

# Graduate Certificate in Human Resources & Training University of Nebraska 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 (HRST). Students select either a concentration in Human Resources OR Training and Development.

## Requirements

- » Admission to the HRST 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 communication, studies, 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 resume, 4) a 1000-word essay describing which concentration they will be pursuing and WHY, and 5) 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 HRST certificate program but will not have to pay another application fee.) Applications are due April 1st or July 1st or December 1st.
- » Twelve of the fifteen required graduate credits must be selected from one of the two concentrations. Three of the 15 required graduate credits are electives and must be selected from either concentration course list or from the approved electives list. Most classes with available in hybrid or online formats. Check the UNO schedule each semester for course details.
- » Courses must be taken in at least two of the units within the certificate program (i.e., Communication, Psychology, Business Administration).
- » MOST courses are offered online –check each semester schedule for details.
- » To enroll in each course, students may need approval and a permit. For psychology (PSYC) 9000 level courses, please contact the instructor for approval; for business (BSAD) courses, please contact the MBA Director for approval-402-554-4836, and for Communication Studies (CMST) courses, please contact the Certificate Advisor.
- » Students admitted to the HRST graduate certificate program must create a portfolio (notebook) 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" (3.0) or better in every course.

» Graduate Program Information:

<https://catalog.unomaha.edu/graduate/degree-programs-certificates-minors/communication/human-resources-training-certificate/>

## Apply Now

» On-line Application:

[https:// catalog.unomaha.edu/graduate/admission/](https://catalog.unomaha.edu/graduate/admission/)

## 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 to complete 15 credits hours. Select **ONE course from FOUR of the bulleted lines** plus ONE elective. All classes are 3 credits each unless otherwise specified.

- **Corporate Training & Development** (CMST 8156) OR Industrial Training (PSYC 9620) OR Talent Development (BSAD 8156) (one is required)
- **Program Evaluation** (EDL 9650) OR (PSYC 9320) OR Seminar in Comm Research (COMM 8010) Personnel Psychology (PSYC 8646) (one is required),
- **Organizational Communication** (CMST 8176) OR Organizational Behavior (BSAD 8250—2 CREDITS + 1 CREDIT Independent Study – See electives) OR Organizational Psychology (PSYC 8636)
- **Communication for Instructional Settings** (CMST 8166)
- **Communication Leadership in Organizations** (CMST 8186) OR HR Management (BSAD 8136) OR Personnel Leadership (PSYC/CACT 8530)
- **Communication, Teamwork & Facilitation** (CMST 8566) OR Principles of Collaboration (BSAD 8096/ISQA 8086)

## Human Resources Concentration

This concentration focuses on enhancing organizational performance through improving employee recruitment, selection, placement, performance evaluation, motivation, and retention. You will need to complete 15 credits hours. Select a course from four of the bulleted lines plus an elective. All classes are 3 credits each unless otherwise specified.

- **Psychological Testing** (PSYC 8316) OR Personnel Psychology (PSYC 8646) (one is required)
- **Seminar in Personnel & Leadership** (PSYC 8530/CACT 8530) OR Staffing the Organization (BSAD 8166)
- **Communication Leadership & Power in Organizations** (CMST 8186) OR HR Management (BSAD 8136)
- **Criterion Development & Performance Appraisal** (PSYC 9660)
- **Organizational Behavior** (BSAD 8250—2 CREDITS) OR Organizational Communication (CMST 8176) OR Org. Psychology (PSYC 8636)
- **Communication, Teamwork & Facilitation** (CMST 8566) OR Principles of Collaboration (BSAD 8096/ISQA 8086)

• **Electives List for Both Concentrations** Select ONE course from this electives list OR any other course from either concentration above.

- **Topics in Speech Communication Seminar** (COMM 8180)
- **Mediation** (CMST 8806) OR Interpersonal Conflict (CMST 8706)
- **Intercultural Communication** (CMST 8536) OR Intercultural Communication for the Global Workplace (CMST 8576)
- **Persuasion** (CMST 8516) OR Seminar in Management (BSAD 8350)
- **Creativity** (PSYC 8656/CACT 8506) OR **Total Rewards** (BSAD 8146)
- **Topics in Communication Methods** (COMM 8030)
- **Independent Study** (COMM 8980) OR (BSAD 8900) (1-CREDIT as needed)

