

EARN A FREE CERTIFICATE FROM NORCO COLLEGE



NORCO
COLLEGE



The Extended Learning program at **Norco College** offers noncredit, tuition-free courses. If you are looking to gain professional development, grow your business, or learn foundational skills to enter a for-credit career education program, Extended Learning programs provide a pathway to success!

Community Emergency Response Team

The purpose of CERT is to act as a "force multiplier" in the event of a disaster. CERTs provide support while professional emergency responders focus on more dangerous, skilled, and critical assignments. In the event of a major disaster, first responders (fire, police, EMS) will be overwhelmed and will not be able to meet community service demands during the first 96 hours of the event.

Required Course:

- ADJ-801-39266, 09/06- 09/18/22

Meeting Dates:

Tuesday, 09/06, 6:00PM-10:00PM,

Saturday, 09/10, 9:00AM-5:00PM

Saturday, 09/17, 9:00AM-5:00PM

Sunday, 09/18, 9:00AM-2:00PM

OR

- ADJ-801-39267, 10/04 - 10/09/22

Meeting Dates:

Tuesday, 10/04, 5:30PM-09:30PM,

Friday, 10/07, 5:30PM-09:30PM,

Saturday, 10/08, 8:00AM-5:00PM

Sunday, 10/09, 8:00AM-4:00PM

Financial Literacy

The Financial Literacy Certificate of Completion provides students with an introduction to the principles of finance with an emphasis on personal finance. Students will learn general personal financial management skills, including developing realistic financial goals and methods for creating a plan to meet those goals. This certificate also serves as a gateway into other noncredit and credit programs in personal or business finance.

Required Courses:

- PDS-816-39313 Personal Finance, Online Anytime, 09/03 - 09/24/22
- PDS-817-39314 Financial Future, Online Anytime, 09/03 - 09/24/22

The Successful Job Search

Students interested in getting a job or progressing in their current career will learn essential skills for successful transitions in the workplace. Topics covered include identifying job markets and industries, conducting a comprehensive job search, networking, creating a resume and cover letter, and effective interview techniques.

Required Course:

- PDS-818-39312 The Successful Job Search, Online Anytime, 08/22 - 09/09/22

Workplace Essentials

The Workplace Essentials Certificate aims to provide students with the skills and knowledge to be successful in the workplace. 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.

Required Courses:

- PDS-808-39308 Critical Thinking, Problem Solving and Decision Making, Online Anytime, 09/06 - 09/27/22
- PDS-812-39311 Workplace Communication Strategies, Online Anytime, 09/06 - 09/27/22
- PDS-809-39209 Business Writing in a Technological World, Online Anytime, 10/03 - 10/31/22
- PDS-810-39310 Time Management Online Anytime, 11/01 - 11/29/22

**ENROLL
TODAY**



The Riverside Community College District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies or practices: District Compliance Officer, 3801 Market Street, Riverside, CA 92501, or (951) 222-8039.

Visit norcocollege.edu/extlearning or email extlearning@norcocollege.edu for more information