

# HUMAN RESOURCES ACADEMY



## FREE CLASSES

### **GATEWAY HUMAN RESOURCES ASSISTANT CERTIFICATE**

Prepares participants with a solid foundation of human resources functions, basic knowledge of relevant employment laws, and the ability to perform basic human resources activities essential to the employment life cycle. Designed to provide knowledge and skills for employment into an entry-level position in human resources.

*Foundations of Human Resources Management (NC.BUS1A)*

*Employment Law Fundamentals (NC.BUS 1B)*

*Human Resources Management Support Activities (NC.BUS 1C)*

### **SUPERVISOR'S ROADMAP CERTIFICATE**

Provides supervisors, managers, and business leaders with an in-depth employment law review and the strategies and tools to more effectively hire, manage, motivate and retain talent. Designed for those interested in moving into a supervisory role or into a leadership role with additional employment oversight responsibilities.

*Supervisor's Role In Workplace Compliance (NC.BUS2A)*

*People Management (NC.BUS2B)*

### **HUMAN RESOURCES PROFESSIONALS CERTIFICATE**

Provides an advanced employment law review and explores human resources strategies to optimize the organization to achieve a competitive advantage. Designed for those individuals interested in stepping into a higher-level strategic human resources management position.

*Legal Review And Update For Human Resources Management Professionals (NC.BUS3A)*

*Strategic Human Resources Management (NC.BUS3B)*

**PLEASE CHECK ONLINE SCHEDULE FOR START DATES.**

**Registration instructions  
can be found on the back  
of this flyer.**



**COLLEGE OF THE CANYONS**

**School of Personal &  
Professional Learning**

*Education extended*

[www.canyons.edu/free](http://www.canyons.edu/free)



**GATEWAYSCV**  
Santa Clarita Valley Adult Education

# REGISTRATION INSTRUCTIONS

To register for FREE courses, you must be an existing student, or submit a new application to the College. Please follow the steps below to enroll in FREE classes:

## New students start here

### Submit an application for admission

- Go to: [www.canyons.edu/freeclasses](http://www.canyons.edu/freeclasses)
- Click on "Applicants"
- Click on "Go to OpenCCC" when you are ready to fill out the online application.
- Successful application submission will generate an email with the subject line, "Your COC Noncredit Application Has Been Accepted." The email will also include your unique student email, which is also your CanyonsID username.

Upon receipt of the application confirmation email, click on the My Canyons icon at [www.canyons.edu](http://www.canyons.edu). Enter your CanyonsID student email and establish your CanyonsID password.

## Current students start here

### Register for classes

- From [www.canyons.edu](http://www.canyons.edu), click on the My Canyons icon and enter CanyonsID username and password.
- Click on the green "My Registration" tile, click on "Search for Sections."
- Select a term, and search for the Subject alphabetically under "Noncredit..."
- Add desired section(s) to course plan click on "Academics" icon click on "Student Planning"
- Click on "Plan your Degree & Register for Classes," click blue "Register" button for each course
- Select "Register," then click "Submit" at the bottom of the page.

If you would like assistance with enrollment, please call (661) 362-3304 or email [freeclasses@canyons.edu](mailto:freeclasses@canyons.edu).

**Monday – Thursday 9:00 AM-5:00 PM**  
**Friday 9:00 AM-1:00 PM**

**We look forward to serving you!**

*School of Personal and Professional Learning Team*