

# Gateway Human Resources Assistant - Noncredit Certificate of Completion

**Program Description:** Introduces learners to the field of Human Resources. Prepares participants with a solid foundation of the human resources functions, basic knowledge of relevant employment laws, and the ability to perform basic human resources activities that are an essential part of the employment life cycle. The Gateway Human Resources Assistant certificate consists of three short-term courses and is designed for those interested in gaining knowledge and skills for employment into an entry-level position in human resources.

**Program SLO:** Students will be able to describe the Human Resources functions and fundamental employment laws, and demonstrate the ability to perform foundational activities.

## **Important Information:**

For students interested in exploring other free noncredit courses through the COC School of Personal and Professional Learning please visit <https://www.canyons.edu/free> for an up to date list of course offerings and schedules.

For students interested in exploring credit courses and/or earning an Associate's degree and/or transfer, please follow up with the Counseling Office for additional information @ <https://www.canyons.edu/counseling> or (661) 362-3288/(661)362-3811.

Courses are sequenced based on recommendations by the [School of Personal and Professional Development](#).

## **First Semester (16– 48 hours)**

FA = Fall; WI = Winter; SP = Spring; SU = Summer

Course	Title	Hours
NC.BUS 1A	Foundations of Human Resources Management (WI, SU)	16
NC.BUS 1B	Employment Law Fundamentals (WI, SU) <i>Recommended Preparation NC.BUS 1A</i>	16
NC.BUS 1C	Human Resources Management Support Activities (SP, SU) <i>Recommended Preparation NC.BUS 1B</i>	16
	<b>Total Hours:</b>	<b>16-48</b>

Students who are not enrolled as credit or noncredit students will need to complete an application through Enrollment Services for School of Personal and Professional Learning. To enroll, go to [www.canyons.edu/freeclasses](http://www.canyons.edu/freeclasses) and click on the “Applicants” tab.

## **Resources**

**School of Personal and Professional Learning: Human Resources**

<https://www.canyons.edu/academics/schools/ppl/humanresources.php>

**School of Personal and Professional Learning:** [www.canyons.edu/free](http://www.canyons.edu/free)

**Enrollment Services (SPPL):** <https://www.canyons.edu/freeclasses>

**Counseling Department Website:** [www.canyons.edu/counseling](http://www.canyons.edu/counseling)

**Employment Center Website:** <https://www.canyons.edu/student-services/employmentcenter/index.php>

**Certificate Request Form** – Students must request their certificate once they completed all courses needed to earn a certificate. Before submitting a Certificate Request, please do the following: 1.) Know your 7 digit COC student ID number. 2.) Verify the certificate title and courses required. Browse the menu of certificate subject images on this webpage to find certificate titles and requirements. 3) Check you have completed all courses required with a "P" (passing) grade. Certificate request forms must be submitted through the School of Personal and Professional Learning website at [www.canyons.edu/free](http://www.canyons.edu/free)