

EARN A FREE CERTIFICATE FROM NORCO COLLEGE

TUITION-FREE, SHORT-TERM,

Successful Career Transitions

The Successful Career Transitions certificate will provide students with the skills they need to successfully seek and obtain a new job. Students will learn to evaluate the job market and their own workplace skills, conduct a strategic job search, effectively network, write a persuasive cover letter and resume, and employ effective interview techniques.

Required Courses:

PDS-818 The Successful Job Search

Students interested in getting a job or progressing in their current career will learn essential skills for successful transitions in the workplace. Topics covered include identifying job markets and industries, conducting a comprehensive job search, networking, creating a resume and cover letter, and effective interview techniques. 9 hours lecture. (Pass/No Pass only.)

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. Matching the delivery channel (email, letter, memo, or text) to the message type and situation will be covered, as well as the best methods to deliver bad news. 12 hours lecture. (Pass/No Pass only.)

PDS-812 Workplace Communication Strategies

Differentiate content, emotions, perceptions, and intentions in a communication exchange. Build an advanced communication toolkit to forward your career. Illustrate clear and congruent verbal and nonverbal messages tailored to the personalities involved, the desired outcomes, and the context. 12 hours lecture. (Pass/No Pass only.)



Career Education

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