

Mindful Co-worker - Noncredit Certificate of Completion

Program Description:

Earners of this certificate have demonstrated empathetic strategies and good listening skills to build strong connections with customers, clients, and co-workers from diverse backgrounds and differing points of view. They have also identified and applied strategies for becoming more adaptable and managing stress in the modern workplace. Earners have gained a deeper understanding of the distinct advantages to having diversity in the workplace.

Program SLO:

Students will be able to apply effective strategies for becoming more adaptable, increasing empathy, and identifying the distinct advantages to having diversity in the workplace.

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](#)

Mindful Co-worker - Noncredit Certificate of Completion (24 hours)			
Course	Title & Term	FA = Fall; WI = Winter; SP = Spring; SU = Summer	Hours
NC.CSKL 015	Adaptability (FA, WI, SP, SU)		8
NC. CSKL 017	Empathy (FA, WI, SP, SU)		8
NC.CSKL 021	Social-Diversity Awareness (FA, WI, SP, SU)		8
		Total Hours:	24

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