

Las Positas College For Immediate Release

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Las Positas College Introduces Two New Tuition-Free, Noncredit Business Certificates

(Livermore, CA) - This fall semester, Las Positas College is introducing two new tuition-free, noncredit business certificates: the Customer Service Certificate and the Small Business Management Certificate. Anyone over the age of 18 can earn both certificates by taking seven courses in 15 weeks. Costs are only for fees and textbooks. All courses are online.

"These new certificate programs offer practical, real-world skills that help people gain confidence, build their professionalism and advance their careers," said Business Studies Professor Drew Patterson. "Students learn valuable soft skills which have been identified by our advisory board, local employers and the Bureau of Labor Statistics as skills that all employers look for in job candidates." Patterson added that both programs help prepare students for college-level courses in business. Following is a description of each certificate program.

Customer Service Certificate, 15 weeks

September 7 - December 18, 2020. Take five courses. Each course runs three 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. Courses include Attitude in the Workplace, Decision Making and Problem Solving, Customer Service, Team Building and Time Management.

Small Business Management Certificate, 15 weeks

September 7 - December 18, 2020; choose nine weeks only.
January 11 - February 19, 2021. Take five courses. Each course runs three 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 include Legal Aspects of Small Business, Developing Your Business Plan and the student's choice of any three classes in the Customer Service Certificate.

For information about noncredit classes, please visit the [Noncredit FAQ webpage](#). The certificate classes are listed under [Noncredit Business LPC](#) on the [CLASS-Web Schedule of Classes](#). To apply and register for classes, please visit the [Las Positas College homepage](#).

For more information, please contact:

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About Las Positas College

Las Positas College currently enrolls 8,000 students and offers curriculum for students seeking transfer to a four-year college or university, career preparation, or basic skills education. The College provides university transfer classes, retraining classes for those in need of employment or career advancement, a first-time educational opportunity for many adults, enrichment classes for those seeking a broader perspective, and career and technical training for those entering the technical and paraprofessional workforce.

Las Positas College is a learning-centered institution focused on excellence and student success. It is fully committed to supporting Tri-Valley residents in their quest for education and advancement. Las Positas College faculty and staff are distinguished by their energy, creativity, and commitment to making a difference in the lives of the students they serve and the future of the Tri-Valley region.