


COLLEGE OF THE CANYONS
SCHOOL OF PERSONAL & PROFESSIONAL LEARNING

ONLINE ▪ **SPRING 2022** ▪ **IN-PERSON**

FREE CLASSES

CLASSES BEGIN FEBRUARY 7
with a variety of
start dates available!



 Education extended
COLLEGE OF THE CANYONS
School of Personal &
Professional Learning

(661) 362-3304
www.canyons.edu/FREE

We offer assistance in:
Español فارسی 한국어
Instrucciones de registro en la página 3

FREE Noncredit Career Skills Courses!

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.

Workplace Essentials Certificate

NC.CSKL 001 - Time Management
NC.CSKL 002 - Business Writing in the Technology Age
NC.CSKL 003 - Critical Thinking, Problem Solving, and Decision Making

Customer Relations Certificate

NC.CSKL 004 - Customer Service
NC.CSKL 005 - Negotiation
NC.CSKL 006 - Personality Styles

Management Toolbox Certificate

NC.CSKL 007 - Successfully Managing and Developing People
NC.CSKL 008 - Workplace Communication Strategies

Career Strategist Certificate

NC.CSKL 009 - Personalized Career Planning
NC.CSKL 010 - Strategic Job Search
NC.CSKL 011 - LinkedIn for Business

Career and Lifestyle Exploration Certificate

NC.CGSL-004 - Career Exploration
NC.CSKL 012 - Job Shadowing

Fundamentals of Communication Certificate

NC.CSKL 008 - Work Place Communication Strategies

NC.CSKL 014 - Public Speaking in the Workplace NEW

NC.CSKL 016 - Digital Fluency

Mindful Co-Worker Certificate

NC.CSKL 015 - Adaptability
NC.CSKL 017 - Empathy
NC.CSKL 021 - Social/Diversity-Awareness

Survive and Thrive in the Workplace Certificate

NC.CSKL 018 - Entrepreneurial Mindset
NC.CSKL 019 - Resilience
NC.CSKL 020 - Self-Awareness

Navigating Mental Health Issues in the Workplace Certificate

NC.CSKL 013 - Mental Health First Aid in the Workplace
NC.CSKL 017 - Empathy

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



FREE Noncredit Computer Applications Courses!

Digital Office Certificate

NC.CAWT 10A - Computing and Internet Fundamentals
NC.CAWT 10B - Word Processing Basics
NC.CAWT 10C - Spreadsheet Basics
NC.CAWT 10D - Digital Communications for the Office

Adobe Photoshop Association Certification Exam Preparation

NC.VOC 021A - Adobe Photoshop Certification Training I
NC.VOC 021B - Adobe Photoshop Certification Training II
NC.VOC 021C - Adobe Photoshop Certification Training III

Autodesk Maya Certified User Exam Preparation

NC.MEA 031 - Maya User Certification Training I - 3D Modeling
NC.MEA 035 - Maya User Certification Training II - Computer Animation



For a complete list of all certificate programs,
go to **www.canyons.edu/FREE**

Registration Instructions

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

STEP 1: Submit an application for admission for the Spring 2022 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 the green "My Registration" tile and then "Search for Sections." Select a Term (Spring 2022) and search alphabetically for the Subject "Noncredit" to find the FREE noncredit course you want to enroll in.



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 OUR 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

The class will meet in-person on the days and times listed in the class schedule. Masks are required to be worn in the classroom.



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



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 Primavera 2022

- Visite: www.canyons.edu/freeclasses
- Seleccione "Solicitantes"
- Seleccione "Instrucciones de solicitud imprimibles español" si desea una guía paso a paso para ayudarlo 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

Una vez que haya iniciado sesión en My Canyons, haga clic en la pestaña verde "My Registration" y luego haga clic en "Search for Sections." Seleccione un Término (Spring 2022) y busque alfabéticamente el Tema "Noncredit" para encontrar el Curso Gratuito sin crédito en el que desea inscribirse.

¿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



canvas

CONOCIMIENTO DE LOS FORMATOS PARA LAS CLASES

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 - La clase se reunirá en persona en los días y horarios indicados en el horario de clases. Se requiere el uso de máscaras dentro del salón de clases.



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

Consejería: www.canyons.edu/counseling

Tutoría gratis: www.canyons.edu/TLC

Ayuda navegando clases en línea (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



Want to get out of the house?

Take in-person classes at these locations near you!

Newhall Community Center

22421 Market St, Newhall, CA 91321

GED Preparation (NC.BCSK)
 Word Processing and Spreadsheet Basics (NC.CAWT)
 Citizenship (NC.CITZ)
 First Aid/CPR (NC.HLTH)
 Healthy Aging for Adults (NC.OAD)
 Creative Expression Through Acting for Older Adults (NC.OAD)
 Health and Fitness for Older Adults (NC.OAD)
 Spanish for Healthcare Workers (NC.SPAN)

Newhall Elementary School District

(Old Orchard, Newhall, McGrath, Wiley Canyon)

English as a Second Language (NC.ESL)

College of the Canyons - Valencia Campus

26455 Rockwell Canyon Road, Santa Clarita, CA 91355

First Aid/CPR (NC.HLTH)
 GED Preparation Math/Science (NC.BCSK)
 GED Preparation Lang Arts/Social Studies (NC.BCSK)
 English as a Second Language (NC.ESL)
 Business of Acting (NC.THTR)

College of the Canyons - Canyon Country Campus

17200 Sierra Highway, Santa Clarita, CA 91351

English as a Second Language (NC.ESL)

NONCREDIT 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	LOCATION
61832	2/5/22–6/4/22	SA	9:00AM–12:00PM	NEWHALL COMC
61746	2/7/22–6/2/22			ONLINE
61833	2/12/22–6/4/22	SA	9:00AM–12:00PM	OnlineLive (Español)

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	LOCATION
61834	2/7/22–6/2/22	MW	9:30AM–12:00PM	VAL-HSLH-306
61918	2/7/22–6/2/22	MW	9:30AM–12:00PM	OnlineLive

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	LOCATION
61835	2/7/22–6/2/22	TU TH	9:30AM–12:00PM	VAL-HSLH-306
61919	2/7/22–6/2/22	TU TH	9:30AM–12:00PM	OnlineLive

NONCREDIT BUSINESS

NC.BUS 1C HUMAN RESOURCES MANAGEMENT SUPPORT ACTIVITIES

16.00 hours

Prerequisite: NC.BUS-1B

Presents basic essential activities applicable to a support level position in human resources.

SEC#	DATES	DAYS	TIME	FORMAT
61748	1/31/22–2/26/22			ONLINE

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	LOCATION
61749	2/28/22–3/26/22			ONLINE
61762	3/28/22–4/30/22			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	LOCATION
61760	3/28/22–4/30/22			ONLINE
61763	5/2/22–5/28/22			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	LOCATION
61761	5/2/22–5/28/22			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	LOCATION
61920	5/9/22–6/4/22			ONLINE

NONCREDIT 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	LOCATION
61789	2/22/22–3/6/22			ONLINE
61790	4/11/22–4/24/22			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	LOCATION
61791	3/7/22–3/20/22			ONLINE
61792	4/25/22–5/8/22			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	LOCATION
61793	3/21/22–4/3/22			ONLINE
61794	5/9/22–5/22/22			ONLINE

NC.CSKL 004 CUSTOMER SERVICE

8.00 hours

Applies practical strategies to retain a valuable customer base, diffuse 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 diffuse angry customers.

SEC#	DATES	DAYS	TIME	LOCATION
61795	2/22/22–3/6/22			ONLINE
61796	4/11/22–4/24/22			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	LOCATION
61797	3/7/22–3/20/22			ONLINE
61798	4/25/22–5/8/22			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	LOCATION
61799	3/21/22–4/3/22			ONLINE
61800	5/9/22–5/22/22			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	LOCATION
61801	2/22/22–3/6/22			ONLINE
61802	4/11/22–4/24/22			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	LOCATION
61803	3/7/22–3/20/22			ONLINE
61804	4/25/22–5/8/22			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	LOCATION
61805	2/22/22–3/6/22			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	LOCATION
61806	3/7/22–3/20/22			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	LOCATION
61807	3/21/22–4/3/22			ONLINE

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	LOCATION
64659	03/21/22–04/01/22			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	LOCATION
61808	4/11/22–4/24/22			ONLINE

NC.CSKL 016 DIGITAL FLUENCY

8.00 hours

Examines the technological tools needed to build a professional online presence.

SEC#	DATES	DAYS	TIME	LOCATION
61809	5/9/22–5/22/22			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	LOCATION
61810	4/25/22–5/8/22			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	LOCATION
61811	4/25/22–5/8/22			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	LOCATION
61812	4/11/22-4/24/22			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	LOCATION
61813	5/9/22–5/22/22			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	LOCATION
61814	5/9/22–5/22/22			ONLINE

NONCREDIT CITIZENSHIP

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	LOCATION
61841	2/5/22–6/4/22	SA	9:00AM–12:00PM	NEWHALL COMC
61917	2/7/22–6/2/22	W	6:00PM–9:00PM	OnlineLive

NONCREDIT COLLEGE SKILLS

NC.CGSL 001 RESOURCES AND STRATEGIES FOR COLLEGE SUCCESS

8.00 - 18.00 hours

Introduces the skills necessary to succeed in credit courses. Topics that will be covered are academic expectations, financial aid options, California residency status, academic and career educational options, COC resources and goal setting. Formerly NC.COUN-025.

SEC#	DATES	DAYS	TIME	FORMAT
61764	2/28/22-3/5/22			ONLINE
61765	4/11/22-4/16/22			ONLINE

NC.CGSL 002 ONLINE LEARNING AND STRATEGIES FOR SUCCESS

8.00 - 18.00 hours

Introduces the practical strategies and skills necessary to succeed in distance education. Students will learn how to anticipate, avoid, and/or solve typical problems encountered in the distance learning environments. Formerly NC.COUN-030.

SEC#	DATES	DAYS	TIME	FORMAT
61766	4/25/22-4/30/22			ONLINE
61767	5/16/22-5/21/22			ONLINE

NC.CGSL 003 MONEY MANAGEMENT FOR COLLEGE AND BEYOND

8.00 - 18.00 hours

Develops a foundation of money management and financial literacy including budgeting to meet educational goals. Strategies include filling out the Free Application for Federal Student Aid (FAFSA), scholarships, student loans, consumer credit, and banking products such as checking and savings accounts.

SEC#	DATES	DAYS	TIME	FORMAT
61768	2/7/22-2/12/22			ONLINE
61769	2/21/22-2/26/22			ONLINE
61770	2/21/22-2/26/22			ONLINE
61771	3/7/22-3/12/22			ONLINE
61772	3/7/22-3/12/22			ONLINE
61773	3/21/22-3/26/22			ONLINE
61774	3/21/22-3/26/22			ONLINE
61775	3/28/22-4/2/22			ONLINE
61776	3/28/22-4/2/22			ONLINE
61777	4/11/22-4/16/22			ONLINE
61778	4/11/22-4/16/22			ONLINE
61780	4/18/22-4/23/22			ONLINE
61779	4/18/22-4/23/22			ONLINE
61781	5/2/22-5/7/22			ONLINE
61782	5/2/22-5/7/22			ONLINE
61783	5/16/22-5/21/22			ONLINE

NC.CGSL 004 CAREER EXPLORATION

8.00 - 18.00 hours

Provides students with career exploration techniques. Emphasis is placed on selecting a career based on self-examination of interests, values, abilities, and personality through assessment inventories, skill exercises, and career research.

SEC#	DATES	DAYS	TIME	FORMAT
61784	3/14/22-3/19/22			ONLINE
61785	5/2/22-5/7/22			ONLINE





NONCREDIT CSEC 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	LOCATION
61908	4/19/22–4/21/22	TU TH	6:00PM–8:00PM	OnlineLive

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	LOCATION
61909	4/26/22–4/28/22	TU TH	6:00PM–8:00PM	OnlineLive

NONCREDIT 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	LOCATION
61896	2/12/22–3/26/22	SA	9:00AM–1:00PM	OnlineLive

NC.CAWT 10B WORD PROCESSING BASICS

16.00 hours

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

SEC#	DATES	DAYS	TIME	LOCATION
61838	2/10/22–3/3/22	Th	9:00AM–1:00PM	NEWHALL COMC
61899	2/15/22–3/10/22	Tu Th	6:00PM–8:30PM	OnlineLive
61816	3/18/22–4/15/22	F	9:00AM–1:00PM	OnlineLive
61897	4/2/22–4/30/22	Sa	9:00AM–1:00PM	OnlineLive

NC.CAWT 10C SPREADSHEET BASICS

16.00 hours

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

SEC#	DATES	DAYS	TIME	LOCATION
61840	3/10/22–3/31/22	Th	9:00AM–1:00PM	NEWHALL COMC
61900	3/15/22–4/14/22	Tu Th	6:00PM–8:30PM	OnlineLive
61888	2/11/22–3/11/22	F	9:00AM–1:00PM	OnlineLive
61898	5/7/22–5/28/22	Sa	9:00AM–1:00PM	OnlineLive

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	LOCATION
61901	4/19/22–5/26/22	Tu Th	6:00PM–8:30PM	OnlineLive
61893	4/22/22–5/27/22	F	9:00AM–1:00PM	OnlineLive

NONCREDIT 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	LOCATION
61903	4/30/22–4/30/22	SA	8:00AM–12:00PM	OnlineLive

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	LOCATION
61904	5/7/22–5/7/22	Sa	8:00AM–12:00PM	OnlineLive

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	LOCATION
61905	4/12/22–4/21/22	Tu Th	4:00PM–6:30PM	OnlineLive

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	LOCATION
61906	4/26/22–5/12/22	Tu Th	4:00PM–6:30PM	OnlineLive

NC.EDUC-104 CULTURALLY RESPONSIVE TEACHING

36.00 hours

Develops inclusivity through co-teaching and pedagogical documentation exercises. Emphasis is placed on developing cultural competency in areas such as race, class, and culture; and learning strategies for creating classrooms that are culturally inviting to all.

SEC#	DATES	DAYS	TIME	LOCATION
61815	2/28/22–4/2/22			ONLINE

NONCREDIT 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	LOCATION
61817	3/7/22–4/2/22			ONLINE
61881	3/7/22–4/2/22	Tu	11:00AM–12:30PM	OnlineLive

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	LOCATION
61818	3/7/22–4/2/22			ONLINE
61819	4/11/22–5/7/22			ONLINE
61907	2/8/22–3/3/22	Tu Th	11:00AM–1:50PM	OnlineLive
61885	4/11/22–5/7/22	Tu	11:00AM–12:30PM	OnlineLive
61887	5/9/22–6/2/22	W	11:00AM–12:30PM	OnlineLive
61883	2/9/22–3/2/22	W	5:00PM–7:05PM	OnlineLive

NONCREDIT 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	LOCATION
61860	2/7/22–3/31/22	MTU TH	6:00PM–9:00PM	VAL-HSLH 204
61858	2/7/22–3/31/22	MTU TH	9:00AM–12:00PM	VAL-UCEN-315
61837	2/7/22–3/31/22	MTU TH	6:00PM–9:00PM	OnlineLive

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	LOCATION
61861	4/11/22–6/2/22	MTU TH	6:00PM–9:00PM	VAL-HSLH-204
61859	4/11/22–6/2/22	MTU TH	9:00AM–12:00PM	VAL-UCEN-315
61839	4/11/22–6/2/22	MTU TH	6:00PM–9:00PM	OnlineLive

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	LOCATION
61852	2/7/22–3/31/22	MTU TH	9:00AM–12:00PM	CC CAMPUS-503
61855	2/7/22–3/31/22	MTU TH	6:00PM–9:00PM	OLD ORCHARD ELEM
61842	2/7/22–3/31/22	MTU TH	6:00PM–9:00PM	OnlineLive

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	LOCATION
61862	4/11/22–6/2/22	MTU TH	9:00AM–12:00PM	CC CAMPUS-503
61863	4/11/22–6/2/22	MTU TH	6:00PM–9:00PM	OLD ORCHARD ELEM
61851	4/11/22–6/2/22	MTU TH	6:00PM–9:00PM	OnlineLive

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	LOCATION
61867	2/7/22–3/31/22	MTU TH	6:00PM–9:00PM	MCGRATH ELEM
61853	2/7/22–3/31/22	MTU TH	6:00PM–9:00PM	OnlineLive
61865	2/7/22–3/31/22	MTU TH	9:00AM–12:00PM	VAL-UCEN-211

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	LOCATION
61880	2/7/22–3/31/22	MTU TH	6:00PM–9:00PM	OnlineLive
61879	4/11/22–6/2/22	MTU TH	6:00PM–9:00PM	OnlineLive
61868	4/11/22–6/2/22	MTU TH	6:00PM–9:00PM	MCGRATH ELEM
61866	4/11/22–6/2/22	MTU TH	9:00AM–12:00PM	VAL-UCEN-211
61869	2/7/22–3/31/22	MTU W TH	8:30AM–11:00AM	WILEY ELEM

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	LOCATION
61870	2/7/22–3/31/22	MTU TH	6:00PM–9:00PM	NEWHALL ELEM
61884	2/7/22–3/31/22	MTU TH	6:00PM–9:00PM	OnlineLive
61882	4/11/22–6/2/22	MTU TH	6:00PM–9:00PM	OnlineLive
61872	2/7/22–3/31/22	MTU TH	9:00AM–12:00PM	VAL-UCEN-310
61902	4/11/22–6/2/22	MTU W TH	8:30AM–11:00AM	WILEY ELEM

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	LOCATION
61871	4/11/22–6/2/22	MTU TH	6:00PM–9:00PM	NEWHALL ELEM
61823	2/7/22–3/31/22	MTU TH	6:00PM–9:00PM	OnlineLive
61886	4/11/22–6/2/22	MTU TH	6:00PM–9:00PM	OnlineLive
61873	4/11/22–6/2/22	MTU TH	9:00AM–12:00PM	VAL-UCEN-310

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	LOCATION
61856	2/7/22–3/31/22	MTU TH	9:00AM–12:00PM	VAL-UCEN-318
61913	2/7/22–3/31/22	MTU TH	6:00PM–9:00PM	OnlineLive

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	LOCATION
61857	4/11/22–6/2/22	MTU TH	9:00AM–12:00PM	VAL-UCEN-318
61914	4/11/22–6/2/22	MTU TH	6:00PM–9:00PM	OnlineLive

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	LOCATION
61915	2/7/22–3/31/22	MTU TH	9:00AM–12:00PM	OnlineLive

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	LOCATION
61916	4/11/22–6/2/22	MTU TH	9:00AM–12:00PM	OnlineLive

NONCREDIT HEALTH EDUCATION

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	LOCATION
61844	3/7/22–3/20/22	M	6:00PM–9:00PM	VAL-HSLH-306
61847	4/25/22–5/8/22	W	6:00PM–9:00PM	VAL-HSLH-306
61843	3/5/22–3/5/22	Sa	9:00AM–2:00PM	NEWHALL COMC



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	LOCATION
61820	4/11/22–6/2/22			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	LOCATION
61889	4/19/22–5/7/22	Tu	6:00PM–8:00PM	OnlineLive

NONCREDIT MATHEMATICS

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	LOCATION
61821	2/22/22–5/21/22			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	LOCATION
61822	2/22/22–5/21/22			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	LOCATION
61824	2/22/22–5/21/22			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	LOCATION
61825	2/22/22–5/21/22			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	LOCATION
61826	2/22/22–5/21/22			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	LOCATION
61827	2/22/22–5/21/22			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	LOCATION
61828	2/22/22–5/21/22			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	LOCATION
61829	2/22/22–5/21/22			ONLINE

NONCREDIT 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	LOCATION
61890	4/11/22–5/21/22	Sa	11:00AM–12:30PM	OnlineLive

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	LOCATION
61891	4/11/22–5/21/22	Sa	9:00AM–10:30AM	OnlineLive

NONCREDIT 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 care-giving and assisting self and others with ongoing health conditions.

SEC#	DATES	DAYS	TIME	LOCATION
61874	2/7/22–6/2/22	Tu Th	9:00AM–10:00AM	NEWHALL COMC
61910	2/28/22–6/1/22	M W	5:00PM–7:00PM	OnlineLive

NC.OAD 008 CREATIVE EXPRESSION THROUGH ACTING - OLDER ADULTS

18.00 - 54.00 hours

Develops skills in creative expression for older adults through acting and storytelling. Acting and storytelling topics explored may include solo performance, improvisation, scene work and/or musical theatre. End of class public performance may be offered.

SEC#	DATES	DAYS	TIME	LOCATION
61877	2/7/22-5/23/22	M	9:00AM-11:30AM	NEWHALL COMC

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	LOCATION
61875	2/7/22-6/2/22	W	9:00AM-11:30AM	NEWHALL COMC
61911	2/25/22-5/20/22	F	1:00PM-3:00PM	OnlineLive

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	LOCATION
61876	2/8/22-6/2/22	Tu Th	10:15AM-11:15AM	NEWHALL COMC
61912	3/1/22-6/2/22	Tu Th	5:00PM-7:00PM	OnlineLive

NONCREDIT 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	LOCATION
61929	2/7/22-4/2/22	W	6:00PM-8:30PM	NEWHALL COMC
61892	2/7/22-4/2/22	Tu	6:00PM-8:30PM	OnlineLive

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	LOCATION
61930	4/11/22-6/2/22	W	6:00PM-8:30PM	NEWHALL COMC
61895	2/7/22-4/2/22	Th	6:00PM-8:30PM	OnlineLive

NONCREDIT THEATRE**NC.THTR 060 BUSINESS OF ACTING**

24.00 - 30.00 hours

Examines acting as a business and presents approaches to becoming a working professional in the entertainment industry, including marketing materials, representation, audition/submission announcements, professionalism.

SEC#	DATES	DAYS	TIME	LOCATION
64658	5/2/22-5/28/22	W S	7:00PM-10:00PM 1:00PM-4:00PM	VAL-HSLH-235

**NONCREDIT VOCATIONAL****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	LOCATION
64586	2/22/22-3/6/22			ONLINE
64583	4/11/22-4/24/22	W	7:00PM-9:00PM	OnlineLive

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	LOCATION
64587	3/7/22-3/20/22			ONLINE
64584	4/25/22-5/8/22	W	7:00PM-9:00PM	OnlineLive

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	LOCATION
64588	3/21/22-4/1-22			ONLINE
64585	5/9/22-5/9/22	W	7:00PM-9:00PM	OnlineLive

NONCREDIT YOGA**NC.YOGA-001 Yoga History and Culture**

25.00 hours

Explores the historical tenets and basic methodological approaches to the study of yoga. This course is the first component of the 200-hour Yoga Teacher Training Certificate program through the Yoga Alliance.

SEC#	DATES	DAYS	TIME	LOCATION
62717	5/23/22-6/2/22			ONLINE

**Need help
with enrollment?**



**Email: freeclasses@canyons.edu
Call: (661) 362-3304**



26455 Rockwell Canyon Road
Santa Clarita, CA 91355



BOARD OF TRUSTEES

Dr. Edel Alonso

Mr. Michael D. Berger

Mr. Sebastian C.M. Cazares

Ms. Michele R. Jenkins

Ms. Joan W. MacGregor

Dr. Dianne G. Van Hook, *Chancellor*

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

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

www.goldenoakadulthoodschool.com

