

COLLEGE OF THE CANYONS  
SCHOOL OF PERSONAL & PROFESSIONAL LEARNING

**SPRING 2021 • CLASSES BEGIN FEBRUARY 8**

A variety of start dates available!

# FREE CLASSES



*Education extended*

COLLEGE OF THE CANYONS  
School of Personal &  
Professional Learning

**We offer assistance in:**

Español فارسی 한국어

instrucciones de registro en la página 4

# Taking Free Classes Online

## How will the class instructor communicate with me?

Your instructor will communicate with you via your college-issued student email account. All students receive a free email account when their "My Canyons" account is created. You can access your student email inbox from your My Canyons menu.



### My Canyons Profile

- [Create an Account/Reset Your Login and Password](#)
- [What's My Student ID?](#)
- [Change Educational Goal](#)
- [Change Contact Information](#)
- [What's My Student Email?](#)
- [Student Email](#)
- [Student Email FAQ](#)

### Registration

- [Register/Add Classes](#)
- [Search for Sections](#)
- [Drop Classes](#)
- [My Class Schedule](#)
- [My Registration Time](#)



For a list of instructor emails,  
go to  
**[www.canyons.edu/FREE](http://www.canyons.edu/FREE)**



## Need help logging in to Canvas?

There are many ways students enrolled in 100% online classes can get help with Canvas.

1. Call (661) 362-3600 9 a.m. to 5 p.m. Monday through Friday
2. Send an email to [cvsupport@canyons.edu](mailto:cvsupport@canyons.edu) or [online@canyons.edu](mailto:online@canyons.edu)
3. Visit [cv.canyons.edu](http://cv.canyons.edu) for guides, video demonstrations and more
4. After-hours Canvas support is available 24 hours a day at (877) 889-9052



canvas

## Need help with enrollment?

Email: [freeclasses@canyons.edu](mailto:freeclasses@canyons.edu)

Call: (661) 362-3304



"Search for Sections"  
Term = Spring 2021

Subject List:



Canyons

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**

# Registration Instructions

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

## STEP 1: Submit an application for admission for the Spring 2021 term

- Go to: [www.canyons.edu/freeclasses](http://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 application using CCC Apply
- Select "Go to CCC Apply" to complete the online application process
- Upon successful submission of your application, you will receive an email confirming your application has been accepted. **The email will also include your 7-digit student ID number**

## STEP 2: Create your My Canyons account

- Use your 7-digit student ID number to create your My Canyons account at [www.canyons.edu](http://www.canyons.edu).
- Select the **My Canyons icon > Student > Create an Account**.
- Print or save this important information to access online services in the future.



## STEP 3: Enroll in CanyonsID (single sign-on)

- For the convenience of having one username and password to access online services, all students must enroll their My Canyons student email address and password into CanyonsID.
- Go to [www.canyons.edu/canyonsID](http://www.canyons.edu/canyonsID) to complete this one-time process.

## STEP 4: Register for classes

- Once logged into your My Canyons account, click on "Register/Add Classes" to begin the process.
- Select a Term (Spring 2021) and search Subject "Noncredit." After adding a class to your schedule, write down the name of your instructor so you can contact him/her in the future. A list of instructor emails can be found at [www.canyons.edu/FREE](http://www.canyons.edu/FREE)

## STEP 5: Log in to your student email account and contact your instructor

- From your My Canyons student menu, select "What's My Student Email" to log into your student email inbox. Send a message to your instructor to find out how to access his/her class online. All communication from the college will be sent to your student email address.

## UNDERSTANDING THE 2021 WINTER & SPRING CLASS FORMATS

### OnlineLIVE

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



### Online

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



### InPerson

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



NOTE: SOME CLASSES WILL UTILIZE BOTH ONLINE AND ONLINE LIVE INSTRUCTION. SEE THE CLASS SCHEDULE FOR DETAILS.

### Support Services:

Class schedule: [www.canyons.edu/schedule](http://www.canyons.edu/schedule)

Counseling: [www.canyons.edu/counseling](http://www.canyons.edu/counseling)

Free tutoring: [www.canyons.edu/TLC](http://www.canyons.edu/TLC)

Help navigating online (Canvas) classes: [www.canyons.edu/onlineeducation](http://www.canyons.edu/onlineeducation)

Financial aid: [www.canyons.edu/financialaid](http://www.canyons.edu/financialaid)

Textbooks: [www.canyons.edu/bookstore](http://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](http://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 en línea. Para las clases que comienzan en Febrero, seleccione primavera 2021 (Spring 2021)

- Visite el sitio web: [www.canyons.edu/freeclasses](http://www.canyons.edu/freeclasses)
- Seleccione "Solicitantes"
- Seleccione "Instrucciones de solicitud imprimibles-español" si desea una guía paso a paso para ayudarle a llenar la solicitud usando CCC Apply
- Seleccione "Go to CCC Apply"
- Una vez enviada su solicitud, recibirá un correo electrónico de "Bienvenida" con su número de identificación de estudiante de 7 dígitos

## PASO 2: Crea tu cuenta de My Canyons

- Se usa el número de identificación de estudiante para crear su cuenta de My Canyons
- Seleccione el símbolo gráfico "My Canyons," luego "Student," luego "Create an Account"
- Imprima o guarde su información para acceder a servicios en línea en el futuro



## PASO 3: Inscríbese para CanyonsID

- Para usar 1 nombre de usuario y contraseña para acceder a los servicios en línea, todos los estudiantes deben inscribir su dirección de correo electrónico y contraseña en CanyonsID
- Visite el sitio web: [www.canyons.edu/freeclasses](http://www.canyons.edu/freeclasses) para instrucciones en español

## PASO 4: Registrarse en las clases

- Una vez que haya entrado en My Canyons, haga clic en "Register/Add Classes"
- Seleccione el término "Spring 2021" y busque el tema "Noncredit." Después de agregar una clase a su horario de estudiante, anote el nombre de su instructor para que pueda contactarlo en el futuro. Puede encontrar una lista de correos electrónicos de los instructores en [www.canyons.edu/FREE](http://www.canyons.edu/FREE)

## PASO 5: Ingrese a su cuenta de correo electrónico de estudiante y contacte a su instructor

- En el menú de estudiante de My Canyons, Seleccione "What's My Student Email" para acceder a su buzón de correo electrónico de estudiante. Envía un mensaje a su profesor para saber cómo acceder a la clase en línea

## ENTENDIENDO LOS FORMATOS DE CLASE PARA PRIMAVERA 2021

### OnlineLIVE

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



### Online

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



### InPerson

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



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

### Servicios de Apoyo

Programa de clases: [www.canyons.edu/schedule](http://www.canyons.edu/schedule)

Consejería: [www.canyons.edu/counseling](http://www.canyons.edu/counseling)

Tutoría gratis: [www.canyons.edu/TLC](http://www.canyons.edu/TLC)

Ayuda navegando clases en línea (Canvas): [www.canyons.edu/onlineeducation](http://www.canyons.edu/onlineeducation)

Ayuda Financiera: [www.canyons.edu/financialaid](http://www.canyons.edu/financialaid)

Libros: [www.canyons.edu/bookstore](http://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](http://www.canyons.edu/orientationletter)



## 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
54714	2/01/21 – 2/27/21			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
54901	3/1/21 – 3/27/21			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
54902	3/29/21 – 5/01/21			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
54903	4/12/21 – 5/8/21			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
54904	5/10/21 – 6/05/21			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
54777	2/22/21 – 3/06/21			ONLINE
54778	4/12/21 – 4/24/21			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
54779	3/08/21 – 3/20/21			ONLINE
54780	4/26/21 – 5/08/21			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
54781	3/22/21 – 4/02/21			ONLINE
54782	5/10/21 – 5/22/21			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
54783	2/22/21 – 3/6/21			ONLINE
54784	4/12/21 – 4/24/21			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
54785	3/08/21 – 3/20/21			ONLINE
54786	4/26/21 – 5/08/21			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
54787	3/22/21 – 4/02/21			ONLINE
54788	5/10/21 – 5/22/21			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
54789	2/22/21 – 3/06/21			ONLINE
54790	4/12/21 – 4/24/21			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
54791	3/08/21 – 3/20/21			ONLINE
54792	4/26/21 – 5/08/21			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
54793	2/22/21 – 3/06/21			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
54794	3/08/21 – 3/20/21			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
54795	3/22/21 – 4/02/21			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
54796	4/12/21 – 4/24/21			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
54797	5/10/21 – 5/22/21			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
54798	4/26/21 – 5/08/21			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
54799	4/26/21 – 5/8/21			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
54800	4/12/21 – 4/24/21			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
54832	5/10/21 – 5/22/21			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
54802	5/10/21 – 5/22/21			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, California residency status, academic and career educational options, COC Resources and goal setting. Formerly NC.COUN-025.

SEC#	DATES	DAYS	TIME	FORMAT
54803	3/01/21 – 3/06/21			ONLINE
54804	4/12/21 – 4/17/21			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
54805	4/19/21 – 4/24/21			ONLINE
54806	5/10/21 – 5/15/21			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
54807	2/08/21 – 2/13/21			ONLINE
54808	2/22/21 – 2/27/21			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
54830	3/15/21 – 3/20/21			ONLINE
54831	4/26/21 – 5/1/21			ONLINE

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



### 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
54710	2/08/21 – 6/03/21			ONLINE
54709	2/20/21 – 5/29/21	S	9:00AM – 12:00PM	ONLINE LIVE

#### 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
54712	2/08/21 – 6/3/21			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
54713	2/08/21 – 6/03/21			ONLINE

#### NC.BCSK 50 TEST-TAKING SKILLS

18.00 hours

Explores skills necessary to become a successful test-taker, including managing time, mitigating test-anxiety, practicing academic integrity, and becoming familiar with various test types.

SEC#	DATES	DAYS	TIME	FORMAT
54708	2/23/21 – 4/01/21	TH	12:00PM – 1:30PM	ONLINE LIVE

### 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
55173	04/20/21 – 04/22/21	TU TH	6:00PM – 8:00PM	ONLINE LIVE

#### 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
55174	04/27/21 – 04/29/21	TU TH	6:00PM – 8:00PM	ONLINE LIVE

### 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
54719	2/11/21 – 3/11/21	TH	9:00AM – 1:00PM	ONLINE LIVE
54725	3/13/21 – 4/17/21	S	9:00AM – 1:00PM	ONLINE LIVE
54727	4/24/21 – 5/29/21	S	9:00AM – 1:00PM	ONLINE LIVE
54722	4/30/21 – 5/28/21	F	9:00AM – 1:00PM	ONLINE LIVE
54728	5/04/21 – 5/27/21	TTH	6:00PM – 8:30PM	ONLINE LIVE

#### 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
54729	2/09/21 – 2/25/21			ONLINE
54720	3/18/21 – 4/15/21	TH	9:00AM – 1:00PM	ONLINE LIVE

#### 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
54726	2/13/21 – 3/06/21	S	9:00AM – 1:00PM	ONLINE LIVE
54723	3/26/21 – 4/23/21	F	9:00AM – 1:00PM	ONLINE LIVE
54730	4/13/21 – 4/29/21			ONLINE
54721	4/22/21 – 5/13/21	TH	9:00AM – 1:00PM	ONLINE LIVE

#### 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
54724	2/12/21 – 3/19/21	F	9:00AM – 1:00PM	ONLINE LIVE
54731	3/02/21 – 4/01/21			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
54733	5/01/21 – 5/01/21	S	8:00AM – 12:00PM	ONLINE LIVE

### 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
54734	5/08/21 – 5/08/21	S	8:00AM – 12:00PM	ONLINE LIVE

### NC.EDUC 003 INSTRUCTIONAL AIDE TRAINING: ROLES AND RESPONSIBILITIES

8.00 – 16.00 hours

Explains the roles and responsibilities of an instructional aide, while also developing strategies for collaborating and communicating with students, teachers, and parents.

SEC#	DATES	DAYS	TIME	FORMAT
55049	4/12/21 – 4/22/21	MTTH	3:30PM – 5:00PM	ONLINE LIVE/ONLINE

### NC.EDUC 004 INSTRUCTIONAL AIDE TRAINING: EFFECTIVE PRACTICES

12.00 – 21.00 hours

Explores strategies used by instructional aides to create a positive learning environment, including supporting independent work, keeping the student engaged, supporting positive behavioral interventions, and facilitating instruction.

SEC#	DATES	DAYS	TIME	FORMAT
55050	4/26/21 – 5/06/21	MTTH	3:00PM – 5:00PM	ONLINE LIVE/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
54743	2/08/21 – 4/03/21	MTTH	9:00AM – 12:00PM	ONLINE LIVE
54744	2/08/21 – 4/03/21	MTTH	6:00PM – 9:00PM	ONLINE LIVE

### 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
54745	2/08/21 – 4/03/21	MTTH	6:00PM – 9:00PM	ONLINE LIVE
54746	4/12/21 – 6/03/21	MTTH	9:00AM – 12:00PM	ONLINE LIVE

### 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
54747	2/08/21 – 4/03/21	MTTH	9:00AM – 12:00PM	ONLINE LIVE
54748	4/12/21 – 6/03/21	MTTH	6:00PM – 9:00PM	ONLINE LIVE

### 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
54749	2/08/21 – 4/03/21	MTTH	6:00PM – 9:00PM	ONLINE LIVE
54750	4/12/21 – 6/03/21	MTTH	9:00AM – 12:00PM	ONLINE LIVE

### 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
54751	2/08/21 – 4/03/21	MTTH	9:00AM – 12:00PM	ONLINE LIVE
54752	4/12/21 – 6/03/21	MTTH	6:00PM – 9:00PM	ONLINE LIVE

### 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
54753	2/08/21 – 4/03/21	MTTH	6:00PM – 9:00PM	ONLINE LIVE
54754	4/12/21 – 6/03/21	MTTH	9:00AM – 12:00PM	ONLINE LIVE

### 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
54755	2/08/21 – 4/03/21	MTTH	6:00PM – 9:00PM	ONLINE LIVE
54756	4/12/21 – 6/03/21	MTTH	9:00AM – 12:00PM	ONLINE LIVE

### 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
54757	2/08/21 – 4/03/21	MTTH	9:00AM – 12:00PM	ONLINE LIVE
54758	4/12/21 – 6/03/21	MTTH	6:00PM – 9:00PM	ONLINE LIVE

### 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
54741	2/08/21 – 6/03/21	MW	9:00AM – 12:00PM	ONLINE LIVE
54737	4/12/21 – 6/03/21	MW	6:00PM – 9:00PM	ONLINE LIVE





### 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
54742	2/08/21 – 6/03/21	TTH	9:00AM – 12:00PM	ONLINE LIVE
54740	4/12/21 – 6/03/21	TTH	6:00PM – 9:00PM	ONLINE LIVE

### NC.ESL 070 COLLEGE READ/WRIT/GRAMMAR II

54.00 hours

Continues development of reading, writing, and grammar skills in preparation for college-level work.

SEC#	DATES	DAYS	TIME	FORMAT
54976	2/08/21 – 6/03/21	MW	9:00AM – 12:00PM	ONLINE LIVE
54977	2/08/21 – 6/03/21	TTH	6:00PM – 9:00PM	ONLINE LIVE
54978	4/12/21 – 6/03/21	MTTH	9:00AM – 12:00PM	ONLINE LIVE

### NC.ESL-071 COLLEGE LISTENING/SPEAKING II

54.00 hours

Provides extensive practice in oral communication in both formal and informal college situations. Develops listening strategies.

SEC#	DATES	DAYS	TIME	FORMAT
54979	2/08/21 – 6/03/21	TTH	9:00AM – 12:00PM	ONLINE LIVE
54980	2/08/21 – 6/03/21	MW	6:00PM – 9:00PM	ONLINE LIVE
54981	2/08/21 – 4/03/21	MTTH	9:00AM – 2:00PM	ONLINE LIVE

## IMMIGRANT EDUCATION

### NC.CITZ 01 CITIZENSHIP FOR NATRALIZATION

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
54732	2/20/21 – 5/29/21	S	9:00AM – 12:00PM	ONLINE LIVE

## 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
54763	2/22/21 – 6/03/21			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
54764	2/22/21 – 6/03/21			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
54765	2/22/21 – 6/03/21			ONLINE

### NC.MATH 004 PERCENTAGES

6.00 - 10.00 hours

Introduces the basic concepts of percentages and their applications. The fourth in the sequence of non-credit developmental mathematics modules designed to prepare and provide support for transfer-level mathematics and science courses.

SEC#	DATES	DAYS	TIME	FORMAT
54766	2/22/21 – 6/03/21			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
54767	2/22/21 – 6/03/21			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
54768	2/22/21 – 6/03/21			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
54769	2/22/21 – 6/03/21			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
54770	2/22/21 – 6/03/21			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
54771	2/22/21 – 5/26/21	MW	10:00AM – 12:00PM	ONLINE LIVE

**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	FORMAT
55036	2/23/21 - 4/01/21	TU TH	1:00PM - 2:30PM	ONLINE LIVE

**NC.OAD 009 AUTOBIOGRAPHICAL STORYTELLING - OLDER ADULTS**

18.00 - 54.00 hours

Develops storytelling skills through writing and performing/reading an original solo piece. Utilize reminiscing, spontaneous writing, improvisation, and instructor/group feedback to improve writing and performance skills. End of class performances or readings may be offered.

SEC#	DATES	DAYS	TIME	FORMAT
55037	4/13/21 - 5/20/21	TU TH	1:00PM - 2:30PM	ONLINE LIVE

**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
54772	2/19/21 - 5/28/21	F	10:00AM - 12:00PM	ONLINE LIVE

**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
54773	2/23/21 - 5/27/21	TTH	10:00AM - 12:00PM	ONLINE LIVE

**PERSONAL TRAINER****NC.HLTH 001 ADULT AND PEDIATRIC CPR, FIRST AID, AND AED**

16.00 hours

Presents the skills needed to recognize and respond to a variety of first aid, breathing, and cardiac emergencies involving adults, children, and infants. Upon successful completion of this course, students will receive a digital American Red Cross certificate for Adult and Pediatric CPR, First Aid, and AED (valid for two years) for an additional fee. Obtaining the American Red Cross certificate for Adult and Pediatric CPR, First Aid, and AED meets OSHA/workplace requirements.

SEC#	DATES	DAYS	TIME	FORMAT
54759	3/15/21 - 3/27/21			ONLINE
54760	5/03/21 - 5/15/21			ONLINE

**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
54761	4/12/21 - 6/03/21			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
54762	4/19/21 - 5/01/21	M	6:00PM - 8:00PM	ONLINE LIVE

**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
54774	3/22/21 - 5/01/21	T	7:35PM - 10:00PM	ONLINE LIVE
54775	5/03/21 - 6/03/21	W	7:35PM - 10:00PM	ONLINE LIVE

**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	FORMAT
55028	5/01/21 - 5/22/21	S	12:00PM - 4:00PM	ONLINE LIVE/ONLINE



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NC.CSKL 013, NC.CSKL 017

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NC.CSKL 001, NC.CSKL 002, NC.CSKL 003

### **Career and Lifestyle Exploration**

NC.CGSL 004, NC.CSKL 012

### **Career Strategist**

NC.CSKL 009, NC.CSKL 010, NC.CSKL 011

### **Customer Relations**

NC.CSKL 004, NC.CSKL 005, NC.CSKL 006

### **Fundamentals of Communication**

NC.CSKL 008, NC.CSKL 016

### **Management Tool Box**

NC.CSKL 007, NC.CSKL 008

### **Mindful Co-Worker**

NC.CSKL 015, NC.CSKL 017, NC.CSKL 021

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NC.CSKL 018, NC.CSKL 019, NC.CSKL 020

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- Navigating Mental Health Issues
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- 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

