

# Workplace Essentials - Noncredit Certificate of Completion

## Program Description:

Earners of this certificate have demonstrated effective and professional business writing skills using appropriate business tone, organization, formatting, word choice and persuasion. They have learned the art of matching the delivery channel (email, letter, memo or text) to the message type and situations. Earners have gained a deeper understanding of time management tools, critical thinking techniques, and problem solving strategies.

## Program SLO:

Students will be able to apply effective strategies in time and workload management, business writing, and analytical thinking techniques.

## **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>Workplace Essentials - Noncredit Certificate of Completion ( 24 hours)</b>		
<b>Course</b>	<b>Title &amp; Term FA = Fall; WI = Winter; SP = Spring; SU = Summer</b>	<b>Hours</b>
NC.CSKL 001	Time Management (FA, WI, SP, SU)	8
NC. CSKL 002	Business Writing in the Technology Age (FA, WI, SP, SU)	8
NC.CSKL 003	Critical Thinking, Problem Solving, and Decision Making (FA, WI, SP, SU)	8
	<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)