

Registering for the

# Customer Service or Small Business Management Certificates

*Las Positas College*  
Fall 2022

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## How to Become a Student at LPC

<http://laspositascollege.edu/stepstosuccess/index.php>

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## Class-Web Step by Step Guides

<http://www.laspositascollege.edu/admissions/assets/docs/CLASS-WebGuides.pdf>

## How to Register on CLASS-Web

- Log into CLASS-Web
  - “Student Services” tab
  - “Registration” link
  - “Add/Drop or Withdraw from Classes” link
  - Select the appropriate term and “Submit”
  - Enter the 5-digit Course Registration Number (CRN) for each course that you want in each box provided (CRN number is the 5 digit number below next to the course name)
  - “Submit Changes” button to register
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## Fall 2022 Noncredit Business Courses

Course Name	CRN Number	Course Code
Attitude in the Workplace	23776	NBUS 202 A01
Team Building	23385	NBUS 205 A01
Decision Making & Problem Solving	23385	NBUS 203 A01
Time Management	23388	NBUS 206 A01
Customer Service	23382	NBUS 210 A01

Taking all 5 of these courses will earn you the **Customer Service certificate**.

To earn the **Small Business Management Certificate** you can choose 3 of the courses above, and must also take 2 courses in the Spring (Legal Aspects of Small Business – and – Developing Your Business Plan).

All courses are online, and are asynchronous.

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## Noncredit Course Eligibility

Anyone 18 years of age or older. Students holding F1/F2 and B1/B2 Visas are not allowed to enroll in noncredit classes. High school and Regional Occupation Program (ROP) students who may benefit from instruction and have

permission from both their high school district or ROP, and their parent/guardian also may attend. High school students who fit into this category must follow the Concurrent Enrollment procedures.

The LPC website references eligibility at this site (number 3 relates to high school students)

<http://www.laspositascollege.edu/admissions/noncredit-faq.php>