FREE COMPUTER CLASSES
DIGITAL PUBLISHING FOR THE OFFICE CERTIFICATE

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

COMPLETE BOTH COURSES AND EARN A DIGITAL PUBLISHING FOR THE OFFICE CERTIFICATE OF COMPLETION

This certificate provides office workers with training in digital publishing to meet routine demands, including creation of newsletters, flyers, brochures, magazines, calendars, etc.

▶ **NC.CAWT-011A EXPLORING ADOBE INDESIGN:** Introduces basic Adobe InDesign functionality related to the task of formatting and publishing small-scale documents. *8 hours*

▶ **NC.CAWT-011B CREATING NEWSLETTERS AND BROCHURES WITH ADOBE INDESIGN:** Introduces the production of small-scale newsletter and brochure prototypes for print and digital display using Adobe InDesign. *8 hours*

Classes are…
- ☑ **FREE**
- ☑ **Meet In-Person**
- ☑ **No Text Book**
- ☑ **Offered Year Round**
- ☑ **Repeatable**

www.canyons.edu/free

GATEWAYSCV
Santa Clarita Valley Adult Education

GATEWAY TO OPPORTUNITY

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…."
- 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

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