

# EARN A FREE CERTIFICATE FROM NORCO COLLEGE






## Spring 2023 Noncredit Courses

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!

### Accounting

The **Accounting Basics for Small Business Certificate** provides students with an understanding of basic accounting, including QuickBooks procedures. The skills and knowledge covered in this program will enable students to get a job in the field or advance in their current career.



#### Required Courses:

- ACC-801-34484 or 35562 Setting Up QuickBooks for Small Business, Online Anytime, 02/13 - 03/13/23 
- ACC-802-34485 or 35562 Monthly Procedures Using QuickBooks, Online Anytime, 03/20 - 04/07/23 
- ACC-803-34486 or 35564 Year End Procedures with QuickBooks, Online Anytime, 04/17 - 05/12/23 

### Administration of Justice

The **Community Emergency Response Team (CERT) training** is consistent with a nationwide approach designed for individuals and businesses to understand the hazards that may impact their home, community and workplace in the event of a disaster.



#### Required Course:

- ADJ-801-35329, Face-to-Face   
Four meeting dates only  
Wednesday, 3/22, 5:30pm-9:30pm  
Friday, 3/24, 5:30pm-9:30pm  
Saturday, 3/25, 8:00am-5:00pm  
Sunday, 3/26, 8:00am-5:00pm
- OR
- ADJ-801-35330, 05/10 - 05/20/23   
Four meeting dates only  
Wednesday, 5/10, 5:30pm-9:30pm  
Saturday, 5/13, 8:00am-5:00pm  
Wednesday, 5/17, 5:30pm-9:30pm  
Sunday, 5/20, 8:00am-5:00pm

### Architecture

The **Architecture** classes are an introduction to methods and techniques used in the development of architectural construction documents and concepts of building information modeling (BIM), virtual reality (VR), augmented reality (AR), mixed reality (MR) and extended reality (XR) technologies.

#### Stand Alone Courses:





- ARE-824-35535 Revit I-Architectural Drafting, Face-to-Face, 02/13-06/09/23, Monday, 6:00pm-9:20pm 
- ARE-863-35536 3D Tour, Virtual, Mixed, Augmented And Extended Reality, Face-to-Face, 02/13-06/09/23, Wednesday, 6:00pm-9:20pm 

 = Online Anytime, via Canvas  = at the Norco College campus

### Drafting

**Drafting Technology** courses are designed to offer the math and drawing techniques you'll need to represent three-dimensional buildings and objects. Prerequisite: None Advisory: CIS-1A/DFT-30 or ENE-30 or DFT-830.




#### Stand Alone Courses:

- DFT-830-35537 Computer Aided Drafting (CAD), Face-to-Face, 02/13-06/09/23, Tuesday, 6:00pm-9:10pm 
- DFT-831-35538 Advanced Computer Aided Drafting (CAD), Online Anytime, 02/13-06/09/23 
- DFT-842-35539 Solidworks I, Face-to-Face, 02/13-06/09/23, Wednesday, 6:00pm-9:10pm 
- DFT-862-35543 Basic Fusion 360, Online Anytime, 02/13-06/09/23 

### Electronics

**Electronics** is the branch of physics and technology concerned with the design of circuits using transistors and microchips, and with the behavior and movement of electrons in a semiconductor, conductor, vacuum, or gas. Prerequisite: None Advisory: ELE-10 or ELE-11.


#### Stand Alone Courses:

- ELE-810-35561 Survey of Electronics, Face-to-Face, 02/13-06/09/23, Monday/Wednesday, 11:00am-1:45pm 
- ELE-864-35489 Programmable Logic Controllers, Face-to-Face, 02/13-06/09/23, Thursday, 6:30pm-9:40pm 
- ELE-874-35542 Industrial Wiring and Controls, Face-to-Face, 02/13-06/09/23, Monday/Wednesday, 6:00pm-9:00pm 

### Engineering

A beginning course in the study of blueprints and their interpretation, types of projection, symbols, and abbreviations. This course is designed for students interested in print reading for the machine trades. Requisites: None Advisory: ENE-21 or MAT-36.

#### Stand Alone Courses:

- ENE-851 Print Reading Administration (osha) Standards for General Industry, Face-to-Face, 02/13-6/09/23, Tuesday/Thursday, 3:25pm-4:50pm 

\*\*\*Some course may have prerequisite courses, requisites or non advisories. Please speak to an academic counselor for more information.\*\*\*

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.

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## Spring 2023 Noncredit Courses

### English as a Second Language




Norco College offers a pathway to English fluency for multilingual speakers through the English as a Second Language (ESL) program. Recent immigrants, long-time residents, and international students can all benefit. Our students are from diverse countries and range in age from recent high school graduates to experienced adult learners.

#### Required Courses:

##### Beginning American College English Certificate

- ESL-846 Beginning American College English, Face-to-Face, 02/13-06/09/23, Tuesday/Thursday, 6:30pm-9:00pm 
- ESL-847 Low Intermediate American College English, Online via Zoom, 02/13/06/09/23, Monday, 10:30am-12:00pm 


##### Advanced American College English Certificate

- ESL-848 Intermediate American College English, Face-to-Face, 02/13-06/09/23, Monday/Wednesday, 6:30pm-9:00pm 
- ESL-849 High Intermediate American College English, Face-to-Face, 02/13-06/09/23, Tuesday/Thursday, 9:15am-10:50am 
- ESL-850 Advanced American College English, Face-to-Face, 02/13-06/09/23, Tuesday/Thursday, 10:55am-12:30pm 

### Entrepreneurship


Entrepreneurship has been described as the capacity and willingness to develop, organize and manage a business venture along with any of its risks in order to make a profit. This course will expose students to the basics of entrepreneurship, including design thinking, customer assessment, and problem solving. Additionally, students will focus on lean market strategies for testing product/service validity.

#### Required Courses:

- ENP-851-35557 Entrepreneurship Basics, Face-to-Face, 04/17-06/09/23, Thursday, 6:00pm-9:10pm 

Scan QR code or visit  
***[norcocollege.edu/extlearning](https://norcocollege.edu/extlearning)***  
to get started!





 = Online Anytime, via Canvas

 = at the Norco College campus

### Professional Development Studies

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-808-35097 Critical Thinking, Problem Solving and Decision Making, Online Anytime, 02/13 - 03/03/23 
- PDS-809-35098 Business Writing in a Technological World, Online Anytime, 03/13 - 04/07/23 
- PDS-810-35099 Time Management, Online Anytime, 04/10 - 05/05/23 
- PDS-812-35100 Workplace Communication Strategies, Online Anytime, 05/15 - 06/09/23 

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