BUSINESS SKILLS BOOT CAMP CERTIFICATE

RCC
RIVERSIDE CITY COLLEGE

Riverside City College at Norte Vista High School

Complete a noncredit certificate in seven weeks! Learn the business skills necessary to succeed in the workplace. Courses are free and textbook costs are minimal.

Business Skills Boot Camp classes are taught on **Tuesdays and Thursdays** from **6 to 8:05 PM, September 3 through October 24** at **Norte Vista High School**. Registration is open! **Enroll today before classes fill!**

Business Skills: Professional Communication Basics
Learn professional oral, written, and online communication skills necessary to succeed in the workplace.

Tuesday/Thursday
September 3 – September 12
6 – 8:05 PM
Course: CAT-114 (Section: 47611)
BUS-114 (Section: 47566)

Business Skills: Professional Online Presence
Learn how to develop a professional persona and brand online, and techniques for professional networking with clients and customers.

Tuesday/Thursday
September 17 – September 26
6 – 8:05 PM
Course: BUS-115 (Section: 47587)

Business Skills: Managing the Customer Experience
Learn how to and provide excellent business experience for your customers.

Tuesday/Thursday
October 1 – October 10
6 – 8:05 PM
Course: BUS-116 (Section: 47588)

Business Skills: Professional Self-Management
Learn professional self-management skills for the 21st century, such as time management, professional presentation, and building a resume.

Tuesday/Thursday
October 15 – October 24
6 – 8:05 PM
Course: CAT-117 (Section: 47612)
BUS-117 (Section: 47612)

The Riverside Community College District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and a ctivities. 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.

Contact Kris Acevedo at (951) 203-3326 or by email at Kristopher.Acevedo@rcc.edu with questions.

STEPS TO ENROLL FOR NEW STUDENTS

RCC
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1. Complete an application at www. rcc.edu
2. Complete Online Orientation
3. Register for classes
4. Attend the first day of class

APPLICATION/REGISTRATION WORKSHOPS

Need additional help with your application or registration, please attend any of the following sessions:

NORTE VISTA HIGH SCHOOL LIBRARY

6585 Crest Ave, Riverside CA 92503

6 - 8 PM

Application Workshop Dates:

Tuesday, August 20

Thursday, August 22

Registration Workshop Dates:

Tuesday, August 27

Thursday, August 29

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