

Management Tool Box - Noncredit Certificate of Completion

Program Description:

Earners of this certificate have demonstrated an understanding of delegation, communication, time management and motivation techniques and skills needed for a successful manager.

Program SLO:

Students will be able to distinguish effective management skills through techniques in communication, delegation, and motivational skills.

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 [School of Personal and Professional Learning](#)

Management Tool Box - Noncredit Certificate of Completion (16 hours)			
Course	Title & Term	FA = Fall; WI = Winter; SP = Spring; SU = Summer	Hours
NC.CSKL 007	Successfully Managing and Developing People (FA, WI, SP, SU)		8
NC. CSKL 008	Work Place communication Strategies (FA, WI, SP, SU)		8
		Total Hours:	16

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

Personal and Professional Learning: Career Skills:

<https://www.canyons.edu/academics/schools/ppl/careerskills.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