



Introduction to HR

In this introductory course discover how HR functions within an organization, and learn about the specific role of the HR Generalist. Identify the typical duties HR Generalists are responsible for and how they can have a positive influence on an organization. You will also evaluate common scenarios HR professionals deal with and define the characteristics of successful HR Generalists.

Who Should Take This Course?

This course is designed for anyone who is interested in pursuing a career in human resources or learning more about the role of the HR Generalist.

Course Objectives

- Discuss the purpose and evolution of HR within organizations.
- Identify what an HR Generalist is, and the competencies needed to be successful.
- List professional certifications available and their importance to an HR Generalist's career.
- Recognize at least 25 acronyms used in HR.

Course Info

- Length: 3 hours
- Format: Classroom instruction, demonstration and exercises
- Prerequisite: None

Course Content

Discuss the purpose and evolution of HR within organizations.

- Real life scenario implementing a new HR department
- Evolution of HR from tactical/administrative to operational to strategic
- HR's impact on an organization's human capital and thus its bottom line
- Functions HR performs within an organization

Identify what an HR Generalist is, and the competencies needed to be successful.

- Difference between an HR generalist and a specialist
- Competencies needed to be successful as an HR generalist
- How to stay current with HR

List professional certifications available and their importance to an HR Generalist's career.

- HRCI and SHRM generalist certifications (PHR, SPHR, SHRM-CP, SHRM-SCP)
- Specialist certifications (GPHR, CCP, CBP, CEBS, etc.)



CONTINUING EDUCATION Course Outline

Recognize at least 25 acronyms used in HR.

- Acronyms and abbreviations commonly used in the HR field

Assessment /Evaluation

This course is not assigned a letter or numerical grade. However, in some cases, skill assessments may be administered during the course to gauge progress and comprehension.

Course Completion Letters

If your company requires proof of course completion, or if you would like to have proof for your own records, you may request a Continuing Education Unit (CEU) letter, **after the final session**. You must attend 80 percent of the course to qualify for the letter.* To request a CEU letter, please stop by the front desk after the last session of class and complete the CEU Request Form.

Certificates of Completion for Certificate Programs

Certificates of Completion are automatically given at the end of the certificate program to those who have registered for a certificate program series (or after Part 2 of the series, when applicable) as long as attendance* and other program requirements have been met. If you complete a certificate program by taking courses individually (not through a series), please stop by the front desk and complete a Certificate Request Form. Attendance requirements for certificate programs vary by certificate and can be found by visiting [Certificate Programs & Certifications](#) on our website.

*Attendance for CEU letters and certificate programs is verified via the sign-in sheets provided at each class session. It is the students' responsibility to sign-in.

Green River College is committed to providing access to all who visit, work and study on campus. The College will provide reasonable accommodations for individuals with disabilities, with advance notice of need. If you require accommodations, please contact Disability Support Services as soon as possible to determine eligibility and/or request accommodations. Accommodations are determined on a case-by-case basis. Please contact Disability Support by email at dss@greenriver.edu; by phone at 253-833-9111, ext. 2631; TTY 253-288-3359; or in person at the Student Affairs and Success Center, Room 274, to request accommodations. For additional information, please visit www.greenriver.edu/student-affairs/disability-support-services.htm. The accommodations authorized on your forms should be discussed with your instructor. All discussions will remain confidential. Accommodations are not provided retroactively, so it is essential to discuss your needs at the beginning of the quarter. Additionally, only accommodations approved by Disability Support Services will be provided.

This syllabus is available in alternate formats upon request.

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