

COLLEGE OF THE CANYONS
SCHOOL OF PERSONAL & PROFESSIONAL LEARNING


ONLINE ▪ SPRING 2023 ▪ IN-PERSON

FREE **CLASSES**

CLASSES BEGIN FEBRUARY 6
with a variety of
start dates available!



YOGA INSTRUCTOR
NEW!

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

(661) 362-3304
www.canyons.edu/FREE

We offer assistance in:
Español **فارسی** 한국어
Instrucciones de registro en la página 3

Become a Yoga Instructor, Get Certified!

Gain skills and experience across the 12 Yoga Competencies: Asana, Pranayama, anatomy, history, teaching methodology, physiology, philosophy, professional development, meditation, biomechanics, ethics, and teaching practicum.

These classes are required to obtain a certificate through the Yoga Alliance:

- Yoga History and Culture (NC. YOGA-001)
- Yoga Techniques I Theory and Practice (NC. YOGA-002)
- Yoga Techniques II Practice and Training (NC. YOGA-003)
- Yoga Teacher Training (NC. YOGA-004)
- Yoga Teacher Training Practicum (NC. YOGA-005)



Become an Instructional Aide - Complete Two Classes!



What does an Instructional Aide do? An Instructional Aide works one-on-one with a TK-12 student to help children work independently, keep students engaged, support positive behavioral interventions, and collaborate and communicate with students, teachers, and parents.

- Instructional Aide Training: Roles and Responsibilities (NC. EDUC-003)
- Instructional Aide Training: Effective Practices (NC. EDUC-004)

For a complete list of all certificate programs, go to www.canyons.edu/FREE

** All students in the program will get a free subscription to LinkedIn Learning*

Registration Instructions

You will need a personal email account to complete the enrollment process:

STEP 1: Submit an application for admission for the Spring 2023 term

- Go to: www.canyons.edu/freeclasses
- Select "Applicants"
- Select "Go to OpenCCC" to complete the online application process
- Upon successful submission of your application, you will receive an email titled, "Your COC Noncredit Application to enroll in FREE classes has been accepted!"

STEP 2: Enroll in CanyonsID (single sign-on)

- For the convenience of having one username and password to access online services, students must enroll their "my.canyons.edu" student email address and temporary password into CanyonsID.
- Go to www.canyons.edu/canyonsID for detailed instructions. For security, you will need a cell phone number and personal email to complete the authentication process.

STEP 3: Choose a certificate pathway or free course to enroll in

- Go to www.canyons.edu/free to browse through the variety of free courses and certificates available to add to your resume, or to complete for personal enrichment.

STEP 4: Register for classes

- Once logged into My Canyons, click on the green "My Registration" tile and then "Search for Sections." Select a Term (Spring 2023) and search alphabetically for the Subject "Noncredit" to find the FREE noncredit course you want to enroll in.



STEP 5: Explore Canvas to get to know your Online Classroom

- To log into your Canvas online portal, go to: coc.instructure.com. Course content is not visible until the course is published by the instructor on the first day of class.

Need help logging in to Canvas?

- Call (661) 362-3600 9 a.m. to 5 p.m. Monday through Friday
- Send an email to cvsupport@canyons.edu or online@canyons.edu
- After-hours Canvas support is available 24 hours a day at (877) 889-9052



UNDERSTANDING OUR CLASS FORMATS



Online

All class work is conducted online through Canvas without a requirement for **real-time/live meetings**.



OnlineLIVE

You will attend your class online during **scheduled class times** via Zoom and/or Canvas.



InPerson

Instructors teach InPerson classes on campus in a classroom. You will attend class in person during scheduled class times at the classroom location listed in the class schedule.



HyFlex

Instructors teach HyFlex classes on campus in a classroom, and students have the choice to attend in-person or on Zoom.

Combo Formats

These classes are offered in three different formats. Explanation of the different combos can be found below.

Hybrid

In a hybrid class, you can expect to have some on-campus meetings, as well as complete coursework independently online.

OnlineLIVE/Online

You will attend your class OnlineLIVE during certain days/times listed in the class schedule. The remainder of the class will be completed independently online.

OnlineLIVE/InPerson

The class will meet in-person on designated days and times and via Zoom on designated days and times listed in the class schedule.

Instrucciones de registro

Necesitará una cuenta de correo electrónico personal para completar el proceso de inscripción:

PASO 1: Presentar una solicitud de admisión para el semestre de Primavera 2023

- Visite: www.canyons.edu/freeclasses
- Seleccione "Solicitantes"
- Seleccione "Ir a OpenCCC" para completar el proceso de solicitud en línea
- Una vez enviada con éxito su solicitud, recibirá un correo electrónico titulado "Your COC Application to enroll in FREE classes has been accepted!"

PASO 2: Inscribirse en CanyonsID (inicio de sesión único)

- Para la conveniencia de tener un solo nombre de usuario y contraseña para acceder a los servicios en línea, los estudiantes deben registrar su "my.canyons.edu" dirección de correo electrónico de estudiante y la contraseña temporal en CanyonsID.
- Vaya a www.canyons.edu/canyonsID para obtener instrucciones detalladas. Por seguridad, necesitará un número de teléfono móvil y un correo electrónico personal para completar el proceso de autenticación.

PASO 3: Elija una opción de certificado o un curso gratuito en el que desee inscribirse

- Visite www.canyons.edu/free para ver la variedad de cursos y certificados gratuitos disponibles para añadir a su currículum, o para completar su enriquecimiento personal.

PASO 4: Inscribirse en clases

- Una vez iniciada la sesión en My Canyons, haga clic en "Register/Add Classes" para completar el proceso de inscripción. Seleccione el Término (Spring 2023) y busque alfabéticamente la Materia "Noncredit". Después de añadir una clase a su horario, póngase en contacto con su instructor. Puede encontrar una lista de correos electrónicos de los instructores en www.canyons.edu/FREE



PASO 5: Explore Canvas para conocer su Clase en Línea

Una vez que haya iniciado sesión en My Canyons, haga clic en la el cuadro verde "My Registration" y luego haga clic en "Search for Sections." Seleccione un Término (Spring 2023) y busque alfabéticamente el Tema "Noncredit" para encontrar el Curso Gratuito sin crédito en el que desea inscribirse.

¿Necesita ayuda para ingresar a Canvas?

- Llame al (661) 362-3600 de 9 a.m. a 5 p.m. de Lunes a Viernes
- Envía un correo electrónico a cvsupport@canyons.edu o a online@canyons.edu
- Después del horario de trabajo el equipo de asistencia técnica de Canvas está disponible las 24 horas del día por teléfono al (877) 889-9052



canvas

CONOCIMIENTO DE LOS **FORMATOS PARA LAS CLASES**



Online

Todo el trabajo de clase se lleva a cabo en línea a través de Canvas sin necesidad de reuniones en **tiempo real / en vivo**.



OnlineLIVE

Usted asistirá a su clase en línea durante los **horarios de clase programados** a través de Zoom y / o Canvas.



InPerson

Los instructores imparten clases presenciales en un salón del campus. Usted asistirá a clase en persona durante las horas de clase programadas en el salón de clases que aparece en el programa de clases.



HyFlex

Los instructores imparten las clases de HyFlex en el campus en un salón de clases, y los estudiantes tienen la opción de asistir en persona o en Zoom.

Formatos Combinados

Estas clases se ofrecen en tres formatos diferentes. A continuación se explican las diferentes combinaciones.

Hybrid

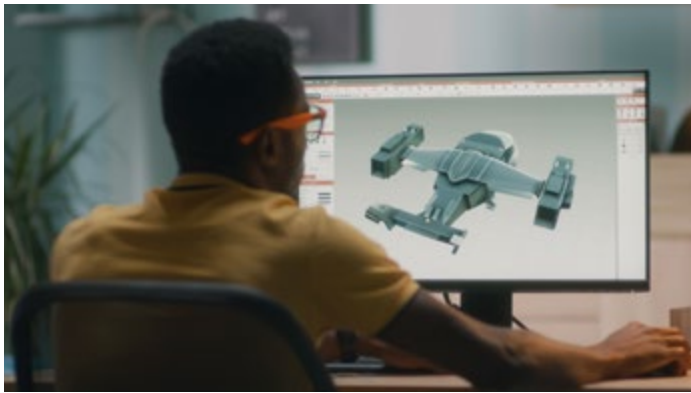
En una clase híbrida, puede esperar tener algunas reuniones en el campus, así como completar el trabajo del curso de forma independiente en línea.

OnlineLIVE/Online

Asistirá a su clase En línea EN VIVO durante determinados días/horas indicados en el programa de la clase. El resto de la clase se completará de forma independiente en línea.

OnlineLIVE/InPerson

Esta clase se reunirá en persona en los días y horas designados y a través de ZOOM en los días y horas designados que se indican en el programa de clases.



NONCREDIT ART

NC.ART 110 FUNDAMENTALS OF DRAWING FOR COMMERCIAL ARTISTS

24.00 – 36.00 hours

Introduces drawing for current or future commercial artists such as animators, character designers and storyboard artists emphasizing basic techniques utilizing a variety of media and compositional and pictorial fundamentals.

SEC#	DATES	DAYS	TIME	LOCATION
69418	2/27/23–3/29/23	MW	2:30PM–5:30PM	MENH-109

NC.ART 200 ANATOMY FOR COMMERCIAL ARTISTS

24.00 – 40.00 hours

Provides essential training in life drawing for current or future commercial artists such as animators, character designers and storyboard artists through observational renderings of the live model.

SEC#	DATES	DAYS	TIME	LOCATION
69419	4/14/23–5/19/23	F	11:00AM–5:00PM	MENH-241

NONCREDIT BASIC SKILLS

NC.BCSK 100 GED PREPARATION

190.00 hours

Designed to prepare students to pass the five sections of the General Educational Development test: Reading, Writing I and II (essay), Science, Social Studies and Mathematics. Students require basic computer literacy to utilize GED tutorial software. This course may be offered open entry/open exit.

SEC#	DATES	DAYS	TIME	LOCATION
67748	2/6/23–6/1/23	SA	9:00AM–12:00PM	HSLH-306 (Español-HyFlex)
67749	2/6/23–6/1/23			ONLINE

NC.BCSK 110 GED PREPARATION – MATH/SCIENCE

62.00 hours

Designed to prepare students to pass the Mathematical Reasoning and Science subtests of the GED exam. Students need computer literacy and basic numeracy skills. The noncredit math classes are highly recommended prior, or in addition, to this class. (HyFlex = Attend in-person or OnlineLIVE)

SEC#	DATES	DAYS	TIME	LOCATION
67750	2/6/23–6/1/23	MW	9:30AM–12:00PM	HSLH-306 (HyFlex)

NC.BCSK 120 GED PREPARATION – LANGUAGE ARTS/SOCIAL STUDIES

62.00 hours

Designed to prepare students to pass the Reasoning Through Language Arts and Social Studies subtests of the GED exam. Students need computer literacy and basic English writing skills. (HyFlex = Attend in-person or OnlineLIVE)

SEC#	DATES	DAYS	TIME	LOCATION
67751	2/6/23–6/1/23	TU TH	9:30AM–12:00PM	HSLH-306 (HyFlex)

NONCREDIT BUSINESS

NC.BUS 1C HUMAN RESOURCES MANAGEMENT SUPPORT ACTIVITIES

16.00 hours

Recommended Preparation: NC.BUS-1B

Presents basic essential activities applicable to a support level position in human resources.

SEC#	DATES	DAYS	TIME	LOCATION
67752	2/6/23–3/4/23			ONLINE

NC.BUS 2A SUPERVISOR'S ROLE IN WORKPLACE COMPLIANCE

16.00 hours

Explores relevant employment laws affecting the workplace in connection with the supervisor's role in ensuring compliance.

SEC#	DATES	DAYS	TIME	LOCATION
67753	3/6/23–4/1/23			ONLINE

NC.BUS 2B PEOPLE MANAGEMENT

24.00 hours

Examines tools to effectively hire, manage, motivate, and retain talent. Examines the employment life cycle from a supervisor and business leader's perspective.

SEC#	DATES	DAYS	TIME	LOCATION
67754	4/10/23--5/6/23			ONLINE

NC.BUS 3A LEGAL REVIEW AND UPDATE FOR HUMAN RESOURCES MANAGEMENT PROFESSIONALS

16.00 hours

Provides human resources professionals with a more advanced employment law review, update on current legislation, and case analysis impacting employees and employers in the workplace.

SEC#	DATES	DAYS	TIME	LOCATION
67755	5/8/23–6/1/23			ONLINE

NONCREDIT CAREER SKILLS

NC.CSKL 001 TIME MANAGEMENT

8.00 hours

Explores time management strategies and tools for effectively managing expanding workloads, shifting priorities, and increasing demands. Practice prioritizing "important" versus "urgent" activities. Emphasis on analyzing current use of time, identifying organizational goals, roles and priorities, discovering gaps to achieving goals and apply time management tools to the gaps for completing important priorities first.

SEC#	DATES	DAYS	TIME	LOCATION
67855	2/21/23–3/5/23			ONLINE

NC.CSKL 002 BUSINESS WRITING IN THE TECHNOLOGY AGE

8.00 hours

Develops effective and professional business writing skills for electronic and hard-copy communication using business tone, organization and formatting, word choice and persuasion.

SEC#	DATES	DAYS	TIME	LOCATION
67856	3/6/23–3/19/23			ONLINE

NC.CSKL 003 CRITICAL THINKING (PROBLEM-SOLVING AND DECISION-MAKING)

8.00 hours

Develops analytical thinking, decision-making and problem-solving techniques. Apply judgment and insight to break problems into component parts and apply deductive reasoning.

SEC#	DATES	DAYS	TIME	LOCATION
67857	3/20/23–4/1/23			ONLINE

NC.CSKL 004 CUSTOMER SERVICE

8.00 hours

Applies practical strategies to retain a valuable customer base, diffuse difficult situations and earn repeat business. Topics include the anatomy of a complaint, regulating verbal and nonverbal responses, active listening skills, creative problem-solving, customer perceptions and expectations, adapting to different conflict styles, and steps to diffuse angry customers.

SEC#	DATES	DAYS	TIME	LOCATION
67858	2/21/23–3/5/23			ONLINE

NC.CSKL 005 NEGOTIATION

8.00 hours

Applies collaboration tools for building high-trust synergistic relationships. Analyze the conflict cycle and practice skills to defuse conflict at each stage for mutual benefit. Assess one's strengths and utilize tools to facilitate and adapt to others' styles. Skills include re-framing, neutralizing language, discovering of interests, and leveraging innovative solutions through a collaborative negotiation process.

SEC#	DATES	DAYS	TIME	LOCATION
67859	3/6/23–3/19/23			ONLINE

NC.CSKL 006 PERSONALITY STYLES

8.00 hours

Exploration of participants' own behaviors and personality styles, while learning to adapt one's behavior to be effective with other personality styles in a variety of work situations. Emphasis is placed on dealing with difficult relationships and communicating in a way that matches the needs of all involved to achieve relationship satisfaction and organizational objectives.

SEC#	DATES	DAYS	TIME	LOCATION
67860	3/20/23-4/1/23			ONLINE

NC.CSKL 007 SUCCESSFULLY MANAGING AND DEVELOPING PEOPLE

8.00 hours

Learn and apply the communication, delegation and motivational skills needed to be an effective manager or supervisor.

SEC#	DATES	DAYS	TIME	LOCATION
67861	2/21/23-3/5/23			ONLINE

NC.CSKL 008 WORKPLACE COMMUNICATION STRATEGIES

8.00 hours

Assess and optimize current workplace communication skills. Differentiate content, emotions, perceptions and intentions in a communication exchange. Build an advanced communication toolkit to forward your career. Illustrate clear and congruent verbal and nonverbal messages tailored to the personalities involved, the desired outcomes, and the context.

SEC#	DATES	DAYS	TIME	LOCATION
67862	3/6/23-3/19/23			ONLINE

NC.CSKL 009 PERSONALIZED CAREER PLANNING

8.00 hours

Examines the assessment of individuals' strengths, interests, values, personality and abilities in the context of career and education planning. Students will improve decision-making skills by exploring their own decision-making styles and applying specific decision-making models to their career planning process.

SEC#	DATES	DAYS	TIME	LOCATION
67863	2/21/23-3/5/23			ONLINE

NC.CSKL 010 STRATEGIC JOB SEARCH

8.00 hours

Introduces sources of occupational information and how to utilize this information in the career planning and job search process.

SEC#	DATES	DAYS	TIME	LOCATION
67864	3/6/23-3/19/23			ONLINE

NC.CSKL 011 LINKEDIN FOR BUSINESS

8.00 hours

Examines the LinkedIn platform, the world's most popular business-oriented social media networking platform, to develop business through relationship marketing.

SEC#	DATES	DAYS	TIME	LOCATION
71883	3/8/23-3/29/23	MW	5:00PM-6:00PM	ONLN-LIVE
67865	3/20/23-4/1/23			ONLINE

**NC.CSKL 013 MENTAL HEALTH FIRST AID IN THE WORKPLACE**

8.00 hours

Examines risk factors and warning signs of mental health problems and how to respond appropriately. Emphasis on mental health problems and crises for all individuals and environments with additional information on support and resources in the work environment. Upon successful completion of this course, students will receive a NCBH Mental Health First Aid Certificate.

SEC#	DATES	DAYS	TIME	LOCATION
72045	3/18/23-3/18/23	5	800AM-4:30PM	MENH 242

NC.CSKL 014 PUBLIC SPEAKING IN THE WORKPLACE

8.00 hours

Examines the skills needed to organize and deliver effective workplace presentations. Emphasis will be placed on speech preparation, techniques for public speaking, and common presentations in the workplace. Offered pass/no-pass only.

SEC#	DATES	DAYS	TIME	LOCATION
71887	5/8/23-6/5/23	MW	5:00PM-6:00PM	ONLN-LIVE
71888	5/8/23-6/5/23	MW	5:00PM-6:00PM	ONLN-LIVE
67866	3/20/23-3/31/23	MW	6:00PM-8:00PM	ONLN-LIVE + ONLINE

NC.CSKL 015 ADAPTABILITY

8.00 hours

Explores strategies for becoming more adaptable and managing stress in the modern workplace. Emphasis is placed on technological and social changes in the modern workplace.

SEC#	DATES	DAYS	TIME	LOCATION
67867	4/17/23-4/30/23			ONLINE

NC.CSKL 016 DIGITAL FLUENCY

8.00 hours

Examines the technological tools needed to build a professional online presence.

SEC#	DATES	DAYS	TIME	LOCATION
67868	5/1/23-5/14/23			ONLINE

NC.CSKL 017 EMPATHY

8.00 hours

Examines the importance of empathy in trusted relationships and successful collaborations. Emphasis is placed on developing empathy, building strong connections, and utilizing good listening skills to fully understand the needs of customers, clients, and co-workers.

SEC#	DATES	DAYS	TIME	LOCATION
67869	5/1/23-5/14/23			ONLINE

NC.CSKL 018 ENTREPRENEURIAL MINDSET

8.00 hours

Explores techniques for developing an entrepreneurial mindset and building new skills to differentiate oneself in the modern workforce marketplace. Emphasis is placed on developing the skills needed to manage projects, propose ideas, and create value for an organization.

SEC#	DATES	DAYS	TIME	LOCATION
71886	4/10/23-5/3/23	MW	5:00PM-6:00PM	ONLN-LIVE
67870	4/17/23-4/30/23			ONLINE

NC.CSKL 019 RESILIENCE

8.00 hours

Examines skills needed to have a healthy relationship with failure and remain competitive in the modern workplace. Emphasis is placed on embracing momentary failure, taking time for reflection and corrective action, and exploring techniques to learn from setbacks and continue to move forward.

SEC#	DATES	DAYS	TIME	LOCATION
71882	2/6/23-3/6/23	MW	5:00PM-6:00PM	ONLN-LIVE
67871	5/1/23-5/14/23			ONLINE

NC.CSKL 020 SELF-AWARENESS

8.00 hours

Explores the link between personality and the preferred work environment. Build self-awareness by interpreting and applying personality results to educational, personal, and career goals.

SEC#	DATES	DAYS	TIME	LOCATION
67872	5/15/23-5/27/23			ONLINE



NC.CSKL 021 SOCIAL-DIVERSITY AWARENESS

8.00 hours

Explores diversity in the workplace including gender, sexual orientation, ethnicity, age, disability, and how they contribute to the modern workplace.

SEC#	DATES	DAYS	TIME	LOCATION
71884	3/8/23–3/29/23	MW	5:00PM–6:00PM	ONLN-LIVE
67873	5/15/23–5/27/23			ONLINE

NC.CSKL 022 EMERGING LEADERS

8.00 hours

Explores different leadership styles and strategies for becoming an effective leader. Emphasis will be placed on self-awareness, identifying strengths, and creating a plan to become an effective leader in the modern workforce.

SEC#	DATES	DAYS	TIME	LOCATION
71885	4/10/23–5/3/23	MW	5:00PM–6:00PM	ONLN-LIVE
69420	3/6/23–3/19/23			ONLINE

NC.CSKL 023 ORGANIZATIONAL LEADERSHIP

8.00 hours

Analyzes the impact of leadership on organizational effectiveness. Emphasis will be placed on attributes of successful leaders, including interpersonal skills, attitudes, and behaviors, which can facilitate effective leadership within different types of organizations. Designed to provide leadership communication skills and techniques for planning and organizing in today's changing workplace.

SEC#	DATES	DAYS	TIME	LOCATION
69421	3/20/23–4/1/23			ONLINE

NONCREDIT CITIZENSHIP

NC.CITZ 01 CITIZENSHIP FOR NATURALIZATION

36.00 – 54.00 hours

Introduces the history and government of the United States, including an overview of the branches of government, the Constitution, and the Bill of Rights necessary to pass the U.S. Citizenship Examination. This course may be offered open entry/open exit. Offered pass/no-pass only.

SEC#	DATES	DAYS	TIME	LOCATION
67763	2/6/23–6/1/23	W	6:00PM–9:00PM	ONLN-LIVE

NONCREDIT COLLEGE SKILLS

NC.CGSL 001 RESOURCES AND STRATEGIES FOR COLLEGE SUCCESS

8.00 - 18.00 hours

Introduces the skills necessary to succeed in credit courses. Topics that will be covered are academic expectations, financial aid options, California residency status, academic and career educational options, COC resources and goal setting. Formerly NC.COUN-025.

SEC#	DATES	DAYS	TIME	FORMAT
69716	4/10/23–4/15/23			ONLINE

NC.CGSL 002 ONLINE LEARNING AND STRATEGIES FOR SUCCESS

8.00 - 18.00 hours

Introduces the practical strategies and skills necessary to succeed in distance education. Students will learn how to anticipate, avoid, and/or solve typical problems encountered in the distance learning environments. Formerly NC.COUN-030.

SEC#	DATES	DAYS	TIME	FORMAT
69717	4/17/23–4/22/23			ONLINE

NC.CGSL 003 MONEY MANAGEMENT FOR COLLEGE AND BEYOND

8.00 - 18.00 hours

Develops a foundation of money management and financial literacy including budgeting to meet educational goals. Strategies include filling out the Free Application for Federal Student Aid (FAFSA), scholarships, student loans, consumer credit, and banking products such as checking and savings accounts.

SEC#	DATES	DAYS	TIME	FORMAT
69919	2/27/23–3/11/23			ONLINE
69920	3/6/23–3/18/23			ONLINE
69921	3/20/23–4/1/23			ONLINE
69922	4/10/23–4/22/23			ONLINE
69923	4/24/23–5/6/23			ONLINE
69924	5/8/23–5/20/23			ONLINE

NC.CGSL 004 CAREER EXPLORATION

8.00 - 18.00 hours

Provides students with career exploration techniques. Emphasis is placed on selecting a career based on self-examination of interests, values, abilities, and personality through assessment inventories, skill exercises, and career research.

SEC#	DATES	DAYS	TIME	FORMAT
71898	2/6/23–3/6/23	MW	5:00PM–6:00PM	ONLN-LIVE
69724	3/13/23–3/18/23			ONLINE

NONCREDIT CSEC TRAINING

NC.CSEC 001 CSEC PART 1: THE COMMERCIAL SEXUAL EXPLOITATION OF CHILDREN - AWARENESS AND IDENTIFICATION TRAINING

6.00 hours

Examines the commercial sexual exploitation of children (CSEC) with an emphasis on awareness and identification. Provides students with the knowledge and skills needed to identify sexually and commercially exploited youth.

SEC#	DATES	DAYS	TIME	LOCATION
67764	4/18/23–4/20/23	TU TH	6:00PM–8:00PM	ONLN-LIVE

NC.CSEC 002 CSEC PART 2: THE COMMERCIAL SEXUAL EXPLOITATION OF CHILDREN - INTERVENTION AND PREVENTION TRAINING

4.00 hours

Examines the commercial sexual exploitation of children (CSEC) with an emphasis on the implementation of early prevention and intervention strategies.

SEC#	DATES	DAYS	TIME	LOCATION
67765	4/25/23–4/27/23	TU TH	6:00PM–8:00PM	ONLN-LIVE

NONCREDIT COMPUTER APPLICATIONS AND WEB TECHNOLOGIES

NC.CAWT 10A COMPUTING AND INTERNET FUNDAMENTALS

21.00 hours

Introduces basic computer processes, operating systems, and Internet technologies, including file management and social media.

SEC#	DATES	DAYS	TIME	LOCATION
67762	4/10/23–5/4/23	TU TH	6:00PM–8:30PM	ONLN-LIVE
69908	2/10/23–3/24/23	F	9:00AM–1:00PM	CCC3-304

NC.CAWT 10B WORD PROCESSING BASICS

16.00 hours

Introduces basic word processing skills, such as creating, editing, and formatting documents.

SEC#	DATES	DAYS	TIME	LOCATION
67761	3/7/23–3/30/23	Tu Th	6:00PM–8:30PM	ONLN-LIVE
67758	4/28/23–5/19/23	F	9:00AM–1:00PM	ONLN-LIVE

NC.CAWT 10C SPREADSHEET BASICS

16.00 hours

Introduces basic spreadsheet functionality, such as creating, editing, formatting worksheets, and employing a variety of techniques for data analysis.

SEC#	DATES	DAYS	TIME	LOCATION
67759	2/7/23–3/2/23	Tu Th	6:00PM–8:30PM	ONLN-LIVE
67757	3/24/23–4/21/23	F	9:00AM–1:00PM	ONLN-LIVE

NC.CAWT 10D DIGITAL COMMUNICATIONS FOR THE OFFICE

24.00 hours

Introduces applications for communications required in the typical office setting, such as Outlook, Acrobat, and PowerPoint.

SEC#	DATES	DAYS	TIME	LOCATION
67756	2/3/23–3/17/23	F	9:00AM–1:00PM	ONLN-LIVE

NC.CAWT 11A EXPLORING ADOBE INDESIGN

8.00 hours

Introduces basic Adobe InDesign functionality related to the task of formatting and publishing small-scale documents.

SEC#	DATES	DAYS	TIME	LOCATION
71997	2/25/23–3/4/23	S	9:00AM–1:00PM	CCC3 304

NC.CAWT 11B CREATING NEWSLETTERS AND BROCHURES WITH ADOBE INDESIGN

8.00 hours

Introduces the production of small-scale newsletter and brochure prototypes for print and digital display using Adobe InDesign.

SEC#	DATES	DAYS	TIME	LOCATION
71998	3/11/23–3/18/23	S	9:00AM–1:00PM	CCC3 304

NONCREDIT EDUCATION

NC.EDUC 001 TEST PREP FOR CBEST ENGLISH BASIC SKILLS TEST

4.00 hours

Provides practical strategies and techniques to prepare students for responding to analytical essay prompts for the English section of the CBEST-California Basic Education Skills for Teachers. Utilizes practice test questions, develops a study plan, and offers successful test-taking methods.

SEC#	DATES	DAYS	TIME	LOCATION
67766	4/15/23–4/15/23	SA	12:00PM–4:00PM	ONLN-LIVE

NC.EDUC 002 TEST PREP FOR CBEST MATH BASIC SKILLS TEST

4.00 hours

Provides practical test-taking strategies and techniques to prepare students for the Math section of the CBEST-California Basic Education Skills for Teachers. Utilizes practice exams, develops a study plan, and offers successful test-taking methods.

SEC#	DATES	DAYS	TIME	LOCATION
67767	4/22/23–4/22/23	Sa	12:00PM–4:00PM	ONLN-LIVE



NC.EDUC 003 INSTRUCTIONAL AIDE TRAINING: ROLES AND RESPONSIBILITIES

8.00 – 16.00 hours

Explains the roles and responsibilities of an instructional aide, while also developing strategies for collaborating and communicating with students, teachers, and parents.

SEC#	DATES	DAYS	TIME	LOCATION
67768	4/18/23–4/27/23	Tu Th	4:00PM–6:00PM	ONLN-LIVE

NC.EDUC 004 INSTRUCTIONAL AIDE TRAINING: EFFECTIVE PRACTICES

12.00 – 21.00 hours

Develops reading and writing skills by applying critical reading strategies to non-fiction texts and writing brief source-based essays. Offered pass/no-pass only.

SEC#	DATES	DAYS	TIME	LOCATION
67769	5/2/23–5/18/23	Tu Th	4:00PM–6:00PM	ONLN-LIVE

NONCREDIT ENGLISH

NC.ENGL 001 ESSENTIAL READING & WRITING I

18.00 hours

Develops basic English skills at the beginning low level through listening, speaking, reading and writing, including grammar, pronunciation, vocabulary and everyday life situations. Offered pass/no-pass only.

SEC#	DATES	DAYS	TIME	LOCATION
69232	3/6/23–4/1/23	Tu	11:00AM–12:30PM	UCEN-205 + ONLINE
69234	3/6/23–4/1/23			ONLINE

NC.ENGL 002 ESSENTIAL READING & WRITING II

18.00 hours

Develops writing skills by focusing on strategies to compose well-organized and coherent essays. Develops reading skills by focusing on formulating inferences and making connections among fiction and nonfiction texts and ideas. Offered pass/no-pass only.

SEC#	DATES	DAYS	TIME	LOCATION
69239	2/7/23–3/2/23	Tu Th	11:00AM–1:50PM	MENH-242
(Co-listed with ENG 101-67114)				
69233	3/6/23–4/1/23	Tu	11:00AM–12:30PM	UCEN-207 + ONLINE
69237	4/10/23–5/6/23	W	11:00AM–12:30PM	ONLN-LIVE
69238	2/6/23–3/4/23	W	5:00PM–7:05PM	HSLH-135 + ONLINE
(Co-listed with ENG 101-67115)				
69236	3/6/23–4/1/23			ONLINE
69235	4/10/23–5/6/23			ONLINE

NONCREDIT ESL

NC.ESL 1A BEGINNING LOW A

60.00 – 80.00 hours

Develops basic English skills at the beginning low level through listening, speaking, reading and writing, including grammar, pronunciation, vocabulary and everyday life situations. Offered pass/no-pass only.

SEC#	DATES	DAYS	TIME	LOCATION
67779	2/6/23–3/30/23	MTU TH	6:00PM–9:00PM	BONH 305
67780	2/6/23–3/30/23	MTU TH	6:00PM–9:00PM	ONLN-LIVE
67781	4/10/23–6/1/23	MTU TH	6:00PM–9:00PM	ONLN-LIVE
67778	2/6/23–3/30/23	MTU TH	9:00AM–12:00PM	UCEN-305
69218	2/6/23–3/30/23	MTU TH	9:00AM–12:00PM	CCC3-300

NC.ESL 1B BEGINNING LOW B

60.00 – 80.00 hours

Recommended Prep: NC.ESL-1A or Placement Test

Continues and expands the development of basic English skills at the beginning low level through listening, speaking, reading and writing, including grammar, pronunciation, vocabulary, and everyday-life situations.

SEC#	DATES	DAYS	TIME	LOCATION
67785	2/6/23–3/30/23	MTU TH	6:00PM–9:00PM	ONLN-LIVE
67783	4/10/23–6/1/23	MTU TH	6:00PM–9:00PM	BONH-305
67784	4/10/23–6/1/23	MTU TH	6:00PM–9:00PM	ONLN-LIVE
67782	4/10/23–6/1/23	MTU TH	9:00AM–12:00PM	UCEN-305
69219	4/10/23–6/1/23	MTU TH	9:00AM–12:00PM	CCC3-300

NC.ESL 2A BEGINNING HIGH A

60.00 – 80.00 hours

Recommended Prep: NC.ESL-1B or Placement Test

Develops English skills at the beginning high level through listening, speaking, reading and writing, including grammar, pronunciation, vocabulary and everyday life situations. Offered pass/no-pass only.

SEC#	DATES	DAYS	TIME	LOCATION
69216	2/6/23–3/30/23	M T U TH	6:00PM–9:00PM	NHE- RM 20
67789	2/6/23–3/30/23	M T U TH	6:00PM–9:00PM	ONLN-LIVE
67786	4/10/23–6/1/23	M T U TH	6:00PM–9:00PM	ONLN-LIVE
67787	2/6/23–3/30/23	M T U TH	9:00AM–12:00PM	UCEN-209
67788	2/6/23–3/30/23	M T U TH	9:00AM–12:00PM	ONLN-LIVE
69214	2/6/23–3/30/23	M T U TH	9:00AM–12:00PM	MCGR- P1

NC.ESL 2B BEGINNING HIGH B

60.00 – 80.00 hours

Recommended Prep: NC.ESL-2A or Placement Test

Continues and expands the development of English skills at the beginning high level through listening, speaking, reading and writing, including grammar, pronunciation, vocabulary and everyday life situations. Offered pass/no-pass only.

SEC#	DATES	DAYS	TIME	LOCATION
69217	4/10/23–6/1/23	M T U TH	6:00PM–9:00PM	NHE- RM 20
67792	4/10/23–6/1/23	M T U TH	6:00PM–9:00PM	ONLN-LIVE
67790	4/10/23–6/1/23	M T U TH	9:00AM–12:00PM	UCEN-209
67791	4/10/23–6/1/23	M T U TH	9:00AM–12:00PM	ONLN-LIVE
69215	4/10/23–6/1/23	M T U TH	9:00AM–12:00PM	MCGR- P1

NC.ESL 3A INTERMEDIATE LOW A

60.00 – 80.00 hours

Recommended Prep: NC.ESL-2B or Placement Test

Develops English skills at the intermediate low level through listening, speaking, reading and writing including grammar, pronunciation, vocabulary and everyday life situations. Offered pass/no-pass only.

SEC#	DATES	DAYS	TIME	LOCATION
67793	2/6/23–3/30/23	M T U TH	6:00PM–9:00PM	ONLN-LIVE
67794	2/6/23–3/30/23	M T U TH	9:00AM–12:00PM	UCEN-310
67795	2/6/23–3/30/23	M T U TH	9:00AM–12:00PM	ONLN-LIVE

NC.ESL 3B INTERMEDIATE LOW B

60.00 – 80.00 hours

Recommended Prep: NC.ESL-3A or Placement Test

Continues and expands English skills at the intermediate low level through listening, speaking, reading and writing including grammar, pronunciation, vocabulary and everyday life situations. Offered pass/no-pass only.

SEC#	DATES	DAYS	TIME	LOCATION
67796	4/10/23–6/1/23	M Tu Th	6:00PM–9:00PM	ONLN-LIVE
67797	4/10/23–6/1/23	M Tu Th	9:00AM–12:00PM	UCEN-310
67798	4/10/23–6/1/23	M Tu Th	9:00AM–12:00PM	ONLN-LIVE

NC.ESL 4A INTERMEDIATE HIGH A

60.00 – 80.00 hours

Recommended Prep: NC.ESL-3B or Placement Test

Develops English skills at the intermediate high level through listening, speaking, reading and writing including grammar, pronunciation, vocabulary and everyday life situations. Offered pass/no-pass only.

SEC#	DATES	DAYS	TIME	LOCATION
67801	2/6/23–3/30/23	M Tu Th	6:00PM–9:00PM	ONLN-LIVE
67800	2/6/23–3/30/23	M Tu Th	6:00PM–9:00PM	ORCH-Art Rm
67799	2/6/23–3/30/23	M Tu Th	9:00AM–12:00PM	ONLN-LIVE

NC.ESL 4B INTERMEDIATE HIGH B

60.00 – 80.00 hours

Recommended Prep: NC.ESL-4A or Placement Test

Continues and expands English skills at the intermediate high level through listening, speaking, reading and writing including grammar, pronunciation, vocabulary, and common situations.

SEC#	DATES	DAYS	TIME	LOCATION
67805	2/6/23–3/30/23	M T U TH	6:00PM–9:00PM	ONLN-LIVE
67804	4/10/23–6/1/23	M T U TH	6:00PM–9:00PM	ONLN-LIVE
67803	4/10/23–6/1/23	M T U TH	6:00PM–9:00PM	ORCH-ART RM
67802	4/10/23–6/1/23	M T U TH	9:00AM–12:00PM	ONLN-LIVE



NC.ESL 060 COLLEGE READING, WRITING, AND GRAMMAR I

54.00 hours

Develops reading, writing, and grammar skills designed to progress non-native speakers of English toward college-level work.

SEC#	DATES	DAYS	TIME	LOCATION
67771	2/6/23–3/30/23	M Tu Th	6:00PM–9:00PM	ONLN-LIVE
67770	2/6/23–3/30/23	M Tu Th	9:00AM–12:00PM	UCEN-312

NC.ESL 061 COLLEGE LISTENING AND SPEAKING I

54.00 hours

Provides practice speaking in informal college situations. Focuses on listening, speaking, and pronunciation through extensive practice in common college situations.

SEC#	DATES	DAYS	TIME	LOCATION
67773	4/10/23–6/1/23	M T U TH	6:00PM–9:00PM	ONLN-LIVE
67772	4/10/23–6/1/23	M T U TH	9:00AM–12:00PM	UCEN-312

NC.ESL 070 COLLEGE READ/WRIT/GRAMMAR II

54.00 hours

Continues development of reading, writing, and grammar skills in preparation for college-level work.

SEC#	DATES	DAYS	TIME	LOCATION
67774	2/6/23-3/30/23	M T U TH	6:00PM-9:00PM	ONLN-LIVE
67775	2/6/23-6/1/23	M W	9:00AM-12:00PM	UCEN-313

NC.ESL-071 COLLEGE LISTENING/SPEAKING II

54.00 hours

Provides extensive practice in oral communication in both formal and informal college situations. Develops listening strategies.

SEC#	DATES	DAYS	TIME	LOCATION
67776	4/10/23-6/1/23	M T U TH	6:00PM-9:00PM	ONLN-LIVE
67777	2/6/23-6/1/23	TU TH	9:00AM-12:00PM	UCEN-313

NONCREDIT ESL VOCATIONAL

NC.VESL-001 PREPARING FOR THE WORKPLACE

69.00 hours

Introduces the English necessary to enter the workplace in the United States, emphasizing vocabulary, communication skills, and cultural knowledge.

SEC#	DATES	DAYS	TIME	LOCATION
69220	2/6/23-3/30/23	M Tu Th	6:00PM-9:00PM	ONLN-LIVE

NC.VESL-002 SUCCESS IN THE WORKPLACE

69.00 hours

Further develops the English, communication skills, and cultural competence necessary for entering and succeeding in the workplace in the United States.

SEC#	DATES	DAYS	TIME	LOCATION
69221	4/10/23-6/1/23	M Tu Th	6:00PM-9:00PM	ONLN-LIVE



NONCREDIT HEALTH EDUCATION

NC.HLTH 001 ADULT AND PEDIATRIC CPR, FIRST AID, AND AED

16.00 hours

Presents the skills needed to recognize and respond to a variety of first aid, breathing, and cardiac emergencies involving adults, children, and infants. Upon successful completion of this course, students will receive a digital American Red Cross certificate for Adult and Pediatric CPR, First Aid, and AED (valid for two years) for an additional fee. Obtaining the American Red Cross certificate for Adult and Pediatric CPR, First Aid, and AED meets OSHA/workplace requirements.

SEC#	DATES	DAYS	TIME	LOCATION
67817	3/13/23-3/26/23	M	6:00PM-9:00PM	HSLH-306
67819	4/24/23-5/7/23	W	6:00PM-9:00PM	HSLH-306

NC.HLTH 002 PERSONAL TRAINER CERTIFICATION PREPARATION

36.00 hours

Prepares students to take the CPT, Certified Personal Trainer exam through the National Strength and Conditioning Association (NSCA). Covers methods of client assessment, measurement, and evaluation. Highlights include resistance training, program design, nutrition, body composition, and cardio-respiratory fitness. Instruction in proper weight training exercise fundamentals and spotting techniques.

SEC#	DATES	DAYS	TIME	LOCATION
67822	4/10/23-6/1/23			ONLINE

NC.HLTH 003 PRINCIPLES OF COACHING

12.00 hours

Examines the practice of coaching individuals and teams including personal coaching philosophy, skill development, team management, injury prevention, and the development of a personal coaching philosophy.

SEC#	DATES	DAYS	TIME	LOCATION
69241	3/20/23-3/31/23			ONLINE

NONCREDIT KINESIOLOGY

NC.KPET-120 EMERGENCY PROCEDURES

18.00 hours

(This course is MIRRORED with KPET-120-67198)

Introduces procedures to maintain health in emergency first aid situations. Successful course completion qualifies a student for the American Red Cross Community First Aid and Safety, CPR for the Professional Rescuer and Automated External Defibrillation cards.

SEC#	DATES	DAYS	TIME	LOCATION
69416	2/6/23-6/1/23	M	6:00PM-9:05PM	HSLH-204 + ONLINE

NC.KPET-212 SPORTS MEDICINE CLINICAL EXPLORATION

34.00 hours

(This course is MIRRORED with KPET-212-67205)

Recommended Preparation: NC.KPET-120

Provides instruction and clinical experience for students interested in sports-related injury care and rehabilitation. Includes injury assessment and diagnosis, therapeutic modality usage and selection, and rehabilitation of sports injuries.

SEC#	DATES	DAYS	TIME	LOCATION
69417	2/6/23-6/1/23	MW	8:00AM-9:20AM	EPEK-101 + ONLINE

NONCREDIT MATHEMATICS

NC.MATH 001 WHOLE NUMBERS

6.00 - 10.00 hours

Introduces the basic elements of the system of whole numbers and their operations. The first in the sequence of noncredit developmental mathematics modules designed to prepare and provide support for transfer-level mathematics and science courses.

SEC#	DATES	DAYS	TIME	LOCATION
67824	2/21/23-6/1/23			ONLINE

NC.MATH 002 FRACTIONS AND MIXED NUMBERS

6.00 - 10.00 hours

Introduces the basic elements of fractions, mixed numbers, and their operations. The second in the sequence of non-credit developmental mathematics modules designed to prepare and provide support for transfer-level mathematics and science courses.

SEC#	DATES	DAYS	TIME	LOCATION
67826	2/21/23-6/1/23			ONLINE

NC.MATH 003 DECIMAL NUMBERS

6.00 - 10.00 hours

Introduces the basic elements of the system of decimal numbers and their operations. The third in the sequence of non-credit developmental mathematics modules designed to prepare and provide support for transfer-level mathematics and science courses.

SEC#	DATES	DAYS	TIME	LOCATION
67828	2/21/23-6/1/23			ONLINE

NC.MATH 004 PERCENTAGES

6.00 - 10.00 hours

Introduces the basic concepts of percentages and their applications. The fourth in the sequence of non-credit developmental mathematics modules designed to prepare and provide support for transfer-level mathematics and science courses.

SEC#	DATES	DAYS	TIME	LOCATION
67829	2/21/23-6/1/23			ONLINE

NC.MATH 005 RATES AND PROPORTIONS

6.00 - 10.00 hours

Introduces methods of solving problems involving rates, proportions, and other applications. The fifth in the sequence of non-credit developmental mathematics modules designed to prepare and provide support for transfer-level mathematics and science courses.

SEC#	DATES	DAYS	TIME	LOCATION
67830	2/21/23-6/1/23			ONLINE

NC.MATH 006 SIGNED NUMBERS

6.00 - 10.00 hours

Introduces the system of integers and operations involving positive and negative numbers. The sixth in the sequence of non-credit developmental mathematics modules designed to prepare and provide support for transfer-level mathematics and science courses.

SEC#	DATES	DAYS	TIME	LOCATION
67831	2/21/23-6/1/23			ONLINE

NC.MATH 007 ALGEBRAIC EXPRESSIONS

6.00 - 10.00 hours

Introduces the basic concepts of algebraic expressions and their operations. The seventh in the sequence of non-credit developmental mathematics modules designed to prepare and provide support for transfer-level mathematics and science courses.

SEC#	DATES	DAYS	TIME	LOCATION
67833	2/21/23-6/1/23			ONLINE

NC.MATH 008 GRAPHS AND LINES

6.00 - 10.00 hours

Introduces the basic elements of the coordinate plane, graphs, and equations of lines. The eighth in the sequence of non-credit developmental mathematics modules designed to prepare and provide support for transfer-level mathematics and science courses.

SEC#	DATES	DAYS	TIME	LOCATION
67834	2/21/23-6/1/23			ONLINE

NC.MATH 009 LINEAR SYSTEMS

6.00 - 10.00 hours

Introduces the basic techniques used in solving linear systems of equations. This is the ninth in the sequence of non-credit developmental mathematics modules designed to prepare and provide support for transfer-level mathematics and science courses.

SEC#	DATES	DAYS	TIME	LOCATION
71936	2/27/23-3/27/23	M	6:00PM-8:00PM	ONLN-LIVE
71914	2/13/23-3/31/23			ONLINE
71925	4/10/23-5/26/23			ONLINE

NC.MATH 010 EXPONENTS AND POLYNOMIAL OPERATIONS

6.00 - 10.00 hours

Introduces the basic properties of exponents and polynomial operations. This is the tenth in the sequence of non-credit developmental mathematics modules designed to prepare and provide support for transfer-level mathematics and science courses.

SEC#	DATES	DAYS	TIME	LOCATION
71937	2/28/23-3/28/23	TU	6:00PM-8:00PM	ONLN-LIVE
71915	2/13/23-3/31/23			ONLINE
71926	4/10/23-5/26/23			ONLINE

NC.MATH 011 FACTORING POLYNOMIALS

6.00 - 10.00 hours

Introduces the basic techniques for factoring polynomials. This is the eleventh in the sequence of non-credit developmental mathematics modules designed to prepare and provide support for transfer-level mathematics and science courses.

SEC#	DATES	DAYS	TIME	LOCATION
71938	3/1/23-3/29/23	W	6:00PM-8:00PM	ONLN-LIVE
71916	2/13/23-3/31/23			ONLINE
71927	4/10/23-5/26/23			ONLINE

NC.MATH 012 RATIONAL EXPRESSIONS AND EQUATIONS

6.00 - 10.00 hours

Introduces how to simplify rational expressions and solve rational equations. This is the twelfth in the sequence of non-credit developmental mathematics modules designed to prepare and provide support for transfer-level mathematics and science courses.

SEC#	DATES	DAYS	TIME	LOCATION
71939	3/2/23-3/30/23	TH	6:00PM-8:00PM	ONLN-LIVE
71917	2/13/23-3/31/23			ONLINE
71928	4/10/23-5/26/23			ONLINE

NC.MATH 013 RELATIONS, FUNCTIONS, AND GRAPHS

6.00 - 10.00 hours

Introduces the basic techniques used for Relations, Functions, and Graphs. This is the thirteenth in the sequence of non-credit developmental mathematics modules designed to prepare and provide support for transfer-level mathematics and science courses.

SEC#	DATES	DAYS	TIME	LOCATION
71940	2/27/23-3/27/23	M	6:00PM-8:00PM	ONLN-LIVE
71918	2/13/23-3/31/23			ONLINE
71929	4/10/23-5/26/23			ONLINE

NC.MATH 014 ABSOLUTE VALUE EQUATIONS AND INEQUALITIES

6.00 - 10.00 hours

Introduces the basic techniques used in solving Absolute Value Equations and Inequalities. This is the fourteenth in the sequence of non-credit developmental mathematics modules designed to prepare and provide support for transfer-level mathematics and science courses.

SEC#	DATES	DAYS	TIME	LOCATION
71941	2/28/23-3/28/23	TU	6:00PM-8:00PM	ONLN-LIVE
71919	2/13/23-3/31/23			ONLINE
71930	4/10/23-5/26/23			ONLINE

NC.MATH 015 RADICALS AND RATIONAL EXPONENTS

10.00 - 14.00 hours

Introduces the basic techniques for performing various operations involving radicals and rational exponents. This is the fifteenth in the sequence of non-credit developmental mathematics modules designed to prepare and provide support for transfer-level mathematics and science courses.

SEC#	DATES	DAYS	TIME	LOCATION
71942	4/10/23-5/22/23	M	6:00PM-8:00PM	ONLN-LIVE
71920	2/13/23-3/31/23			ONLINE
71931	4/10/23-5/26/23			ONLINE

NC.MATH 016 QUADRATIC EQUATIONS AND FUNCTIONS

8.00 - 12.00 hours

Introduces the basic techniques used in solving quadratic equations with a variety of methods and graphing quadratic functions. This is the sixteenth in the sequence of noncredit developmental mathematics modules designed to prepare and provide support for transfer-level mathematics and science courses.

SEC#	DATES	DAYS	TIME	LOCATION
71943	4/25/23-5/23/23	TU	6:00PM-8:00PM	ONLN-LIVE
71921	2/13/23-3/31/23			ONLINE
71932	4/10/23-5/26/23			ONLINE

NC.MATH 017 EXPONENTIAL AND LOGARITHMIC FUNCTIONS

8.00 - 12.00 hours

Introduces the basic techniques used in analyzing exponential and logarithmic functions. This is the seventeenth course in the sequence of non-credit developmental mathematics modules is designed to prepare and provide support for transfer-level mathematics and science courses.

SEC#	DATES	DAYS	TIME	LOCATION
71944	4/26/23-5/24/23	W	6:00PM-8:00PM	ONLN-LIVE
71922	2/13/23-3/31/23			ONLINE
71933	4/10/23-5/26/23			ONLINE

NC.MATH 018 CONIC SECTIONS

6.00 - 10.00 hours

Introduces the basic techniques used in analyzing conics. This is the eighteenth in the sequence of non-credit developmental mathematics modules designed to prepare and provide support for transfer-level mathematics and science courses.

SEC#	DATES	DAYS	TIME	LOCATION
71945	4/27/23-5/25/23	TH	6:00PM-8:00PM	ONLN-LIVE
71923	2/13/23-3/31/23			ONLINE
71934	4/10/23-5/26/23			ONLINE

NC.MATH 019 SEQUENCES AND SERIES

6.00 - 10.00 hours

Introduces the basic techniques used in analyzing sequences and series. This is the nineteenth in the sequence of non-credit developmental mathematics modules designed to prepare and provide support for transfer-level mathematics and science courses.

SEC#	DATES	DAYS	TIME	LOCATION
71946	4/24/23-5/22/23	M	6:00PM-8:00PM	ONLN-LIVE
71924	2/13/23-3/31/23			ONLINE
71935	4/10/23-5/26/23			ONLINE

NONCREDIT MEDIA ENTERTAINMENT ARTS**NC.MEA 031 MAYA USER CERTIFICATION TRAINING I - 3D MODELING**

24.00 hours

Enhances skills in 3D modeling for the most current version of Autodesk Maya software. Upon completion of the two-course sequence students will be eligible to take the certification test for Autodesk MAYA. Proficiency in modeling and surfacing using Autodesk Maya is assumed. Offered pass/no-pass only.

SEC#	DATES	DAYS	TIME	LOCATION
67842	2/27/23-3/25/23	Sa	9:00AM-10:30AM	ONLN-LIVE + ONLINE



NC.MEA 035 MAYA USER CERTIFICATION TRAINING II

24.00 hours

Enhances skills in computer animation for the most current version of Autodesk Maya software. Upon completion of the two-course sequence students will be eligible to take the certification test for Autodesk MAYA. Proficiency in computer animation using Autodesk Maya is assumed. Offered pass/no-pass only.

SEC#	DATES	DAYS	TIME	LOCATION
67843	2/27/23-3/25/23	Sa	11:00AM-12:30PM	ONLN-LIVE + ONLINE

NONCREDIT OLDER ADULT

NC.OAD 001 ISSUES IN HEALTHY AGING FOR OLDER ADULTS

15.00 hours

Examines issues of aging and the related concerns of the older adult, emphasizing the age-specific challenges associated with health, law, finances, as well as personal and social relationships. Includes information on care-giving and assisting self and others with ongoing health conditions.

SEC#	DATES	DAYS	TIME	LOCATION
67844	2/6/23-6/1/23			ONLINE

NC.OAD 020 CURRENT EVENTS AND ISSUES IMPACTING OLDER ADULTS

54.00 hours

Analyze and discuss current events and issues impacting older adults with an emphasis on improving communication and critical thinking skills.

SEC#	DATES	DAYS	TIME	LOCATION
67845	2/24/23-5/26/23	F	1:00PM-3:00PM	ONLN-LIVE

NC.OAD 080 PHOTOGRAPHY FOR OLDER ADULTS

8.00 hours- 27.00 hours

Explores the technical skills used in photography emphasizing the compositional guidelines that create an image. Includes downloading, organizing, sharing and emailing images. It is recommended that students have access to a camera: including DSLR, smartphone, or point and shoot camera. Field trips may be required.

SEC#	DATES	DAYS	TIME	LOCATION
69424	2/13/23-3/8/23	MW	8:30AM-10:20AM	MENH-145

NC.OAD 081 PHOTOGRAPHIC PRESENTATIONS FOR OLDER ADULTS

8.00 hours- 27.00 hours

Explores techniques to create digital visual/audio presentations and slide shows. Field trips may be required

SEC#	DATES	DAYS	TIME	LOCATION
69427	5/1/23-5/24/23	MW	8:30AM-10:20AM	MENH-145

NC.OAD 082 PHOTOGRAPHING NATURE FOR OLDER ADULTS

8.00 hours- 27.00 hours

Introduces technical skills for photographing nature, including image composition techniques and file management. It is recommended that students have access to DSLR, smartphone, or point and shoot camera. Field trips may be required

SEC#	DATES	DAYS	TIME	LOCATION
69425	3/13/23-3/29/23	MW	8:30AM-10:20AM	MENH-145

NC.OAD 083 PHOTOGRAPHING PEOPLE FOR OLDER ADULTS

8.00 hours- 27.00 hours

Introduces technical skills for photographing people, including image composition techniques and file management. It is recommended that students have access to DSLR, smartphone, or point and shoot camera. Field trips may be required.

SEC#	DATES	DAYS	TIME	LOCATION
69426	4/10/23-4/26/23	MW	8:30AM-10:20AM	MENH-145

NC.OAD 100 HEALTH AND FITNESS FOR OLDER ADULTS

24.00 hours

Examines the theory and practice of health and skill-related physical fitness activities for older adults with an emphasis on maintaining independence in daily activities. Improves physical and mental wellbeing through life-sustaining exercise strategies and discussions on disease and injury prevention.

SEC#	DATES	DAYS	TIME	LOCATION
67846	2/21/23-5/25/23	TuTh	1:00PM-3:00PM	ONLN-LIVE

NONCREDIT PARALEGAL

NC.PLGL 001 PARALEGAL TEST PREP: KNOWLEDGE

20.00 hours

Prepares students to take the Knowledge section of the Certified Paralegal Exam administered through the National Association of Legal Assistants (NALA), The Paralegal Association. Covers the United States legal system, civil litigation, contracts, corporate and commercial law, criminal law and procedure, torts, property and estate law, and ethics. Develops a study plan and utilizes practice exam questions.

SEC#	DATES	DAYS	TIME	LOCATION
71875	2/27/23-5/8/23	M	6:00PM-8:00PM	ONLN-LIVE

NONCREDIT PHOTOGRAPHY

NC.PHOT-050 FUNDAMENTALS OF DIGITAL CAMERA

8.00 hours

Explores proper procedures and practices for basic operation of digital cameras, lenses, and storage media for photographic images. It is recommended that students provide a digital camera capable of fully manual exposure and adjustment.

SEC#	DATES	DAYS	TIME	LOCATION
69428	2/21/23-3/5/23	W	6:00PM-8:00PM	ONLN-LIVE + ONLINE

NC.PHOT-051 FUNDAMENTALS OF PHOTO EXPOSURE

8.00 hours

Introduces fundamental principles of manual photographic exposure. It is recommended that students provide a digital SLR camera capable of manual camera control.

SEC#	DATES	DAYS	TIME	LOCATION
69429	3/6/23-3/19/23	W	6:00PM-8:00PM	ONLN-LIVE + ONLINE

NC.PHOT-052 FUNDAMENTALS PHOTO COMPOSITION

8.00 hours

Introduces appropriate aesthetic standards in the composition of the photographic image. It is recommended that students provide a digital camera capable of fully manual exposure and adjustment.

SEC#	DATES	DAYS	TIME	LOCATION
69430	3/20/23-3/31/23	W	6:00PM-8:00PM	ONLN-LIVE + ONLINE

NC.PHOT-059 LAB PRACTICES DIGITAL DARKROOM

24.00 hours

Apply basic importing, processing, and printing of digital images utilizing photography lab equipment and digital darkroom facilities. It is recommended that students provide a digital camera capable of fully manual exposure and adjustment.

SEC#	DATES	DAYS	TIME	LOCATION
69431	2/28/23-5/23/23	Tu	3:30PM-5:30PM	MENH-145
71879	3/2/23-5/25/23	Th	3:30PM-5:30PM	MENH-133



NONCREDIT REAL ESTATE

NC.REAL 100 REAL ESTATE PRINCIPLES

54.00 hours

Introduces Real Estate fundamentals by emphasizing the concepts of real property ownership, the sale of real property, contract law, real property law, appraisal, financing, and the business aspects of buying and selling real estate under California law. A State of California required course for the Real Estate Sales License exam.

SEC#	DATES	DAYS	TIME	LOCATION
69470	2/6/23-4/1/23	MW	6:30PM-9:35PM	HSLH-232 + ONLINE (mirrored REAL-100-66978)
69395	2/6/23-6/1/23	M	6:30PM-9:35PM	HSLH-203 (mirrored REAL-100-66979)

NC.REAL 101 REAL ESTATE PRACTICES

54.00 hours

Examines the theoretical and practical aspects of real estate operations including ethics, obtaining and processing listings, the fundamentals of escrow, and financing and appraisal within the real estate industry. A State of California required course for the Real Estate Sales License.

SEC#	DATES	DAYS	TIME	LOCATION
69396	2/6/23-6/1/23	W	6:30PM-9:35PM	HSLH-235 (mirrored REAL-101-66981)
69473	4/10/23-6/1/23	M	6:30PM-9:35PM	HSLH-232 + ONLINE (mirrored REAL-101-66980)

NONCREDIT SPANISH

NC.SPAN 021 SPANISH FOR HEALTHCARE WORKERS I

54.00 hours

Develops basic Spanish listening, speaking, and oral skills on specific topics related to healthcare professions.

SEC#	DATES	DAYS	TIME	LOCATION
69422	2/14/23-3/28/23	Tu	6:00PM-8:30PM	ONLN-LIVE + ONLINE

NC.SPAN 022 SPANISH FOR HEALTHCARE WORKERS II

54.00 hours

Develops writing skills by focusing on strategies to compose well-organized and coherent essays. Develops reading skills by focusing on formulating inferences and making connections among fiction and nonfiction texts and ideas. Offered pass/no-pass only.

SEC#	DATES	DAYS	TIME	LOCATION
69423	4/11/23-5/23/23	Tu	6:00PM-8:30PM	ONLN-LIVE + ONLINE

NONCREDIT THEATRE

NC.THTR 060 BUSINESS OF ACTING

24.00 – 30.00 hours

Examines acting as a business and presents approaches to becoming a working professional in the entertainment industry, including marketing materials, representation, audition/submission announcements, professionalism.

SEC#	DATES	DAYS	TIME	LOCATION
70181	4/12/23-5/6/23	W Sa	7:00PM-10:00PM 1:00PM-4:00PM	

NONCREDIT VOCATIONAL

NC.VOC-021A ADOBE PHOTOSHOP CERTIFICATION TRAINING I

4.00 hours

Introduces the fundamental skills for working in the design industry, including needs for preparing images, communications, content considerations, key terminology, and basic design principles necessary for completion of the Adobe Certified Associate level examination in Visual Design using Adobe Photoshop CC. Offered pass/no-pass only.

SEC#	DATES	DAYS	TIME	LOCATION
67847	4/10/23-4/23/23	W	6:00PM-8:00PM	ONLN-LIVE
67848	2/13/23-2/26/23			ONLINE

NC.VOC-021B ADOBE PHOTOSHOP CERTIFICATION TRAINING II

4.00 hours

Introduces the fundamentals of project setup, workspace navigation, design tools, asset import, color management, creation of graphic elements, and document organization necessary for completion of the Adobe Certified Associate level examination in Visual Design using Adobe Photoshop CC. Offered pass/no-pass only.

SEC#	DATES	DAYS	TIME	LOCATION
67849	4/24/23-5/7/23	W	6:00PM-8:00PM	ONLN-LIVE
67850	2/27/23-3/12/23			ONLINE

NC.VOC-021C ADOBE PHOTOSHOP CERTIFICATION TRAINING III

4.00 hours

Recommended Prep: NC.VOC-021B

Introduces techniques for non-destructive editing, vector graphics and typography tools, selections, transforming graphics and media, image retouching, filters, and output of digital files necessary for completion of the Adobe Certified Associate level examination in Visual Design using Adobe Photoshop CC. Offered pass/no-pass only.

SEC#	DATES	DAYS	TIME	LOCATION
67851	5/8/23-5/21/23	W	6:00PM-8:00PM	ONLN-LIVE
67852	3/13/23-3/26/23			ONLINE

NC.VOC-040 TRAUMA-AWARENESS/IDENTITY TRAINING

10.00 hours

Examines the impact of trauma on children and youth. Provides students with the knowledge and skills needed to identify signs of trauma in a professional and/or personal setting and how these experiences can impact behavior.

SEC#	DATES	DAYS	TIME	LOCATION
69432	3/8/23-3/29/23	W	6:00PM-8:30PM	ONLN-LIVE

NC.VOC-041 TRAUMA-INTERVENTION/PREVENTATIVE TRAINING

10.00 hours

Examines the impact of trauma on children and youth. Provides students with the knowledge and skills needed to utilize appropriate behavioral interventions, including prevention techniques, in a professional and/or personal setting when working with children and youth impacted by trauma.

SEC#	DATES	DAYS	TIME	LOCATION
69433	4/12/23-5/3/23	W	6:00PM-8:30PM	ONLN-LIVE

NONCREDIT YOGA

NC.YOGA-001 YOGA HISTORY AND CULTURE

20.00 – 25.00 hours

Explores the historical tenets and basic methodological approaches to the study of yoga. This course is the first component of the 200-hour Yoga Teacher Training Certificate program through the Yoga Alliance.

SEC#	DATES	DAYS	TIME	LOCATION
67853	2/6/23-4/1/23			ONLINE

NC.YOGA-002 YOGA TECHNIQUES I (THEORY & PRACTICE)

50.00 – 60.00 hours

Explores the theory and practice of beginning-level yoga postures, safety techniques, the study of anatomy and muscles used in performing beginning postures, and the study and practice (pranayamas) of breathing and meditation techniques. This course is the second component of the 200-hour Yoga Teacher Training Certificate program through the Yoga Alliance.

SEC#	DATES	DAYS	TIME	LOCATION
67854	2/6/23-4/1/23	MW	9:00AM-11:00AM	EPEK-116

NC.YOGA-003 YOGA TECHNIQUES II (PRACTICE & TRAINING)

50.00 – 60.00 hours

Prerequisite: NC.YOGA-001 & NC.YOGA-002

Continues the theory and practice of intermediate and advanced yoga postures, including the development of skills necessary to plan, breakdown, and instruct classes. This course is the third component of the 200-hour Yoga Teacher Training Certificate program through the Yoga Alliance.

SEC#	DATES	DAYS	TIME	LOCATION
67577	4/10/23-6/1/23	MW	11:00AM-1:00PM	PCOH-107

FREE

GED PREPARATION CLASSES

Classes cover the four subject areas of the GED examination

Interactive and engaging preparation classes

Benefits

- Gain or improve employment
- Brush up on skills to help your children or others with homework
- Reach a personal goal
- Improve academic skills to continue formal education

- 
- Math
 - Science
 - Language Arts
 - Social Studies

NC.BCSK-100 - GED Preparation: prepares students to pass the four sections of the General Educational Development test: Reasoning through Language Arts, Science, Social Studies and Mathematical Reasoning. This class is available in Spanish.

NC.BCSK-110 - GED Preparation Math/Science: prepares students to pass the Mathematical Reasoning and Science subtest of the GED exam.

NC.BCSK-120 - GED Preparation Language Arts/Social Studies: prepares students to pass the Reasoning Through Language Arts and Social Studies subtest of the GED exam.

Classes are offered In-person, OnlineLive (Zoom) and 100% Online. NC.BCSK-100 is available in Spanish.



SCV PARENTS
SAVE THE DATE!
JUNIOR HIGH
SPRING & SUMMER BREAK
CAMPS



- ARCHITECTURE
- AUTOMOTIVE
- BABYSITTERS CLUB
- ESPORTS
- PHOTOGRAPHY

**HANDS-ON CAREER EXPLORATION CAMPS FOR
JUNIOR HIGH SCHOOL STUDENTS ENROLLED IN 6TH, 7TH OR 8TH GRADE.**



CAMP DATES

Spring Institute | April 3-7

Summer Institute Week 1 | June 12-16

Summer Institute Week 2 | June 26-30

- No homework, no grades, all the fun!
- Courses taught by College of the Canyons faculty and industry experts
- At least one faculty, instructional aide, and/or a camp counselor per class
- Full day, Monday-Friday, 9:00 AM – 3:00 PM

OFFERED THROUGH COMMUNITY EDUCATION DEPARTMENT
communityed@canyons.edu • (661) 362-3300 • www.canyons.edu/communityed



26455 Rockwell Canyon Road
Santa Clarita, CA 91355

Non-Profit Org.
U.S. Postage
PAID
Santa Clarita
CA 91355
Permit #56



BOARD OF TRUSTEES

Dr. Edel Alonso

Mr. Sebastian C.M. Cazares

Ms. Michele R. Jenkins

Mr. Charles L. Lyon

Ms. Joan W. MacGregor

Dr. Dianne G. Van Hook, *Chancellor*

Register Today! www.canyons.edu/FREE

Earn a certificate in:

- Adobe Photoshop Association Certification Exam Prep
- Autodesk Maya Certified User Exam Preparation
- Business of Acting
- Career and Lifestyle Exploration
- Career Strategist
- CBEST Preparation
- College Success Toolkit
- Commercial Sexual Exploitation of Children (CSEC) Training
- Customer Relations
- Digital Office
- Digital Publishing for the Office
- English as a Second Language (ESL) Beginning ESL
- English as a Second Language (ESL) Intermediate ESL
- English as a Second Language (ESL) for College Prep
- English as a Second Language (ESL) for College Prep II
- Essential Algebra Skills
- Essential Arithmetic Skills
- Essential Pre-Algebra Skills
- Essential Reading & Writing Skills for College & Career
- Fundamentals of Communication
- Gateway Human Resources Assistant
- General Education Development Preparation
- Global Navigation Satellite Systems (GNSS)
- Hotel Front Office Training
- Human Resources Professionals
- Instructional Aide Training
- Management Tool Box
- Mindful Co-Worker
- Navigating Mental Health Issues in the Workplace
- Personal Trainer Preparation
- Spanish for Healthcare Workers
- Supervisor's Roadmap
- Survive and Thrive in the Workplace
- Workplace Essentials
- 21st Century Career Skills

Need help with enrollment?
 Email: freeclasses@canyons.edu
 Call: (661) 362-3304



For additional adult education offerings, see our Gateway SCV consortium partner Golden Oak Adult School at www.goldenoakadulthood.com

