



New Student Registration

April 2 and 3 at 8:00 a.m.

April 4 at 4:00 p.m.

We are located at:

6735 Magnolia Avenue  
Riverside, CA 92506  
951-788-7185  
[ras.riversideunified.org](http://ras.riversideunified.org)



## Class Schedule

### Job Skills - RUSD Substitute Employment

This course is designed to prepare adult students for substitute employment with the Riverside Unified School District. Upon successful completion of this 3 week class students will gain the job skills and certifications necessary to join the RUSD substitute pool in food service and/or custodial services.

Students will complete an Edjoin application, background/fingerprint check, physical, drug screening and required certifications for substitute employment in RUSD. Students will also have the opportunity to explore and develop the job skills that can be used to obtain employment outside of RUSD.

All fees for the RUSD pre employment screenings are grant funded and of no charge to the student. Students must have at least a 9th grade English reading/listening level. Graduation from high school is not required for this program. Valid government identification and proof of the right to work in the United States is required at registration.

Please visit the website for more information.

April 8 - April 25

Monday through Friday 10:00am to 12:30pm or

Monday through Thursday 5:00pm to 8:00pm

# Class Schedule

## Adult Literacy Skills

This course is designed for adults who would like to improve their reading and math skills. Students can take this course for personal improvement or as an introduction to the concepts that are covered in the GED Prep classes. Students who register for GED Prep class but have below a 5th grade CASAS reading score will be placed in this course to improve their reading score prior to moving to the GED class.

Monday through Friday  
8:45am to 12:15pm

## Citizenship

This course provides an overview of United States history and the structure of Federal, State, County and City government. It includes the responsibilities of citizens living under a democratic form of government. It also addresses the procedure for applying for naturalization and provides test taking practice in preparation for the INS approved Basic Skills Citizenship Examination.

Wednesday and Thursday 1:00pm to 3:00pm  
Monday and Wednesday 5:30pm to 8:00pm  
Tuesday and Thursday 5:30pm to 8:00pm

## Beginning Microsoft Office

This course will focus on the use of Windows based operating systems and the introductory use of Word, Excel, PowerPoint and similar programs. Students who earn a B or higher in the course will be able to apply for college credit at Riverside City College.

April 8 - May 30  
Monday through Thursday  
12:30pm to 4:00pm  
or  
April 1 - May 20  
Monday 5:00pm to 8:00pm

## English as a Second Language

These leveled courses give English learners opportunities to study and practice English language communications skills, including listening, speaking, reading, writing, and critical thinking.

\*Student assessment determines level placement, not all levels are available at all times.

Monday through Friday 8:45am to 12:15pm  
Monday through Thursday 1:00pm to 4:00pm  
Monday through Thursday 5:30pm to 8:00pm

## GED<sup>®</sup> Exam Preparation

This course prepares adults to take the official GED tests to complete their high school credentials. A student who passes all 4 sections of the GED earns a high school equivalency certificate which is equal to a high school diploma. Areas of study include Reading/Language Arts, Social Studies, Science, and Mathematics. It is suggested that students obtain a GED test prep book and read more about the program here:

<https://sites.google.com/raslearns.net/ged>

Monday through Friday 8:45am to 12:15pm  
(English and Spanish)  
Monday through Thursday 1:00pm to 4:00pm  
(English only)  
Monday through Thursday 5:30pm to 8:00pm  
(English and Spanish)

## High School Diploma Completion

The High School Diploma program is a mix of independent study through online coursework, packet based coursework, and on campus instruction. Students must attend class a minimum of two hours per week. Students interested in this program need to have previously completed 100 or more high school credits. All transcripts of previous high school course work need to be presented at enrollment for evaluation. Students may start immediately upon registration and evaluation of credits.

Class hours are individually scheduled during the following timeframes:

Monday through Friday 8:45am to 1:15pm  
Monday through Thursday 4:00pm to 7:00pm

An assessment is required for all classes. The registration process takes approximately 2 hours.  
On each registration day we are able to register and assess the first 125 people.