

# Winter 2019



## CLASS LOCATION

### Valencia Campus

26455 Rockwell Cyn. Rd.  
Santa Clarita, CA 91355  
661-362-3304

# FREE CLASSES

## COMPUTER APPLICATIONS

### SCHEDULE OF CLASSES

#### COMPUTING AND INTERNET FUNDAMENTALS - NC.CAWT-10A

**Section# 39453** • Dates: 1/03/19 – 1/31/19 (Add deadline-1/17/19)

Day: Thursday • Time: 9:00 am – 1:00 pm

Classroom: HSLH-303 • Parking \$3 per day or \$25 per semester.

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

#### WORD PROCESSING BASICS - NC.CAWT-10B

**Section# 39454** • Dates: 1/04/19 – 1/25/19 (Add deadline-1/11/19)

Day: Friday • Time: 9:00 am – 1:00 pm

Classroom: HSLH-303 • Parking \$3 per day or \$25 per semester.

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

#### SPREADSHEET BASICS - NC.CAWT-10C

**Section# 39600** • Dates: 1/05/19 – 1/26/19 (Add deadline-1/12/19)

Day: Saturday • Time: 9:00 am – 1:00 pm

Classroom: HSLH-303 • Parking \$3 per day or \$25 per semester.

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



Please register at College of the Canyons • Continuing Education/Noncredit Office  
Canyons Hall 167 • 26455 Rockwell Canyon Road • Santa Clarita, CA 91355 • 661-362-3304

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## ARITHMETIC

### SCHEDULE OF CLASSES

#### **MATH-ARITHMETIC-I - NC.BCSK-MA3**

**Section# 39544** • Dates: 1/02/19 – 1/17/19 • (Add deadline-1/09/19)

Nights: Monday, Tuesday, Wednesday, Thursday

Time: 5:00 pm – 8:00 pm

Valencia Campus, HSLH-235 • Free parking after 2:30 pm.

The first of a two-course sequence in basic arithmetic including whole numbers, decimals, and integers. This course may be offered in an open entry/open exit format.

#### **MATH-ARITHMETIC-II - NC.BCSK-MA4**

**Section# 39545** • Dates: 1/18/19 – 2/01/19 (Add deadline-1/25/19)

Nights: Monday, Tuesday, Wednesday, Thursday, Friday

Time: 5:00 pm – 8:00 pm

Valencia Campus, HSLH-235 • Free parking after 2:30 pm.

The second course in a two-course sequence in basic arithmetic including fraction, mixed numbers, and percentages. This course may be offered in an open entry/open exit format.



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