COLLEGE OF THE CANYONS
SCHOOL OF PERSONAL & PROFESSIONAL LEARNING

FALL 2021 · CLASSES BEGIN AUGUST 23 WITH A VARIETY OF START DATES AVAILABLE!
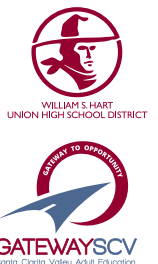
FREE CLASSES

We offer assistance in:

Español فارسی 한국어

Instrucciones de registro en la página 4

Education extended

COLLEGE OF THE CANYONS
School of Personal & Professional Learning

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

www.goldenoakadultschool.com

GOLDEN OAK ADULT SCHOOL

WILLIAM S. HART UNION HIGH SCHOOL DISTRICT

GATEWAY SCV
Santa Clarita Valley Adult Education

CAREER SKILLS

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.

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

Career Skills Certificates

Navigating Mental Health Issues in the Workplace
NC.CSKL 013, NC.CSKL 017

Workplace Essentials
NC.CSKL 001, NC.CSKL 002, NC.CSKL 003

Career and Lifestyle Exploration
NC.CGSL 004, NC.CSKL 012

Career Strategist
NC.CSKL 009, NC.CSKL 010, NC.CSKL 011

Customer Relations
NC.CSKL 004, NC.CSKL 005, NC.CSKL 006

Fundamentals of Communication
NC.CSKL 008, NC.CSKL 016

Management Tool Box
NC.CSKL 007, NC.CSKL 008

Mindful Co-Worker
NC.CSKL 015, NC.CSKL 017, NC.CSKL 021

Survive and Thrive in the Workplace
NC.CSKL 018, NC.CSKL 019, NC.CSKL 020

my Canyons

"SEARCH FOR SECTIONS"
Term: Fall 2021

SUBJECT LIST

Noncredit Basic Skills = **NC.BCSK**
Noncredit Business = **NC.BUS**
Noncredit Comp Apps & Web Tech = **NC.CAWT**
Noncredit College Skills = **NC.CGSL**
Noncredit Citizenship = **NC.CITZ**
Noncredit Counseling = **NC.COUN**
Noncredit CSEC Training = **NC.CSEC**
Noncredit Career Skills = **NC.CSKL**
Noncredit Education = **NC.EDUC**
Noncredit English = **NC.ENGL**
Noncredit ESL = **NC.ESL**
Noncredit Health Education = **NC.HLTH**
Noncredit Mathematics = **NC.MATH**
Noncredit Media Entertainment Arts = **NC.MEA**
Noncredit Older Adult = **NC.OAD**
Noncredit Spanish = **NC.SPAN**
Noncredit Land Surveying = **NC.SURV**
Noncredit Vocational = **NC.VOC**

Registration Instructions

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

STEP 1: Submit an application for admission for the Fall 2021 term

- Go to: **www.canyons.edu/freeclasses**
- Select "Applicants"
- Select "Printable Application Instructions-English" if you would like a step-by-step guide to help you fill out the online application.
- 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 *"Register/Add Classes"* to complete the registration process. Select a Term (Fall 2021) and search alphabetically for the Subject *"Noncredit."* After adding a class to your schedule, contact your instructor. A list of instructor emails can be found at **www.canyons.edu/FREE**

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 THE 2021 FALL CLASS FORMATS

OnlineLIVE
The class will meet via Zoom on the days and times listed in the class schedule. You will not be able to register for two classes that meet at the same time.

Online
The class will not meet live and you have the flexibility to complete the instruction on your own time.

InPerson
A few lab classes require in-person instruction. The class schedule says: "The lab portion of this class will meet ON CAMPUS as scheduled." Strict health protocols will be followed for everyone's safety.

Note: Some classes will utilize both Online and OnlineLIVE instruction. See the Class Schedule for details.

Support Services:
Class schedule: www.canyons.edu/schedule
Counseling: www.canyons.edu/counseling
Free tutoring: www.canyons.edu/TLC
Help navigating online (Canvas) classes: www.canyons.edu/onlineeducation
Financial aid: www.canyons.edu/financialaid
Textbooks: www.canyons.edu/bookstore
Free wireless internet access available in parking lots 1, 3, 5, 14 & 15 on the Valencia campus

COLLEGE OF THE CANYONS

Orientation Letters: Make sure you read the orientation letter for each of your classes, so you know what to expect. (If there isn't a letter/link for your class, please be patient. They are being added as professors finish them.)
www.canyons.edu/orientationletter

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 Otoño 2021

- Visite: **www.canyons.edu/freeclasses**
- Seleccione "Solicitantes"
- Seleccione "Instrucciones de solicitud imprimibles español" si desea una guía paso a paso para ayudarle a completar la solicitud en línea.
- 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 (Fall 2021) 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

Para ingresar a su portal en línea de Canvas, vaya a: **coc.instructure.com**. El contenido del curso no es visible hasta que el instructor lo publique en el primer día de clase.

¿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

CONOCIMIENTO DE LOS FORMATOS PARA LAS CLASES DEL OTOÑO 2021

OnlineLIVE
En Línea, EN VIVO - Esta clase se reunirá por Zoom en los días y horas indicadas en el programa de clases. No podrá inscribirse a dos clases que se reúnen a la misma hora.

Online
En Línea - Esta clase no se reunirá en vivo y tendrá flexibilidad para completar la instrucción en su propio tiempo.

InPerson
En Persona - Algunas clases de laboratorio requieren instrucción en persona. El programa de clases dice: " La porción de laboratorio de esta clase se reunirá en las instalaciones, a la hora programada." Para la seguridad de todos, se seguirán protocolos estrictos de salud.

Nota - Algunas clases serán una combinación de instrucción En Línea y En Línea, EN VIVO. Para mas detalles, vea el programa de clases.

Servicios de Apoyo
Programa de clases: www.canyons.edu/schedule
Consejeria: www.canyons.edu/counseling
Tutoria gratis: www.canyons.edu/TLC
Ayuda navegando clases en linea (Canvas): www.canyons.edu/onlineeducation
Ayuda Financiera: www.canyons.edu/financialaid
Libros: www.canyons.edu/bookstore
Acceso gratis a internet disponible en los estacionamientos 1, 3, 5, 14 & 15 en el campus de Valencia.

Orientation Letters: Cartas de Orientación - Asegúrese de leer la Carta de Orientación de su clase para que sepa que esperar. (Si no hay Carta de Orientación/ enlace para su clase, por favor sea paciente. Están siendo agregadas tan pronto que sean terminadas por los profesores). *www.canyons.edu/orientationletter*

BUSINESS

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	FORMAT
58066	8/23/21–9/18/21			100% ONLINE
58070	9/20/21–10/16/21			100% 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	FORMAT
58067	9/20/21–10/16/21			100% ONLINE
58071	10/18/21–11/13/21			100% 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	FORMAT
58068	10/18/21–11/13/21			100% ONLINE
58072	11/15/21–12/11/21			100% ONLINE

NC.BUS 3B STRATEGIC HUMAN RESOURCES MANAGEMENT
24.00 hours
Explores human resources strategies to optimize an organization's efforts in achieving a competitive advantage.

SEC#	DATES	DAYS	TIME	FORMAT
58069	11/15/21–12/11/21			100% ONLINE

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	FORMAT
58134	9/7/21–9/19/21			100% ONLINE
58135	10/11/21–10/24/21			100% 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	FORMAT
58136	9/20/21–10/03/21			100% ONLINE
58137	10/25/21–11/07/21			100% 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	FORMAT
58138	10/4/21–10/17/21			100% ONLINE
58139	11/8/21–11/21/21			100% ONLINE

NC.CSKL 004 CUSTOMER SERVICE
8.00 hours
Applies practical strategies to retain a valuable customer base, defuse 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 defuse angry customers.

SEC#	DATES	DAYS	TIME	FORMAT
58140	9/7/21–9/19/21			100% ONLINE
58141	10/11/21–10/24/21			100% 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	FORMAT
58142	9/20/21–10/03/21			100% ONLINE
58143	10/25/21–11/07/21			100% 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	FORMAT
58144	10/4/21–10/17/21			100% ONLINE
58145	11/8/21–11/21/21			100% 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	FORMAT
58146	9/7/21–9/19/21			100% ONLINE
58147	10/25/21–11/07/21			100% 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	FORMAT
58148	9/20/21–10/03/21			100% ONLINE
58149	11/8/21–11/21/21			100% 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	FORMAT
58150	10/4/21–10/17/21			100% 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	FORMAT
58151	10/18/21–10/31/21			100% 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	FORMAT
58152	11/1/21– 11/14/21			100% 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. Offered pass/no-pass only.

SEC#	DATES	DAYS	TIME	FORMAT
58887	10/23/21–10/23/21	SA	8:00AM - 4:30PM	IN-PERSON VAL UCEN-210

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	FORMAT
58153	11/1/21–11/14/21			100% 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	FORMAT
58154	10/25/21–11/07/21			100% ONLINE

NC.CSKL 016 DIGITAL FLUENCY
8.00 hours
Examines the technological tools needed to build a professional online presence.

SEC#	DATES	DAYS	TIME	FORMAT
58155	11/8/21–11/21/21			100% 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	FORMAT
58156	11/8/21 – 11/21/21			100% 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	FORMAT
58157	10/18/21–10/31/21			100% 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	FORMAT
58158	11/8/21–11/21/21			100% 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	FORMAT
58159	11/29/21–12/11/21			100% 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	FORMAT
58160	11/29/21–12/11/21			100% ONLINE

COLLEGE SUCCESS SKILLS (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	FORMAT
58062	8/23/21–12/11/21	SA	9:00AM –12:00PM	ZOOM/CANVAS/ESPAÑOL
58063	8/23/21–12/11/21			100% 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 two noncredit arithmetic classes, MA3 and MA4, are highly recommended prior, or in addition, to this class.

SEC#	DATES	DAYS	TIME	FORMAT
58965	8/23/21–12/11/21	M W	9:30AM–12:00PM	ZOOM/CANVAS
58064	8/23/21–12/11/21	M W	9:30AM–12:00PM	IN-PERSON VAL HSLH-306

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.

SEC#	DATES	DAYS	TIME	FORMAT
58966	8/23/21 - 12/11/21	TU TH	9:30AM - 12:30PM	ZOOM/CANVAS
58065	8/23/21 - 12/11/21	TU TH	9:30AM - 12:00PM	IN-PERSON VAL HSLH-306

COMMERCIAL SEXUAL EXPLOITATION OF CHILDREN IDENTIFICATION 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	FORMAT
58088	10/11/21–10/13/21	M W	6:00PM–8:00PM	ZOOM/CANVAS

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	FORMAT
58089	10/18/21–10/20/21	M W	6:00PM–8:00PM	ZOOM/CANVAS

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	FORMAT
58073	8/26/21–09/30/21	TH	9:00AM–1:00PM	ZOOM/CANVAS
58083	10/2/21–10/30/21	SA	9:00AM–1:00PM	ZOOM/CANVAS
58087	10/19/21–11/23/21	TU TH	6:00PM–8:30PM	ZOOM/CANVAS

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	FORMAT
58086	9/21/21–10/14/21	TU TH	6:00PM–8:30PM	ZOOM/CANVAS
58074	10/7/21–10/28/21	TH	9:00AM–1:00PM	ZOOM/CANVAS
58081	10/12/21–12/10/21	F	9:00AM–1:00PM	ZOOM/CANVAS
58084	11/6/21–12/11/21	SA	9:00AM–1:00PM	ZOOM/CANVAS

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	FORMAT
58085	8/24/21–09/16/21	TU TH	6:00PM–8:30PM	ZOOM/CANVAS
58082	8/28/21–09/25/21	SA	9:00AM–1:00PM	ZOOM/CANVAS
58080	10/8/21–11/05/21	F	9:00AM–1:00PM	ZOOM/CANVAS
58076	11/4/21–12/09/21	TH	9:00AM–1:00PM	ZOOM/CANVAS

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	FORMAT
58079	8/27/21–10/01/21	F	9:00AM–1:00PM	ZOOM/CANVAS

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	FORMAT
58091	11/13/21–11/13/21	SA	8:00AM–12:00PM	ZOOM/CANVAS

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	FORMAT
58092	11/20/21–11/20/21	SA	8:00AM–12:00PM	ZOOM/CANVAS

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	FORMAT
58093	10/18/21–10/30/21	TU TH	4:00PM–6:00PM	ZOOM/CANVAS

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	FORMAT
58094	11/1/21–11/20/21	TU TH	4:00PM–6:00PM	ZOOM/CANVAS

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	FORMAT
58098	9/20/21–10/16/21	TU	11:00AM–12:30PM	ZOOM/CANVAS
58095	9/20/21–10/16/21			100% 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	FORMAT
58102	8/23/21–09/18/21	W	5:00PM–7:50PM	ZOOM/CANVAS

* This class requires registration into section #57996 - English 101 - See credit schedule of classes

SEC#	DATES	DAYS	TIME	FORMAT
58101	8/24/21–09/16/21	TU TH	11:00AM–1:50PM	ZOOM/CANVAS

* This class requires registration into section #57995 - English 101 - See credit schedule of classes

SEC#	DATES	DAYS	TIME	FORMAT
58097	9/20/21–10/16/21			100% ONLINE
58099	10/18/21–11/13/21	TU	11:00AM–12:30PM	ZOOM/CANVAS
58096	10/18/21–11/13/21			100% ONLINE
58100	11/15/21–12/11/21	W	11:00AM–12:30PM	ZOOM/CANVAS

ENGLISH AS A SECOND LANGUAGE (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	FORMAT
59076	8/23/21–10/14/21	M TU TH	6:00PM–9:00PM	IN-PERSON OLD O ELEM
58205	8/23/21–10/16/21	M TU TH	6:00PM–9:00PM	ZOOM/CANVAS

* This class requires registration into section #58206

| 58203 | 8/23/21–10/16/21 | M TU TH | 9:00AM–12:00PM | IN-PERSON CCC ATEC-701 |

* This class requires registration into section #58204

59292	8/23/21–10/11/21	TU W	6:30PM–9:00PM	IN-PERSON PELM
58207	10/18/21–12/11/21	M TU TH	6:00PM–9:00PM	ZOOM/CANVAS
58202	10/18/21–12/11/21	M TU W TH	9:00AM–12:00PM	IN-PERSON VAL UCEN-210

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 every-day life situations.

SEC#	DATES	DAYS	TIME	FORMAT
58208	8/23/21–10/16/21	M TU TH	6:00PM–9:00PM	ZOOM/CANVAS
59077	10/18/21–12/09/21	M TU TH	6:00PM–9:00PM	IN-PERSON OLD O ELEM
58206	10/18/21–12/11/21	M TU TH	6:00PM–9:00PM	ZOOM/CANVAS

* This class requires registration into section #58205

| 58204 | 10/18/21–12/11/21 | M TU TH | 9:00AM–12:00PM | IN-PERSON CCC ATEC-701 |

* This class requires registration into section #58203

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	FORMAT
59080	8/23/21–10/14/21	M TU TH	6:00PM–9:00PM	IN-PERSON MCGR ELEM
58211	8/23/21–10/16/21	M TU TH	6:00PM–9:00PM	ZOOM/CANVAS

* This class requires registration into section #58212

| 58209 | 8/23/21–10/16/21 | M TU TH | 9:00AM–12:00PM | IN-PERSON VAL UCEN-211 |

* This class requires registration into section #58210

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	FORMAT
59074	8/23/21–10/14/21	M TU W TH	8:30AM–11:00AM	IN-PERSON WILEY ELEM
58214	8/23/21–10/16/21	M TU TH	6:00PM–9:00PM	ZOOM/CANVAS

* This class requires registration into section #58215

| 59081 | 10/18/21–12/09/21 | M TU TH | 6:00PM– 9:00PM | IN-PERSON MCGR ELEM |
| 58212 | 10/18/21–12/11/21 | M TU TH | 6:00PM–9:00PM | ZOOM/CANVAS |

* This class requires registration into section #58211

| 58210 | 10/18/21–12/11/21 | M TU TH | 9:00AM–12:00PM | IN-PERSON VAL UCEN-211 |

* This class requires registration into section #58209

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	FORMAT
59078	8/23/21–10/14/21	M TU TH	6:00PM–9:00PM	IN-PERSON NEWH ELEM
58217	8/23/21–10/16/21	M TU TH	6:00PM–9:00PM	ZOOM/CANVAS

* This class requires registration into section #58219

| 58216 | 8/23/21–10/16/21 | M TU TH | 9:00AM–12:00PM | IN-PERSON VAL UCEN-210 |

* This class requires registration into section #58218

| 59075 | 10/18/21–12/09/21 | M TU W TH | 8:30AM–11:00AM | IN-PERSON WILEY ELEM |
| 58215 | 10/18/21–12/11/21 | M TU TH | 6:00PM–9:00PM | ZOOM/CANVAS |

* This class requires registration into section #58214

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	FORMAT
59156	8/23/21–10/16/21	M TU TH	6:00PM–9:00PM	ZOOM/CANVAS

* This class requires registration into section #58220

| 59079 | 10/18/21–12/09/21 | M TU TH | 6:00PM–9:00PM | IN-PERSON NEWH ELEM |
| 58219 | 10/18/21–12/11/21 | M TU TH | 6:00PM– 9:00PM | ZOOM/CANVAS |

* This class requires registration into section #58217

| 58218 | 10/18/21–12/11/21 | M TU TH | 9:00AM–12:00PM | IN-PERSON VAL UCEN-207 |

* This class requires registration into section #58216

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	FORMAT
58221	8/23/21–10/16/21	M TU TH	9:00AM–12:00PM	ZOOM/CANVAS

* This class requires registration into section #58222

| 58220 | 10/18/21–12/11/21 | M TU TH | 6:00PM–9:00PM | ZOOM/CANVAS |

* This class requires registration into section #59156

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	FORMAT
58223	8/23/21–10/16/21	M TU TH	6:00PM–9:00PM	ZOOM/CANVAS
58222	10/18/21–12/11/21	M TU TH	9:00AM–12:00PM	ZOOM/CANVAS

* This class requires registration into section #58221

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	FORMAT
58196	8/23/21–10/16/21	M TU TH	6:00PM–9:00PM	ZOOM/CANVAS

* This class requires registration into section #58197

| 58103 | 10/18/21–12/11/21 | M TU TH | 9:00AM–12:00PM | ZOOM/CANVAS |

* This class requires registration into section #58195

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	FORMAT
58195	8/23/21–10/16/21	M TU TH	9:00AM–12:00PM	ZOOM/CANVAS

* This class requires registration into section #58103

| 58197 | 10/18/21– 12/11/21 | M TU TH | 6:00PM–9:00PM | ZOOM/CANVAS |

* This class requires registration into section #58196

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	FORMAT
59142	8/23/21–12/11/21	TU TH	9:00AM –12:00PM	ZOOM/CANVAS
58200	10/18/21–12/11/21	M TU TH	6:00PM –9:00PM	ZOOM/CANVAS

* This class requires registration into section #58201

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	FORMAT
59143	8/23/21–12/11/21	M W	9:00AM –12:00PM	ZOOM/CANVAS
58201	8/23/21–10/16/21	M TU TH	6:00PM–9:00PM	ZOOM/CANVAS

* This class requires registration into section #58200

IMMIGRANT EDUCATION

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	FORMAT
58967	8/23/21–12/11/21	SA	9:00AM–12:00PM	ZOOM/CANVAS
58090	8/23/21–12/11/21	SA	9:00AM–12:00PM	IN-PERSON VAL HSLH-306

MATH SKILLS

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	FORMAT
58109	8/30/21–10/23/21			100% ONLINE
58117	10/25/21–12/11/21			100% 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	FORMAT
58110	8/30/21–10/23/21			100% ONLINE
58118	10/25/21–12/11/21			100% 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	FORMAT
58111	8/30/21–10/23/21			100% ONLINE
58119	10/25/21–12/11/21			100% 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	FORMAT
58112	8/30/21–10/23/21			100% ONLINE
58120	10/25/21–12/11/21			100% 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	FORMAT
58113	8/30/21–10/23/21			100% ONLINE
58121	10/25/21–12/11/21			100% 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	FORMAT
58114	8/30/21–10/23/21			100% ONLINE
58122	10/25/21–12/11/21			100% 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	FORMAT
58115	8/30/21–10/23/21			100% ONLINE
58123	10/25/21–12/11/21			100% 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	FORMAT
58116	8/30/21–10/23/21			100% ONLINE
58124	10/25/21–12/11/21			100% ONLINE

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	FORMAT
58125	10/11/21–11/20/21	SA	11:00AM–12:30PM	ZOOM/CANVAS

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	FORMAT
58126	10/11/21–11/20/21	SA	9:00AM–10:30PM	ZOOM/CANVAS

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 caregiving and assisting self and others with ongoing health conditions.

SEC#	DATES	DAYS	TIME	FORMAT
59144	9/13/21–12/08/21	M W	10:00AM–12:00PM	ZOOM/CANVAS

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	FORMAT
58129	9/13/21–12/11/21	F	10:00AM–12:00PM	ZOOM/CANVAS

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	FORMAT
59145	9/14/21–12/09/21	TU TH	10:00AM–12:00PM	ZOOM/CANVAS

PERSONAL TRAINER

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	FORMAT
58104	9/20/21–10/02/21	M	6:00PM–9:00PM	IN-PERSON VAL HSLH-306
58105	10/18/21–10/30/21	TU	6:00PM–9:00PM	IN-PERSON VAL 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	FORMAT
58106	10/18/21–12/11/21			100% 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	FORMAT
58108	11/1/21–11/20/21	M	6:00PM–8:00PM	ZOOM/CANVAS

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	FORMAT
58131	8/23/21–10/2/21	W	7:35PM–9:35PM	ZOOM/CANVAS
58132	11/1/21–12/11/21	TU	7:35PM–9:35PM	ZOOM/CANVAS

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	FORMAT
58133	10/4/21–11/13/21	W	7:35PM–9:35PM	ZOOM/CANVAS

VOCATIONAL (ADOBE CERTIFICATION)

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	FORMAT
58191	10/4/21–10/10/21	M W	6:00PM–8:00PM	ZOOM/CANVAS

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	FORMAT
58192	10/11/21–10/17/21	M W	6:00PM–8:00PM	ZOOM/CANVAS

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	FORMAT
58193	10/18/21–10/24/21	M W	6:00PM–8:00PM	ZOOM/CANVAS

PERFECT MATH AND ENGLISH SKILLS!

MATH SUPPORT CERTIFICATES

Intended for individuals who need to review basic math concepts. Ideal for non-STEM majors, GED students, or parents who want to help their kids with math homework.

- **Whole Numbers (NC.MATH-001)**
- **Fractions and Mixed Numbers (NC.MATH-002)**
- **Decimal Numbers (NC.MATH-003)**
- **Percentages (NC.MATH-004)**
- **Rates and Proportions (NC.MATH-005)**
- **Signed Numbers (NC.MATH-006)**

Intended for students on a STEM path who want to review basic concepts.

- **Algebraic Expressions (NC.MATH-007)**
- **Graphs and Lines (NC.MATH-008)**

ESSENTIAL READING AND WRITING SKILLS CERTIFICATE

Essential Reading and Writing I (NC.ENGL-001)
Develops reading and writing skills by applying critical reading strategies to non-fiction texts and writing brief essays.

Essential Reading and Writing II (NC. ENGL-002)
Develops writing skills by focusing on strategies to compose well-organized and coherent essays. This class will serve as a type of tutoring lab to support college level English concepts that are necessary to be successful in ENGL-101.

FOR EDUCATORS!

INSTRUCTIONAL AIDE TRAINING CERTIFICATE

Courses intended for professionals currently employed as instructional aides and individuals who desire employment as instructional aides.

Roles and responsibilities (NC.EDUC-003)
Explains the roles and responsibilities of instructional aide, while developing strategies for collaboration and communicating with students, teachers, and parents.

Effective Practices (NC.EDUC-004)
Explores strategies used by instructional aides to create a positive learning environment, including supporting independent work, keeping the student engaged, supporting positive behavioral interventions, and facilitating instruction.

CBEST PREPARATION CERTIFICATE

Complete both classes and earn a certificate designed to prepare students for the CBEST Exam.

Test Prep for CBEST English Basic Skills Test (NC.EDUC-001)
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.

Test Prep for CBEST Math Basic Skills Test (NC.EDUC-002)
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.

COLLEGE OF THE CANYONS

26455 Rockwell Canyon Road
Santa Clarita, CA 91355

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