



# Winter 2012

## SKILL-BUILDING COURSE MEETING TIMES

### COMPUTER APPLICATIONS/OFFICE

**Word (CAT 34A) – Tuesday & Thursday, 9:50 AM– 12:15 PM  
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**

**8:00 AM – 10:05 AM or 10:05 – 12:10 PM or 1:00 – 3:05PM LVKN F3**

Students may start English on Tuesday or Thursday from 1/03/12 through 1/31/12

### MATH (MAT 90ABC)

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

**Math 90ABC - Monday and Wednesday**

**10:00 AM - 2:30 PM LVKN F3**

Students may start Math 90AB on Monday or Wednesday from 1/03/12 through 1/31/12

### MATH (MAT 90DEF)

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

**Math 90DEF – Tuesday and Thursday**

**10:00 AM – 2:35 PM MLK 305**

Students may start Math 90DEF on Tuesday or Thursday from 1/03/12 through 1/31/12

### READING (REA 87) – Tutorial

Individually prescribed learning plans for improvement in reading skills.

**Reading 87 – Monday and Wednesday**

**4:00 – 6:25 PM LVKN E3**

Students may start Reading 87 Monday or Wednesday from 1/03/12 through 1/31/12

### READING (REA 95) – Special Topics in Reading

Designed to provide strategies and practice in reading comprehension skills.

**Reading 95 – Monday**

**6:25 – 8:30 PM LVKN E3**

Students may start Reading 95 on Monday from 1/03/12 through 1/31/12



**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 \$36.00 per unit. Many of the skills courses have no material or book costs.