

# Human Resource Assistant

## Program Guide

### 2024-2025

### Career Highlights

Human Resource Assistants serve as an essential asset to any organization's human resources department. Their primary responsibility is to provide administrative support to HR supervisors and managers.

Human Resource Assistants are critical in ensuring that the department's day-to-day operations run smoothly by scheduling interviews and maintaining filing systems to manage HR databases. Human Resource Assistants are responsible for various administrative tasks, maintaining employee records, and assisting with recruitment and payroll processes.

Explore if this Career is the right path for you at: [Career Coach](#)

### Program Information

The Human Resource Assistant certificate is designed to prepare students with the essential skills and knowledge required to support HR functions in an organization. Participants will learn the fundamentals of human resource management, including recruitment, employee onboarding, payroll processing, benefits administration, and compliance with labor laws.

The program focuses on developing strong organizational and technical skills to effectively assist HR managers and other HR professionals.

### Eligibility Requirements

To be eligible for the program candidates must:

- 18 years or older.
- [Apply online](#) or in-person at any NOCE Center.
- Complete an online General Orientation at least 24 hours prior to registering for Human Resource Assistant Certificate Program courses.
- Recommended: Basic English language reading, writing, and speaking skills, and/or be at an ESL Intermediate High level.
- Recommended: Basic math skills

## Program Location and Contact Information

<p>NOCE Anaheim Campus 1830 W. Romneya Drive Anaheim, CA 92801</p> <p><b>Career Technical Education (CTE)</b> Office, Room 513 (714) 808-4915 <a href="mailto:careers@noce.edu">careers@noce.edu</a></p> <p>Contact for general certificate program information</p>	<p><b>StarHelp Registration Assistance</b> East Lot Portables: 201-P</p> <p>(714) 808-4679 <a href="mailto:starhelp@noce.edu">starhelp@noce.edu</a></p> <p>Contact for registration assistance</p>	<p><b>Counseling and Student Services Department</b> East Lot Portables: 200-P</p> <p>(714) 808-4682 <a href="mailto:counseling@noce.edu">counseling@noce.edu</a></p> <p>Contact for course advisement, career counseling, and college planning</p>
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## Program of Study Leading to a Certificate

This information is for advisement purposes only and is subject to change.

It is recommended that students see a NOCE Counselor upon enrollment to complete an educational plan. Counselor appointments can be made in person at the Anaheim campus in the East Lot Portables, 200-P, by phone at (714) 808-4682, or via email at [counseling@noce.edu](mailto:counseling@noce.edu).

Required Core Courses for Human Resource Assistant Certificate				
Core courses are listed in the order of the program's recommended sequence				
Course #	Course Title	Hours	Prerequisite(s)	Completion Status
HRMA 100	Human Resources, Introduction	24		
HRMA 105	Employee Relations	24		
HRMA 110	Compensation	24		
HRMA 115	Assessing and Improving Performance	24		
HRMA 120	Talent Acquisition and Development	36		
Required Elective Course				
(Must complete two of the following courses:				
WFPR 100	Career Skills and Resource Lab	36		
WFPR 101	Virtual Career Skills and Resource Lab	36		

WFPR 105	Build Your Career	12		
<b>Completion Timeline</b>				
All required courses for the Human Resource Assistant Certificate must be completed and students must maintain Catalog Rights. NO EXTENSIONS and/or EXCEPTIONS WILL BE GIVEN. Those students not meeting the requirements and/or not maintaining catalog rights will be required to repeat any classes and/or take any additional program requirements.				

## Additional Program Information

### Catalog Rights and Completion Deadline

The course requirements for a specific certificate program may change from one catalog to the next and, therefore, may change during the period that a student attends NOCE. Catalog rights established when a student first takes classes at NOCE protect the student from being held for additional program requirements that may be added to a later catalog.

Students maintain catalog rights by maintaining continuous enrollment in one of the following courses at NOCE: Basic Skills, Career Technical Education, Disability Support Services, and English as a Second Language.

Continuous enrollment is enrollment in any two of the previous consecutive terms, including Summer, resulting in an academic record of A, B, C, D, F, P (Pass), NP (No Pass), SP (Satisfactory Progress), or W (Withdrawal).

Missing more than two consecutive terms will result in loss of catalog rights due to a break in continuous enrollment.

If continuous enrollment is broken, the student must adhere to the catalog requirements in effect at the time continuous enrollment is re-established and maintained. The lab enrollment in WFPR 100, WFPR101, keyboarding exams, and required certifications (e.g., CPR card) cannot be used to maintain catalog rights. Course substitution and course challenges do not maintain catalog rights.

This policy supersedes all previous catalog rights provisions and applies only to the programs at NOCE.

### Course Substitutions:

This program does not allow any course substitutions.

### Challenge Exams

This program does not offer any challenge exams.

### Program Attendance and Grading Requirements

In-Person Classes	Online Classes
<p><u>First Day of Class</u> ATTENDANCE ON FIRST DAY OF CLASS IS MANDATORY to secure your place in class. If you are not in class ONE HOUR after the scheduled start time, your spot could be assigned to a student on the waitlist.</p>	<p><u>First Week of Attendance</u> FIRST WEEK OF ATTENDANCE IS MANDATORY to secure your place in class. If you do not sign into your Canvas course and/or contact your instructor by 11:59 p.m. on the third day from the start of the course, your spot could be reassigned to a student on</p>

In-Person Classes	Online Classes
<p>No student will be allowed to enroll in a class after the established deadline.</p>	<p>the waitlist, and you will be dropped from the course.</p> <p>If you are enrolled in a hybrid class and the first class meeting is scheduled to be in-person, see the First Day of Class policy for in-person classes.</p> <p>No student will be allowed to enroll in a class after the established deadline.</p>
<p><b><u>Ongoing Attendance</u></b> Regular attendance is expected of every student.</p>	<p><b><u>Ongoing Active Participation</u></b> Ongoing active participation is expected of every student. Active participation requires more than just logging onto Canvas. Students who do not actively participate on a weekly basis will be dropped from the class up until the second census date.</p>
<p><b><u>Waitlisted Students</u></b> Before the class start date, students on the waitlist will be notified via e-mail as soon as a seat is available. Once you receive the e-mail, you will have up to 24 hours to accept the seat. If you do not accept, by the deadline given in your e-mail notification, the seat will be offered to the next student on the waitlist.</p> <ul style="list-style-type: none"> <li>• The waitlist process is only valid <b><u>before</u></b> the class start date.</li> <li>• After the class starts, students interested in adding a closed class must have instructor permission, so it is recommended that students who were on the waitlist attend the first day of class and request instructor permission to be added.</li> <li>• For classes five weeks in length or less, students cannot add after the start date.</li> <li>• For classes six weeks in length or more, students cannot add after the second meeting of the class.</li> <li>• No student will be allowed to enroll in a class after the established deadline.</li> </ul>	<p><b><u>Waitlisted Students</u></b> Through the first week of classes, students on the waitlist will be notified via e-mail as soon as a seat is available. Once you receive the e-mail, you will have up to 24 hours to accept the seat. If you do not accept, by the deadline given in your e-mail notification, the seat will be offered to the next student on the waitlist.</p> <ul style="list-style-type: none"> <li>• The waitlist process is only valid through the end of the first week of the class.</li> <li>• During the 2nd week of classes, students still interested in adding a closed class must contact StarHelp at (714) 808-4679 or e-mail <a href="mailto:starhelp@noce.edu">starhelp@noce.edu</a>.</li> <li>• No student will be allowed to enroll in a class after the established deadline.</li> </ul>
<p><b><u>Grading Policy</u></b> All courses in this program are graded (Pass or No Pass).</p> <p>In order to be eligible to receive a passing grade, students in this program must meet both the minimum attendance requirements and the 80% or higher grading requirement.</p>	<p><b><u>Grading Policy</u></b> All courses in this program are graded (Pass or No Pass).</p> <p>To be eligible to receive a passing grade, students in this program must meet both the minimum attendance requirements through ongoing active participation and the 80% or higher grading requirement.</p>

## **Graduation Check for Program Certificate and Commencement**

To receive the certificate and participate in the Commencement Ceremony, students must schedule and attend a Graduation Check/Exit Interview appointment with a NOCE Counselor at the end of their final term to complete the application for the program certificate. If you do not plan on participating in the Commencement Ceremony, you still must schedule a Graduation Check/Exit Interview appointment with a NOCE counselor.

Once the Records Office receives your application and verifies that all the requirements have been met, the program certificate will be mailed to you.



Accredited by the Accrediting Commission for Schools,  
Western Association of Schools and Colleges  
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Website: [www.acswasc.org](http://www.acswasc.org)

The North Orange County Community College District's (NOCCCD) North Orange Continuing Education (NOCE) Administrative Offices are located at 1830 W. Romney Drive in Anaheim, California 92801. For more information, call 714.808.4645 or visit [www.nocce.edu](http://www.nocce.edu). It is the policy of NOCCCD to provide an educational, employment, and business environment in which no person shall be unlawfully subjected to discrimination or sexual harassment, nor unlawfully denied full and equal access to the benefits of District programs or activities on the basis of ethnic group identification, national origin, religion, age, gender, race, color, ancestry, sexual orientation, marital status or physical or mental disability as defined and prohibited by state and federal statutes. The District is also committed to maintaining campuses that are free of harassment, drugs and alcohol. To read the entire NOCCCD nondiscrimination statement, see the policy in the General Information section in the back of the NOCE class schedule.