

## Non-Credit Classes

SECT#	Course#	Description	Units	Days	Time	Bldg-Room	Instructor	Dates
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### ACADEMIC LITERACY AND READING

ALR-887 Reading Clinic

Prerequisite: None Description: This self-paced course provides practice on individually prescribed learning plans designed to improve and develop reading skills. Instruction is provided on an individualized basis through conferences with the student. Subsequent enrollment in the course will provide the student further opportunities for additional skill and competency development within the subject matter. May be taken a total of four times. 27 hours laboratory. (Non-credit course.)

39203	ALR-887	Lab	0	TTh	09:40AM-10:30AM	LIBR-LRC	M Sloniger	08/22 - 12/17/22
39204	ALR-887	Lab	0	TTh	02:30PM-03:20PM	LIBR-LRC	M Sloniger	08/22 - 12/17/22
39205	ALR-887	Lab	0	MW	02:30PM-03:20PM	LIBR-LRC	M Sloniger	08/22 - 12/17/22

### ADMINISTRATION OF JUSTICE

ADJ-801 Community Emergency Response Team (cert)

Prerequisite: None Course Credit Recommendation: Non-Credit Description: The Community Emergency Response Team (CERT) training is consistent with a nationwide approach designed for individuals and businesses to understand the hazards that may impact their home, community and workplace in the event of a disaster. Recognized and supported by the Federal Emergency Management Agency (FEMA) and professional first responders, this training equips individuals with the knowledge and skills that will educate them in disaster preparedness at home, in the community, or the workplace, and be more resilient when an incident occurs. Emergency response training to support and enhance your community and workplace will be provided through team building, collaboration, and other hands-on activities. (Pass/No Pass)

39266	ADJ-801	Lecture	0			STEM-302	S Williams	09/06 - 09/18/22
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The above section is a short term class. Please note the start and end dates. Meeting Dates are Tuesday 9/6 6PM-10PM, Saturday 9/10 and 9/17 9AM-5PM, and Sunday 9/18 9AM-2PM

39267	ADJ-801	Lecture	0			STEM-302	S Williams	10/04 - 10/09/22
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The above section is a short-term class. Please note the start and end dates. Meeting Dates are Tuesday 10/4 05:30-09:30PM, Friday 10/7 05:30-09:30PM, Saturday 10/8 8AM-5PM, and Sunday 10/9 8AM-4PM

### ENGLISH

ENG-885 Writing Clinic

Prerequisite: None Description: Intended for students who need concentrated attention in various areas of grammar, punctuation, and composition. Self-paced, open-entry/open-exit, with no traditional lecture-based component. Instead, it requires students to do the majority of their coursework independently. Each student follows a sequential series of modules based on his or her diagnosis. Students meet with their instructor in the Writing and Reading Center for the pre-and post-test and as needed for one-on-one instruction or small group study for the duration of the students' enrollment in the course. May be taken a total of four times. 27 hours laboratory. (Non-credit course) (TBA option) (Pass/No Pass option only)

39321	ENG-885	Lab	0			LIBR-110	N Capps	08/22 - 12/17/22
39322	ENG-885	Lab	0			LIBR-110	N Capps	08/22 - 12/17/22

### ENGLISH AS A SECOND LANGUAGE

ESL-846 Beginning American College English

Prerequisite: None Advisory: Students should be aware that course is taught in English. Description: Designed for non-native speakers of English. Develops writing, reading, and oral language expression in academic American English language at beginning level to prepare students to enter ESL-847. Students will produce a minimum of 1,000 words or more of instructor-evaluated writing with an emphasis on academic paragraph writing in response to reading. 90 hours lecture. (Letter grade or Pass/No Pass Option)

39149	ESL-846	Lecture	0	TTh	06:30PM-09:00PM	IT-211	L Tougas	08/22 - 12/17/22
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ESL-847 Low-Intermediate American College English

Prerequisite: ESL-846 or ESL-46 or qualifying placement. Description: Designed for non-native speakers of English. Develops writing, reading, and oral language expression in academic American English language at a low-intermediate level to prepare students to enter ESL 848. Students will produce a minimum of 1,750 words of instructor-evaluated writing with an emphasis on academic paragraph writing in response to reading. 90 hours lecture. (Letter grade or Pass/No Pass Option)

39151	ESL-847	Lecture	0			ON-LINE	M Shirinian	08/22 - 12/17/22
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The above section is an online class. Computer with Internet access required. See <https://rccd.edu/de>.

ESL-848 Intermediate American College English

Prerequisite: ESL-847 or ESL-47 or qualifying placement. Description: Designed for non-native speakers of English. Develops writing reading, and oral language expression in academic American English language at an intermediate level to prepare students to enter ESL 49. Students will produce a minimum of 3,000 instructor-evaluated writing with an emphasis on basic essay writing in response to reading. Classroom instruction integrates writing lab activities. 90 hours lecture and 18 hours laboratory. (TBA option) Letter Grade.

39153	ESL-848	Lecture	0	M	06:30PM-08:30PM	IT-211	D Tougas	08/22 - 12/17/22
				W	06:30PM-09:30PM	IT-211		08/22 - 12/17/22
		Lab		M	08:40PM-09:30PM	IT-211		08/22 - 12/17/22

ESL-849 High-Intermediate American College English

Prerequisite: ESL-48 or ESL-848 or qualifying placement. Description: Designed for non-native speakers of English. Develops writing, reading, and oral language expression in academic American English language at an intermediate level to prepare students to enter ESL 50. Students will produce a minimum of 4,500 words of instructor-evaluated writing with an emphasis on essay writing in response to reading. Classroom instruction integrates writing lab activities. 90 hours lecture and 18 hours laboratory. (TBA option) Letter Grade.

39155	ESL-849	Lecture	0	TTh	09:15AM-10:50AM	IT-211	M Shirinian	08/22 - 12/17/22
						ON-LINE		08/22 - 12/17/22
		Lab				ON-LINE		08/22 - 12/17/22

The above section is a hybrid class. Computer with Internet access required. See <https://rccd.edu/de>.

ESL-850 Advanced American College English

Prerequisite: ESL-49 or ESL-849 or qualifying placement Description: Designed for non-native speakers of English. Develops writing, reading, and oral language expression in academic American English language at an advanced level to prepare students to enter English 1A. Students will produce a minimum of 6,000 words of instructor-evaluated writing with an emphasis on expository essay writing in response to advanced readings from various sources and a novel. Classroom instruction integrates writing lab activities. 90 hours lecture and 18 hours laboratory. (TBA option) (Letter grade only)

SECT#	Course#	Description	Units	Days	Time	Bldg-Room	Instructor	Dates
39157	ESL-850	Lecture	0	TTh	10:55AM-12:30PM	IT-211	M Shirinian	08/22 - 12/17/22
		Lab				ON-LINE		08/22 - 12/17/22
						ON-LINE		08/22 - 12/17/22

The above section is a hybrid class. Computer with Internet access required. See <https://rccd.edu/de>.

## INTERDISCIPLINARY STUDIES

ILA-800	Supervised Tutoring							
Prerequisite: None Corequisite: Student must be enrolled in at least one other non-tutoring course. Description: This self-paced, open-entry/open-exit non-credit course provides supervised tutoring, assistance with study skills, and guidance in completing basic skills or college-level course assignments. Students receive individualized tutoring and/or small group instruction outside of class time in a discipline-specific lab. Designed to help students achieve outcomes related to specific courses and/or to improve learning and study skills in specific related subjects. Content varies according to the course for which tutoring is sought. Up to 216 hours laboratory. (TBA option) (Non-degree, non-credit course.)								
38725	ILA-800	Lab	0			LIBR-LRC	M Sloniger	08/22 - 12/17/22
39302	ILA-800	Lab	0			LIBR-LRC	N Capps	08/22 - 12/17/22

## PROFES. DEVELOPMENT STUDIES

PDS-808	Critical Thinking, Problem Solving and Decision Making							
Prerequisite: None Description: In today's workplace, it is everyone's job to solve problems and make decisions. Analytical thinking, decision making and problem solving involve breaking things down into their component parts, applying deductive reasoning and then applying judgment and insight. Learn hands-on techniques to generate breakthrough ideas, make decisions, and solve your most pressing problems. All by asking the right questions, challenging assumptions, and seeing others' viewpoints with clarity. 12 hours lecture. (Pass/No Pass only)								
39308	PDS-808	Lecture	0			ON-LINE	R Wolfer	09/06 - 09/27/22
The above section is a short-term online class. Computer with Internet access is required. See <a href="http://www.rccd.edu/de">www.rccd.edu/de</a> . Please note the start and end dates.								

PDS-809	Business Writing in a Technological World							
Prerequisite: None Description: Participants will develop effective and professional business writing skills using business tone, organization and formatting, word choice and persuasion. Matching the delivery channel (email, letter, memo, or text) to the message type and situation will be covered, as well as the best methods to deliver bad news. 12 hours lecture. (Pass/No Pass only)								
39309	PDS-809	Lecture	0			ON-LINE	R Wolfer	10/03 - 10/31/22
The above section is a short-term online class. Computer with Internet access is required. See <a href="http://www.rccd.edu/de">www.rccd.edu/de</a> . Please note the start and end dates.								

PDS-810	Time Management							
Prerequisite: None Description: Participants explore time management strategies and tools for effectively managing expanding workloads, shifting priorities and increasing demands. Practice prioritizing "important" versus "urgent" activities. Emphasis on analyzing current use of time; identifying organizational goals, roles and priorities; discovering gaps to achieving goals; and applying time management tools to the gaps to complete important priorities first. 12 hours lecture. (Pass/No Pass only)								
39310	PDS-810	Lecture	0			ON-LINE	F Almeida	11/01 - 11/29/22
The above section is a short-term online class. Computer with Internet access is required. See <a href="http://www.rccd.edu/de">www.rccd.edu/de</a> . Please note the start and end dates.								

PDS-812	Workplace Communication Strategies							
Prerequisite: None Description: Participants assess and optimize current workplace communication skills. Differentiate content, emotions, perceptions, and intentions in a communication exchange. Build an advanced communication toolkit to forward your career. Illustrate clear and congruent verbal and nonverbal messages tailored to the personalities involved, the desired outcomes, and the context. 12 hours lecture. (Pass/No Pass only)								
39311	PDS-812	Lecture	0			ON-LINE	F Almeida	09/06 - 09/27/22
The above section is a short-term online class. Computer with Internet access is required. See <a href="http://www.rccd.edu/de">www.rccd.edu/de</a> . Please note the start and end dates.								

PDS-816	Personal Finance							
Prerequisite: None Description: Overview of personal financial management skills, positive banking relations, and achieving financial security. Topics include: Personal budgeting; saving; credit; appropriate use of credit cards; banking services; consumer installment loans; and buying real estate. 18 hours lecture. (Pass/No Pass only)								
39313	PDS-816	Lecture	0			ON-LINE	A Molina Padilla	09/03 - 09/24/22
The above section is a short-term online class. Computer with Internet access is required. See <a href="http://www.rccd.edu/de">www.rccd.edu/de</a> . Please note the start and end dates.								

PDS-817	Financial Future							
Prerequisite: None Description: Students will learn to review an individual financial situation, develop financial goals for retirement and identify appropriate means to achieve these goals. Topics will include: Financial goal setting; life insurance; different types of retirement accounts; and investment options. 9 hours lecture. (Pass/No Pass only)								
39314	PDS-817	Lecture	0			ON-LINE	A Molina Padilla	09/03 - 09/24/22
The above section is a short-term online class. Computer with Internet access is required. See <a href="http://www.rccd.edu/de">www.rccd.edu/de</a> . Please note the start and end dates.								

PDS-818	The Successful Job Search							
Prerequisite: None Description: Students interested in getting a job or progressing in their current career will learn essential skills for successful transitions in the workplace. Topics covered include identifying job markets and industries, conducting a comprehensive job search, networking, creating a resume and cover letter, and effective interview techniques. 9 hours lecture. (Pass/No Pass only)								
39312	PDS-818	Lecture	0			ON-LINE	A Molina Padilla	08/22 - 09/09/22
The above section is a short-term online class. Computer with Internet access is required. See <a href="http://www.rccd.edu/de">www.rccd.edu/de</a> . Please note the start and end dates.								