

EARN A FREE CERTIFICATE FROM NORCO COLLEGE

TUITION-FREE, SHORT-TERM.

Workplace Essentials

Students will learn how to maximize efficiency, engage in strategic problem solving, and clearly communicate with internal and external stakeholders. These skills will allow both students with extensive experience in the workplace and those entering the workforce to improve their effectiveness and advance in their career. This certificate also serves as a gateway into other noncredit and credit programs.

Required Courses:

PDS-808 Critical Thinking, Problem Solving and Decision Making

Learn hands-on techniques to generate breakthrough ideas, make decisions, and solve your most pressing problems. All by asking the right questions, challenging assumptions, and seeing others' viewpoints with clarity. 12 hours lecture. (Pass/No Pass only.)

PDS-809 Business Writing in the Technological World

Participants will develop effective and professional business writing skills using business tone, organization and formatting, word choice and persuasion. 12 hours lecture. (Pass/No Pass only.)

PDS-810 Time Management

Students will explore time management strategies and tools for effectively managing expanding workloads, shifting priorities and increasing demands. This will include analyzing current use of time, identifying organizational goals, roles and priorities, and applying time management tools. 12 hours lecture. (Pass/No Pass only.)

PDS-812 Workplace Communication Strategies

Differentiate content, emotions, perceptions, and intentions in a communication exchange. Illustrate clear and congruent verbal and nonverbal messages tailored to the personalities involved, the desired outcomes, and the context. 12 hours lecture. (Pass/No Pass only.)



Career Education

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For more information, visit www.norcollege.edu/extlearning or email cte@norcollege.edu