FOCUS Facts

NORTHWESTERN COLLEGE
ST. PAUL, MINNESOTA

ADULT EDUCATION YOU CAN HAVE FAITH IN.

HUMAN RESOURCE MANAGEMENT

A Bachelor of Science in Human Resource Management through FOCUS prepares you to address questions that emerge in every organization or company. Talented professors with real experience share their knowledge and practical solutions to today's human resource issues. You'll learn the essentials of employment law, business ethics, recruiting and selection techniques, best practices for compensation and benefits and more—all within a Christian context.

Program Cost

Academic year
2012-2013
Tuition: $400 per credit
Books: $1,500 (est.)

General Education Requirements (31 credits)

English Composition	4
Research Writing	2
Speech	3
Humanities (2 areas)	6
Math	4
Science	4
Social Science (2 areas)	8

Electives (47 credits)

Talk to your FOCUS admission counselor about these options for earning elective credit:

- DSST/CLEP
- Distance education
- Additional college courses
- Vocational or technical credits
- Prior learning essays
- Military training
- Internships

Human Resource Management Coursework (48 credits)

ETH4021	Foundations for Ethics	3
ETH4023	Worldview and Ethics	3
HRM4025	Business Ethics	3
HRM4031	Business Communication	3
HRM4040	Understanding Business	3
HRM4042	International Human Resource Management	3
HRM4070	Compensation and Benefits	3
HRM4071	Principles of Human Resource Management	3
HRM4072	Employment Law	3
HRM4074	Talent Management	3
HRM4076	Recruitment, Selection and Training	3
HRM4080	Employee and Labor Relations	3
HRM4082	Leadership and Motivation	3
HRM4084	Conflict Management	3
HRM4085	Organizational Development	3
HRM4086	Strategic Management and Human Resource Management	3

Bachelor of Science in Human Resource Management coursework can be completed in approximately 18 months.

Courses subject to change. Consult current catalog at nwc.edu/catalog for complete course descriptions.
Contact your FOCUS admission counselor at 651-631-5200 for more information.

Rev. 09/2012

ETH4021 Foundations for Ethics 3 cr

Students construct a value system for making ethical decisions based upon biblical principles. Attention is given to methods of interpretation and the application of biblical concepts.

ETH4023 Worldview and Ethics 3 cr

Students continue to develop their value systems with greater emphasis on the philosophical and theological foundations for ethics. Attention is given to the application of ethical principles to economic and political ideologies.

HRM4025 Business Ethics 3 cr

Students address ethical theory and values discussed from a Christian perspective. Accountability in government, human rights, and ethics in business are covered in readings, classroom discussions, and debates.

HRM4031 Business Communication 3 cr

This course examines the mechanics of business communications, including the study of grammar fundamentals, sentence structure, punctuation, vocabulary, and spelling. Basic writing, proofreading skills, and clear business English are stressed. Students are taught to draft and evaluate a variety of letters, e-mails, memos, and reports, as well as demonstrate oral presentation skills using PowerPoint.

HRM4040 Understanding Business 3 cr

This course is an introduction to foundational components of business operations. Students gain an understanding of contemporary business and its environment as well as economic challenges facing the United States. Attention is given to global dimensions of business and forms of business ownership such as entrepreneurship, small business, and franchising, as well as the components of business to include marketing management, information systems, and financing.

HRM4042 International Human Resource Management 3 cr

This course addresses challenges to human resource management due to the global village dynamic and the resulting phenomena of organizations operating in an international context. Topics include international strategic human resource planning and human resource policy development, global staffing, performance management, training, and development in an international context, international compensation, and developing an understanding of cultural and communications differences that have significant effects on organizations.

HRM4070 Compensation and Benefits 3 cr

This course focuses on the aspects of a total compensation system. The student will develop an understanding of systems for developing pay structures within various contexts. Issues concerning various types of benefits, including an analysis of related costs, value, and relationship to business strategy are addressed. The student also will gain an understanding of significance of both compensation and benefits in relationship to recruitment, retention, and motivation of employees. In this course the student will develop a basic compensation and benefits program in the context of a case study.

HRM4071 Principles of Human Resource Management 3 cr

This course is an overview of the principles of human resource management. Students will integrate human resource management with a Christian worldview. Attention is given to the role of human resource management in the overall organizational context as well as human resource personnel as organizational team builders.

HRM4072 Employment Law 3 cr

The purpose of this course is to make the student cognizant of the basic components of this significant aspect of human resource management. This course will delineate the various aspects of key pieces of legislation with which profit and not-for-profit organizations must comply. This will involve issues of legal and/or political environment, including the extent and content of laws, compliance, penalties, and implications for the organization. Attention is given to such issues as sexual harassment, equal opportunity, and labor law.

HRM4074 Talent Management 3 cr

This course focuses on insuring the quality of performance and how an organization can systematically achieve being consistently smart and healthy by maximizing to its fullest potential the talent of its personnel. The student will learn how to effectively identify, encourage, measure, evaluate, improve, and reward employee performance as well as how to design an appraisal process. The student will be introduced to various appraisal methods. Employee coaching and disciplinary processes are addressed.

HRM4076 Recruiting, Selection, and Training 3 cr

The focus of this course is an in-depth study of effective recruitment, selection, and employee development techniques. Attention is given to methodology and the rules for recruiting qualified employees and how to understand, design, and deliver an employee orientation, training, and development program. This course will also provide a perspective on how adults learn while considering several methods of training and gives the student insight into determining whether training is successful.

HRM4080 Employee and Labor Relations 3 cr

This course provides the student with an overview of labor/management issues as well as its present and future dynamics. Christian principles lay the foundation for discussion and learning in the areas of union structures and government, union organizing and employer response, collective bargaining and contract negotiations, and union management cooperation.

HRM4082 Leadership and Motivation 3 cr

This course examines the history of leadership and organizational leadership theory. It also examines the behaviors, roles, and characteristics that constitute factors of leadership in developing and maintaining a smart and healthy organization. The course will examine roles of leaders and followers in leadership and organizational development. The student will also be exposed to the role of leadership and organizational health and culture as they relate to ethics, values, diversity, and social justice.

HRM4084 Conflict Management 3 cr

This course examines the major causes of conflict, the effects of personality and perception on conflict, and recommended strategies to manage the conflict in our lives and our organizations. The course will provide a student with the skills required for the productive management of conflict, such as active listening, clear direct speech, understanding personalities, integrative (win-win) negotiation, and mediation. It will also prepare the student to effectively deal with disruptive win-lose style negotiation.

HRM4085 Organizational Development 3 cr

This course examines the history of organizational development theory. Topics include the nature of smart and healthy organizations, the structure and function of organizations, organizational life cycles, organization in its environment, and the role of organization in the context of society. In this course the student will gain an understanding of the concepts related to organizational learning.

HRM4086 Strategic Management and Human Resource Management 3 cr

This course addresses the integration of human resource management within the organization's mission and strategies. This course will examine how to manage human resources effectively in the dynamic legal, social, and economic environment currently constraining organizations. Among the topics, included but not limited to, are the formulation and implementation of human resource strategy, job analysis, methods of recruitment and selection, techniques for training and development, performance appraisal, compensation and benefits, and the evaluation of the effectiveness of human resource management systems.

Optional: HRM4995 Human Resource Management Internship 1–3 cr

(PQ: Junior/senior status, 4+ major courses completed, must be related to major, consent of faculty)

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