



CONTINUING EDUCATION

Course Outline

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 (general HR acronyms)

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.)

Recognize at least 25 acronyms used in HR (general HR acronyms)

- 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/Continuing Education Unit (CEU) Letter

If your company requires proof of course completion, or if you would like to have proof for your own records, you may request a Course Completion/Continuing Education Unit (CEU) letter **after the final session of your course**. You must attend* 80 percent of the course to qualify for the letter. You can [request a Course Completion/CEU letter online](#).

Certificates of Completion for Certificate Programs

To receive a Certificate of Completion for the HR Generalist Certificate, you must attend* 80 percent of the entire certificate program (calculated by total number of sessions). If you complete a certificate program by taking courses individually, you can [request a Certificate of Completion online](#).

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

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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. Green River College is an equal opportunity educator and employer. Learn more at www.greenriver.edu/accessibility.