



Riverside City College
Workforce Preparation Programs & Services
Riverside City Campus, Lovekin, F2 • (951) 222-8648

Skills Classes

Open entry classes for all students

What is Workforce Preparation?

Workforce Preparation is a collection of grant-funded programs and services for students at Riverside Community College. Our mission is to provide a continuum of services that help learners achieve academic success, gainful employment and self-sufficiency.

What are the skills classes?

The skill-building classes build a strong foundation of reading, writing, math, computer, and life management skills to enhance success in the workplace and in further college courses.

What makes the skills classes unique?

The skills classes are presented in a student-paced, instructor-led format with multiple entry dates within any given week. Students may add open-entry courses in Reading, Mathematics, English, Business English and Computer Applications. Dependent upon the class, there are multiple course offerings per day. Our instructors are student-centered and class sizes are relatively small.

Who benefits from the skills classes?

The skills classes are fundamental building blocks for both workplace skills and academic coursework. There are a wide variety of students who have benefited from the skill classes, including first-time college students to those with college degrees who are seeking to enhance and/or refresh their skills in reading, writing, grammar, math, and computer applications.

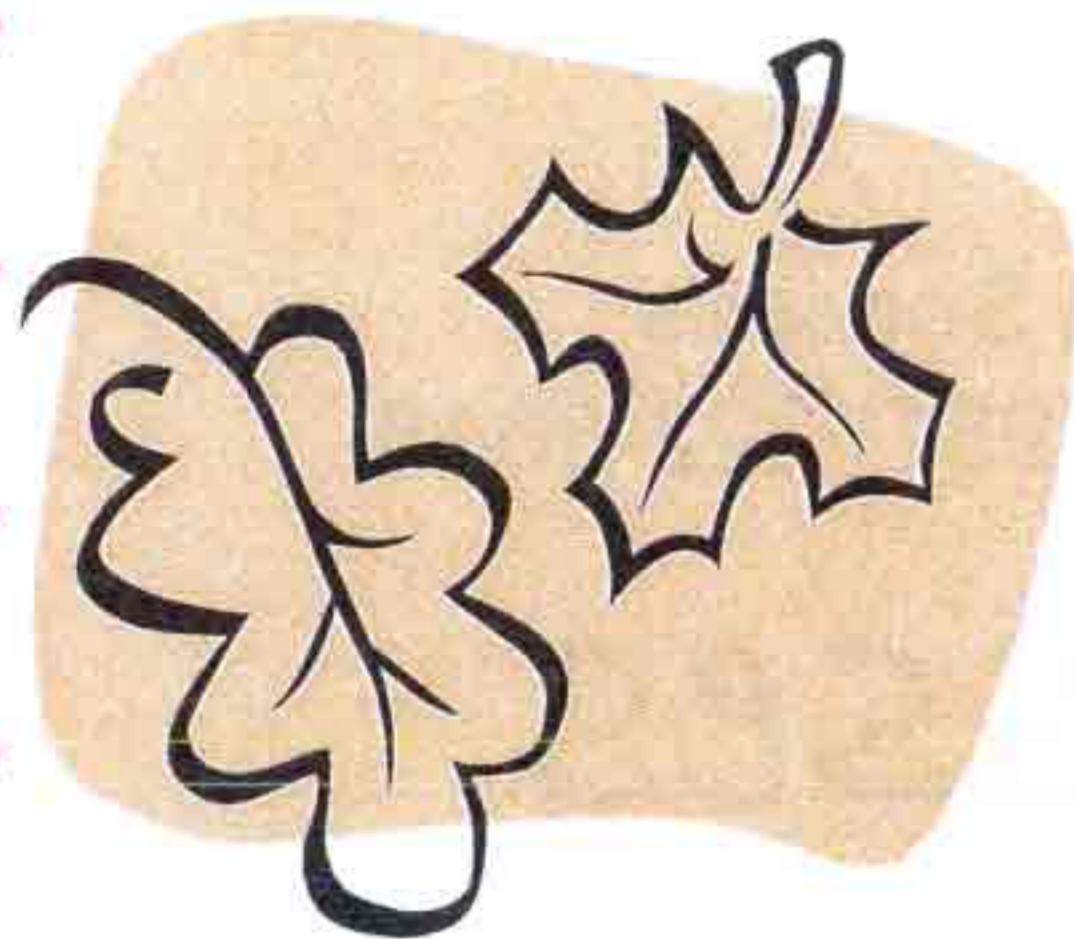
What are the eligibility requirements?

Skills classes are open to all students

RCC students may visit the Workforce Preparation Resource Center (Lovekin, F2) for additional class offering material or refer to the Schedule of Classes.

What is the cost of a skills class?

Each skill-building class provides students with up to one unit of college credit at a time, at \$20.00 per unit. Many of the skills courses have no material or book costs.



FALL 2009

SKILL-BUILDING COURSE MEETING TIMES

COMPUTER APPLICATIONS/OFFICE (CAT 1A, 30A, 34A, 53, 65, 93, 95A, 98A)

Business Etiquette (CAT 1A) – Monday, 9:15 – 10:17 AM

Business English (CAT 30A) – Monday, 10:55 AM – 12:02 PM

Word (CAT 34A) – Monday, 12:15 PM – 1:47 PM

Keyboarding (CAT 53) – Wednesday, 9:20 – 10:17 AM

PowerPoint (CAT 65) – Wednesday, 12:15 PM – 1:47 PM

Computers For Beginners (CAT 93) – Monday & Wednesday, 2:00 – 3:32 PM

Internet (CAT 95A) - Tuesday, 10:30 AM – 12:02 PM

Excel (CAT 98A) – Thursday, 10:30 AM – 12:02 PM

BE 104

Students may start computer applications any class meeting through the last day to add (See Schedule of Classes). All students must meet with the instructor for a brief orientation before they begin work. For more information, call 951-222-8974.

ENGLISH (ENG 60A1-4)

Completion of all four 1.0 unit courses is equivalent to ENG 60A.

Monday and Wednesday

12:00 – 1:30 PM or 1:30 – 3:00 PM or 6:00 – 7:30PM LVKN F3

Students may start English any Monday or Wednesday from 8/31/09 through 11/21/09

MATH (MAT 90ABC & MAT 90DEF)

Completion of MAT 90A-C is equivalent to MAT 63-Arithmetic.

Completion of MAT 90D-F is equivalent to MAT 64-Pre-Algebra.

Math 90ABC or Math 90DEF – Monday through Thursday

9:20 AM – 1:51 PM MLK 307

OR

Math 90ABC or Math 90DEF – Tuesday and Thursday

4:15 – 7:32 PM LVKN F3

Students may start Math 90A-F any class meeting from 8/31/09 through 11/21/09