

HUMAN RESOURCE GENERALIST

99-920-3

Completion of the Human Resource Generalist Certificate will prepare you for a supporting role in Human Resources. Through your studies, you will obtain knowledge and practical skills for career enhancement and job advancement in the field of Human Resources. You may apply these courses to the Human Resources Associate of Applied Science Degree.

Upon successful completion of this offering, students will be able to:

- Recruit and interview qualified candidates for available positions.
- Organize health and safety programs.
- Coordinate employee training and education.
- Interpret employment law in order to assist managers and supervisors.
- Assist HR managers in larger organizations.

Semester 1		Credits
116-119	Labor Relations	3
196-108	Health, Safety and Security	3
196-168	Organizational Development	3
196-193	Human Resource Management	3
Credits		12
Semester 2		
116-102	Training and Development	3
196-103	Employment Law	3
196-116	Staffing Organizations	3
Credits		9
Total Credits		21