

# HUMAN RESOURCES AND TRAINING CERTIFICATE

The purpose of the 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 Related Information

### Program Contact

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**Program Website (<https://www.unomaha.edu/college-of-communication-fine-arts-and-media/communication/graduate-programs/>)**

## Admissions

General Application Requirements and Admission Criteria (<http://catalog.unomaha.edu/graduate/admission/>)

### Application Deadlines

**Spring 2026, Summer 2026, and Fall 2026:** Applications are accepted and reviewed on a rolling basis throughout the year.

### Other 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 related area, plus at least one three credit course in research methods or statistics.
- **English Language Proficiency:** Applicants are required to have a command of oral and written English. Those who do not hold a baccalaureate or other advanced degree from the U.S., **OR** a baccalaureate or other advanced degree from a pre-determined country on the waiver list (<https://www.unomaha.edu/office-of-graduate-studies/admissions/entrance-exams.php>), must meet the minimum language proficiency score requirement in order to be considered for admission.

- Internet-based TOEFL: 80, IELTS: 6.5, PTE: 53, Duolingo: 110

- **Statement of Purpose:** A 1000 word maximum statement of purpose essay describing which concentration you wish to pursue and why.
- **Resume:** A resume that includes your work history
- **Letter of Recommendation:** One letter of recommendation from a current or former supervisor or professor. During your online application process, you will be asked to provide the name and email address of the person writing your recommendation letter. The online application system will send an email to your recommender containing a link for online submission of the recommendation letter.

## Degree Requirements

Code	Title	Credits
<b>Area One</b>		
Select three hours from the following		3
BSAD 8136	HUMAN RESOURCE MANAGEMENT	
CACT 8530	PERSONNEL PSYCHOLOGY AND LEADERSHIP	
PSYC 8646	PERSONNEL PSYCHOLOGY	
<b>Area Two</b>		
Select three hours from the following		3
BSAD 8156	TALENT DEVELOPMENT	
COMM 8156	ORGANIZATIONAL TRAINING AND DEVELOPMENT	
PSYC 9620	TRAINING AND DEVELOPMENT	
<b>Area Three</b>		
Select three hours from the following		3
BSAD 8250	ORGANIZATIONAL BEHAVIOR: ENHANCING HUMAN & ORGANIZATIONAL CAPABILITIES	
COMM 8170	ORGANIZATIONAL COMMUNICATION AND LEADERSHIP	
PSYC 8636	ORGANIZATIONAL PSYCHOLOGY	
PSYC 9421	POSITIVE ORGANIZATIONAL PSYCHOLOGY AND LEADERSHIP	
or CACT 8520	POSITIVE ORGANIZATIONAL PSYCHOLOGY AND LEADERSHIP	
<b>Area Four</b>		
Select six hours from the following		6
BSAD 8096	MANAGING COLLABORATIVE ENGAGEMENT	
BSAD 8146	TOTAL REWARDS	
BSAD 8166	STAFFING THE ORGANIZATION	
COMM 8010	COMMUNICATION RESEARCH METHODS SEMINAR: QUANTITATIVE	
COMM 8020	COMMUNICATION RESEARCH METHODS SEMINAR: QUALITATIVE	
COMM 8250	STRATEGIC COMMUNICATION	
COMM 8576	INTERCULTURAL COMMUNICATION: THEORY AND PRACTICE	
PSYC 8656	CREATIVITY AND INNOVATION IN ORGANIZATIONS	
or CACT 8506	CREATIVITY AND INNOVATION IN ORGANIZATIONS	
PSYC 9610	MOTIVATION & MORALE	
PSYC 9660	CRITERION DEVELOPMENT AND PERFORMANCE APPRAISAL	
<b>Total Credits</b>		<b>15</b>

Courses must be completed in at least two of the three units (i.e., business administration, communication, or psychology) associated with this certificate program.

## **Exit Requirements**

### **Portfolio**

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. Contact your advisor during the last semester of your program.

## **Other Program-Related Information**

Many courses are offered online-check each semester schedule for details and availability. Students may need to obtain approval and/or a permit number to enroll in some courses. For psychology (PSYC) courses, please contact the instructor for approval; for business administration (BSAD) courses, please contact the MBA advisor at 402.554.3010, and for communication studies (CMST) courses, please contact the certificate advisor at 402.554.6079.