BASIC SKILLS

High School Completion (GED-101)
This 144-324 hours course is designed to build the basic academic skills of adult learners in reading comprehension, language and evidence-based writing, mathematical reasoning, life, physical, and earth sciences, and social science. Emphasis on analytical reading skills, problem solving, and test preparation.

The content of this course is reflective all new modifications to the GED exam. Subject matter included are the areas covered by the GED exam such as science, social studies, literature, math and writing.

95060 MTW 09:00AM–12:00PM Melo, Jo Ann
Live Stream Online
95165 MTW 12:30PM–03:30PM Martinez, Marcy
Live Stream Online / Lecture Hrs. Online
95166 MTW 05:00PM–08:00PM Castro, Marisela
Live Stream Online / Lecture Hrs. Online

95171 MTWTH 09:00AM–12:00PM Mendes, D.
Merced College Los Banos Campus A-105
06/05/23 - 08/03/23
75173 MTWTH 12:30PM–03:30PM Mendes, D.
Merced College Los Banos Campus A-105
06/05/23 - 08/03/23

Reading and Computers II (EDU-111)
This course is best suited for those adult learners at third grade reading and vocabulary level up to approximately sixth grade level that require individual attention and reinforcement while reviewing basic phonics, reading, spelling, and vocabulary skills.

Reading and Computers II II (EDU-111)
This course is best suited for those adult learners at third grade reading and vocabulary level up to approximately sixth grade level that require individual attention and reinforcement while reviewing basic phonics, reading, spelling, and vocabulary skills.

The course is in a lab setting enriched with a resource library, manikins (for skills practice), and computer stations.

*The course has a $6 fee for materials.

95069 W 06/14/23–06/14/23 09:00AM–01:00PM
Mehat-Murphy, Sukhraj
Merced Business Resource Center Room-123
75103 M 06/12/23–06/12/23 01:00PM–05:00PM
75105 M 07/10/23–07/10/23 01:00PM–05:00PM
Mehat-Murphy, Sukhraj
Merced College Los Banos Campus A-119

CPR (EDU-112C)*
Course designed to provide students the opportunity to improve and enhance their allied health skills through training that assist in the clinical development of and reinforcement of the practical allied health skills.

The course is in a lab setting enriched with a resource library, manikins (for skills practice), and computer stations.

*The course has a $6 fee for materials.

95070 W 07/12/23–07/12/23 09:00AM–01:00PM
Mehat-Murphy, Sukhraj
Merced Business Resource Center Room-123
75105 M 07/10/23–07/10/23 01:00PM–05:00PM
Mehat-Murphy, Sukhraj
Merced College Los Banos Campus A-119
These courses are designed to provide instruction in the English language to adult, non-native English speakers with varied academic, vocational, and personal goals.

Aprenda Inglés. Clases GRATUITAS. Para obtener información comuníquese a la oficina de Educación de Adultos y Sin Crédito al (209) 381-6540 o envíenos un correo electrónico a noncredit@mccd.edu.

Beginning ESL Skills (ENG-801)
This course is for preliterate and also for nonliterate ESL students who have no, or very few, English language skills. Emphasis of the course is on aural/oral skills and visual reinforcement. Course duration is 204 - 255 hours.

Low-Intermediate ESL Skills (ENG-813)
Course designed for low-intermediate level students who need more practice with English skills. Includes practice in listening, speaking, reading, and writing. Course duration is 204 - 255 hours.

Advanced-Beginning ESL Skills (ENG-802)
This course is for preliterate and also for nonliterate ESL students who have minimal English language skills. Emphasis in this course is on aural and oral skills with visual reinforcement. The student will be introduced to reading, writing and math skills. Course duration is 204 - 255 hours.
Intermediate ESL SKILLS (ENG-815)
This course is for intermediate level students who have learned basic survival skills, but need instruction that will lead to a sophisticated level of discourse of issues beyond basics. It will prepare students to take credit courses at Merced College and practice in listening, speaking, reading, and writing. Course is 204 - 255 hours.

95021 MTWTH 09:00AM-11:30AM Stretch, Vanessa
Merced Business Resource Center Room-210

95041 MTWTH 06:00PM-08:30PM Sanchez-Navarro,Zaira
Live Stream Online / Lecture Hrs. Online

95052 MTWTH 10:00AM-12:30PM Cervantes, Maria
Live Stream Online

95098 MTW 08:30AM-11:00AM Murillo, Olga
Live Stream Online

95121 MTWTH 08:00AM-10:30AM Ramos-Ávalos, Sergio
Live Stream Online

95084 TWTH 08:30AM-10:30AM Stretch, Vanessa / Lourenco, Catarina
Delhi El Capitán Elementary School
06/05/23 - 06/29/23

75147 MTWTH 09:00AM-12:00PM Takieh, Nazila
Merced College Los Banos Campus A-103
06/05/23 - 06/03/23

75155 MTWTH 04:00PM-06:30PM Ramos-Ávalos, Sergio
Merced College Los Banos Campus A-103
06/05/23 - 06/03/23

Registration takes place in class unless otherwise noted. No registration fees.

Mature Driver Improvement (EDU-508)*
This course is designed primarily for drivers age 55 and older. Students receive classroom instruction on driving safety, road courtesy, improving driving performance, and safe driving techniques for emergencies. This course is 8 hours in duration. Free certificate provided. Many auto insurance companies offer discounted premiums upon proof of course completion.

*These are scheduled face-to-face. If stringent restrictions do not allow us to offer them face-to-face, courses would be postponed. Please call our office at (209) 381-6540 to preregister for this course and to be informed of any postponements.

95630 TH 06/15 08:30AM–04:30PM Rentfrow, R.
Merced Business Resource Center Room-122

95631 TH 07/06 08:30AM–04:30PM Rentfrow, R.
Merced Business Resource Center Room-122

Intro to Microcomputers (BUSN-752)
This course will introduce students to microcomputers and the Windows software environment. Students will learn to identify the components of desktop screens, learn to execute basic computer commands.

The class may also cover internet browsing, email, website navigation, and downloading files. This course provides college-level material offered in the noncredit format.

95920 TH 09:00AM–11:00AM Murillo, Olga
Live stream online

OLDER ADULTS
Designed to offer lifelong education that provides opportunities for personal growth and development, community involvement, skills for mental and physical well-being and economic self-sufficiency. These courses are offered primarily for older adults in the community; however, any adult 18 or older may participate.

VOCATIONAL
Courses leading to a vocational/career technical objective, certificate, or award related to employment. These are intense short-term vocational courses geared to update individual career skills or preparing individuals for a new career immediately upon completion.
For more information, call (209) 386-6738. Students will be responsible for supplies to complete the courses.

**Intro to Technical Office Occupations (BUSN-756)**
This entry-level course is designed for the adult student who desires vocational training in the field of Technical Office Occupations.

This course will introduce students to microcomputers and the Windows software environment. Students will learn to identify the components of desktop screens and learn to execute basic computer commands. The class will also cover internet browsing, email, website navigation, and downloading files. The course is project-based to develop student entry-level skills proficiency in using Microsoft Office Word, Power Point and Excel.

Various simulations reflective of real life experiences will be a major part of the instructional units.

95910 MTWTH 08:00AM–04:00PM
Carroll, Chris / Vitato, Jan
Business Resource Center Rooms 206 & 207

*This section is part of a vocational program.

**Applied Office Occupations (BUSN-749)**
All students must attend the program orientation prior to registering for and attending classes.

*Please call (209) 386-6738 for orientation dates and additional program information.

This course is a project-based course designed to develop student entry-level proficiency in state-of-the-art technology to solve problems. Simulations of real life experiences will be a major part of the instructional units. This course provides college-level material.

95908 MTWTH 08:00AM–04:00PM
Carroll, Chris / Vitato, Jan
Business Resource Center Room-216

*This section is part of a vocational program.

**Medical Assisting (MED-717)**
This course is part of a vocational program and has a waiting list for student enrollment. Students must attend program orientation prior to registering for and attending classes.

*Please call (209) 386-6738 for orientation dates and additional program information.

This entry-level course designed for the adult students who desire vocational training in the field of medical assisting. Course instruction includes an overview of the career of medical assisting, knowledge of medical law and ethics, oral and written communication skills, medical terminology, anatomy and physiology, and clinical and administrative office procedures. This course provides college-level material offered in the noncredit format.

95903 MTWTH 08:00AM–04:00PM
Eighmey, Patty
Business Resource Center Room-220

75913 M 08:00AM–04:00PM
Valdéz, Marielle
Merced College Los Banos Campus B-138
06/05/23 - 07/20/23
APPLICAITON PROCESS

1 Apply Online

New Student

Create an Account

Visit: www.mccd.edu/noncredit

Complete the application. Be sure to select Adult Education-Non Credit Only in the Major Category section when completing the application.

Our class schedule: www.mccd.edu/offices/noncredit/schedule.html

Your are not registered for any classes at this point.
You must continue with step #2.

Returning Student

If you are returning from last semester, you don’t need to submit a new application.
Proceed to Step 3 (Enroll).

2 Receive your Student Information

Within 24 hours you will receive an email confirming we received your application (check spam or junk email folder).
A second email will follow with your student ID#, your student email, and username.

3 Enroll

Three easy ways to enroll:

1. Via Webadvisor for students in the student portal.
   Your initial password is your date of birth in the MMDDYY format.

2. Via Ellucian Go App. Your initial password is your date of birth in the MMDDYY format.

3. Via email. Please email noncredit@mccd.edu with your name, student ID#, section# of the course you wish to enroll, and semester you want.

Please note days, times, and locations listed.
We are offering online and in-person courses. Classes denoted as “Live Stream Online” will meet online via Canvas at the specified times. In classes denoted as “Live Stream Online / Lecture Hrs. Online” student meet live online and work in Canvas. Therefore, please make sure to carefully review your options when registering.

For the most current list of course offerings please visit us online at http://www.mccd.edu/offices/noncredit/schedule.html
FREQUENTLY ASKED QUESTIONS

Q. What are noncredit classes?
A. Noncredit classes are free classes offered by the Adult Education & Noncredit Program at Merced College. Students only have to provide for the cost of materials, such as books and material fees where applicable.

Q. Who can take a noncredit class?
A. Noncredit classes are open to individuals in the community who are 18 years or older. Certain noncredit classes may have a limitation on enrollment. Persons interested in those classes must meet the criteria to enroll. Please contact our office if you have any questions at (209) 381-6540 / noncredit@mccd.edu.

Q. How do I register for noncredit classes?
A. Registration can be done online following the application and enrollment process described on page 10. Call our office at 209-381-6540 or 209-384-6334 if you need assistance with this process to request an appointment for a Zoom session. *Hablamos Español.

Q. What if I don’t have or have forgotten my social security number?
A. We don’t require that you provide a social security number.

Q. What happens if I cannot make it to the first day of class?
A. Most noncredit classes are open enrollment. If you miss the first class meeting, be sure to attend the next one. However, we strongly recommend that you attend the first class meeting as classes may be cancelled due to insufficient enrollment.

Q. How do I know what classes are being offered?
A. This Schedule of Classes provides information of our courses that are current as of the day the schedule was printed. We continue adding courses, so please visit our website to know about them at: http://www.mccd.edu/offices/noncredit/schedule.html. Chat live with us at www.mccd.edu/noncredit.

Q. Will I get a letter grade?
A. No. However, some noncredit courses do offer certificates of completion or certificates of competency in specific programs.

Q. Can I repeat the same noncredit class?
A. Yes. You may repeat a noncredit class as many times as you need.

Q. Do I have to pay for parking?
A. Parking permits are required for classes held at the Main Merced College campus and the Los Banos campus. Daily permits can be purchased from parking permit dispensers located throughout campus for $2.00. Semester parking permits are sold too for $30.00 (Fall/Spring) and $15.00 for Summer.

Q. Whom can I contact for more information?
- Call our office at (209) 381-6540
- Email us at noncredit@mccd.edu
- Visit our website at www.mccd.edu/noncredit
* Hablamos Español
Career Advancement Academy

**Mission:** To provide instructional programs for the adult learner to meet the current needs and anticipate the challenges of our community’s business and medical offices.

**Be Part of Our Tuition-Free Programs**

**Technical Office Occupations and Medical Assistant**

We include:

- Open entry/Open exit format
- Competency based training
- Hands-on activities
- Individualized skill training
- Opportunity for community based externships
- IC3 and MOS Certification
- NHA Certification
- State of the art computer labs and work stations
- Comprehensive program to allow for job readiness
- Practical applications for basic skills
- Contextualized learning
- Quality training from experienced instructors and personnel

*Students need to be at least 18 years old and over to enroll.*

Join our Zoom orientation sessions each Tuesday at 10am: 954 5406 4208