

EARN A FREE CERTIFICATE FROM 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!

Customer Relations

Learn the necessary skills to provide effective customer service and demonstrate collaborative problem-solving.

Required Courses:

- The Art of Negotiating and Collaborating
- Personality Styles and Difficult Relationships
- Best Practices in Customer Service

Emerging Leaders

Learn the management, supervisory, and leadership skills necessary to get a job or advance on your current career path.

Required Courses:

- Leadership Skills
- Supervisory Skills
- Increasing Productivity
- Motivating Yourself and Others

Social Media for Business

Learn how to effectively leverage social media as part of a business marketing strategy.

Required Courses:

- Facebook for Business
- Pinterest and Instagram for Business
- YouTube for Business
- Twitter for Business
- LinkedIn for Business

Workplace Essentials

Learn the skills and knowledge to maximize efficiency, engage in strategic problem solving, and clearly communicate with internal and external stakeholders.

Required Courses:

- Critical Thinking, Problem Solving and Decision Making
- Business Writing in a Technological World
- Time Management
- Workplace Communication Strategies

Spring registration is open, enroll today! View our Spring 2021 course offerings.

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 extendedlearning.rccd.edu or email extlearning@norcocollege.edu for more information