

**Riverside Community College District  
Workforce Preparation**

**Skills Classes**

**Fact Sheet**

***Overview***

- Skills Classes are available to any student interested in building foundation skills
- Skills Classes provide fundamental building blocks for both workplace skills and academic coursework
- Students benefiting from the skill classes range from first-time college students to those with college degrees seeking skill enhancement
- Foundation skills in reading, writing, business English, math, and computer keyboarding and applications.
- Enhance success in the workplace and other college courses

***Skills Classes***

- Innovative and accessible to the community
- Self-paced, instructor-led format
- Multiple entry dates during any week, every semester
- Students earn course credit
- Multiple course offerings per day
- Instructors are student-centered and class sizes are relatively small

***Eligibility Requirements (All students are welcome to participate in skills classes.)***

- Matriculated students should visit or call Workforce Preparation for class meeting times.
- Skills classes are open to all RCCD students interested in developing foundational skills.

***Other Benefits and Features***

- Competency-based courses applicable to academic and workplace skill development
- Students progress at their own pace while having an instructor present during all sessions
- Students receive specialized assistance through challenging subject areas
- Courses have multiple sections in the day and evening allowing students more flexibility
- Over 850 students enrolled in more than 2700 college course openings since the classes became available in the early part of 2003
- Student population in the Skills Classes is quite diverse
- WFP serves students who seek to develop workplace skills, students who are pursuing occupational training in 100+ certificates, and students seeking a degree or transfer programs

For more information, please call the Workforce Preparation staff at (951) 222-8648.