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*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/noncredit>**

## BASIC SKILLS

### Adult Literacy Level 2 (ENG-123) **CANCELLED**

Students will read level-appropriate text (400-499 Lexile) with accuracy, at an appropriate fluency rate; write opinion pieces or simple informative text; become familiar with the use of print and digital search tools; and be introduced to guided research.

**95132** TTH 01:30PM–03:30PM Melo, Jo Ann  
**Business Resource Center Room-214**

**95169** TTH 01:30PM–03:30PM Melo, Jo Ann  
**Live Stream Online / Lecture Hrs. Online**

### Adult Literacy Level 3 (ENG-124) **CANCELLED**

Students will read level-appropriate text (500-690 Lexile) with accuracy, at an appropriate fluency rate; write guided assignments based on prompts that attempt to organize, compose, revise, and edit; use print and digital search tools to locate information relevant to a topic; and participate in guided research at the appropriate level.

**95133** TTH 01:30PM–03:30PM Melo, Jo Ann  
**Business Resource Center Room-214**

**95174** TTH 01:30PM–03:30PM Melo, Jo Ann  
**Live Stream Online / Lecture Hrs. Online**

### Adult Literacy Level 4 (ENG-125) **CANCELLED**

Students will read level-appropriate text (700-1090 Lexile) with accuracy, at an appropriate fluency rate; write opinion pieces, supporting a logically ordered point of view with facts and reasons based upon source material; use print and digital search tools to locate information relevant to a topic to broaden an understanding of the topic; and participate in guided research at the appropriate level.

**95134** TTH 01:30PM–03:30PM Melo, Jo Ann  
**Business Resource Center Room-214**

**95171** TTH 01:30PM–03:30PM Melo, Jo Ann  
**Live Stream Online / Lecture Hrs. Online**



### College Prep Math I: Operations of Whole Numbers (MAT-101)

This is an introductory course of the whole number system, including counting, notation, and the number line. Particular emphasis is placed on the basic computational skills, addition, subtraction, multiplication, and division.

**95062** MW 11:00AM–12:00PM Bell, Steve  
**Live Stream Online**

### College Prep Math II: Applications of Whole Numbers (MAT-102)

This is an introductory course of the whole number system, with an emphasis on application problem solving. Particular emphasis is placed on the area, volume, and perimeter of geometric figures.

**95063** MW 11:00AM–12:00PM Bell, S Steve  
**Live Stream Online**

### College Prep Math III: Operations on Fractions (MAT-103)

This course begins with a short review of the whole number system, exponents, and the order of operations. The course covers fractions, and the four basic operations using them: addition, subtraction, division, and multiplication. Special emphasis will be placed on thought problems, including life skills. Conclusion with intro to ratios, rates, and proportions.

**95064** MW 11:00AM–12:00PM Bell, Steve  
**Live Stream Online**

## **College Prep Math IV: Operations on Decimals (MAT-104)**

This course begins with a short review of fractions. The course covers the meaning of decimals, and the four basic operations using them: addition, subtraction, division, and multiplication. Special emphasis will be placed on thought problems, including life skills. The course will conclude with an introduction to unit conversions, and basic geometry.

**95065** MW 11:00AM–12:00PM Bell, Steve  
**Live Stream Online**

## **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.

**95015** TTH 10:30AM–01:00PM Melo, Jo Ann  
**Business Resource Center Room-214**

**95066** TTH 10:30AM–01:00PM Melo, Jo Ann  
**Live Stream Online / Lecture Hrs. Online**

**95067** TTH 01:30PM–03:30PM Melo, Jo Ann  
**Business Resource Center Room-214**

**95163** TTH 01:30PM–03:30PM Melo, Jo Ann  
**Live Stream Online / Lecture Hrs. Online**

**95165** TTH 12:00PM–02:00PM or  
02:30PM–04:00PM Martínez, Marcy  
**Live Stream Online / Lecture Hrs. Online**

**75070** MTWTH 09:00AM–12:00PM Mendes, D.  
**Merced College Los Banos Campus A-105**

**75074** MW 04:00PM–07:00PM Martínez, Marcy  
**Merced College Los Banos Campus A-105**

## **Spanish in the Workplace (LANG-716)**

This class is designed for non-Spanish speakers who wish to develop specific conversational skills that are related to their work or community environment. Emphasis will be on fundamental conversations and vocabulary related to the student's particular needs. A previous knowledge of Spanish is not necessary. This course will result in improved communication with Spanish speakers - students, patients, customers, and clients.

**75096** MW 04:30PM–06:30PM Wynne, Carole  
**Merced College Los Banos Campus Room-103**  
**\*9/25/23 - 12/13/23**

## **Reading and Computers (EDU-110)**

This course is best suited for adult learners below the third grade reading ability that need individual attention, encouragement, and reinforcement while learning basic phonics, reading, spelling, and vocabulary skills. The student can learn at his/her own rate of speed with computer assisted instruction.

**95016** MTWTH 09:00AM–11:30AM Vitato, Jan  
**Business Resource Center Room-215**

## **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.

**95017** MTWTH 09:00AM–11:30AM Vitato, Jan  
**Business Resource Center Room-215**

## **Skills Acquisition for Student Success & Tutorial Center (SSTC) Open Lab (EDU-112A)**

Supervised learning experience for Merced College students who are enrolled in credit courses and can benefit from individualized instruction in study skills and study habits. The study skills and study habits learned depend on the needs of individual students and include communication/literacy skills, quantitative

reasoning skills, critical thinking skills, educational computer applications, knowledge of college resources, and application of composition skills across the curriculum.

There are no fees for this course and attendance is optional. The SSTC Virtual Office can be accessed through the EDU-112A noncredit Online Tutoring Canvas course shell. The free services provided through the Canvas course shell include: online tutoring by MC tutors, faculty and staff support, student success webinars, and academic support resources, including videos and tutoring materials.

**95003** TBD Truesdale, Diana  
**Self-Paced Online** 08/21/23–12/13/23

**95008** MTWTH 08:00AM–05:00PM  
F 08:00AM–02:00PM

08/21/23–12/13/23 Flatt, Susan  
**Student Success Tutorial Center**

### **Skills Acquisition for Student Success Nursing Lab (EDU-112C)\***

Enrolling in allied health courses at the Merced campus will automatically enroll you in this noncredit allied health lab (EDU-112C). There are no fees or grades for this course; attendance is optional.

Sessions offered at various times of the week to accommodate student schedules. Check with the Nursing department for a complete listing of the dates/times of class offerings.

**\*Students interested in this skills course must be concurrently enrolled in a qualifying Merced College credit course.**

**95009** TBD Richards, Judith / Aguilar, Jannette  
08/14/23–12/08/23  
**Merced College AHC-128**

### **Skills Acquisition for Student Success Rad Tech Lab (EDU-112C)\***

This course is part of a vocational program and has a waiting list for student enrollment. The course is in a lab setting enriched with a resource library, manikins (for skills practice), and computer stations.

Sessions are offered at various times during the week to best accommodate student schedules. All students must

attend the course orientation prior to registering for and attending classes.

**\*Students interested in this skills course must be concurrently enrolled in a qualifying Merced College course.**

**95010** TBD 08/21/23–12/07/23 Abarca, Rebecca  
**Location To Be Determined**

### **Skills Acquisition for Student Success Bloodborne Pathogens (EDU-112C)**

This course is part of a vocational program and has a waiting list for enrollment. All students must attend the course orientation prior to registering for and attending classes.

**95013** F 09/22/23–09/22/23 08:00AM–04:00PM  
**Business Resource Center Room-220** Mattos K

**95014** F 12/01/23–12/01/23 08:00AM–04:00PM  
**Business Resource Center Room-220** Mattos K

### **Skills Acquisition for Student Success 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. Dates are subject to change. Please call our office at (209) 381-6540 to be informed of any postponements.**

**95090** TH 09/14/23–09/14/23 03:00PM–07:00PM

**95091** TH 10/19/23–10/19/23 03:00PM–07:00PM

**95092** W 11/15/23–11/15/23 03:00PM–07:00PM  
Mehat, Sukhraj

**Business Resource Center Room-213**

**75004** W 10/18/23–10/18/23 02:00PM–06:00PM

**75006** TH 11/16/23–11/16/23 02:00PM–06:00PM  
Mehat, Sukhraj

**Merced College Los Banos Campus TBD**



## CAREER AND TECHNICAL EDUCATION

### Essential Skills for Job Retention (WRK-712)

This course is designed to prepare students for 21st Century Workforce. The course focuses on the importance of essential skills and expectations that employers are seeking within job applicants. Course content includes: preparing a resume and cover letter, understanding the application process, interviewing competencies, and maintaining successful employment.

**95997** 08:00AM–12:00PM Friedman, Greg  
F 10/06/23–10/06/23  
F 10/13/23–10/13/23  
F 10/27/23–10/27/23  
F 11/17/23–11/17/23  
F 12/08/23–12/08/23

*This class meets only on the Fridays listed.*  
**Business Resource Center Room-213**

**95999** F 08:30AM–10:30AM Sobrevilla, Luis  
09/29/23–12/08/23

**AG-141.** *This class meets every Friday.*



## CITIZENSHIP / ESL CIVICS

### American Citizenship (HST-900)

This course is best suited for non-U.S. citizens. It will provide non-U.S. citizens with a study of the federal and state system of government and the U.S. Constitution, preparing them for the naturalization citizenship interview with United States Citizenship and Immigration Services (USCIS).

Course includes civil rights, voting, historical development of the U.S., types of government, the electoral process, political parties, executive, legislative, and judicial branches of government, and the relationship between the state and federal government.

Students can practice reading, writing, speaking, listening, and pronunciation in English.

**95033** MTWTH 11:00AM–12:00PM Sanchez, Z.  
**Live Stream Online / Lecture Hrs. Online**

**95032** TH 05:30PM–08:00PM TBD  
**Delhi El Capitan Elementary Room 1**  
**\*Class starts on 10/19/2023**

**75076** TTH 05:00PM–07:00PM McNally, T.  
**Merced College Los Banos Campus A-119**



## DISABLE STUDENTS

Educational programs for persons with substantial disabilities. Specifically designed to provide individuals with life-skill proficiencies that are essential to the fulfillment of academic, vocational, and personal goals.

### Daily Living Skills (SKLS-210)

Course designed primarily for mentally and physically disabled students who are functioning at very low levels. **For more information call (209)-357-0321.**

The course teaches the basic living skills interaction, self-care, and to help enhance self-esteem.

**95202** MTWTH 09:00AM–02:30PM García, A.  
**Live Stream Online / Lecture Hrs. Online**  
**Kings View Atwater**



## ENGLISH AS A SECOND LANGUAGE

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. Se ofrecen clases GRATUITAS. Para obtener información comuníquese a la oficina de Educación de Adultos y Sin Crédito al (209) 381-6540 ó envíenos un correo electrónico a [noncredit@mccd.edu](mailto: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.

**95038** MTWTH 12:00PM-02:00PM Sánchez,Zaira  
**Live Stream Online / Lecture Hrs. Online**

**95022** MW 06:00PM-08:00PM Sánchez, Zaira  
**Wilson Midle School Chowchilla 9/11-12/15**

**95042** TTH 06:00PM-08:30PM Sánchez, Zaira  
**Live Stream Online / Lecture Hrs. Online**

**95118** MTWTH 08:00AM-10:30AM Ramos,Sergio  
**Live Stream Online / Lecture Hrs. Online**

**95122** MW 06:00PM-08:00PM Ramos,Sergio  
**Wilson Midle School Chowchilla 9/11-12/15**

**95126** TTH 05:30PM-09:00PM Ramos,Sergio  
**Live Stream Online / Lecture Hrs. Online**

**95049** MTWTH 09:00AM-11:00AM Cervantes, M.  
**Live Stream Online**

**95107** MTWTH 5:30PM-07:30PM Cervantes, M.  
**Live Stream Online**

**95054** MW 05:30PM-08:00PM Stretch, Vanessa  
**Delhi El Capitan Elementary**

**95077** MW 06:00PM-08:00PM Pistoresi, Pafoua.  
**Wilson Midle School Chowchilla 9/11-12/15**

**95095** MTWTH 09:00AM-11:30AM Murillo, Olga  
**Live Stream Online**

**95099** MTWTH 06:30PM-08:30PM Murillo, Olga  
**Atwater High School Room-215**

**95103** TTH 05:00PM-08:00PM Stretch, Vanessa  
**Livingston Campus Park Elementary School**

**95081** MW 08:30AM-11:30AM Melo, Jo Ann  
**Delhi El Capitan Elementary School**

**95135** TTH 03:00PM-06:00PM Allen, Rebecca  
**Live Stream Online**

**75040** MW 09:00AM-12:00PM Takieh, Nazila  
**Merced College Los Banos Campus A-103**

**75048** MW 05:00PM-08:00PM Sauter, Sheyla  
**Merced College Los Banos Campus A-103**

**75056** TTH 09:00AM-12:00PM Sauter, Sheyla  
**Merced College Los Banos Campus A-103**

### Advanced-Beginning ESL Skills (ENG-802)

Course for preliterate and nonliterate ESL students who have minimal English language skills. Emphasis is on aural and oral skills with visual reinforcement. The student will be introduced to reading, writing and math skills.

**95039** MTWTH 12:00PM-02:00PM Sánchez,Zaira  
**Live Stream Online / Lecture Hrs. Online**

**95023** MW 06:00PM-08:00PM Sánchez, Zaira  
**Wilson Midle School Chowchilla 9/11-12/15**

**95043** TTH 06:00PM-08:30PM Sánchez, Zaira  
**Live Stream Online / Lecture Hrs. Online**

**95119** MTWTH 08:00AM-10:30AM Ramos,Sergio  
**Live Stream Online / Lecture Hrs. Online**

**95123** MW 06:00PM-08:00PM Ramos,Sergio  
**Wilson Midle School Chowchilla 9/11-12/15**

**95127** TTH 05:30PM-09:00PM Ramos,Sergio  
**Live Stream Online / Lecture Hrs. Online**

**95050** MTWTH 09:00AM-11:00AM Cervantes, M.  
**Live Stream Online**

**95108** MTWTH 5:30PM-07:30PM Cervantes, M.  
**Live Stream Online**

**95055** MW 05:30PM-08:00PM Stretch, Vanessa  
**Delhi El Capitan Elementary**

**95078** MW 06:00PM-08:00PM Pistoresi, Pafoua.  
**Wilson Midle School Chowchilla 9/11-12/15**

**95096** MTWTH 09:00AM-11:30AM Murillo, Olga  
**Live Stream Online**

**95100** MTWTH 06:30PM-08:30PM Murillo, Olga  
**Atwater High School Room-215**

**95104** TTH 05:00PM-08:00PM Stretch, Vanessa  
**Livingston Campus Park Elementary School**

**95082** MW 08:30AM-11:30AM Melo, Jo Ann  
**Delhi El Capitan Elementary School**

**95136** TTH 03:00PM-06:00PM Allen, Rebecca  
**Live Stream Online**

**75042** MW 09:00AM-12:00PM Takieh, Nazila  
**Merced College Los Banos Campus Room-103**

**75050** MW 05:00PM-08:00PM Sauter, Sheyla  
**Merced College Los Banos Campus Room-103**

**75058** TTH 09:00AM-12:00PM Sauter, Sheyla  
**Merced College Los Banos Campus A-103**

## 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.

**95040** MTWTH 12:00PM-02:00PM Sánchez,Zaira  
Live Stream Online / Lecture Hrs. Online

**95024** MW 06:00PM-08:00PM Sánchez, Zaira  
Wilson Midle School Chowchilla 9/11-12/15

**95044** TTH 06:00PM-08:30PM Sánchez, Zaira  
Live Stream Online / Lecture Hrs. Online

**95120** MTWTH 08:00AM-10:30AM Ramos,Sergio  
Live Stream Online / Lecture Hrs. Online

**95124** MW 06:00PM-08:00PM Ramos,Sergio  
Wilson Midle School Chowchilla 9/11-12/15

**95128** TTH 05:30PM-09:00PM Ramos,Sergio  
Live Stream Online / Lecture Hrs. Online

**95051** MTWTH 09:00AM-11:00AM Cervantes, M.  
Live Stream Online

**95109** MTWTH 5:30PM-07:30PM Cervantes, M.  
Live Stream Online

**95056** MW 05:30PM-08:00PM Stretch, Vanessa  
Delhi El Capitan Elementary

**95079** MW 06:00PM-08:00PM Pistoresi, Pafoua.  
Wilson Midle School Chowchilla 9/11-12/15

**95097** MTWTH 09:00AM-11:30AM Murillo, Olga  
Live Stream Online

**95101** MTWTH 06:30PM-08:30PM Murillo, Olga  
Atwater High School Room-215

**95020** MTWTH 08:30AM-12:00PM Moua, Linda  
Merced Business Resource Center Room-210

**95105** TTH 05:00PM-08:00PM Stretch, Vanessa  
Livingston Campus Park Elementary School

**95083** MW 08:30AM-11:30AM Melo, Jo Ann  
Delhi El Capitan Elementary School

**95137** TTH 03:00PM-06:00PM Allen, Rebecca  
Live Stream Online

**75044** MW 09:00AM-12:00PM Takieh, Nazila  
Merced College Los Banos Campus A-103

**75052** W 04:00PM-07:00PM Allen, Rebecca  
Merced College Los Banos Campus B-136

**75060** TTH 09:00AM-12:00PM Sauter, Sheyla  
Merced College Los Banos Campus A-103

## Intermediate ESL SKILLS (ENG-815)

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.

**95041** MTWTH 12:00PM-02:00PM Sánchez,Zaira  
Live Stream Online / Lecture Hrs. Online

**95025** MW 06:00PM-08:00PM Sánchez, Zaira  
Wilson Midle School Chowchilla 9/11-12/15

**95045** TTH 06:00PM-08:30PM Sánchez, Zaira  
Live Stream Online / Lecture Hrs. Online

**95121** MTWTH 08:00AM-10:30AM Ramos,Sergio  
Live Stream Online / Lecture Hrs. Online

**95125** MW 06:00PM-08:00PM Ramos,Sergio  
Wilson Midle School Chowchilla 9/11-12/15

**95129** TTH 05:30PM-09:00PM Ramos,Sergio  
Live Stream Online / Lecture Hrs. Online

**95052** MTWTH 09:00AM-11:00AM Cervantes, M.  
Live Stream Online

**95110** MTWTH 5:30PM-07:30PM Cervantes, M.  
Live Stream Online

**95057** MW 05:30PM-08:00PM Stretch, Vanessa  
Delhi El Capitan Elementary

**95080** MW 06:00PM-08:00PM Pistoresi, Pafoua.  
Wilson Midle School Chowchilla 9/11-12/15

**95098** MTWTH 09:00AM-11:30AM Murillo, Olga  
Live Stream Online

**95102** MTWTH 06:30PM-08:30PM Murillo, Olga  
Atwater High School Room-215

**95021** MTWTH 08:30AM-12:00PM Staff  
Merced Business Resource Center Room-210

**95106** TTH 05:00PM-08:00PM Stretch, Vanessa  
Livingston Campus Park Elementary School

**95084** MW 08:30AM-11:30AM Melo, Jo Ann  
Delhi El Capitan Elementary School

**95138** TTH 03:00PM-06:00PM Allen, Rebecca  
Live Stream Online

**75046** MW 09:00AM-12:00PM Takieh, Nazila  
Merced College Los Banos Campus A-103

**75054** W 04:00PM-07:00PM Allen, Rebecca  
Merced College Los Banos Campus B-136

**75062** TTH 09:00AM-12:00PM Sauter, Sheyla  
Merced College Los Banos Campus A-103

## Foundations in Academic Literacy I For Non-Native Speakers (ENG-822)\*

For ESL students. It focuses on critical reading and thinking skills, research strategies, compositions with proper documentation, and advanced editing skills. Students compose academic writing informed by assigned readings, discussion, and/or research using primarily non-fiction source material.

\* Deadline to enroll is the first two weeks of instruction.

**95112** TTH 01:00PM-03:15PM Diaz, Kathelyn  
Merced College Learning Resource Center-201

## 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.

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.

**95632** TH 09/07 08:30AM–04:30PM Rentfrow, R. Atwater Community Center

**95633** TH 10/19 08:30AM–04:30PM Rentfrow, R. Winton Community Hall & VFW

**95634** TH 12/07 08:30AM–04:30PM Rentfrow, R. Business Resource Center Room-122



### Theater Production In The Community for Older Adults (ARTS-520)

Enrollment by audition or interview with the instructor. Signature is required. This class offers the older adult community members the opportunity to perform theatrical roles and/or learn the basics of technical positions in theatrical rehearsal and public performance.

Under the guidance of the director(s), and designer(s), community members will learn the practical skills required of their positions and apply them throughout the production and performance phases of a play or musical.

Community members are encouraged to repeat the course as the play or musical selection will differ from one semester to another.

For more information and to schedule your audition or interview, please contact Professor Lauren McCue-Bryx: lauren.mccue-bryx@ mccd.edu.

**95601** WTHF 05:30PM–6:20PM McCue, Lauren  
WTHF 06:30PM–09:10:PM  
Merced College Theater Stage



### Music Therapy for Adults (ARTS-507B) Concert Band

Course that provides intermediate experience in performing concert and symphonic band literature. Public performance and exchange concerts are scheduled in addition to class instruction and rehearsals. Students must demonstrate sufficient ability to sight-read music for their instrument.

**95612** T 05:30PM–08:20PM Davidson, Brandilyn  
Merced College Music Building Room 2



### **Music Therapy for Adults (ARTS-507B) Jazz Ensemble**

This course provides experience in performing concert and symphonic band literature. Public performance and exchange concerts are scheduled in addition to class instruction and rehearsals.

The ensemble makes several public concert appearances each year.

**95605** M 05:30PM–08:20PM Taylor, Ken  
Merced College Music Building Room 2

### **Choral Dynamics (ARTS-512)**

Study of standard choral literature. It emphasizes part-singing, intonation, breath control, vocal development, style, eras, etc.

**95613** M 06:30PM–09:30 PM Vanderslik, Gail  
Mariposa High School Auditorium

**95627** T 06:00PM–08:50PM Simon, Alexander  
Merced College Leshner Building Room-111

### **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** F 09:00AM–11:00AM Murillo, Olga  
Live stream online 08/18/23–12/15/23

## 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 Office Occupations (BUSN-756)\***

This course is designed for the adult who desires vocational training in the field of Office Occupations.

This course will introduce students to computers and Windows software. Students will learn to identify the components of desktop screens and learn to execute basic computer commands. Also keyboarding, email, basic business skills and downloading files.

The course is project-based to develop student entry-level skill proficiency in using Microsoft Office Word, Power Point, Excel and Access. Simulations of real life experiences will be a major part of instructional.

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

**75908** MTWTH 08:00AM–12:00PM .  
Carroll, Chris  
Livestream online & In-person Los Banos B-138  
**\*This section is part of a vocational program.**

### **Applied Office Occupations (BUSN-749)\***

All students must attend an obligation-free program orientation prior to registering for and attending classes.

**\*Orientations are Tuesdays at 10am via Zoom ID: 862 5073 2036 or in-person at 630 W 19th St., Room-206.**

This entry-level course is designed for the adult student who desires vocational training in the field of Office Occupations. The course is project-based to develop student entry-level skill proficiency in using state of the art technology to solve problems. Various simulations reflective of real life experiences will be a major part of the instructional units.

This course provides college-level material offered in the nocredit format.

**95908** MTWTH 08:00AM–04:00PM  
Carroll, C. / Vitato, J.  
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 an obligation-free program orientation prior to registering for and attending classes.

\*Orientations are every Tuesday at 10am via Zoom ID: 862 5073 2036 or in-person at the Merced Business Resource Center 630 W 19th St., Room-206.

This entry level course designed for the adult students who desire vocational training in the field of medical assisting.

Overview of the career of medical assisting, knowledge of medical law and ethics, oral and written communication skills, medical terminology, anatomy and physiology, and administrative and clinical office procedures. This course provides college-level material offered in the nocredit format.

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

**75906** M 02:00PM–08:00PM In-person 8/14-12/11  
T 03:00PM–07:00PM Online 8/14-12/15  
W 03:00PM–07:00PM Online 8/16-12/06  
W 04:15PM–08:15PM In-person 12/13 only  
TH 04:15PM–08:15PM In-person 8/17-12/7

Valdéz, Marielle

**Merced College Los Banos Campus B-138**

## Bus Driver Training & Recertification (TRNG-768)\*

Course designed for potential and current drivers who need recertification hours. This 36-hour course is designed to improve the bus driver's public relations ability and to provide basic and refresher course information on vehicle checkout procedures, first aid, and emergency procedures.

This course also includes good driving fundamentals, assessing, and adjusting to road conditions, techniques for safe downhill driving, defensive driving skills, and passenger discipline.

Discussion of new state laws, requirements and analysis of bus accidents is provided.

\*Please call our office at (209) 381-6540 to preregister for this course.

**95911** S 09:00AM–04:00PM S McCrary, Edward  
**Merced College TBD 09/09–10/28**

**Students would need to attend all classes.**

## Truck Driving Class A CDL Permit Training (TRK-769)\*

Students will learn the material necessary to successfully pass the DMV Commercial Learners Permit test, which will include the option for multiple Class A endorsements. In addition, students will gain knowledge and develop additional skills necessary to become a professional truck driver.

**95940** MTWTHF 08:00AM–05:00PM Staff  
08/14/23–08/23/23

**Merced Business Resource Center Room-123**

\*Please call our office at (209) 381-6540 to preregister for this course.

## Truck Driving Class A CDL Behind The Wheel (TRK-770)\*

Students will learn safe operational and driving skills, for a Class A commercial driver's license (CDL), through behind the wheel operations. In addition, students will gain knowledge and develop skills necessary to become a professional truck driver.

\*TRK-769 must be completed prior to taking this course. Enrollment in both sections is required.

**95941** MTWTHF 08:00AM–05:00PM Staff  
08/28/23–10/20/23 OR 10/23–12/15

**Outdoor Lab in the Merced area**

## Career & Life Planning (SOCL-760)

This course is designed for students who function at limited levels of cognitive development. It is designed to help students acquire positive workplace attitudes, skills, and habits. This course is 435 - 455 hours in duration and may require a work experience component.

**95902** TTH 03:30PM–05:00PM Batson, Rhonda  
**Merced College Campus SCI-205**

**75090** MTWTHF 08:30AM–02:30PM Huerta, Irma  
**Kings View Los Banos**  
**8/14-10/13**

**75092** MTWTHF 08:30AM–02:30PM Huerta, Irma  
**Kings View Los Banos**  
**10/16-12/15**

For information about the Kings View classes call (209)-357-0321.

# APPLICATION PROCESS

## 1 Apply Online

### New Student

[Create an Account](#)

Visit: [www.mccd.edu/noncredit](http://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](http://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](mailto: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/noncredit>



## 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](mailto: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](http://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](mailto:noncredit@mccd.edu)
- Visit our website at [www.mccd.edu/noncredit](http://www.mccd.edu/noncredit)

**\* Hablamos Español**

## PROGRAM SPOTLIGHT

### 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: 862 5073 2036**

