R&DE’s Stepping Stones to Success
Program Catalog
2021 - 2022

Offering Synchronous and Asynchronous
Virtual Courses

Learn new skills
Improve job performance
Build confidence
Advance your career
Engage your community
ABOUT THE PROGRAM

The R&DE Stepping Stones to Success program (SSTS), offered through the office of the Senior Associate Vice Provost of Residential & Dining Enterprises (R&DE), provides learning in the workplace that includes general education, language, computer, work-related vocational education, health and personal enrichment opportunities.

The SSTS program offers synchronous Online-Hybrid Digital Learning (OHDL) courses that include languages, math, computer skills, GED and college preparation, and fundamental business management. It provides culturally and linguistically appropriate educational, career development, and life skills courses to serve the diverse Stanford employees’ job and personal advancement needs.

“Lifelong learning is an important part of R&DE culture. One of the ways we show our staff how important they are to our organization is by investing in their professional and personal development. It is so rewarding to hear from students how SSTS has transformed their lives, and from managers who say the skills our students acquire make them more engaged and productive employees.”

Shirley J. Everett, Ed.D., MBA
Senior Associate Vice Provost | Residential & Dining Enterprises
Senior Adviser to the Provost on Equity and Inclusion
R&DE’s Stepping Stones to Success

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ONLINE-HYBRID LEARNING ENGLISH LANGUAGE SERIES – SSTS-1030

COST FOR ALL OHDL course series:
• $400 for all three-course series 1.1, 1.2, 1.3 taken for an entire academic year
• $200 for each course from the series taken separately

Online-Hybrid Digital Learning (OHDL) - English Language Series include:
• Online Digital Learning English Series 1.1
• Online Digital Learning English Series 1.2
• Online Digital Learning English Series 1.3

Description:
• The English Language course series is designed to improve and prepare staff with using English in the workplace. Each series builds upon the English language’s previous core topics: vocabulary/words, sentence/sentence structure, and introduces the writing process, parts, paragraph. It is specially designed for non-English speakers.
• The courses provide the students with the ability to work in a digital space using technology while learning to perfect their English skills.
• In addition, the course adapts and adjusts per population’s availability and needs. It assists adults in learning in an interactive, self-directed format while orienting the learning that is problem and subject-centered.

Online-Hybrid Digital Learning (OHDL) Pronunciation and Accent Reduction (PAR) Series include:
• Online Digital Learning PAR Series 1.1
• Online Digital Learning PAR Series 1.2
• Online Digital Learning PAR Series 1.3

Description:
• The PAR course is for non-native speakers who need to improve their speaking skills to avoid frustrating experiences where communication breaks down because of their English pronunciation problems.
• Each class builds upon the previous pronunciation course using conversational, reading exercises focusing on sounds, word stress, and stress in phrases used for clearer communication.
• The goal is to develop participants’ awareness of American English pronunciation. Each course series is one academic quarter.
ONLINE-HYBRID LEARNING SPANISH LANGUAGE SERIES – SSTS-1030

COST FOR ALL OHDL course series:
- $400 for all three-course series 1.1, 1.2, 1.3 taken for an entire academic year
- $200 for each course from the series taken separately

OHDL Spanish in the Workplace Language Series include:
- OHDL Spanish in the Workplace 1.1
- OHDL Spanish in the Workplace 1.2
- OHDL Spanish in the Workplace 1.3

Description:
- Each Spanish class adds to the previous one starting with syntax and idiomatic expression, basic conversational Spanish skills for the workplace with a focus on communication, and an understanding of the Hispanic culture. The next level course in the series proceeds in expanding and refining syntax and Spanish conversational skills, specifically Spanish as used in Mexico, colloquial expressions, slang, idiomatic expressions of different areas in Mexico, and identifying common false cognates used in interpretation.
- OHDL Spanish in the Workplace 1.3 expands and refines syntax and conversation. It includes writing, reading, and using video clips and case scenarios. The goal is to acquaint participants in Mexican Spanish, strengthen conversational skills, and clear up the confusion of commonly heard verbal and non-verbal.

DIGITAL DEVICE SERIES – ONLINE-HYBRID DIGITAL LEARNING TECHNOLOGY SERIES – SSTS-1030

COST FOR ALL OHDL course series:
- $400 for all three-course series 1.1, 1.2, 1.3 taken for an entire academic year
- $200 for each course from the series taken separately

Online-Hybrid Digital Learning - Technology Series include:
- Introduction to Online Digital Learning
  Introduces individuals to digital skills to connect online to learn and work in society when communication access to information and learning allows individuals to be prepared to achieve professional and personal goals to engage in an ever-increasing digital and virtual world. This course is recommended as a prerequisite for all SSTS courses.
- Online Digital Learning Introduction to Smartphones, Tablets Series 1.1
- Online Digital Learning Introduction to Zoom using Smartphones, Tablets Series 1.2
- Online Digital Learning Introduction to Advance Technology Use for Professional Development Series 1.3

Description:
- The course series is designed to improve and prepare staff with using digital tools and resources in the workplace. Each series builds upon the previous one and provides the students with the ability to work in a digital space using technology.
- In addition, the course adapts and adjusts per population’s availability and needs. It is to assist adults in learning in an interactive, self-directed format while orienting the learning that is problem and subject-centered.
- The courses provide the students with the ability to work in a digital space using technology.
PROFESSIONAL DEVELOPMENT - FUNDAMENTALS OF OFFICE MANAGEMENT SERIES – SSTS-1030

Cost for Work Readiness Credential:
• $400 WRC (Stand-alone course)

Online-Hybrid Digital Learning – Work Readiness Credential (WRC)

Description:
• The Fundamentals of Office Management Series incorporate curriculum from the Work Readiness Credential (WRC) and is a certification of an individual’s readiness for entry-level work as defined by employers. It is the first assessment for entry-level workers to provide a universal, transferable, national standard for work readiness.
• The WRC addresses the ability of an individual to perform basic entry-level tasks. It is based upon the nationally validated Equipped for the Future (EFF) applied learning standards created as part of the National Institute for Literacy’s ten-year standards development initiative.

COST FOR ALL OHDL course series:
• $400 for all three course series 1.2, 1.3, 1.4, taken for an academic year
• $400 for both course series 1.5, 1.6 taken for an entire academic year
• $200 for each course from the series taken separately for a quarter

Online-Hybrid Digital Learning – Fundamentals of Office Management Series include:
• Conflict Negotiation 1.2
• Intercultural Business Communication 1.3
• Public Speaking 1.4

Online Hybrid Digital Learning (OHDL) – Business Writing 1.5

Description:
• The Online Hybrid Digital Learning (OHDL) Business Writing course aims to develop and improve the student’s writing skills, ensuring they understand writing concepts, styles, and formats for the workplace from memoranda to annual reports and executive summaries.

Prerequisite:
• The prerequisite for this course requires a working knowledge of digital devices and tools such as Tablet or computer, MS PowerPoint, Apple Mobile Phone, Android Mobile, Zoom, Skype, Gmail, and other required software such as Microsoft Word PowerPoint and Excel (for Advanced classes).
Online Hybrid Digital Learning (OHDL) - Professional Presentation 1.6

Description:
- The Online Hybrid Digital Learning (OHDL) Professional Presentation course is an advanced course to help students develop and improve their process by taking the Fundamental of Office Management concepts and presentation platform to communicate the desired outcome effectively.

Prerequisite:
- The prerequisite for this course requires a working knowledge of digital devices and tools such as Tablet or computer, MS PowerPoint, Apple Mobile Phone, Android Mobile, Zoom, Skype, Gmail, and other required software such as Microsoft Word PowerPoint and Excel (for Advanced classes).

Online Hybrid Digital Learning (OHDL) - SSTS Professional Development Sessions

Description:
- These individual sessions are designed to assist in a hybrid learning environment to improve professional skill set, such as resume revision, health education, and workplace transition using technology.

Cost:
- $50

COMBINATION SERIES – ASYNCHRONOUS ONLINE

Cost:
- $400

Prerequisites for the courses:
- Require a working knowledge of digital devices and tools such as Tablet or computer, Apple Mobile Phone, Android Mobile, Zoom, Skype, Gmail and other software needed such as Microsoft Word, PowerPoint, and Excel (for Advanced classes).

English/Math Remedial Education for Apprenticeship - SSTS-1200

Description:
- The course is an instructional program designed for individuals who have identified deficiencies in reading, writing, or mathematics. The EMRE enhances basic English and math skills for all adult learners, designed to help them take the Apprenticeship Aptitude Test.
MATH, READING, WRITING SERIES – ASYNCHRONOUS ONLINE

COST FOR ALL Asynchronous online course series:
- $400 for all three-course series 1.1, 1.2, 1.3 taken for an entire academic year
- $200 for each course from the series taken separately

Prerequisites for the Asynchronous online courses:
- Require a working knowledge of digital devices and tools such as Tablet or computer, Apple Mobile Phone, Android Mobile, Zoom, Skype, Gmail and other software needed such as Microsoft Word, PowerPoint, and Excel (for Advanced classes).

Asynchronous Online Courses:
- Fundamental Skills for Math Series 1.1, 1.2, 1.3
- Fundamental Skills for Reading Series 1.1, 1.2, 1.3
- Fundamental Skills for Writing Series 1.1, 1.2, 1.3

CITIZENSHIP SERIES – ASYNCHRONOUS ONLINE

Citizenship Preparation Classes - SSTS-0700

Description:
- The course focuses on US history, government, and geography to prepare participants for the naturalization interview, application process and citizenship test with the US office of naturalization.
- The goal is to develop participants US history, government and civics knowledge. The course spans 3 quarters: fall, winter and spring (CP).

PERSONAL ENRICHMENT SERIES – SYNCHRONOUS VIRTUAL

MBTI® Workshops - SSTS-1030

Description:
- The Myers-Briggs Type Indicator (MBTI®) is the theory of psychological types described by Dr. C. G. Jung. It identifies basic preferences and differences in cognitive functions (how one gathers information and makes decisions based on the information received) and attitudes (the source of one’s expression of energy).
- Taking the MBTI® test helps one understand oneself raising one’s self-awareness, such as one’s approach to work, time management, problem-solving, and dealing with stress.
- In other words, it helps one be more aware of one’s behavior and decision-making processes, especially at present.

There are two different workshops:
- Workshop I: MBTI® test
  Focuses on taking the MBTI® test assessment
  One 2 hour session
- Workshop II: I took the MBTI! Now What?
  Focuses on exploring and expanding the results of the MBTI® assessment*
  Four 1.5 hour sessions
*Prerequisite: MBTI® test assessment
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PRE-GED AND GED® PREPARATION SERIES

COST FOR ALL Pre-GED and GED course series:
• $400 for all three-course series 1.1, 1.2, 1.3 taken for an entire academic year
• $200 for each course from the series taken separately

Prerequisites before taking the GED course:
• Require a working knowledge of digital devices and tools such as Tablet or computer, Apple Mobile Phone, Android Mobile, Zoom, Skype, Gmail and other software needed such as Microsoft Word, PowerPoint, and Excel (for Advanced classes).

Pre-GED – SSTS-0350
• PRE GED Test Preparation Mathematical Reasoning Series 1.1, 1.2, 1.3
• PRE GED Test Preparation Reasoning Through Language Arts Series 1.1, 1.2, 1.3
• PRE GED Test Preparation Science Series 1.1, 1.2, 1.3
• PRE GED Test Preparation Social Studies Series 1.1, 1.2, 1.3

Description:
• The course is the first of two GED courses. The pre-GED introduces students to the five main subject areas required for the GED. It offers students the ability to learn, develop, and review the necessary skills before placement in the GED preparation course.

GED – SSTS-0360
• GED Test Preparation Mathematical Reasoning
• GED Test Preparation Reasoning Through Language Arts
• GED Test Preparation Science Range
• GED Test Preparation Social Studies Range

Description:
• The second GED course coaches the students in the five main subject areas required for the GED diploma exam. It offers the students to learn and develop the necessary skills before taking the GED.
For more information, contact:

Dr. Christine Gabali  
*Director, MBTI® Practitioner*

Kolawole (Gabriel) Akin-Deko, MBA  
*SSTS Instructor*

steppingstonestosuccess@stanford.edu  
Telephone: (650) 721-5886  
Cell: (650) 798-9470  
Fax: (650) 723-3233  
Website: https://rde.stanford.edu/stepping-stones-success

**Stepping Stones to Success Program (SSTS)**  
Residential & Dining Enterprises, Human Resources

Munger Graduate Residences, Jacobson-Sorensen Hall, #125  
554 Salvatierra Walk, Stanford, CA 94305

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