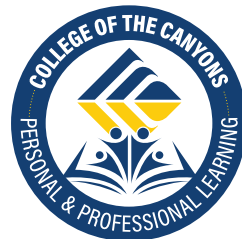


CAREER SKILLS FREE CLASSES



The career skills program offers a series of short courses (8 hours) providing training you need to increase your employability, advance in your current job, or provide skills you need to grow your business. Career skills classes are packaged together to enable you to earn a certificate and digital badge demonstrating you have mastered new skills.

TAKE ONE COURSE OR EARN A FULL CERTIFICATE!

- ▶ Emerging Leaders Certificate
- ▶ Workplace Essentials Certificate
- ▶ Customer Relations Certificate
- ▶ Management Toolbox Certificate
- ▶ Career Strategist Certificate
- ▶ 21st Century Career Skills Certificate
- ▶ Career and Lifestyle Exploration Certificate
- ▶ Fundamentals of Communication Certificate
- ▶ Mindful Co-Worker Certificate
- ▶ Survive and Thrive in the Workplace Certificate
- ▶ Navigating Mental Health Issues in the Workplace Certificate
- ▶ Essential Workforce Skills for Health Professions Certificate

Classes are...

- ☒ FREE
- ☒ Offered throughout the year
- ☒ Repeatable



www.canyons.edu/free



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