

NON-CREDIT CERTIFICATES

BUSINESS SKILLS BOOT CAMP CE876

The Business Skills non-credit Certificate of Completion will provide students short-term basic, business skills needed in multiple fields with the goal of increasing employability. The content provides an overview professional self-management and online skills used in business. Topics covered includes Professional Communication Basics, Professional Online Presence, Customer Experience, and Professional Self-Management.

Certificate Program

Program Learning Outcomes

Upon successful completion of this program, students should be able to:

- Apply effective techniques for communication with clients and customers.
- Create a professional online appearance.
- Develop an effective customer experience.
- Apply techniques for professional self-management.

Required Courses (36 hours)		Hours
BUS/CAT-114	Business Skills: Professional Communication Basics	9
BUS-115	Business Skills: Professional Online Presence	9
BUS-116	Business Skills: Managing the Customer Experience	9
BUS/CAT-117	Business Skills: Professional Self-Management	9

Following this Program Pathway will allow a full-time student to complete this program in four months. Students attending part time may take longer to complete. Please see a counselor for more information.

Course Number	Course Hours	Fall	Winter	Spring	Summer
BUS-114/CAT-114	9	Refer to schedule of classes			
BUS-115	9	Refer to schedule of classes			
BUS-116	9	Refer to schedule of classes			
BUS-117/CAT-117	9	Refer to schedule of classes			

GIG: THE SOLOPRENEURS ADVENTURE CE875

This program prepares individuals in the development and implementation of their own solopreneur business in the Gig Economy.

Certificate Program

Program Learning Outcomes

Upon successful completion of this program, students should be able to:

- Demonstrate an understanding of social media and its effectiveness when utilized as a tool for marketing oneself for employment within the Gig Economy.
- Development of a professional online persona/brand used on social media and websites that offer short-term contracts within the Gig Economy.
- Demonstrate the results-oriented ability to engage in technological platform, to develop opportunity profiles, establish service compensation value, billing, and other skills necessary to participate in the Gig Economy.

Required Courses (36 hours)		Hours
BUS-111	Entrepreneur Mindset	18
BUS-113	Solopreneurs: Personal Finance and Quickbooks Quickstart	9
BUS-115	Business Skills: Professional Online Presence	9

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Course Number	Course Hours	Fall	Winter	Spring	Summer
BUS-111	18	Refer to schedule of classes			
BUS-113	9	Refer to schedule of classes			
BUS-115	9	Refer to schedule of classes			



These programs are open to all students.

For more information contact Don Ajené Wilcoxson at (951) 222-8551 or Don.Wilcoxson@rcc.edu or Janet Lehr at (951) 222-8974 or Janet.Lehr@rcc.edu



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