

# Survive and Thrive in the Workplace – Noncredit Certificate of Completion

---

## **Program Description:**

The Survive and Thrive in the Workplace Certificate trains students to develop the skills needed to embrace failure, reflect on mistakes, and take corrective action to remain competitive in the modern workplace. Students also develop the skills needed to embrace an entrepreneurial mindset and apply leadership skills to manage projects, propose ideas, and create value for an organization.

## **Program SLO:**

Students will be able to apply effective strategies for embracing more of an entrepreneurial mindset and increasing self-awareness and resilience 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](#)*

<b>Survive and Thrive in the Workplace - Noncredit Certificate of Completion (24 hours)</b>			
<b>Course</b>	<b>Title &amp; Term</b>	<b>FA = Fall; WI = Winter; SP = Spring; SU = Summer</b>	<b>Hours</b>
NC.CSKL 018	<b>Entrepreneurial Mindset (FA, WI, SP, SU )</b>		<b>8</b>
NC. CSKL 019	<b>Resilience (FA, WI, SP, SU)</b>		<b>8</b>
NC.CSKL 020	<b>Self-Awareness (FA, WI, SP, SU)</b>		<b>8</b>
		<b>Total Hours:</b>	<b>24</b>

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](http://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](http://www.canyons.edu/free)

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

**Counseling Department Website:** [www.canyons.edu/counseling](http://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](http://www.canyons.edu/free)