

# Get Started On Your Future at Las Positas College!

## Earn Two Tuition-Free, Noncredit Business Certificates

**Get Both By Taking Only 7 Courses in 15 Weeks. *CLASSES BEGIN August 30.* Earn the Certificates or Just Take Some Classes!**

### Customer Service Certificate, 15 weeks

*Week of 08/30-Week of 12/13. Take 5 courses. Each course runs 3 weeks.*

Learn work skills all employers want. Prepare for workplace readiness or advance your career. Build skills in interviewing, managing, decision making, and working with others. Prepare for college-level courses in Business. Courses:

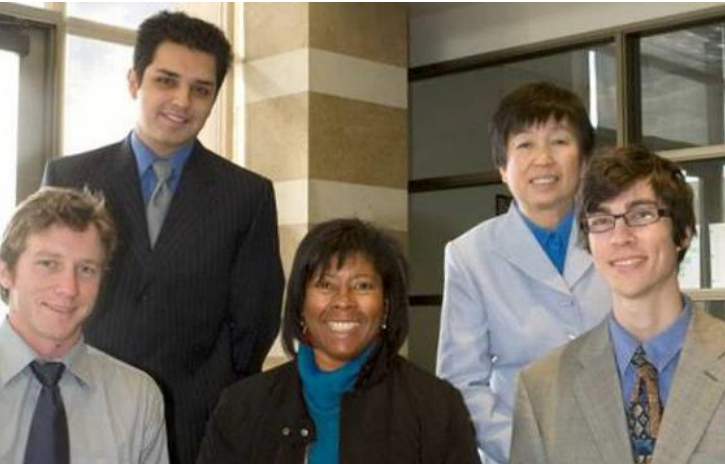
- Attitude in the Workplace
- Decision Making and Problem Solving
- Customer Service
- Team Building
- Time Management

### Small Business Management Certificate, 15 weeks

*Spring Semester 2022 Week of 1/17/22-Week of 2/21/22—plus 9 weeks in Fall semester 2021. Take 5 courses. Each course runs 3 weeks.*

Learn about operating, managing, and growing a small business. Benefit from real-life small business management cases and projects. Develop the business acumen and technical expertise needed to launch a new enterprise, take over an existing business, or make a difference in an organization. Courses:

- Your choice of any three classes in the Customer Service Certificate
- Legal Aspects of Small Business\*
- Developing Your Business Plan\*



Finish fast. Registration fee of only \$41 per semester includes all classes. Anyone over 18 years of age can enroll. All classes online.

- Learn practical, real-world skills.
- Build your professionalism.
- Gain confidence.
- Advance your career.

*\*Great for  
Freelancers,  
Small Business  
Owners, and  
Entrepreneurs!*



Learn more about noncredit classes.

Register at [laspositascollege.edu](https://laspositascollege.edu).