HUMAN RESOURCES ACADEMY
FREE CLASSES



GATEWAY HUMAN RESOURCES ASSISTANT CERTIFICATE
Prepares participants with a solid foundation in human resource 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.

- **NC.BUS1A – FOUNDATIONS OF HUMAN RESOURCES MANAGEMENT**
- **NC.BUS1B – EMPLOYMENT LAW FUNDAMENTALS**
- **NC.BUS1C – HUMAN RESOURCES MANAGEMENT SUPPORT ACTIVITIES**

HUMAN RESOURCES PROFESSIONALS CERTIFICATE
Provides an advanced employment law review and explores human resource 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.

- **NC.BUS3A – LEGAL REVIEW AND UPDATE FOR HUMAN RESOURCES MANAGEMENT PROFESSIONALS**
- **NC.BUS3B – STRATEGIC HUMAN RESOURCES MANAGEMENT**

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.

- **NC.BUS2A – SUPERVISOR'S ROLE IN WORKPLACE COMPLIANCE**
- **NC.BUS2B – PEOPLE MANAGEMENT**

WORKPLACE RISK MANAGEMENT CERTIFICATE
Prepares learners to identify, assess, and manage workplace risks using real-world tools, data, and strategies. Gain practical skills to handle injury cases, support safe return-to-work decisions, and use risk insights to improve workplace safety and performance.

- **NC.BUS4A – FOUNDATIONS OF WORKPLACE RISK MANAGEMENT**
- **NC.BUS4B – FIT FOR WORK & ACCOMMODATIONS MANAGEMENT**
- **NC.BUS4C – RISK SYSTEMS & METRICS**

Please check online schedule for start dates.

Classes are…

- ☑ **FREE**
- ☑ **100% online**
- ☑ **Offered throughout the year**
- ☑ **Repeatable**

www.canyons.edu/free

GATEWAYSCV
Santa Clarita Valley Adult Education

Registration instructions can be found on the back of this flyer

REGISTRATION INSTRUCTIONS

To register for these courses, you must be an existing student or apply to be a student at the college. Please follow the steps below to register for these courses:

New students start here

Submit an application for admission

- Go to: ***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. Enter your CanyonsID student email and establish your CanyonsID password.

Current students start here

Register for classes

- From **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 Business."
- 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*** during regular business hours.

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

COLLEGE OF THE CANYONS
PERSONAL & PROFESSIONAL LEARNING