FREE

FALL 2020
ONLINE CLASSES

This FREE Computer application and Web Technology program offers a series of short courses (16 hours) introducing students to basic digital office technologies needed in todays modern workplace.

TAKE ONE COURSE OR COMPLETE ALL FOUR COURSES TO EARN A CERTIFICATE OF COMPLETION: DIGITAL OFFICE

Computing & Internet Fundamentals (NC.CAWT-10A)
#50816 • 8/24/2020-9/16/2020, M W, 6:30-9PM
#50827 • 8/25/2020-9/17/2020, Tu Th, 6:40-9:10PM
#50826 • 8/25/2020-9/17/2020, Tu Th, 4-6:30PM
#50822 • 8/25/2020-9/17/2020, Tu Th, 7:50-10:20AM
#50828 • 8/28/2020-9/25/2020, F, 9AM-1PM

Word Processing Basics (NC.CAWT-10B)
#50829 • 8/29/2020-9/19/2020, Sa, 9AM-1PM
#50830 • 9/21/2020-10/7/2020, M W, 6:30-9PM
#50833 • 9/22/2020-10/8/2020, Tu Th, 6:40-9:10PM
#50832 • 9/22/2020-10/8/2020, Tu Th, 4-6:30PM
#50831 • 9/22/2020-10/8/2020, Tu Th, 7:5010:20AM
#50834 • 10/2/2020-10/23/2020, F, 9AM-1PM

Spreadsheet Basics (NC.CAWT-10C)
#50835 • 9/26/2020-10/17/2020, Sa, 9AM-1PM
#50836 • 10/12/2020-10/28/2020, M W, 6:30-9PM
#50839 • 10/13/2020-10/29/2020, Tu Th, 6:40-9:10PM
#50838 • 10/13/2020-10/29/2020, Tu Th, 4-6:30PM
#50837 • 10/13/2020-10/29/2020, Tu Th, 7:50-10:20AM
#50840 • 10/30/2020-11/20/2020, F, 9AM-1PM

Digital Communication for the Office (NC.CAWT-10D)
#50841 • 10/24/2020-12/5/2020, Sa, 9AM-1PM
#50842 • 11/2/2020-12/2/2020, M W, 6:30-9:00PM
#50845 • 11/3/2020-12/3/2020, Tu Th, 6:40-9:10PM
#50844 • 11/3/2020-12/3/2020, Tu Th, 4-6:30PM
#50843 • 11/3/2020-12/3/2020, Tu Th, 7:50-10:20AM

To take these online courses, students must:

- *Have access to the Internet*
- *Have a home computer*
- *Possess basic computer proficiency*

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

Register online using My Canyons. Search for subject Noncredit-Business

COLLEGE OF THE CANYONS
School of Personal & Professional Learning
Education extended

GATEWAY SCV
Santa Clarita Valley Adult Education

QUESTIONS ABOUT ENROLLMENT:
Call (661) 362-3304 or
Email *freeclasses@canyons.edu*

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:

New students start here

Submit an application for admission

– Go to: **www.canyons.edu/freeclasses**
– Click on "Applicants"
– Click on "Printable Application Instructions" if you would like a step-by-step guide to help you fill out the online application using CCC Apply.
– Click on "Go to CCC Apply" when you are ready to fill out the online application.
– Successful application submission will generate a "Welcome" email containing your 7-digit COC student ID number.

Upon completion, go to "Register for classes" below
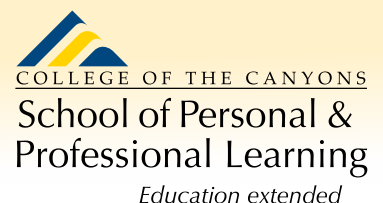
Current students start here

Register for classes
• Log in to your **My Canyons** account
• Click on "Students"
• Under **Registration,** click on "Register/Add Classes"
• Select Term and choose "Noncredit Business"
• Select the number of classes you would like to register for and click "Submit."

If you receive any error messages during the registration process, or would like assistance with enrollment, please email Enrollment Services for the School of Personal and Professional Learning during regular business hours at **freeclasses@canyons.edu.** Please include your phone number if you would prefer to receive a phone call. Someone from the office will respond as soon as possible.

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
School of Personal &
Professional Learning
Education extended

Need help with enrollment?
Email *freeclasses@canyons.edu*