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 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 Contact Information

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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/)

Program-Specific Requirements

Application Deadlines (Spring 2024, Summer 2024, and Fall 2024)

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.

  - 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

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 classes 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).

Code	Title	Credits
Area 1 Requirement		**3**
BSAD 8136	HUMAN RESOURCE MANAGEMENT	
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	MANAGING COLLABORATIVE ENGAGEMENT	
BSAD 8146	TOTAL REWARDS	
CMST 8186	COMMUNICATION LEADERSHIP AND POWER AND ORGANIZATIONS	
CMST 8536	INTERCULTURAL COMMUNICATION-US	
CMST 8576	INTERCULTURAL COMMUNICATION IN THE GLOBAL WORKPLACE	
PSYC 8656/ CACT 8506	CREATIVITY AND INNOVATION IN ORGANIZATIONS	
PSYC 9610	MOTIVATION & MORALE	
PSYC 9660	CRITERION DEVELOPMENT AND PERFORMANCE APPRAISAL	
Total Credits		**15**

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).

Code	Title	Credits
Area 1 Requirement (Select one course from the following)		**3**
BSAD 8156	TALENT DEVELOPMENT	
CMST 8156	CORPORATE TRAINING AND DEVELOPMENT	
PSYC 9620	TRAINING AND DEVELOPMENT	
Area 2 Requirement (Select one course from the following)		**3**
BSAD 8136	HUMAN RESOURCE MANAGEMENT	
CACT 8530	PERSONNEL PSYCHOLOGY AND LEADERSHIP	
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	
Area 4 Requirement (Select one course from the following)		**3**
BSAD 8096	MANAGING COLLABORATIVE ENGAGEMENT	
CMST 8536	INTERCULTURAL COMMUNICATION-US	
CMST 8576	INTERCULTURAL COMMUNICATION IN THE GLOBAL WORKPLACE	
Area 5 Requirement (Select one course from the following)		**3**
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**