

HUMAN RESOURCE GENERALIST



Certificate 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 Degree.

Certificate Outcomes

- 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.

View the entire course listing (<http://catalog.blackhawk.edu/courses/>).

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