HUMAN RESOURCES AND TRAINING CERTIFICATE

School of Communication, College of Communication, Fine Arts & Media, Department of Psychology, College of Arts & Sciences, Department of Business Administration, College of Business Administration

Vision Statement
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 one of the two concentrations. 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 Information
Dr. Karen Dwyer, Graduate Program Chair
Arts & Sciences Hall (ASH) 107J
402-554-2253
kdwyer@unomaha.edu

Admissions

Application Deadlines
- Fall: July 1
- Spring: December 1
- Summer: April 1

Program-Specific 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 3 credit course in research methods or statistics.
- Statement of purpose
  - Please include a 1000 word essay describing which concentration you will be pursuing and why.
- One letter of recommendation is required from a professor or supervisor
  - Please submit the name of the person who will write your recommendation and the email address where they can be contacted so that the reference can be completed online.
- Resume
  - Please include your work history

Required Courses
Students must identify an area of concentration:

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, and Business Administration).

See Human Resources and Training Certificate Concentrations

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.

Total Credit Hours: 15

Other Program-Related Information
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 Administration (BSAD) courses, please contact the MBA Advisor at 402-554-3010, and for Communication Studies (CMST) courses, please contact the certificate advisor at 402-554-2253.

Human Resources and Training Certificate Concentrations

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 all 15 credit hours with grades of "B" or better. All classes are 3 credits unless otherwise indicated.

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>PSYC</td>
<td>Testing or Personnel PSYC</td>
<td>3</td>
</tr>
<tr>
<td>PSYC/PSYC</td>
<td>FOUNDATIONS OF ASSESSMENT</td>
<td>9</td>
</tr>
<tr>
<td>BSAD</td>
<td>SEMINAR IN HUMAN RESOURCE MGMT</td>
<td>3</td>
</tr>
<tr>
<td>CMST</td>
<td>COMMUNICATION LEADERSHIP AND POWER AND ORGANIZATIONS</td>
<td>3</td>
</tr>
<tr>
<td>PSYC</td>
<td>CRITERION DEVELOPMENT AND PERFORMANCE APPRAISAL</td>
<td>3</td>
</tr>
<tr>
<td>CMST</td>
<td>COMMUNICATION, TEAMWORK, &amp; FACILITATION</td>
<td>3</td>
</tr>
<tr>
<td>BSAD</td>
<td>ORGANIZATIONAL BEHAVIOR: ENHANCING HUMAN &amp; ORGANIZATIONAL CAPABILITIES</td>
<td>3</td>
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<tr>
<td>CMST</td>
<td>ORGANIZATIONAL COMMUNICATION</td>
<td>3</td>
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<tr>
<td>PSYC</td>
<td>ORGANIZATIONAL PSYCHOLOGY</td>
<td>3</td>
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Electives:
### Human Resources and Training Certificate

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<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>CMST 8156</td>
<td>CORPORATE TRAINING AND DEVELOPMENT</td>
<td>3</td>
</tr>
<tr>
<td>or PSYC 9620</td>
<td>INDUSTRIAL TRAINING AND ORGANIZATIONAL DEVELOPMENT</td>
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**Required Evaluation Course (select one course from the following):**

- EDL 9650 PROGRAM EVALUATION FOR EDUCATIONAL ADMINISTRATORS
- PSYC 9320 SEMINAR IN PROGRAM EVALUATION
- PSYC 8520 FOUNDATIONS OF ASSESSMENT

Select one course from any two of the following four groups:

**Organizational Studies Course**

- CMST 8176 ORGANIZATIONAL COMMUNICATION
- BSAD 8250 ORGANIZATIONAL BEHAVIOR: ENHANCING HUMAN & ORGANIZATIONAL CAPABILITIES
- PSYC 8636 ORGANIZATIONAL PSYCHOLOGY

**Communication-Teamwork-Facilitation:**

- CMST 8566 COMMUNICATION, TEAMWORK, & FACILITATION
- or BSAD 8096 PRINCIPLES OF COLLABORATION

**Communication for Instructional Settings:**

- CMST 8166 COMMUNICATION FOR INSTRUCTIONAL SETTINGS

**Leadership-Management Course:**

- CMST 8186 COMMUNICATION LEADERSHIP AND POWER AND ORGANIZATIONS

**Electives**

Select one of the following OR from any other course on the list in either concentration:

- COMM 8180 TOPICS IN SPEECH COMMUNICATION
- CMST 8806 CONFLICT MEDIATION
- PSYC 8656 CREATIVITY AND INNOVATION IN ORGANIZATIONS

**Note:** PSYC 9030 must be taken for three (3) credit hours.

**Total Credits:** 15