

Fall 2018



CLASS LOCATION

Santa Clarita Plaza
26111 Bouquet Cyn. Rd.
Santa Clarita, CA 91350
661-254-0070

**Canyon Country
Campus**
17200 Sierra Hwy.
Santa Clairta, CA 91351
661-362-3800

CAREER SKILLS

Workplace Essentials Certificate

SCHEDULE OF CLASSES

Time Management - NC.CSKL 001

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.

Section# 39100

Dates: 10/08/18 – 10/13/18 • Online

Section# 39686

Dates: 10/29/18 – 11/17/18 • Online

Section# 39108

Dates: 11/05/18 – 11/06/18

Days: Monday and Tuesday • Time: 1:00 pm – 5:00 pm

Santa Clarita Plaza, Room G6 • **Free parking**

Section# 39119

Dates: 10/09/18 – 10/11/18

Nights: Tuesday and Wednesday • Time: 5:45 pm – 8:30 pm

Thursday • 5:45 pm – 8:15 pm

Canyon Country Campus, Room 308 • **Free parking after 2:30 pm**

Business Writing in the Technology Age - NC.CSKL 002

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

Section# 39101

Dates: 10/15/18 – 10/20/18 • Online

Section# 39687

Dates: 10/29/18 – 11/17/18 • Online

Section# 39109

Dates: 11/07/18 – 11/08/18

Days: Wednesday and Thursday • Time: 1:00 pm – 5:00 pm

Santa Clarita Plaza, Room G6 • **Free parking**

Section# 39120

Dates: 10/16/18 – 10/18/18

Nights: Tuesday and Wednesday • Time: 5:45 pm – 8:30 pm

Thursday • 5:45 pm – 8:15 pm

Canyon Country Campus, Room 308 • **Free parking after 2:30 pm**

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Critical Thinking - Problem Solving and Decision Making NC.CSKL 003

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

Section# 39102

Dates: 10/22/18 – 10/27/18 • Online

Section# 39688

Dates: 10/29/18 – 11/17/18 • Online

Section# 39110

Dates: 11/14/18 – 11/15/18

Days: Wednesday and Thursday • Time: 1:00 pm – 5:00 pm
Santa Clarita Plaza, Room G6 • **Free parking**

Section# 39121

Dates: 10/23/18 – 10/25/18

Nights: Tuesday and Wednesday • Time: 5:45 pm – 8:30 pm
Thursday 5:45 pm – 8:15 pm
Canyon Country Campus, Room 308 • **Free parking after 2:30 pm**



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