.
- Best presentation of multiple disciplines I've seen yet!
- Definitely beneficial for the people in the corporate world!

A CAREER IN BUSINESS STARTS WITH AN MBA PROGRAM THAT FITS YOUR NEEDS The UNO MBA Program is designed for busy professionals. Pursue your MBA while also progressing in your career. • Affordable tuition rates • Flexible evening and online classes • Choose from 10 concentrations • Accredited by the Association to Advance College Schools of Business (AACSB) CONTACT MBA@UNOMAHA.EDU FOR MORE INFORMATION.

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 their project management knowledge and the technical and organizational skills to help them advance in their careers. All project management courses are PMBOK aligned to fulfill 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.

Dates: Feb 1 & 2 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: May 16 & 17 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 live it usually realize stronger results. Collaboration supports a shared purpose and provides value in the contributions and abilities of each team member. When they speak frankly, they seek out and address conflict and look for ways to improve the overall status quo.

Date: Apr 26

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.

Online – self-paced Course Fee: \$249

Problem Solving in Today's World

Today's problems come in all shapes and sizes and are only growing more complex. Specialized roles, remote teams and organizations with siloed departments. Develop your ability to innovate, think strategically and gain a competitive advantage for your organization.

Date: TBD

Time: 8:30 am - 4:30 pm Course Fee: \$399

PROJECT MANAGEMENT PROFESSIONAL (PMP)® EXAM PREPARATION

The PMP certification is designed to build on and solidify the training an experienced project manager already has.

It is applicable to project managers in any industry: health, construction, information technology and business.

Live In-Person | 4 days, 36 hours | Fee: \$1,999

CONTACT UNDEPDP@UNOMAHA.EDU FOR MORE INFORMATION.

This class was amazing, the instructor was great about diverse learning formats and adapting to students...as well as connecting to real-world examples!"

EXECUTIVE GRADUATE CERTIFICATES

EXECUTIVE GRADUATE CERTIFICATES

UNO's Executive Graduate Certificates are designed for seasoned professionals looking for career progression:

- Expand your network
- Build credibility among your peers
- Expand your leadership skills
- · Gain a competitive edge
- Achieve your potential

This certificate program is comprised of two-credit hour graduate-level courses. The first two days of each program will be an on-campus orientation, with a majority of the class sessions held in an online synchronous format.

Program Contact: Amber Evenson, aevenson@unomaha.edu

Executive Graduate Certificate in Business

Broad knowledge of the many areas of business is essential for organizational leaders in today's competitive environment. This program allows you to acquire skills quickly and focus solely on the business content you need. Gain a deeper understanding of business decision-making, financial analysis, and strategic thinking to succeed in various industries.

Credit Hours: 14 Dates: Begins Aug 2024 Certificate Fee: \$15,000

Executive Graduate Certificate in Business Leadership

Today's organizational leadership goes beyond mere management. Successful leaders not only manage employees but also inspire and motivate them, drive performance, and create a positive workplace culture. This certificate is the ideal option for professionals looking to fast-track their leadership development. The program is designed to cover the latest trends and practices in leadership, with a focus on effective personnel management and strategic leadership in modern organizations.

Credit Hours: 12 Dates: Apr 6 - Oct 11 Certificate Fee: \$12,500

Executive Graduate Certificate in Business Analytics

Today's organizations have access to enormous amounts of data, and those who are able to translate it into meaningful insights can gain a competitive advantage in the marketplace. This certificate program is an excellent option for executives and managers who want to improve their data-informed decision-making skills. Courses focus on the accurate use of business intelligence tools to better evaluate, interpret, and utilize reports from their organizations' analytics team.

Credit Hours: 12 Dates: Apr 6 - Oct 11 Certificate Fee: \$12,500

Interested in custom programming?

We will work with you to determine the level of customization and needs of your organization.

Call (402) 554-2448 for more information.

DIGITAL BADGES

DATA LITERACY MICRO-CREDENTIAL PROGRAM

Learn to use data to make decisions, make sense of the world and prepare for your future. You will gain the knowledge and resources needed to make informed decisions and solve problems. This micro-credential is focused on practical knowledge that will help you gain data literacy skills and increase your value to any organization.

By completing each course, you will earn a badge in Introduction to Statistics, Introduction to SQL and Introduction to Power BI. Complete all three courses to earn a Data Literacy Micro-Credential.

Introductory Statistics with Excel and Power Query

You will be introduced to a powerful tool to extract and transform data: Power Query. Power Query allows you to extract data from numerous data sources, transform that data, and load the appropriate data into your application. Using this data, we will show you how to implement various statistical tests in Excel and what they mean for your business.

Time: 1:00 pm - 4:00 pm Course Fee: \$150

Introductory SQL and Power Query

Businesses often house their data in databases. In this class, you will learn how to transform this data using a language common to databases: Structured Query Language (SQL). This language can be used in combination with Power Query to refine your dataset for analysis. You will learn how to use SQL and Power Query to build data models in business intelligence tools like Power BI.

Time: 1:00 pm - 4:00 pm Course Fee: \$150

Introductory Business Intelligence with Power BI

Businesses need insights from their data. In the first two classes, you learned how to prepare your data for analysis and perform some statistical analysis. In this course, you will create visual reports and dashboards in Power BI using this data. These reports will generate insights to improve decision-making in your business.

Time: 1:00 pm - 4:00 pm Course Fee: \$150

Contact unoepdp@unomaha.edu For spring dates.



GRADUATE CERTIFICATES

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

Credit Hours: 12

Human Resources and Training Certificate

This graduate certificate in Human
Resources and Training (HRST) aims 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

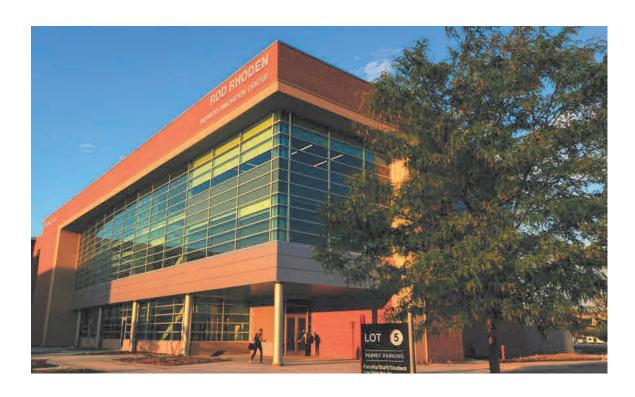
Credit Hours: 15

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 earn college credits.

Program Contact: Jamie Wagner, jfwagner@unomaha.edu

Credit Hours: 18



MASTERS PROGRAMS

Master of Business Administration

UNO's Master of Business Administration (MBA) is designed to help students develop a strong foundation across various functions of business and to build their leadership, communication and analytical skills.

The MBA curriculum is structured 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

Credit Hours: 33

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).

Credit Hours: 30

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. Ph.D Preparatory
- 7. Public Policy Economics
- 8. Trade and Global Value Chains

Credit Hours: 36



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Amber Evenson, Program Manager
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Jessica Kampfe, *Advisor* MBA Program (402) 554-3010 jkampfe@unomaha.edu



Hideka Kinoshita, *Student Worker* Executive MBA Program (402) 554-2448 hkinoshita@unomaha.edu

INFORMATION

HOW TO REGISTER

Online: via the registration link on the course pages at cba.unomaha.edu/epdp

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

COURSE FEES

Course fees are subject to change. Group pricing is available; contact us for more information.

COURSE DATES

Course dates are subject to change. Please check the 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. 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 the next program
- Less than 2 days' notice: 0% Refund OR 100% deferral to the 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

Email: unoepdp@unomaha.edu

Call: (402) 554-2448

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