

FUNDAMENTALS OF HUMAN RESOURCE

SPS Certificate website: <https://sps.northwestern.edu/post-baccalaureate/human-resources/index.php> (<https://sps.northwestern.edu/post-baccalaureate/human-resources/>)

In the past, human resources professionals focused primarily on administrative tasks such as finding qualified employees, matching them to appropriate jobs, and balancing the interests of the organization with the rights and needs of employees. Today, the roles of HR professionals have evolved to support an organization in reaching its strategic goals and improving business results, while cultivating talented and capable staff. The Fundamentals of Human Resources certificate program is designed for human resources professionals or professionals who seek to transition to the HR field, providing a foundational preparation for this fast-changing profession.

Certificate Offered

- Fundamentals of Human Resource, Certificate (<https://catalogs.northwestern.edu/sps/certificates/post-baccalaureate/fundamentals-human-resource/fundamentals-human-resource-certificate/>)

Fundamentals of Human Resources Courses

ORG_BEH 301-CN Organization Behavior (1 Unit)

Examination of aspects of organizations from an integrated perspective, including how the formal organization, culture, people and work can all connect to transform inputs to outputs. Emphasis on understanding individual differences as the foundation of our interpersonal and managerial effectiveness.

ORG_BEH 301-DL Organization Behavior (1 Unit)

Examination of aspects of organizations from an integrated perspective, including how the formal organization, culture, people and work can all connect to transform inputs to outputs. Emphasis on understanding individual differences as the foundation of our interpersonal and managerial effectiveness.

ORG_BEH 307-CN Leadership Principles and Practices (1 Unit)

Introduction to the theory and practice of leadership: the capacity to mobilize group resources to affect fundamental change in organizations. Topics include understanding organizations as complex social systems; the difference between leadership and authority; navigating the politics of competing factions within organizations to achieve shared goals; emotional intelligence and the emerging neuroscience of leadership; the role of personal presence in establishing trust in leader-follower relationships; and the role of leadership in creating an environment in which risk-taking and innovative solutions are encouraged.

ORG_BEH 309-CN Human Resource Management (1 Unit)

Exploration of the evolution of HR from its inception to the present day.

ORG_BEH 310-CN Organizational Change (1 Unit)

In-depth investigation of the forces driving organizational change and their impact on people and structure.

ORG_BEH 311-CN Conflict Resolution (1 Unit)

Conflict theory and its application to negotiations; conflict resolution style, group membership's impact on conflict.

ORG_BEH 311-DL Conflict Resolution (1 Unit)

Course description: Conflict theory and its application to negotiations; conflict resolution style, group membership's impact on conflict.

ORG_BEH 321-CN Employment Law (1 Unit)

Policy, procedural guidelines, and supervisory practices relating to hiring, promotion, compensation, discharge, employment-at-will, and affirmative-action issues.

ORG_BEH 321-DL Employment Law (1 Unit)

Course description: This course reviews policy, procedural guidelines, and supervisory practices relating to hiring, promotion, compensation, discharge, employment-at-will, and affirmative-action issues. The course is designed to equip current and future managers with the ability to anticipate and prevent discrimination complaints related to protected characteristics such as race, sex, national origin, age, religion, and disability.

ORG_BEH 322-CN Training and Development (1 Unit)

Practical introduction to the design of high-impact professional development courses for employees across a broad spectrum of experience levels and business sectors.

ORG_BEH 367-CN Strategic Planning and Management (1 Unit)

Concepts of strategic planning applied to various types of organizations.

ORG_BEH 367-DL Strategic Planning and Management (1 Unit)

Concepts of strategic planning applied to various types of organizations.

ORG_BEH 368-CN Project Management (1 Unit)

Basics and best practices of project management tools and techniques that help manage projects smoothly and successfully.

ORG_BEH 369-CN Entrepreneurship and Technology (1 Unit)

Focus on how early-stage companies are structured, financed, managed, scaled, and sold.

ORG_BEH 372-CN International Business (1 Unit)

Introduction to collaboration to build partnerships and drive solutions through business acumen and judgment to efficiently execute key business drivers of global organizations.

ORG_BEH 390-CN Topics in Workplace Relations: (1 Unit)

Topics vary. May be repeated for credit with different topic.

ORG_BEH 391-CN Topics in Management: (1 Unit)

Topics vary. May be repeated for credit with different topic.

ORG_BEH 391-DL Topics in Management: (1 Unit)

Topics vary. May be repeated for credit with different topic.

ORG_BEH 395-CN Practicum (1 Unit)

Synthesis, analysis, and evaluation of the accelerated Organization Behavior: Business Leadership cohort program. Culminates in a capstone project that includes a practical case study project that encompasses knowledge in the program.

ORG_BEH 398-A Proseminar in Business Leadership I (0.5 Unit)

Provides students with foundation and awareness of their leadership strengths and professional goals. First course in a two-part pro-seminar required for students in the Organization Behavior: Business Leadership Program.

ORG_BEH 398-B Proseminar in Business Leadership II (0.5 Unit)

Second course in a two-part pro-seminar required for students in the Organization Behavior: Business Leadership Program.