

# Riverside City College Business Skills Boot Camp Noncredit Certificate

Earn the new non credit certificate in two months. This certificate provides students short-term basic business skills needed in multiple fields with the goal of increasing employability. The course content provides an overview of professional self-management and online skills used in business.

## Business Skills Boot Camp (CE876)

### Noncredit Certificate Schedule - Fall 2018

COURSE ID	NAME	DAY	TERM	TIME START	TIME END	DATES
BUS-49388/CAT-114-49366	Professional Communication Basics	Tuesday/Thursday	FAL 2018	6:00 PM	8:05 PM	10/2-10/11
BUS-115-49383	Professional Online Presence	Tuesday/Thursday	FAL 2018	6:00 PM	8:05 PM	10/16-10/25
BUS-116-49384	Customer Experience	Tuesday/Thursday	FAL 2018	6:00 PM	8:05 PM	10/30-11/08
BUS-49390/CAT-117-49387	Professional Self-Management	Tuesday/Thursday	FAL 2018	6:00 PM	8:05 PM	11/13-11/27

#### Courses:

- BUS/CAT-114-Professional Communication Basics:  
Practical, professional business communication skills. Can be used as a skills refresher. The focus of the content is professional oral, written, and online communication skills.
- BUS-115-Professional Online Presence:  
Designed to assist students with the development of a professional online persona/brand. Includes personal brand and reputation management for web and social media for business and professional networking.
- BUS-116-Customer Experience:  
Designed to assist students with the development of the customer experience for business. Includes identification of the elements of, planning, and designing the customer experience for business.
- BUS/CAT-117-Professional Self-Management:  
Practical, professional self-management skills for the twenty first century professional. The focus of the content is image and self-management skills.

#### For more information:

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#### For assistance enrolling:

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