


COLLEGE OF THE CANYONS
SCHOOL OF PERSONAL & PROFESSIONAL LEARNING

FALL 2020 • CLASSES BEGIN AUGUST 24

FREE CLASSES

Take classes from the comfort and convenience of home,
with a variety of start dates available!



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

Need help with enrollment?

We offer assistance in
Spanish, Farsi and Korean!



Registration Instructions

To register for these courses, you must be a current student or submit a new application to 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 "Printable Application Instructions," if you would like a step-by-step guide to help you fill out the online application using CCC Apply.
- Click on "Go to CCC Apply" when you are ready to fill out the online application.
- Successful application submission will generate a "Welcome" email containing your COC student ID number. You will use this number to create your My Canyons account, where you will register for classes.

Upon completion, go to "Register for classes" below

Current students start here

Register for classes

- Log in to your My Canyons account
- Click on "Students"
- Under Registration, click on "Register/Add Classes"
- Select "Term" = Fall and choose (example) "Noncredit – Career Skills" from the drop-down menu
- Select the number of classes you would like to register for and click "Submit."

All students are assigned a "Registration Appointment," located on your personal My Canyons account menu page. If you do not have a registration appointment, or if you need help with any of the enrollment steps, leave a detailed message at (661) 362-3304 or visit www.canyons.edu/freeclasses for printable detailed instructions. We offer assistance in Korean, Farsi and Spanish. You may email our staff for assistance during regular business hours :

Monday – Thursday, 9AM – 5PM

Friday, 9AM – 1PM

EMAIL US AT:

freeclasses@canyons.edu

"Search for Sections"
Term = Fall 2020

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 Construction Tech = NC.CONC
- 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 Older Adult = NC.OAD
- Noncredit Spanish = NC.SPAN
- Noncredit Land Surveying = NC.SURV
- Noncredit Vocational ESL = NC.VESL
- Noncredit Water Systems Tech = NC.WATR

Taking Free Classes Online

Frequently Asked Questions

What steps do I need to take to enroll in free classes?

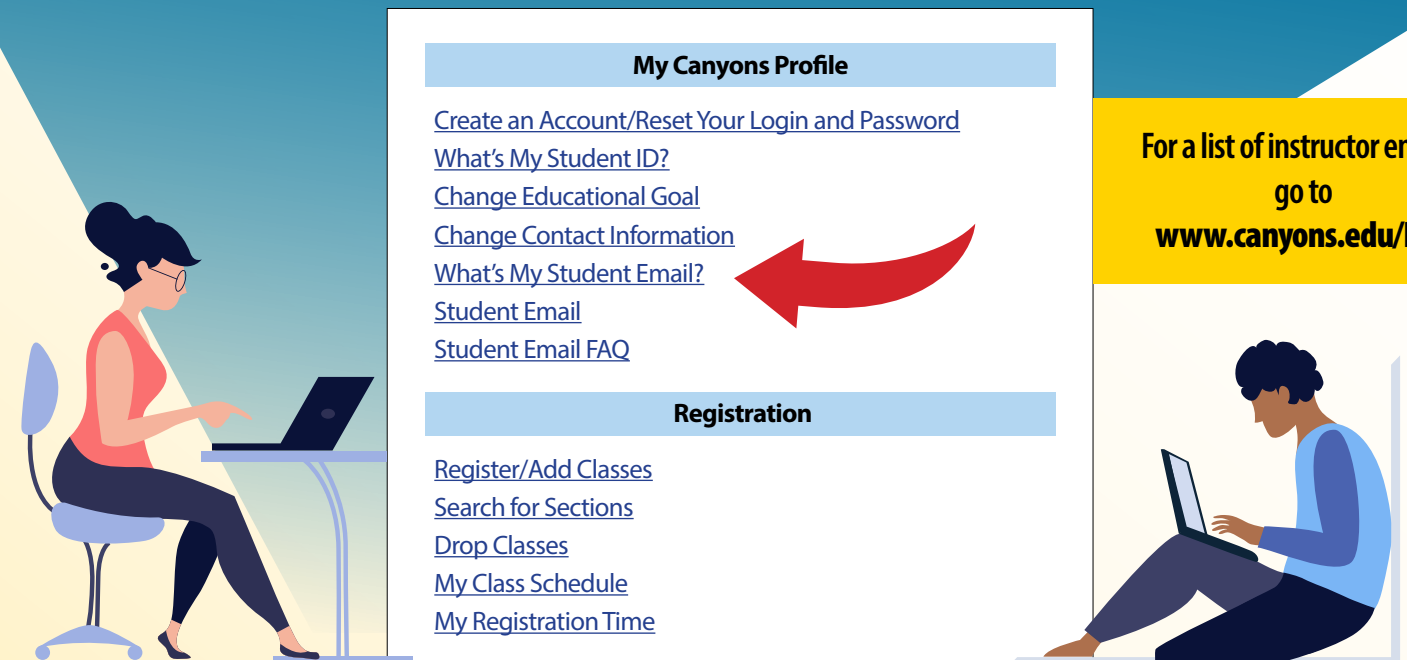
New students need to complete the following steps in this order: 1) Submit an application for admission online, 2) Create a My Canyons account, 3) Register for classes using My Canyons, 4) Check your student email account for instructor communication, 5) Log into Canvas (required for 100% Online classes)

What is the 5 digit number listed at the beginning of each Noncredit course in this booklet?

This is the "section code" of the class. As you browse through the class schedule online, you will be able to identify the course you want by looking for this unique code as you register/add classes using "My Canyons."

How will the class instructor communicate with me?

Your instructor will communicate with you via your college-issued student email account. Each student gets a free student email when their "My Canyons" account is created. You can access your student email inbox from your My Canyons menu. (If you need help creating your My Canyons account, please email freeclasses@canyons.edu)



For a list of instructor emails,
go to
www.canyons.edu/PPL

What does "Online Meetings" mean?

Students will meet via Zoom during the days and times listed. Instructors will send the Zoom meeting link to participant's student email account.

What does "100% Online" mean?

This kind of course will be taught via Canvas, our 100% online learning environment. Students must log into Canvas to access and complete assignments.

What if I need help logging into Canvas?

After you have finished the registration process, you will need to log into Canvas to participate in the class. There are many ways students enrolled in 100% online classes can get help with using Canvas. Campus support is available Monday-Friday 9am-5pm.

1. Students can leave a voicemail at 661-362-3344 or call 661-362-3600 for a live person
2. Send an email to cvsupport@canyons.edu or online@canyons.edu
3. Get instant Canvas support via Zoom at <https://zoom.us/j/4040017655>
4. Visit www.cv.canyons.edu for guides, video demonstrations and more
5. After hours Canvas support is available 24 hours a day at (877) 889-9052



canvas



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
52128	8/24/20 – 9/19/20			100% 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	FORMAT
51531	8/17/20 – 9/12/20	(SUMMER APPLICATION REQUIRED)		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
51532	9/14/20 – 10/10/20			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
51533	10/12/20 – 11/7/20			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
51534	11/9/20 – 12/5/20			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
51568	9/7/20 – 9/19/20			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
51569	9/21/20 – 10/3/20			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
51570	10/5/20 – 10/17/20			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
51571	9/7/20 – 9/19/20			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
51572	9/21/20 – 10/3/20			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
51573	10/5/20 – 10/17/20			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
51574	9/7/20 – 9/19/20			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
5157	9/21/20 – 10/3/20			100% ONLINE

NC.CSKL 009 PERSONLIZED 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
51576	10/5/20 – 10/17/20			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
51577	10/19/20 – 10/31/20			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
51578	11/2/20 – 11/14/20			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
51580	10/19/20- 10/31/20			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
51581	11/9/20- 11/21/20			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
51582	11/9/20 - 11/21/20			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
51583	10/19/20- 10/31/20			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
51584	11/9/20- 11/21/20			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
51585	11/30/20 - 12/12/20			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
51586	11/30/20- 12/12/20			100% ONLINE

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, CA Residency status, academic and career educational options, COC Resources and goal setting. Formerly NC.COUN-025.

SEC#	DATES	DAYS	TIME	FORMAT
51536	9/21/20 – 9/26/20			100% ONLINE
51537	11/2/20 – 11/7/20			100% 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
51538	10/19/20 – 10/24/20			100% ONLINE
51539	11/16/20 – 11/21/20			100% 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 FAFSA, scholarships, student loans, consumer credit, and banking products such as checking and savings accounts.

SEC#	DATES	DAYS	TIME	FORMAT
51540	8/24/20 – 8/29/20			100% ONLINE
51541	8/24/20 – 8/29/20			100% ONLINE
51542	8/31/20 – 9/5/20			100% ONLINE
51543	8/31/20 – 9/5/20			100% ONLINE
51544	9/14/20 – 9/19/20			100% ONLINE
51545	9/14/20 – 9/19/20			100% ONLINE
51546	9/21/20 – 9/26/20			100% ONLINE
51547	9/21/20 – 9/26/20			100% ONLINE
51548	9/28/20 – 10/3/20			100% ONLINE
51549	9/28/20 – 10/3/20			100% ONLINE
51550	10/5/20 – 10/10/20			100% ONLINE
51551	10/5/20 – 10/10/20			100% ONLINE
51552	10/12/20 – 10/17/20			100% ONLINE
51553	10/12/20 – 10/17/20			100% ONLINE
51554	10/19/20 – 10/24/20			100% ONLINE
51555	10/19/20 – 10/24/20			100% ONLINE
51556	10/26/20 – 10/31/20			100% ONLINE
51557	10/26/20 – 10/31/20			100% ONLINE
51558	11/2/20 – 11/7/20			100% ONLINE
51559	11/2/20 – 11/7/20			100% ONLINE
51560	11/16/20 – 11/21/20			100% ONLINE
51561	11/16/20 – 11/21/20			100% ONLINE
51562	11/30/20 – 12/5/20			100% ONLINE
51563	11/30/20 – 12/5/20			100% ONLINE
51564	11/30/20 – 12/5/20			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
51527	8/24/20 – 12/12/20		9:00AM – 12:00PM	ONLINE MEETINGS (ESPAÑOL)
51523	8/24/20 – 12/12/20			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
51529	8/24/20 – 12/12/20			100% ONLINE

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
51530	8/24/20 – 12/12/20			100% ONLINE

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
51566	9/16/20-9/23/20	WED	6:00PM – 8:00PM	ONLINE MEETINGS

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
51567	9/26/20 – 9/26/20	SAT	8:30AM – 12:30PM	ONLINE MEETINGS

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
50816	8/24/20 – 9/16/20	M W	6:30PM – 9:00PM	ONLINE MEETINGS
50826	8/25/20 – 9/17/20	TU TH	4:00PM – 6:30PM	ONLINE MEETINGS
50827	8/25/20 – 9/17/20	TU TH	6:40PM – 9:10PM	ONLINE MEETINGS
50822	8/25/2020 – 9/17/20	TU TH	7:50AM – 10:20AM	ONLINE MEETINGS
50828	8/28/20 – 9/25/20	F	9:00AM – 1:00PM	ONLINE MEETINGS

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
50829	8/29/20 – 9/19/20	SAT	9:00AM – 1:00PM	ONLINE MEETINGS
50830	9/21/20 – 10/7/20	M W	6:30PM – 9:00PM	ONLINE MEETINGS
50832	9/22/20 – 10/8/20	TU TH	4:00PM – 6:30PM	ONLINE MEETINGS
50833	9/22/20 – 10/8/20	TU TH	6:40PM – 9:10PM	ONLINE MEETINGS
50831	9/22/20 – 10/8/20	TU TH	7:50AM – 10:20AM	ONLINE MEETINGS
50834	10/2/20 – 10/23/20	FRI	9:00AM – 1:00PM	ONLINE MEETINGS



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
50835	9/26/20 – 10/17/20	SAT	9:00AM – 1:00PM	ONLINE MEETINGS
50836	10/12/20 – 10/28/20	M W	6:30PM – 9:00PM	ONLINE MEETINGS
50838	10/13/20 – 10/29/20	TU TH	4:00PM – 6:30PM	ONLINE MEETINGS
50839	10/13/20 – 10/29/20	TU TH	6:40PM – 9:10PM	ONLINE MEETINGS
50837	10/13/20 – 10/29/20	TU TH	7:50AM – 10:20AM	ONLINE MEETINGS
50840	10/30/20 – 11/20/20	FRI	9:00AM – 1:00PM	ONLINE MEETINGS

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
50841	10/24/20 – 12/5/20	SAT	9:00AM – 1:00PM	ONLINE MEETINGS
50842	11/2/20 – 12/2/20	M W	6:30PM – 9:00PM	ONLINE MEETINGS
50844	11/3/20 – 12/3/20	TU TH	4:00PM – 6:30PM	ONLINE MEETINGS
50845	11/3/20 – 12/3/20	TU TH	6:40PM – 9:10PM	ONLINE MEETINGS
50843	11/3/20 – 12/3/20	TU TH	7:50AM – 10:20AM	ONLINE MEETINGS

CONSTRUCTION TECHNOLOGY

NC.CON-100A INTRODUCTION TO CONSTRUCTION TECHNOLOGY (STRUCTURAL)

63.00 hours
Explores the structural building trades utilized in the construction of a residential structure. Includes safe operation of construction tools and equipment.

SEC#	DATES	DAYS	TIME	LOCATION	FORMAT
52125	8/25/20 – 10/15/20	TU TH	9:00AM – 12:05PM	ATEC-708	IN-CLASS & ONLINE

NC.CON-100B INTRODUCTION TO CONSTRUCTION TECHNOLOGY (NON-STRUCTURAL)

63.00 hours
Explores the non-structural building trades utilized in the construction of a residential structure. Includes electrical, plumbing, insulation/weatherization, drywall, painting, finish carpentry, and tile setting.

SEC#	DATES	DAYS	TIME	LOCATION	FORMAT
52129	10/20/20 – 12/10/20	TU TH	9:00AM – 12:05PM	ATEC-708	IN-CLASS & ONLINE

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
52145	11/7/20 – 11/7/20	SAT	8:00AM-12:00PM	ONLINE MEETINGS

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
52148	11/14/20 – 11/14/20	SAT	8:00AM-12:00PM	ONLINE MEETINGS

ENGLISH

NC.ENGL 001 ESSENTIAL READING AND WRITING SKILLS I

12.00 - 18.00 hours
Develops reading and writing skills by applying critical reading strategies to non-fiction texts and writing brief source-based essays.

SEC#	DATES	DAYS	TIME	FORMAT
51988	9/21/20 – 10/17/20	TU	11:00AM – 12:30PM	ONLINE MEETINGS
51989	9/21/20 – 10/17/20			100% ONLINE

NC.ENGL 002 ESSENTIAL READING AND WRITING SKILLS II

12.00 - 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.

SEC#	DATES	DAYS	TIME	FORMAT
51994	10/19/20 – 11/21/20	TU	11:00AM-12:30PM	ONLINE MEETINGS
51995	10/19/20 – 11/21/20			100% ONLINE

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
49929	8/24/20 – 10/15/20	M TU W TH	6:00PM – 8:30PM	ONLINE MEETINGS
49911	8/24/20 – 10/15/20	M TU W TH	6:30PM – 9:00PM	ONLINE MEETINGS
49916	8/24/20 – 10/15/20	M TU W TH	9:00AM – 11:30AM	ONLINE MEETINGS
49923	10/19/20 – 12/10/20	M TU W TH	9:00AM – 11:30AM	ONLINE MEETINGS

NC.ESL 1B BEGINNING LOW B

60.00 – 80.00 hours
Prerequisite: 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
49959	8/24/20 – 10/15/20	M TU W TH	6:00PM – 8:30PM	ONLINE MEETINGS
49942	8/24/20 – 12/12/20	TU W	6:30PM – 9:00PM	ONLINE MEETINGS
49971	8/24/20 – 10/15/20	M TU W TH	9:00AM – 11:30AM	ONLINE MEETINGS
49977	10/19/20 – 12/10/20	M TU W TH	6:00PM – 8:30PM	ONLINE MEETINGS
49936	10/19/20 – 12/10/20	M TU W TH	6:30PM – 9:00PM	ONLINE MEETINGS
49937	10/19/20 – 12/10/20	M TU W TH	9:00AM – 11:30AM	ONLINE MEETINGS

NC.ESL 2A BEGINNING HIGH A

60.00 – 80.00 hours
Prerequisite: 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
49990	8/24/20 – 10/15/20	M TU W TH	6:30PM – 9:00PM	ONLINE MEETINGS
49982	8/24/20 – 10/15/20	M TU W TH	9:00AM – 11:30AM	ONLINE MEETINGS
50009	8/31/20 – 12/9/20	M TU W	8:00AM – 10:00AM	ONLINE MEETINGS
50003	10/19/20 – 12/10/20	M TU W TH	6:00PM – 8:30PM	ONLINE MEETINGS
50008	10/19/20 – 12/10/20	M TU W TH	9:00AM – 11:30AM	ONLINE MEETINGS





NC.ESL 2B BEGINNING HIGH B

60.00 – 80.00 hours
Prerequisite: 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
50015	8/24/20 – 10/15/20	M TU W TH	8:30AM – 11:00AM	ONLINE MEETINGS
50018	8/25/20 – 10/15/20	TU W TH	6:00PM – 9:00PM	ONLINE MEETINGS
50017	8/31/20 – 12/9/20	M TU W	8:00AM – 10:00AM	ONLINE MEETINGS
50023	10/19/20 – 12/10/20	M TU W TH	6:30PM – 9:00PM	ONLINE MEETINGS
50014	10/19/20 – 12/10/20	M TU W TH	9:00AM – 11:30AM	ONLINE MEETINGS

NC.ESL 3A INTERMEDIATE LOW A

60.00 – 80.00 hours
Prerequisite: 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
50056	8/24/20- 10/15/20	M TU W TH	6:30PM- 9:00PM	ONLINE MEETINGS
50058	8/24/20- 10/15/20	M TU W TH	9:00AM- 11:30AM	ONLINE MEETINGS
50036	10/19/20- 12/10/20	M TU W TH	8:30AM- 11:00AM	ONLINE MEETINGS
50052	10/20/20-12/10/20	TU W TH	6:00PM- 9:00PM	ONLINE MEETINGS

NC.ESL 3B INTERMEDIATE LOW B

60.00 – 80.00 hours
Prerequisite: 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
50074	8/24/20 – 10/15/20	M TU W TH	6:00PM – 8:30PM	ONLINE MEETINGS
50071	8/24/20 – 10/15/20	M TU W TH	9:00AM – 11:30AM	ONLINE MEETINGS
50065	10/19/20 – 12/10/20	M TU W TH	6:30PM – 9:00PM	ONLINE MEETINGS
50068	10/19/20 – 12/10/20	M TU W TH	9:00AM – 11:30AM	ONLINE MEETINGS

NC.ESL 4A INTERMEDIATE HIGH A

60.00 – 80.00 hours
Prerequisite: 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
50083	8/24/20 – 12/12/20	M W	6:00PM – 9:00PM	ONLINE MEETINGS
50079	8/24/20 – 10/15/20	M TU W TH	6:30PM – 9:00PM	ONLINE MEETINGS
50081	10/19/20 – 12/10/20	M TU W TH	6:00PM – 8:30PM	ONLINE MEETINGS
50076	10/19/20 – 12/10/20	M TU W TH	9:00AM – 11:30AM	ONLINE MEETINGS

NC.ESL 4B INTERMEDIATE HIGH B

60.00 – 80.00 hours
Prerequisite: 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
50299	8/24/20 – 12/12/20	M W	6:00PM – 9:00PM	ONLINE MEETINGS
50291	8/24/20 – 10/15/20	M TU W TH	9:00AM – 11:30AM	ONLINE MEETINGS
50298	10/19/20 – 12/10/20	M TU W TH	6:30PM – 9:00PM	ONLINE MEETINGS

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
50415	8/24/20 – 12/12/20	M W	6:30PM – 9:00PM	ONLINE MEETINGS
50301	8/24/20 – 12/12/20	TU TH	9:00AM – 11:30AM	ONLINE MEETINGS

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
50416	8/24/20 – 12/12/20	TU TH	6:30PM – 9:00PM	ONLINE MEETINGS
50302	8/24/20 – 12/12/20	M W	9:00AM – 11:30AM	ONLINE MEETINGS

NC.VESL 01 COMMUNICATION FOR EMPLOYMENT

64.00 hours
Recommended Preparation: NC.ESL-2B
Introduces non-native speakers to basic written and verbal communication skills, as well as cultural knowledge necessary for employment in the United States. Focuses on traditional and web-based employment opportunity resources, completing job applications, writing simple resumes, and answering questions at job interviews. This course may be offered open entry/open exit. Offered pass/no-pass only.

SEC#	DATES	DAYS	TIME	FORMAT
52161	8/28/20 – 12/11/20	FRI & SAT	9:30AM – 12:00PM	ONLINE MEETINGS

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
51565	8/24/20 – 12/12/20	SAT	9:00AM – 12:00PM	ONLINE MEETINGS

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
52083	8/31/20 – 12/12/20			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
52084	8/31/20 – 12/12/20			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
52085	8/31/20 – 12/12/20			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 course.

SEC#	DATES	DAYS	TIME	FORMAT
52086	8/31/20 – 12/12/20			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
52087	8/31/20 – 12/12/20			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
52088	8/31/20 – 12/12/20			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
52089	8/31/20 – 12/12/20			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
52090	8/31/20 – 12/12/20			100% Online

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
51922	9/14/20 – 11/19/20	M W	10:00AM-12:00PM	ONLINE MEETINGS

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
51924	9/18/20 – 12/11/20	FRI	10:00AM – 12:00PM	ONLINE MEETINGS



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
51923	9/15/20 – 11/19/20	TU TH	10:00AM – 12:00PM	ONLINE MEETINGS

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 to 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
51919	10/5/20 – 10/17/20	SAT	9:00AM – 3:00PM	ONLINE MEETINGS
51918	11/10/20 – 11/17/20	TU	6:00PM – 9:00PM	ONLINE MEETINGS

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
51920	10/19/20 – 12/10/20			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
51921	11/2/20 – 11/14/20	MON	6:00PM – 8:00PM	ONLINE MEETINGS

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
51587	9/8/20- 10/17/20	TU	6:30PM- 9:30PM	ONLINE MEETINGS

NC.SPAN 022 SPANISH FOR HEALTHCARE WORKERS II

54.00 hours
Recommended Preparation: NC.SPAN-021
Further develops Spanish listening speaking and oral skills on specific topics related to healthcare professions at the novice-high level.

SEC#	DATES	DAYS	TIME	FORMAT
51588	11/3/20 – 12/12/20	TU	6:30PM – 9:30PM	ONLINE MEETINGS

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CAREER SKILLS CERTIFICATES

WORKPLACE ESSENTIALS CERTIFICATE

Apply effective strategies in time and workload management, business writing, and analytical thinking techniques.

NC.CSKL-001 Time Management (8.00 hrs)

Participants explore time management strategies and tools for effectively managing expanding workloads, shifting priorities, and increasing demands.

NC.CSKL-002 Business Writing in the Technology Age (8.00 hrs)

In this course students will develop effective and professional business writing skills for electronic and hard-copy communication using business tone, organization and formatting, word choice and persuasion.

NC.CSKL-003 Critical Thinking, Problem Solving, and Decision Making (8.00 hrs)

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

CUSTOMER RELATIONS CERTIFICATE

Evaluate effective strategies in customer relations through creative problem solving, collaborative negotiation process tools, and effective communication for a variety of personality styles.

NC.CSKL-004 Customer Service (8.00 hrs)

Apply strategies to retain a valuable customer base, diffuse difficult situations and earn repeat business. Topics include active listening skills, creative problem solving, steps to defuse angry customers and more.

NC.CSKL-005 Negotiation (8.00 hrs)

Analyze the conflict cycle and practice skills to diffuse conflict at each stage. Skills include re-framing, neutralizing language, discovering of interests, and leveraging innovative solutions through a collaborative negotiation process.

NC.CSKL-006 Personality Styles (8.00 hrs)

Exploration of participants' own behaviors and personality styles, while learning to adapt to be effective with other personality styles. Emphasis is placed on dealing with difficult relationships and communicating in a way that matches the needs of all involved.

MANAGEMENT TOOL BOX CERTIFICATE

Distinguish effective management skills through techniques in communication, delegation, and motivational skills.

NC.CSKL-007 Successfully Managing and Developing People (8.00 hrs)

Learn and apply the communication, delegation and motivational skills needed to be an effective manager or supervisor.

NC.CSKL-008 Workplace Communication Strategies (8.00 hrs)

Participants assess and optimize current workplace communication skills by building a communication toolkit to forward their career and learn to illustrate clear verbal and nonverbal messages.

CAREER STRATEGIST CERTIFICATE

NC.CSKL-009 Personalized Career Planning (8.00 hrs)

This course focuses on the assessment of strengths, interests, and abilities in the context of career and education planning. Students will explore their own decision-making styles and apply decision-making models to their career planning process.

NC.CSKL-010 Strategic Job Search (8.00 hrs)

Apply an effective career strategy through implementation of personalized career planning techniques, assessment of occupational information, social media networking, and relationship marketing. This class is designed to help students develop and implement a strategic career and job search plan. Students will learn about sources of occupational information and how to utilize this information in the career planning and job search process.

NC.CSKL-011 LinkedIn for Business (8.00 hrs)

Participants learn how to effectively utilize LinkedIn to develop business through relationship marketing. Students will learn techniques for optimization of company profile, development of content that engages a target audience, building a professional brand, and marketing a company.

CAREER AND LIFESTYLE EXPLORATION CERTIFICATE

Utilize the results of a career planning assessment and identify the work duties, skills needed, and advantages and disadvantages of a specific career of interest.

NC.CSKL-009 Personalized Career Planning (8.00 hrs)

This course focuses on the assessment of strengths, interests, and abilities in the context of career and education planning. Students will explore their own decision-making styles and apply decision-making models to their career planning process.

NC.CSKL-012 Job Shadowing (12.00-18.00 hrs)

Explore a specific career of interest by observing an employee perform their work duties at their place of employment. Provides realistic career information that will aid students in making career choices.

FUNDAMENTALS OF COMMUNICATION CERTIFICATE

Apply effective techniques for building an online presence and navigating workplace communication challenges in person and online.

NC.CSKL-008 Work Place Communication Strategies (8.00 hrs)

Participants assess and optimize current workplace communication skills by building a communication toolkit to forward their career and learn to illustrate clear verbal and nonverbal messages.

NC.CSKL-016 Digital Fluency (8.00 hrs)

Identify and utilize the technological tools needed to build a professional online presence. Develop the skills needed to become more comfortable with the technology being used for researching, collaborating, and communicating online.

MINDFUL CO-WORKER CERTIFICATE

Apply effective strategies for becoming more adaptable, increasing empathy, and identifying the distinct advantages to having diversity in the workplace.

NC.CSKL-015 Adaptability (8.00 hrs)

Identify and develop strategies for becoming more adaptable and managing stress in the modern workplace. Emphasis is placed on technological and social changes in the modern workplace and developing needed career skills.

NC.CSKL-017 Empathy (8.00 hrs)

Examine the importance of empathy in relationships and collaborations. Emphasis is placed on building strong connections and utilizing good listening skills to understand the needs of customers, and co-workers from differing points of view.

NC.CSKL-021 Social/Diversity-Awareness (8.00 hrs)

Develop an understanding of diversity in the workplace including gender, sexual orientation, ethnicity, age, and disability. Understand and explore cultural and generational differences and its distinct advantage to the modern workplace.

SURVIVE AND THRIVE IN THE WORKPLACE CERTIFICATE

NC.CSKL-018 Entrepreneurial Mindset (8.00 hrs)

Apply effective strategies for embracing more of an entrepreneurial mindset and increasing self-awareness and resilience in the workplace. Develop and apply techniques for building new skills to differentiate oneself in the workforce marketplace. Emphasis is placed on developing the skills needed to manage projects, propose ideas, and create value for an organization.

NC.CSKL-019 Resilience (8.00 hrs)

Develop the resilience needed to have a healthy relationship with failure and remain competitive in the modern workplace. Emphasis is placed on embracing momentary failure and exploring techniques to learn from setbacks and continue to move forward.

NC.CSKL-020 Self-Awareness (8.00 hrs)

Explore the link between personality and preferred work environment. Build self-awareness by interpreting and applying personality results to educational, personal, and career goals.

NAVIGATING MENTAL HEALTH ISSUES IN THE WORKPLACE CERTIFICATE

Identify and demonstrate empathetic strategies, good listening skills, and the appropriate Mental Health First Aid action plan for individuals who may be experiencing a mental health problem or crisis.

NC.CSKL-013 Mental Health First Aid in the Workplace (8.00 hrs)

Learn how to identify the risk factors and warning signs of mental health problems and how to respond appropriately. Upon successful completion of this course, students will receive a Mental Health First Aid Certificate.

NC.CSKL-017 Empathy (8.00 hrs)

Examine the importance of empathy in relationships and collaborations. Emphasis is placed on building strong connections and utilizing good listening skills to understand the needs of customers, and co-workers from differing points of view.



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- Fundamentals of Communication
- Green Gardener
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- Global Navigation Satellite Systems
- Management Tool Box
- Human Resources Professionals
- Mindful Co-Worker
- Personal Trainer Preparation
- Introduction to Residential Building Trade Skills
- Navigating Mental Health Issues
- Essential Reading & Writing Skills for College & Career
- Spanish for Healthcare Workers
- Supervisor's Roadmap
- Survive and Thrive in the Workplace
- Workplace Essentials
- College Success Toolkit
- Commercial Sexual Exploitation of Children ID Training
- Instructional Aide Training

