

Non-Credit Classes

SECT#	Course#	Description	Units	Days	Time	Bldg-Room	Instructor	Dates
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ENTREPRENEURSHIP

ENP-801 Facebook for Business

Prerequisite: None Description: Facebook is the most popular social network and a powerful tool for growing and promoting your business. Create effective profiles, pages, groups, and ads. Establish goals and learn how and what to post to achieve them. Build relationships with current and new customers. Increase traffic to your website. Measure the success of your Facebook marketing. 10 hours lecture. (Pass/No Pass option only)

36225	ENP-801	Lecture	0	ON-LINE	R Wolfer	07/05 - 07/15/22
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Online classes are distance education classes with no scheduled meeting days. Students will log in to Canvas and complete work regularly throughout the week. Canvas and other technologies will be required to complete coursework. Please note the start and end dates of this non-credit course.

ENP-802 Pinterest and Instagram for Business

Prerequisite: None Description: Students learn to market and expand a brand using Pinterest and Instagram. Provides the basics and beyond of these platforms, including how to product high level content and effectively use the sites in a marketing strategy to develop a loyal, enthusiastic customer base for their brand. 10 hours lecture. (Pass/No Pass only.)

36226	ENP-802	Lecture	0	ON-LINE	R Wolfer	06/21 - 07/01/22
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ENP-803 Youtube for Business

Prerequisite: None Description: Students learn to use YouTube to broadcast user and business-generated videos. Topics include creating a custom channel and building a following by uploading and sharing videos that communicate a brand and engage an audience. Students learn to view, upload, and share videos; create playlists and optimize videos for search engines; and add annotations, notes, and links. Uploading and editing film for YouTube is also covered. 10 hours lecture. (Pass/No Pass only)

36227	ENP-803	Lecture	0	ON-LINE	R Wolfer	06/21 - 07/01/22
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ENP-804 Twitter for Business

Prerequisite: None Description: Students learn to set up a Twitter Business presence to leverage the power of real-time marketing, optimize and manage an account, and find and follow influencers and leads. Includes engaging with prospects using tweets, RTs, DMs, follows, mentions, and hashtags. Students use tools to monitor feeds and schedule tweets, in addition to tracking the impact and measure the results of promoted tweets. 10 hours lecture. (Pass/No Pass only)

36228	ENP-804	Lecture	0	ON-LINE	R Wolfer	07/05 - 07/15/22
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ENP-805 LinkedIn for Business

Prerequisite: None Description: LinkedIn is the world's most popular business-oriented social media networking platform. Students learn to use LinkedIn to develop business through relationship marketing. Topics include optimizing a company profile, developing content that engages a target audience, building a professional brand, marketing a company, showcasing credentials, getting business advice, reconnecting with former colleagues, and connecting with businesses around the globe. 10 hours lecture. (Pass/No Pass only)

36229	ENP-805	Lecture	0	ON-LINE	R Wolfer	07/18 - 07/28/22
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INTERDISCIPLINARY STUDIES

ILA-800 Supervised Tutoring

Prerequisite: None Corequisite: Student must be enrolled in at least one other non-tutoring course. Description: This self-paced, open-entry/open-exit non-credit course provides supervised tutoring, assistance with study skills, and guidance in completing basic skills or college-level course assignments. Students receive individualized tutoring and/or small group instruction outside of class time in a discipline-specific lab. Designed to help students achieve outcomes related to specific courses and/or to improve learning and study skills in specific related subjects. Content varies according to the course for which tutoring is sought. Up to 216 hours laboratory. (TBA option) (Non-degree, non-credit course.)

36058	ILA-800	Lab	0	LIBR-LRC	M Sloniger	06/21 - 07/28/22
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PROFES. DEVELOPMENT STUDIES

PDS-808 Critical Thinking, Problem Solving and Decision Making

Prerequisite: None Description: In today's workplace, it is everyone's job to solve problems and make decisions. Analytical thinking, decision making and problem solving involve breaking things down into their component parts, applying deductive reasoning and then applying judgment and insight. 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)

36230	PDS-808	Lecture	0	ON-LINE	F Almeida	06/21 - 07/01/22
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The above section is a short term online class. Computer with Internet access required. See www.rccd.edu/de. Please note the start and end dates.

PDS-809 Business Writing in a Technological World

Prerequisite: None Description: Participants will develop effective and professional business writing skills using business tone, organization and formatting, word choice and persuasion. Matching the delivery channel (email, letter, memo, or text) to the message type and situation will be covered, as well as the best methods to deliver bad news. 12 hours lecture. (Pass/No Pass only)

36231	PDS-809	Lecture	0	ON-LINE	F Almeida	06/21 - 07/01/22
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The above section is a short term online class. Computer with Internet access required. See www.rccd.edu/de. Please note the start and end dates.

PDS-810 Time Management

Prerequisite: None Description: Participants explore time management strategies and tools for effectively managing expanding workloads, shifting priorities and increasing demands. Practice prioritizing "important" versus "urgent" activities. Emphasis on analyzing current use of time; identifying organizational goals, roles and priorities; discovering gaps to achieving goals; and applying time management tools to the gaps to complete important priorities first. 12 hours lecture. (Pass/No Pass only)

36232	PDS-810	Lecture	0	ON-LINE	V Mixson	07/05 - 07/15/22
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The above section is a short term online class. Computer with Internet access required. See www.rccd.edu/de. Please note the start and end dates.

SECT#	Course#	Description	Units	Days	Time	Bldg-Room	Instructor	Dates
PDS-812		Workplace Communication Strategies						
Prerequisite: None Description: Participants assess and optimize current workplace communication skills. Differentiate content, emotions, perceptions, and intentions in a communication exchange. Build an advanced communication toolkit to forward your career. 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)								
36233	PDS-812	Lecture	0			ON-LINE	V Mixson	07/18 - 07/28/22
The above section is a short term online class. Computer with Internet access required. See www.rccd.edu/de . Please note the start and end dates.								