R&DE’s Stepping Stones to Success Program Catalogue

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. It provides culturally and linguistically appropriate educational, career development and life skills courses to serve the diverse Stanford employees’ job and personal advancement needs.

LANGUAGE SERIES

- **Basic English Literacy-Level 1 (RDE-0300)**
  - **Course Description:** The first of a three course series designed for those with limited English skills.

- **Basic English Literacy-Level 2 (RDE-0301)**
  - **Course Description:** This is the second of a three part course series designed for those who want to learn basic reading and phonetics.

- **Basic English Literacy-Level 3 (RDE-0302)**
  - **Course Description:** This is the last of a three part course series.

- **Practical English Series (SSTS-2000)**
  - **Course Description:** This course will focus on grammar for written and oral communication for practical workplace application.

- **Introduction to the English Language I (SSTS-1000)**
  - **Course Description:** This course is specifically designed for non-English speakers. The goal is to give non-English speakers a solid introductory foundation to the English language. The course spans 3 quarters: fall, winter and spring (IEL 1).

- **Introduction to the English Language II (SSTS-1010)**
  - **Course Description:** This course is a continuation of Introduction to English Language I.

- **Introduction to English III (SSTS-1011)**
  - **Course Description:** This course is a continuation of Introduction to English Language II.

- **English as a Foreign Language (SSTS-0330)**
  - **Course Description:** This course is for non-native speakers who have good English reading and comprehension, but would like to improve their writing ability to avoid frustrating experiences where written communication breaks down because of problems with their English syntax or sentence structure. The course uses writing exercises from emails to writing reports with a focus on composition for a clearer communication. The goal is to develop participant awareness of English syntax and writing styles. The course duration is one academic quarter (IEFL).
- **College Preparation English I (SSTS-1015)**
  - **Course Description:** The College Preparation English course is for individuals enrolled or planning to enroll in college. It is a self-paced course led quarterly that helps build strong English grammar, syntax and composition skills.

- **General English Skills I (SSTS-0323)**
  - **Course Description:** This course focuses on the four main aspects of language: reading, writing, listening, and speaking. It places close attention to developing and learning vocabulary and grammar, and how to speak in formal and informal discussions, interviews, and strategies. This course is designed for non-native English speakers who have had *little English* instruction.

- **Spanish in the Workplace (RDE-0340)**
  - **Course Description:** This course offers basic conversational Spanish skills for the workplace with a focus on communication and an understanding of the Hispanic culture.

- **Spanish for Today's Workplace II (SSTS-0341)**
  - **Course Description:** This course is a continuation of Spanish in the Workplace. It will expand and refine conversational Spanish skills for the workplace and everyday use with a focus on communication and an understanding of the Hispanic culture.

- **Spanish in the Workplace III (RDE-0342)**
  - **Course Description:** Part 3 of a 3 part language class series for all Stanford University employees.

- **Spanish for Today's Workplace Session III: Focus on syntax and idiomatic expressions (SSTS-0353)**
  - **Course Description:** This course will focus on syntax and idiomatic expressions.

- **Spanish for Today's Workplace Conversation: Focus on Conversation (SSTS-0355)**
  - **Course Description:** This course focuses on using Spanish in the modern workplace with an emphasis on the conversation aspect of language acquisition.

- **Spanish for Today's Workplace: Introduction to idiomatic expressions and Spanish slang (SSTS-0343)**
  - **Course Description:** This course focuses on the colloquial expressions, everyday slang, idiomatic expressions of different areas in Mexico, and the common false cognates used in interpretation. The course will use video clips and case scenarios. The goal is to acquaint participants in Mexican Spanish and clear up confusion of commonly heard verbal and non-verbal expressions.

- **Basic Introduction to Mandarin Chinese I (SSTS-0370)**
  - **Course Description:** This course focuses on the phonetics, syntax, speech, and writing of the Chinese language. Additionally, Chinese geography and history are incorporated into the course to give students a comprehensive understanding of Chinese culture.
Basic Mandarin Chinese Language II (SSTS-0371)

Course Description: The Basic Mandarin Chinese Language II course continues the Introduction to Basic Mandarin Chinese Language and Calligraphy course. This course focuses on the grammar, syntax, conversation and writing of the Chinese language for use in the workplace.

Beginning Mandarin Chinese Language II (w/ Conversation section) (SSTS-0378)

Course Description: A continuation of the Beginning Mandarin Chinese I series, this course explores the beginning concepts of the Chinese language and grammar with an emphasis on conversation for use within the work environment.

Chinese Calligraphy (SSTS-0380)

Course Description: Chinese Calligraphy is an introductory six-week course that will focus on techniques of character writing using traditional Chinese "Mao Bi" (Brush) and "Mo" (Ink stick). Students will learn basic strokes and practice stroke order of traditional and simplified characters. Students will also learn the historical evolution of various Chinese characters, Chinese numbers, greetings, names as well as experience the rhythm and sense of design in the art of Chinese calligraphy.

Pronunciation and Accent Reduction (SSTS-0332)

Course Description: This course is for non-native speakers who have good English reading and writing ability, but who need to improve their speaking skills to avoid frustrating experiences where communication breaks down because of problems with their English pronunciation. The course uses conversational, reading exercises with a focus on sounds, word stress and stress in phrases used for a clearer communication. The goal is to develop participants' awareness of American English pronunciation. The course duration is one academic quarter (IPAR).

COMPUTER SERIES

Basic Computer I-Navigating through Stanford Network (SSTS-9000)

Course Description: The goal is to give Stanford employees the tools to successfully navigate Stanford websites; how to use the internet to access Stanford related sites, to fill out Stanford related forms, print, and navigate and harness information from their own Stanford employee webpage such as Axess, BeWell, and other Stanford University websites.

Basic Computer II (SSTS-1004)

Course Description: The goal is to develop participants’ skills using MS Word for professional and personal needs.
- **Basic Computer Level III (RDE-1007)**
  - *Course Description:* The goal is to develop participants’ skills using word for professional and personal needs.

- **Beginning Computer Level I (SSTS-1005)**
  - *Course Description:* The goal is to give participants the tools to successfully use the computer to identify and navigate components of the desktop.

- **Beginning Computer Level II (SSTS-0321)**
  - *Course Description:* The goal is to develop participant’s skills using MS word for professional and personal needs. The course spans 3 quarters: fall, winter and spring (BCL II).

- **Beginning Computer Level III (SSTS-1019)**
  - *Course Description:* This course is a continuation of the Beginning Computer II class for professional and personal uses. The course builds on step by step instructions to introduce learners to the various aspects of MS Office, email, internet use and computer protocol (BCI).

- **Intermediate Computer I (SSTS-1006)**
  - *Course Description:* This course builds upon the curriculum from the Beginning Computer Course Series. It focuses on the mastery of MS Office programs and portraying professionalism through emails, presentations and various organizational communications.

- **Intermediate Computer II (N/A)**
  - *Course Description:* This course is a continuation of Intermediate Computer I.

- **Intermediate Computer III (SSTS-8000)**
  - *Course Description:* This course is a continuation of Intermediate Computer II.

- **Advanced Computer Level I (SSTS-1014)**
  - *Course Description:* The goal is to develop participants’ skills using MS Word and MS PowerPoint for professional and personal needs.

- **Advanced Computer Level II (SSTS-1012)**
  - *Course Description:* This course builds on the previous lessons focusing on MS Word and MS PowerPoint creating documents from résumés to presentations. The goal is to develop participants’ skills using MS Office for professional and personal needs.

- **Advanced Computer Level III (SSTS-1016)**
  - *Course Description:* This course is a continuation of Advanced Computer Level II.

- **Using Computers in the Workplace I (SSTS-1020)**
  - *Course Description:* This course is designed for individuals with some computer skills: using Stanford employee related sites from webmail to STARS; accessing Stanford employee related webinars; filling out Stanford related forms; printing; and navigating...
and harnessing information from their own Stanford employee webpages. The course also focuses on Microsoft Office to format documents for work related professional and personal purposes. The goal is to give those Stanford employees the tools to successfully navigate Stanford websites. The course meets once a week and spans 3 quarters: fall, winter, and spring.

- **Using Computers in the Workplace II; Excel (SSTS-1018)**
  - **Course Description:** This course is a continuation of Using Computers in the Workplace I. The course will explore the basic functions of Excel for use within the workplace.

- **Using Computers in the Workplace: Focus on using Excel for Basic Data Analysis (SSTS-1021)**
  - **Course Description:** This course is a continuation of Using Computers in the Workplace II: Excel course with a focus on analyzing relevant business data with MS Excel.

---

**FUNDAMENTALS OF OFFICE MANAGEMENT SERIES**

- **WRC Work Readiness Credential (SSTS-1100)**
  - **Course Description:** The Fundamentals of Office Management Series incorporates 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, which were created as part of the National Institute for Literacy's ten-year standards development initiative.

---

**COMBINATION SERIES**

- **College English, Math and Science Course Sequence (RDE-1015)**
  - **Course Description:** The College English, Math and Science Course Sequence are for individuals enrolled or planning to enroll in college. It is a self-paced TA led quarterly course that helps build strong English, mathematics and science foundations.

- **English/Math Remedial Education for Apprenticeship (SSTS-1200)**
  - **Course Description:** This 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 toward taking the Apprenticeship Aptitude Test.

---

**GED® PREPARATION SERIES**

© R&DE SSTS/SU
Pre-GED Preparation Course (RDE-0350)

Course Description: This 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 Preparation Course (SSTS-0360)

Course Description: This is the second GED course that coaches students in the five main subject areas required for the GED diploma exam. It offers students to learn and develop the necessary skills before taking the GED exam (GED/EMS).

Citizenship Preparation Classes (SSTS-0700)

Course Description: This 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).

MBTI® Workshop (RDE-0344)

Course Description: I Took the MBTI®! Now What? The six-hour course divided into three two-hour sessions will explore and reflect on the complexity of preferences not as dichotomous-letter-identifying preferences, but rather as a continuous approach to personality. The course will offer an opportunity toward examining and understanding this personality indicator within a continuum of one’s behavioral, intellectual, and interpersonal preferences and out-of-preferences environment.

For more information, contact:

Dr. Christine Gabali
Director, MBTI Practitioner
steppingstonestosuccess@stanford.edu
Telephone: (650) 721-5886
Cell: (650) 798-9470
Fax: (650) 723-3233

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

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