

## **Section 11**

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# **Community Education and Economic Development**

## Community Education and Economic Development

The Community Education and Economic Development Division is dedicated to serving a diverse and changing population through excellence in teaching, training, support services, and economic development activities by responding to regional and global needs beyond the traditional college. The Division values the development of meaningful partnerships with individuals, groups, businesses, and organizations within the community that provide linkages that help define our mission and goals.

The Community Education and Economic Development Division seeks to:

- Provide proactive, ongoing assessment of individual, community and business needs.
- Serve as a catalyst for new ideas and innovative programs.
- Initiate and encourage economic development within the community.
- Deliver outreach programs to defined target populations, businesses, industry, and agencies.
- Respond to the evolving enrichment and life-long learning demands of the community.
- Utilize and deliver "State-of-the-Art" technology in the delivery of programs and services.
- Advance global competitiveness through programs and services that provide continuous workforce improvement.
- Achieve financial self-sufficiency.

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, health and ESL courses. This program allows students to take a group of classes such as Academic ESL, Keyboarding, Microcomputer Applications, Career Guidance, Spelling and Vocabulary, and Medical Terminology. 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 ESL Department offers Citizenship Preparation courses for high-intermediate to advanced level students. These classes will help students review the INS questions for the written exam. Students can repeat citizenship classes as necessary. All classes will include information regarding the application process, will provide practice on oral interviews, and will review U.S. history and government. In addition, Mt. SAC periodically hosts NALEO (National Association for Latino/a Elected Officials) who can aid in application completion and submission. For further information please call (909) 594-5611, Ext. 5235.

### Emeritus Programs (Formerly Older Adult)

The educational opportunities for older adults are tremendous. Classes are offered for Older Adults both on the Mt. San Antonio College campus and at various senior centers, community centers, and residential facilities throughout the area. The Emeritus Programs present a selection of classes addressing the full continuum of learning from vocational education to the pursuit of long-standing interests all of which are designed for older learners. Comprehensive academic classes in the arts, personal growth, physical and mental fitness, and vocational education in an interactive learning situation are taught by professionals who challenge students with their expertise. For more information, please call (909) 594-5611, ext. 5117.

### Adult Basic Education

The Community Education Center (CEC) Bldg. 30, 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. The CEC is 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 Community Education Center provides individual assessment to determine academic strengths and weaknesses; Adult Basic Education (ABE); General Education Development (GED); Adult High School Diploma program, High School Referral (high school credit retrieval), academic counseling, Armed Services Vocational Aptitude Battery (ASVAB) preparation, basic computer literacy, educational advising, retraining in demand occupations for dislocated workers; career development, which includes job readiness preparation; job application skills; resume preparation, interview skills, career exploration, and computerized labor market research, and CalWORKs programs and services. For more information about the programs and services provided, please call (909) 594-5611, ext. 4845.

### Parenting

The Parent Education Program is designed to offer parents the opportunity to learn about children's developmental stages and parenting skills through par-

ticipation in discussions and classroom activities. Children and parents participate in structured and intergenerational activities, which enhance and prepare them for their future educational experiences. This program is offered for children ages two to five years. Communication courses are offered to assist parents in maintaining healthy relationships with their adolescent and teenage children. 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 sprains to cardiac arrest, instructors will 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). Also offered are 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, located in Building 30 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. These short-term vocational programs, which are approximately six months in length, train students for in-demand occupations. The possession of such certificates is favorably recognized by business and industry, and is frequently a requirement for professional advancement. Students combine courses into a balanced program of core courses and career development workshops. Job placement is also offered. The current listing of Vocational Short-Term Programs available include: Certified Nursing Assistant, Computerized Office Technology, Computer Service Technician, and Clerical Accounting. These are fee-based programs, which include: books, parking, uniforms, physical exam, and supplies. A 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 is a one-stop business center offering high-powered educational seminars which are presented by leading industry professionals. Our goal is to provide business owners and operators with the management, marketing and financial skills necessary for their companies to survive in today's challenging business environment. The SBDC provides in-depth assistance through regularly scheduled workshops and one-on-one business counseling services. The SBDC is also offering THE RX FOR YOUR BUSINESS PROGRAM. To be eligible to participate in this program, you must have been in business for at least one year, and have recent financial statements. For more information about the center and services offered, please call now 800-450-7232.

### Community Services Classes

Community Services, fee-based classes, are also offered through the Community Education and Economic Development Division allowing community members easy access to programs that help them keep up with current trends, engage in career enhancing endeavors, or find the means to relax and unwind. A full complement of classes are offered in the Arts and Humanities; Business Management, Administration, Investments and Planning; Children's Programs; Computer Training; Personal Development; Recreation, Dance and Fitness; Short-Term Vocational Programs; and Vehicle Safety Programs including Traffic Violators School, Driver's Education and Training, and Motorcycle Training. Classes are held on campus, at off-campus locations, and through the Internet.

### (RHORC) Regional Health Occupations

#### Resource Center

The RHORC is located on campus in Building 35. The purpose of the Center is to advance Los Angeles County's growth through education, training and services that contribute to continuous workforce development, bridging the gap between Health Care Education and the Health Care industry.

RHORC serves as a coordinating agency that identifies needs in the health care delivery industry and either directly provides the training or assists other educational institutions in providing quality training to meet identified needs.

The RHORC is a part of the California Community College Economic Development Network.

### Adult Education Matriculation Process

Mt San Antonio College provides matriculation services for students enrolled in non-credit courses, and programs in the following categories: Basic Skills, English as a Second Language, Programs for Adults with Disabilities, Citizenship, Parenting, and Short-term Vocational Programs. These matriculation services assist students moving into the work force through skill/knowledge acquisition and job placement services.

## Admissions / Registration

**Admission and Registration** is a simple process! The registration card is also the student's application to non-credit programs and services. Students may register into most classes anytime during the school year when space is available within the requested class/program. It is recommended that students attend an orientation session and complete the appropriate assessment prior to registering for classes and/or programs. (see page 16 for detailed registration instructions.)

### Residency Requirements

There are no residency requirements. Classes and programs are available to all members of the community.

### Enrollment Fees and Expenses

Adult Education courses and programs do not have an enrollment fee; however, a small material fee may be associated with some courses, payable at the time of registration. Students who wish to park in the regular student parking lot need a valid Student Parking Permit, which may be purchased at the Parking Service Cashier Window, located on the lower level of the Administration Building. (Bldg. 4). Students may park in the pay lots without a Student Parking Permit.

### Orientation

The Community Education and Economic Development Division recognizes that a formal orientation program for non-credit students assists students in accessing appropriate courses and programs, thereby enhancing the student's ability to be successful in the career of their choice.

A comprehensive Orientation Program is available to all non-credit students who wish to participate in basic skills acquisition, short-term vocational training and/or English as a Second Language/ Citizenship classes.

Orientation includes information regarding both non-credit and credit college programs, services, procedures, student responsibilities, and other related information. The orientation program is presented in a multilingual format using an interactive delivery system.

Orientation Programs are available to non-credit students in the following departments:

Community Education Center Building 30, (909) 594-5611; ext. 4845

English as a Second Language Department, Building 40, (909) 594-5611; ext. 4736

Call for information and orientation schedule.

### Assessment

A comprehensive assessment program is available to all non-credit students, and is a necessary step in determining appropriate course selection as well as the development of an Individual Education and Career Plan.

Students enrolling in Basic Skills Courses and Short-term Vocational Programs will be assessed at the Community Education Center, Building 30. The assessment tools used will determine:

- Academic Skills Levels
- Learning Strengths
- Desirable Career Paths
- Need for Special Support Services if Learning Disabilities are identified

Students enrolling in English as a Second Language/ Citizenship Programs will be assessed by the ESL Department in Building 40. The assessment tools used will determine:

- English proficiency placement and language skills focus.
- Need for support services if learning disabilities or special needs are identified.

### Counseling/ Advisement

Each student who completes the Orientation and Assessment Process will meet with an Educational and Career Plan Advisor. The process used in the development of this plan helps students identify personal, academic and vocational goals, areas of needed development and determines a sequence of benchmark criteria. The Counseling and Assessment areas provide the students with resources to explore and identify career options, practice interviewing techniques, and further develop communications and study skills.

### Other Services

ESL Service Club membership is available to students enrolled in ESL/Citizenship Program.

Tutoring Services are available both in the classroom setting and at the Tutoring Center on campus, Building 40.

### The Center of Excellence

The Center of Excellence works with Community Colleges throughout Los Angeles County to help them market their services and develop long-term, productive relationships with their business clients. We also assist the business community by providing performance-focused training and consulting services. The Center of Excellence staff members are experts at analyzing the workplace to identify opportunities for enhancing performance and offer a variety of customized solutions including performance-based training, strategic planning, teambuilding, and management development. Contact the Center at (909) 594-5611, x6106 for more information.