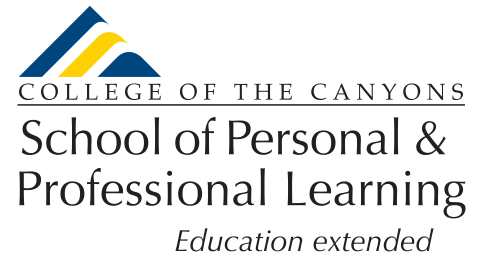


FREE COMPUTER CLASSES

DIGITAL OFFICE CERTIFICATE OF COMPLETION



COMPLETE ALL FIVE COURSES AND EARN A DIGITAL OFFICE CERTIFICATE OF COMPLETION

- ▶ **NC.CAWT-10A COMPUTING AND INTERNET FUNDAMENTALS:** Introduces basic computer processes, operating systems, and Internet technologies, including file management and social media.
- ▶ **NC.CAWT-10B WORD PROCESSING BASICS:** Introduces basic word processing skills, such as creating, editing, and formatting documents.
- ▶ **NC.CAWT-10C SPREADSHEET BASICS:** Introduces basic spreadsheet functionality, such as creating, editing, formatting worksheets, and employing a variety of techniques for data analysis.
- ▶ **NC.CAWT-10D DIGITAL COMMUNICATIONS FOR THE OFFICE:** Introduces applications for communications required in the typical office setting, such as Outlook, Acrobat, and PowerPoint.
- ▶ **NC.CAWT-10E INTRODUCTION TO ACCESS:** Introduces basic use of Access software, including the skills necessary to create a new database, construct data tables, design forms and reports, and create queries.

Classes are...

- ✓ **FREE**
- ✓ **Meet In-Person and Online**
- ✓ **No Text Book**
- ✓ **Offered Year Round**
- ✓ **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