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 on 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.

- 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 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 -402-554-2253.

- 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.


**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 a course from four of the bulleted lines plus an elective. All classes are 3 credits each unless otherwise specified.

- Corporate Training & Development (CMST 8156) OR Industrial Training & Organizational Development (PSYC 9620) (one is required)
- Program Evaluation (EDAD 9650) OR Seminar in Program Evaluation (PSYC 9320) OR Foundations of Assessment (PSYC 8520-online), OR Instruction and Evaluation (HED 8750) (one is required)
- Organizational Communication (CMST 8176) OR Organizational Behavior (BSAD 8250—2 CREDITS) OR Organizational Psychology (PSYC 8636)
- Communication for Instructional Settings (CMST 8166)
- Communication Leadership and Power in Organizations (CMST 8186)
- 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) OR Foundation of Assessment (PSYC 8520-online /CACT 8520) (one is required)
- Seminar in Personnel (BSAD 8320) OR Personnel Psychology and Leadership (CACT 8530)
- Communication Leadership & Power in Organizations (CMST 8186)
- Criterion Development & Performance Appraisal (PSYC 9660)
- Organizational Behavior (BSAD 8250—2 CREDITS) OR Organizational Communication (CMST 8176) OR Organizational Psychology (PSYC 8636)
- Principles of Collaboration (BSAD 8096) OR Communication, Teamwork & Facilitation (CMST 8566)

**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 (CMST 8806)
- Intercultural Communication (CMST 8536)
- Persuasion (CMST 8516)
- Interpersonal Conflict (CMST 4800)
- Seminar in Management (BSAD 8350)
- Topics in Communication Methods (COMM 8030)
- Independent Study (COMM 8980) OR BSAD 8900 (1-CREDIT when a 2-credit class is taken in a concentration)

**Apply Now**

- On-line Application: [https://apply.unomaha.edu](https://apply.unomaha.edu)