

Fundamentals of Communication - Noncredit Certificate of Completion

Program Description:

Earners of this certificate have demonstrated the fundamental principles of workplace communication, including effective listening, rapport building, and persuasive communication strategies for leadership. They have also identified and utilized technological tools to build a professional online presence and collaborate with others online and in person. Earners have gained a deeper understanding of navigating workplace communication challenges to create more positive outcomes.

Program SLO:

Students will be able to apply effective techniques for building an online presence and navigating workplace communication challenges in person and online.

Important Information:

For students interested in exploring other free noncredit courses through the COC School of Personal and Professional Learning please visit <https://www.canyons.edu/free> for an up to date list of course offerings and schedules.

For students interested in exploring credit courses and/or earning an Associate's degree and/or transfer, please follow up with the Counseling Office for additional information @ <https://www.canyons.edu/counseling> or (661) 362-3288/(661)362-3811.

Courses are sequenced based on recommendations by the [Communication Studies Department](#)

Fundamentals of Communication - Noncredit Certificate of Completion (24-32 hours)			
Course	Title & Term	FA = Fall; WI = Winter; SP = Spring; SU = Summer	Hours
NC.CSKL 008	Workplace Communication Strategies (FA, WI, SP, SU)		8
NC. CSKL 014	Public speaking in the Workplace (FA, WI, SP, SU)		8-16
NC.CSKL 016	Digital Fluency (FA, WI, SP, SU)		8
		Total Hours:	24-32

Students who are not enrolled as credit or noncredit students will need to complete an application through Enrollment Services for School of Personal and Professional Learning. To enroll, go to www.canyons.edu/freeclasses and click on the "Applicants" tab.

Resources

Communication Studies Department: <https://www.canyons.edu/academics/communications/index.php>

School of Personal and Professional Learning: www.canyons.edu/free

Enrollment Services (PPL): <https://www.canyons.edu/student-services/enrollmentservices/freeclasses/>

Counseling Department Website: www.canyons.edu/counseling

Career Center Website: <https://www.canyons.edu/student-services/career/index.php>

Certificate Request Form – Students must request their certificate once they completed all courses needed to earn a certificate. Before submitting a Certificate Request, please do the following: 1.) Know your 7 digit COC student ID number. 2.) Verify the certificate title and courses required. Browse the menu of certificate subject images on this webpage to find certificate titles and requirements. 3) Check you have completed all courses required with a "P" (passing) grade. Certificate request forms must be submitted through the School of Personal and Professional Learning website at www.canyons.edu/free