



# Spring 2011

## SKILL-BUILDING COURSE MEETING TIMES

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

Business Etiquette (CAT 1A) – Wednesday, 8:00 – 9:05 AM

Business English (CAT 30A) – Monday, 8:00 – 9:05 AM

Word (CAT 34A) – Monday, 9:15 – 10:20 AM

Keyboarding (CAT 53) – Tuesday, 1:05 – 2:10 PM OR Friday, 8:00 – 9:05 AM

PowerPoint (CAT 65) – Tuesday, 8:00 – 9:25 AM

Computers for Beginners (CAT 93) – Monday & Wednesday, 12:45 – 2:10 PM

Intro to the Internet (CAT 95A) – Wednesday 9:15 – 10:20 AM

Intro to Excel (CAT 98A) – Thursday 8:00 – 9:25 AM

### **BE 204**

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.

**Tuesday and Thursday**

**9:00 – 10:52 AM or 11:00 – 12:52 AM or 1:30 – 3:22 PM LVKN F3**

Students may start English any Tuesday or Thursday from 2/14/11 through 5/11/11

### **MATH (MAT 90ABC)**

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

**Math 90ABC – Tuesday and Thursday**

**4:15 – 7:38 PM LVKN F3**

Students may start Math 90ABC on Tuesday or Thursday from 2/14/11 through 5/11/11

### **MATH (MAT 90DEF)**

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

**Math 90DEF – Tuesday and Thursday**

**4:15 – 7:38 PM LVKN F3**

Students may start Math 90DEF Tuesday or Thursday from 2/14/11 through 5/12/11



**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 \$26.00 per unit. Many of the skills courses have no material or book costs.