

EARN A FREE CERTIFICATE FROM

MORENO VALLEY COLLEGE | NORCO COLLEGE | RIVERSIDE CITY COLLEGE

The Extended Learning program at **Moreno Valley**, **Norco College**, and **Riverside City College** offer 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!

COMPUTER APPLICATIONS TECHNOLOGY

Business Skills: MOS Prep – Microsoft Office Specialist Master Certification Preparation

- MOS Prep: Microsoft Office Word Expert Exam Preparation (CAT-841)
- MOS Prep: Microsoft Office Excel Expert Exam Preparation (CAT-842)
- MOS Prep: Microsoft Office PowerPoint Core Exam Preparation (CAT-843)
- MOS Prep: Microsoft Office Access Core Exam Preparation (CAT-844) **OR**
- MOS Prep: Microsoft Office Outlook Core Exam Preparation (CAT-845)

COMPUTER INFORMATION SYSTEMS

Information Systems: Cyber Skills

- Cyber Skills: Introduction to Cybersecurity (CIS-825)
- Cyber Skills: Introduction to Virtualization (CIS-826)
- Cyber Skills: Introduction to Protocol Analysis (CIS-827)

Introduction to Python Programming

- Introduction to Python Programming: Part 1 (CIS-830)
- Introduction to Python Programming: Part 2 (CIS-831)
- Introduction to Python Programming: Part 3 (CIS-832)

ENTREPRENEURSHIP

Social Media for Business

- Facebook for Business (ENP-801)
- Pinterest and Instagram for Business (ENP-802)
- YouTube for Business (ENP-803)
- Twitter for Business (ENP-804)
- LinkedIn for Business (ENP-805)

PROFESSIONAL DEVELOPMENT STUDIES

Customer Relations

- The Art of Negotiating and Collaborating (PDS-806)
- Personality Styles and Difficult Relationships (PDS-807)
- Best Practices in Customer Service (PDS-813)

Emerging Leaders

- Leadership Skills (PDS-801)
- Supervisory Skills (PDS-802)
- Increasing Productivity (PDS-803)
- Motivating Yourself and Others (PDS-804)

Enterprise Communications

- Business Writing in a Technological World (PDS-809)
- Workplace Communication and Strategies (PDS-812)
- Choose **two** of the following:
 - Difficult Conversations (PDS-805)
 - The Art of Negotiating and Collaborating (PDS-806)
 - Personality Styles and Difficult Relationships (PDS-807)
 - Best Practices in Customer Service (PDS-813)

Financial Literacy

- Personal Finance (PDS-816)
- Financial Future (PDS-817)

Sales Techniques

- Closing Techniques that Win the Sale (PDS-814)
- Winning Sales Scripts (PDS-815)

Workplace Essentials

- Critical Thinking, Prob. Solving & Decision-Making (PDS-808)
- Business Writing in the Technological World (PDS-809)
- Time Management (PDS-810)
- Workplace Communication Studies (PDS-812)

ADDITIONAL COURSES:

- Business Success Seminar (BUS-112) - p. 12
- The Successful Job Search (PDS-818) - p. 24

