HUMAN RESOURCES AND TRAINING CERTIFICATE

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

Vision Statement
The purpose of the human resources and training (HRST) program is to help post-baccalaureate students and working professionals expand their educational background and enhance their knowledge and skills in human resource management and training. The program focuses on enhancing organizational effectiveness through employee recruitment, selection, placement, performance evaluation, motivation, and retention. The HRST program is designed to provide training skills and program design, including developing, implementing, assessing, and delivering training programs. The HRST program is useful for individuals currently employed in the human resources or training field, and for those who wish 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
Lynn Harland, PhD, Graduate Program Chair (GPC)
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rreiter-palmon@unomaha.edu

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/)

Program-Specific Requirements
Application Deadlines (Spring 2023, Summer 2023, and Fall 2023)
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/graduate-studies/prospective-students/Proof%20of%20English%20Proficiency-%20International.pdf), must meet the minimum language proficiency score requirement in order to be considered for admission.


- 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.

Certificate Courses
Students must identify which area of concentration they are choosing: Human Resources or Training and Development

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

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
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.

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 courses are 3 credit hours except for BSAD 8250 which is 2 credit hours (students who complete BSAD 8250 will need to complete an additional 1 credit hour independent study in order to earn the graduate certificate).

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<td>BSAD 8136</td>
<td>HUMAN RESOURCE MANAGEMENT</td>
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### Area 2 Requirement (Select one course from the following) 3
- BSAD 8166 STAFFING THE ORGANIZATION
- CACT 8530 PERSONNEL PSYCHOLOGY AND LEADERSHIP
- PSYC 8316 PSYCHOLOGICAL AND EDUCATIONAL TESTING
- PSYC 8646 PERSONNEL PSYCHOLOGY

### Area 3 Requirement (Select one course from the following) 3
- BSAD 8250 ORGANIZATIONAL BEHAVIOR: ENHANCING HUMAN & ORGANIZATIONAL CAPABILITIES
- CMST 8176 ORGANIZATIONAL COMMUNICATION
- PSYC 8636 ORGANIZATIONAL PSYCHOLOGY
- PSYC 9421/ CACT 8520 POSITIVE ORGANIZATIONAL PSYCHOLOGY AND LEADERSHIP

### Area 4 Requirement (Select one course from the following) 3
- BSAD 8156 TALENT DEVELOPMENT
- CMST 8156 CORPORATE TRAINING AND DEVELOPMENT
- PSYC 9620 TRAINING AND DEVELOPMENT

### Area 5 Requirement (Select one course from the following) 3
- BSAD 8096 PRINCIPLES OF COLLABORATION
- CMST 8536 INTERCULTURAL COMMUNICATION-US
- CMST 8566 COMMUNICATION, TEAMWORK, & FACILITATION
- CMST 8576 INTERCULTURAL COMMUNICATION IN THE GLOBAL WORKPLACE
- CMST 8706 INTERPERSONAL CONFLICT
- CMST 8806 ADVANCED CONFLICT MEDIATION
- COMM 8010 COMMUNICATION RESEARCH METHODS SEMINAR: QUANTITATIVE
- CMST 8166 COMMUNICATION FOR INSTRUCTIONAL SETTINGS
- CMST 8186 COMMUNICATION LEADERSHIP AND POWER AND ORGANIZATIONS
- PSYC 8656/ CACT 8506 CREATIVITY AND INNOVATION IN ORGANIZATIONS
- PSYC 9610 MOTIVATION & MORALE

### Total Credits 15

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### 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 credit hours except for BSAD 8250 which is 2 credit hours (students who complete BSAD 8250 will need to complete a 1 credit hour independent study in order to earn the certificate).

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