

Section 14

Community Education and Economic Development

Community Education and Economic Development

The Community Education and Economic Development Division is dedicated to serving a diversified and changing population by offering excellence in the delivery of non-credit courses, training and support services. Community Education is an integral part of a comprehensive program providing educational, vocational, cultural and recreational programs and activities that meet expressed community needs. The Division offers program flexibility by responding to community needs beyond the traditional college curriculum, serving as a catalyst for new ideas and innovative programs, initiating program development within the community, and delivering outreach programs to defined target populations. The Economic Development program provides specialized services designed to assist businesses and industries to increase their productivity, survivability and competitiveness locally as well as globally.

The Instructional Programs offered through the Community Education and Economic Development Division include:

English as a Second Language (ESL)

To meet the individual needs and goals of non-English and limited English speaking students, Mt. San Antonio College offers a variety of ESL classes designed to help make the learning process easier. All ESL classes integrate the listening, speaking, reading, and writing skills necessary to function successfully in the U.S. Cultural interaction strategies are also explored. Cooperative learning and critical thinking skills are emphasized throughout the program. Special programs such as VESL (Vocational ESL) are available to advanced level students interested in business and ESL courses. This program allows students to take a group of classes such as Academic ESL, Keyboarding, Microcomputer Applications, Career Guidance, and Spelling and Vocabulary. The Job Internship class allows students to practice all their English and business skills through work experience. For students wishing to enter the ESL program or gain more information regarding the various programs available, please call the ESL Office at (909) 594-5611, Ext. 4736.

Citizenship

For those students wishing to apply for United States citizenship, the Citizenship Office offers assistance with completion of N-400 forms, fingerprinting, and photographs to complete the application process. A test-preparation class will help to review the INS questions for the written exam. Students can repeat citizenship classes as necessary. All classes include information regarding the application process, will

provide practice for oral interviews, and will review U.S. history and government. For further information please call (909) 594-5611, Ext. 5235.

Older Adult Programs

The Older Adult Program is committed to providing innovative quality educational programs to our older adult community that are appropriate to meet the needs of our diverse older adult population — ranging from the assisted living environment to the independent living environment — by offering comprehensive programs in the arts, personal growth, and physical/mental fitness.

Adult Basic Education

The Community Education Center (CEC) on the Mt. San Antonio College campus, offers an array of workforce preparation programs and services that assist laid off workers, unemployed residents, low income residents, long-term unemployed residents, and individuals looking to improve and enhance their work related skills. We are committed to providing excellent basic skills and workforce preparation training to a growing non-traditional adult population. Individuals receive job training, career assessment, retraining and employment assistance. The CEC provides: individual assessment to determine academic strengths and weaknesses; Adult Basic Education (ABE); General Education Development (GED); retraining in demand occupations for dislocated workers; basic skills intensive, which includes study strategies and tools for success; job readiness preparation; job application skills; career exploration; group/individual tutoring; computerized labor market research; ERISS—learn about job descriptions, salary ranges, skills needed, in the State and throughout the nation. For more information about the programs and services provided, please call (909) 594-5611, Ext. 4845.

Parenting

The Parent Education Program offers classes to meet the needs of young children to older adult parents. Curriculum is aimed to meet the educational needs of both the child and the parent as appropriate. Curriculum is developed around student needs by utilizing multiple resources. Physical activity, mental ability and reasons for involvement are guides for a curriculum geared for children and parents. Classes are also offered for expectant couples to assist them with the preparations necessary for a healthy childbirth. For additional information please call (909) 594-5611, Ext. 4220.

Health and Safety

The Community Health Programs are intended to provide the community with effective and appropriate training for responding to all types of emergency and non-emergency situations. From simple strains to cardiac arrest, we can teach you what you need to know. CPR classes are offered for the novice who wishes to learn the valuable life-saving techniques to CPR classes for health care and EMS professionals. All CPR classes are approved by the American Heart Association (AHA). We also offer first aid training programs from the basics to a daycare facility safety course, which are approved by EMP America, Inc.

Short-Term Vocational

The Community Education Center on the Mt. San Antonio College campus offers a variety of programs designed to develop or enhance vocational proficiency for which certificates are awarded upon completion. Students select and combine courses into a balanced program which will prepare them for a specific vocation or further professional training. The possession of such certificates is favorably recognized by business and industry, and is frequently a requirement for professional advancement. The current listing of Vocational Short-Term Programs (12-18 week completion) available include: Certified Nursing Assistant, Medical Billing, Computerized Office Technology, Water Treatment Specialist, Electronic Service Technician, Clerical Accounting, and Travel Industry. These are fee-based programs which include: books, parking, uniforms, physical exam, and supplies. Fee payment schedule is available. For more information please call (909) 594-5611, Ext. 4845.

Training Source

The Training Source provides cost-effective customized programs which are developed specifically to meet the needs of any organization (private business, agencies, government, institutions, large or small). We can design a program to be delivered by your personnel or by our outstanding instructional staff, which includes not only members of the College faculty but also highly qualified professionals with years of practical experience. Helping to solve your problems is our goal. For more information call us at (909) 468-3933.

Small Business Development Center

The Small Business Development Center (SBDC) is a one-stop business resource center offering services, expertise, knowledge and management technical assistance to help local small businesses to succeed. The goal is to provide business owners with and operators with the management, marketing and financial skills necessary for the business to prosper in today's challenging business environment. The SBDC provides in-depth assistance through regularly scheduled workshops and one-on-one business counseling services. For more information please call the SBDC at (909) 629-2247.



