



UNIVERSITY OF
TEXAS
ARLINGTON

CONTINUING
EDUCATION

Human Resource Generalist

The Human Resource Generalist Certificate Program is designed for those who want to enter this rapidly growing field and contribute to the success of an organization. This program offers courses taught by practicing HR professionals, who teach practical skills that can be applied directly to the workplace. Participants learn the fundamental knowledge essential for the HR profession. This program requires the completion of 7 required courses and a HR Capstone.

Career Outlook

The Bureau of Labor Statistics (BLS) projects a 21 percent increase in employment in this field between 2010 and 2020. BLS reported a median annual wage of Human Resource Specialists was \$55,800 in May 2012. Source: The Bureau of Labor Statistics [BLS Human Resource Specialist Occupational Employment and Wages, May 2012](#)

Career Opportunities

- Human Resource Representative
- Human Resource Coordinator
- HR Assistant
- Human Resource Specialist
- Human Resource Generalist
- Compensation or Benefits Specialists
- Staffing Coordinator
- Employment Specialist
- Training and Development Assistant

Eight Required Courses

Fundamentals of Human Resources - Course Code: HR4041; 12 hours

This is an introductory course to provide participants with a solid foundation of key concepts and best practices needed to prepare for the changing environment of the industry.

Business Communication Basics - Course Code: CO2508; 6 hours

There are many obstacles that can impede communication. To overcome them, one needs to develop the characteristics of an effective communicator and strive to minimize negative habits. Creating a positive work environment is many times dependent on effective communication between supervisor and employee, as well as, between co-workers. The basic skill of

communication is an ongoing skill set that must be strengthened on a consistent basis.

Human Resources Laws - Course Code: HR4042; 24 hours

Participants will learn about state and federal laws and policies designed to protect equal employment opportunities. This course will cover how to navigate through the complexities of relevant laws, understand what they cover and how they apply.

Compensation and Benefits (*Prerequisite: Human Resources Laws - HR4042*) - Course Code: HR4043; 12 hours

Participants must have successfully completed the Human Resources Laws Course HR4042 before enrolling in this course. Participants will learn about various types of benefits generally offered by employers. Gain an understanding of the federal and state laws regulating benefit plans. Learn how to conduct benefit needs analysis. Get an overview of total cash compensation issues and review laws relevant to compensation.

Mediation in the Employment Sector: Workplace Conflict - Course Code: BU1502; 24 hours

This course serves as an introductory course to the sources and causes of conflict within business organizations, colleges and universities (both public and private). It addresses implementation issues, such as working with multiple and often polarized senior stakeholders that must be addressed when implementing mediation and conflict resolution services within business settings. DVD simulation and case studies are used to help persons assess workplace conflicts and to provide specific skills necessary for managing and preventing workplace disputes.

HR Technology - Course Code: HR 4044; 24 hours

Our instructor led hands-on HR software training course is designed for HR professionals and other administrators who want to become better familiar with using HR software. This course provides demonstrations and exercises which will assist you in gaining knowledge of the best practices of using HR software.

[Workers' Compensation **ONLINE](#)** - 24 hours

Please click the link above to register for this online course. This is an instructor-led online course which will take place on specific starting dates with sessions starting monthly. For the exact starting date please click on the link above.

Human Resource Generalist Certificate Program Capstone (HR Audit) - Course Code: 4045; 24 hours

Human Resource Audits are performed to review current policies, procedures, best practices and identify needs for improvement. This comprehensive capstone will combine the skills you've learned towards the creation of an HR audit. Participants will audit several complex HR activities to identify problem areas and how to properly provide recommendations on how to resolve those problems and build an effective HR tool.

Though not required, the following classes are available to enrich your experience:

- Document Writing for HR Professionals
- SHRM-CP™ and SHRM-SCPT™ Certification Preparation Course

