

EARN A FREE CERTIFICATE FROM NORCO COLLEGE

TUITION-FREE, SHORT-TERM.

Enterprise Communication

The Enterprise Communication Certificate enables students to develop strategic communication techniques and skills necessary to succeed in the workplace. Students will demonstrate oral and written workplace communication skills, including learning constructive business writing concepts. This certificate is also a gateway into other noncredit and credit programs.

Required Courses:

PDS-809 Business Writing in a Technological World

Participants will develop effective and professional business writing skills using business tone, organization and formatting, word choice and persuasion. 12 hours lecture. (Pass/No Pass only.)

PDS-812 Workplace Communication Strategies

Participants assess and optimize current workplace communication skills. Differentiate content, emotions, perceptions, and intentions in a communication exchange. 12 hours lecture. (Pass/No Pass only.)

Choose 2 additional courses from the following:

Elective Courses

- PDS-805 Difficult Conversations
- PDS-806 The Art of Negotiating and Collaborating
- PDS-807 Personality Styles and Difficult Relationships
- PDS-813 Best Practices in Customer Service



Career Education

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For more information, visit www.norcollege.edu/extlearning or email cte@norcollege.edu