

# 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

Karen Dwyer, PhD, Graduate Program Chair (GPC)  
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402.554.2253  
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## 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 15 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) 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.

Code	Title	Credits
<b>Required PSYC Testing or Personnel PSYC</b>		<b>3</b>
Select one course from the following:		
PSYC 8316	PSYCHOLOGICAL AND EDUCATIONAL TESTING	
PSYC 8646	PERSONNEL PSYCHOLOGY	
PSYC 8520	FOUNDATIONS OF ASSESSMENT	
Select one course from any three of the following five groups:		<b>9</b>
<b>Sem in Personnel or Personnel Psychology and Leadership:</b>		
BSAD 8320 or CACT 8530	SEMINAR IN HUMAN RESOURCE MGMT PERSONNEL PSYCHOLOGY AND LEADERSHIP	
<b>Comm Leadership</b>		
CMST 8186	COMMUNICATION LEADERSHIP AND POWER AND ORGANIZATIONS	
<b>Criterion Development-Performance Appraisal:</b>		
PSYC 9660	CRITERION DEVELOPMENT AND PERFORMANCE APPRAISAL	
<b>Communication-Teamwork-Facilitation:</b>		
CMST 8566 or BSAD 8096	COMMUNICATION, TEAMWORK, & FACILITATION PRINCIPLES OF COLLABORATION	
<b>Organization Communication Course:</b>		
BSAD 8250	ORGANIZATIONAL BEHAVIOR: ENHANCING HUMAN & ORGANIZATIONAL CAPABILITIES	
CMST 8176	ORGANIZATIONAL COMMUNICATION	
PSYC 8636	ORGANIZATIONAL PSYCHOLOGY	

**Electives:**

Select one of the following OR from any other course on the list in either concentration:	3
COMM 8180	TOPICS IN SPEECH COMMUNICATION
CMST 8806	CONFLICT MEDIATION
PSYC 8656/ CACT 8506	CREATIVITY AND INNOVATION IN ORGANIZATIONS
PSYC 9030	SEMINAR: TOPICS IN INDUSTRIAL ORGANIZATIONAL PSYCHOLOGY <sup>1</sup>
PSYC 9610	INDUSTRIAL MOTIVATION & MORALE
CMST 8536	INTERCULTURAL COMMUNICATION-US
CMST 8516	PERSUASION AND SOCIAL INFLUENCE
CMST 8706	INTERPERSONAL CONFLICT
BSAD 8350	SEMINAR IN MANAGEMENT
COMM 8030	TOPICS IN COMMUNICATION METHODS
BSAD 8900	INDEPENDENT STUDY
COMM 8980	INDEPENDENT STUDY
PSYC 8900	PROBLEMS IN PSYCHOLOGY
<b>Total Credits</b>	<b>15</b>

Select one of the following OR from any other course on the list in either concentration: 3

COMM 8180	TOPICS IN SPEECH COMMUNICATION
CMST 8806	CONFLICT MEDIATION
PSYC 8656/ CACT 8506	CREATIVITY AND INNOVATION IN ORGANIZATIONS
PSYC 9030	SEMINAR: TOPICS IN INDUSTRIAL ORGANIZATIONAL PSYCHOLOGY <sup>1</sup>
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CMST 8516	PERSUASION AND SOCIAL INFLUENCE
CMST 8706	INTERPERSONAL CONFLICT
BSAD 8350	SEMINAR IN MANAGEMENT
COMM 8030	TOPICS IN COMMUNICATION METHODS
BSAD 8900	INDEPENDENT STUDY
COMM 8980	INDEPENDENT STUDY
PSYC 8900	PROBLEMS IN PSYCHOLOGY

Total Credits 15

<sup>1</sup> Note: PSYC 9030 must be taken for three (3) credit hours.

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

Code	Title	Credits
<b>Required Training-Development Course</b>		
CMST 8156	CORPORATE TRAINING AND DEVELOPMENT	3
or PSYC 9620	INDUSTRIAL TRAINING AND ORGANIZATIONAL DEVELOPMENT	
<b>Required Evaluation Course (select one course from the following):</b> 3		
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:		
<b>Organizational Studies Course</b> 6		
CMST 8176	ORGANIZATIONAL COMMUNICATION	
BSAD 8250	ORGANIZATIONAL BEHAVIOR: ENHANCING HUMAN & ORGANIZATIONAL CAPABILITIES	
PSYC 8636	ORGANIZATIONAL PSYCHOLOGY	
<b>Communication-Teamwork-Facilitation:</b>		
CMST 8566	COMMUNICATION, TEAMWORK, & FACILITATION	
or BSAD 8096	PRINCIPLES OF COLLABORATION	
<b>Communication for Instructional Settings:</b>		
CMST 8166	COMMUNICATION FOR INSTRUCTIONAL SETTINGS	
<b>Leadership-Management Course:</b>		
CMST 8186	COMMUNICATION LEADERSHIP AND POWER AND ORGANIZATIONS	

**Electives**