Section 5

Instruction and Learning Resources

INSTRUCTION

Distance Learning Program

What is Distance Learning?

Distance Learning is a mode of education in which a portion of the instruction occurs when there is a geographical distance between the teacher and the student. Students do not need to come to the campus each week but can learn from, and communicate with, their professor using a variety of technologies.

Online Learning Classes:

Mt. San Antonio College offers many classes online via the Internet. To be successful in these courses, students must have access to a personal computer with Internet connection using Netscape Navigator 6 or Internet Explorer 6 and an e-mail address.

Online-Supported (Hybrid) Classes:

Hybrid classes have one or more components of the class delivered in an online mode via the Internet. Students meet with their instructor and attend on-campus meetings. (*Number of on-campus meetings to be determined by the instructor*).

For further information about the Distance Learning Program at Mt. San Antonio College, contact the Dean, Library & Learning Resources at **(909) 594-5611,** Ext. 5658.

Study Abroad Program

Mt. San Antonio College offers students a wide range of study abroad opportunities. The Work and Study in London Program leads participants to obtain a mini-certificate in International Business while working for up to six months in the United Kingdom. There are also a number of short-term summer study programs sponsored by the college in international locations, and our membership in the California Colleges for International Education (CCIE) permits students to participate in study abroad programs sponsored by dozens of other member community colleges throughout California. Interested students may inquire about these programs by contacting the Humanities and Social Sciences Division Office, Ext. 4570, or by visiting the International Studies Office in Building 26A, Room 120.

Work Experience Education

Occupational work experience education is supervised work activity extending classroom-based occupational learning at an on-the-job learning station (work site) relating to the student's occupational goal. This is guided by a written agreement between the College, the work site, and the student, providing the learner with adequate equipment, materials, and facilities to support the learning objectives specified within the agreement.

Student Qualifications

Students participating in Work Experience must:

1. Have the approval of the assigned work-experience Instructor/Coordinator.
2. Have an occupational or educational goal to which, in the opinion of the Instructor/Coordinator, the work-experience chosen will contribute.
3. Pursue a planned program of work-experience education based on written, measurable learning objectives which are directly related to the student's educational program and which, in the opinion of the Instructor/Coordinator, include new or expanded responsibilities or learning opportunities beyond those experienced during previous employment. Repetition of experiences in an ongoing job does not permit continued eligibility for the program.
4. Meet the following condition if self-employed: Identify a person who is approved by the Instructor/Coordinator to serve as a designated employer representative. This representative shall agree, in writing, to accept the following employer responsibilities:
   a. Assist the student in identifying new or expanded on-the-job learning objectives.
   b. Assist in the evaluation of the student's identified on-the-job learning objectives.
   c. Validate hours worked.

Credits

For the satisfactory completion of work-experience education, the College will grant credit to a student in an amount not to exceed four (4) units per semester, with a maximum total of sixteen (16) units during the student's enrollment at the College. A minimum of 75 paid clock hours or 60 non-paid clock hours per semester of supervised work is required for each one unit of credit.

The students must be, as verified by the supervising instructor, enrolled in an occupational program directly related to the work experience assignment.

The student enrolled in the work-experience program shall assume and comply with the following responsibilities:

1. Unless otherwise determined, develop measurable learning objectives approved by the Instructor/ Coordinator and work-site supervisor.
2. If under the age of 18, obtain the written permission of their parents.
3. Faithfully discharge the duties of the on-the-job assignment.
4. Notify the Instructor/Coordinator of any work-site problems or change in status of duties.
5. Try at all times to represent themselves and the College positively while at the work site.
6. If, prior to enrolling in work-experience education, the student is already employed full time by the work site where the work experience will take place, the student must write a report concerning a learning objective that extended beyond the duties of the regular job.

The Writing Center, Building 26B, Rooms 100, 130, 131

The Writing Center offers free services to all students. The Center provides one-on-one tutoring in writing for any course at the College; CRLA certified tutors and at least one English instructor are present at all times. In addition, the Writing Center offers a variety of workshops to help students with common writing issues, such as sentence level errors, thesis statements, essay planning and organization, and beginning college research. The Center also houses a computer lab that is available for student use to work on papers, conduct library and internet research, and develop their grammar and writing skills using self-directed educational software. Professional software is on all the computers to allow students to create presentations, and printing (regular and color), scanning and technical assistance is also available.

Math Activities Resource Center (MARC), Building 40, Room 113

The Math Activities Resource Center provides academic assistance for students enrolled in developmental (precollegiate) courses in the Math Department. Drop-in tutoring by trained tutorial staff and credentialed math instructors is free to all students enrolled in math courses from pre-algebra to intermediate algebra. Also available are:

- A group study room
- Computerized tutorial resources and software
- Video lectures on CD-ROM, VHS and DVD
- Math textbooks and solutions manuals
- Free review worksheets on many topics
- A variety of calculators for daily check-out or semester rental (with completion of an application/rental agreement)

For more details on services and hours, please inquire at the MARC (ext. 5014) or by e-mail at **marclab@mtsac.edu**.

LIBRARY AND LEARNING RESOURCES

Learning Assistance Center, Building 6, South Entrance, Lower Level, Learning Technology Center

The Learning Assistance Center offers instruction for students who need to review pre-collegiate skills in math, reading, and writing. The center additionally offers free student services including tutoring, assessment of skills, and support in developing a personalized study plan.

Tutorial Services in the Learning Assistance Center provides free

tutoring to all Mt. San Antonio College students, both drop-in and study group tutoring. Regularly scheduled tutors assist students with their course work in most subject areas and with their study skills techniques.

The Learning Lab computers and audio-visual equipment are available to all students in the community. The computers enable students to use the Internet for research, to communicate with instructors through e-mail, to view multimedia programs, to use word processing, to develop multimedia research projects, and to supplement classroom activities through computer-assisted instruction.

Library, Building 6, North Entrance, Upper Level, Learning Technology Center

The Library offers students, faculty, and staff a wide variety of information resources for their research needs. In addition to traditional resources such as books, journals, newspapers, videos, career guides, and college catalogs, researchers may also search numerous full-text article databases and access lists of pre-evaluated Internet web sites. Reserves allows faculty to provide continuous access to course materials free of charge to students.

Professional librarians are available days and evenings to teach library research techniques to entire classes by appointment and to individuals at the reference and information desk. The librarians at the library information desk are particularly helpful in assisting with all aspects of the research process from choosing a topic to searching for and evaluating information in print and electronic formats.

Media Services, Building 6, North Entrance, Upper Level, Learning Technology Center

Media Services has over three thousand DVDs and videos available for student viewing. Students must view the videos in the Media Services center.

COMPUTER AIDED GRAPHICS, VISUAL ARTS AND DESIGN PROGRAMS

Mt. San Antonio College offers many computer courses, majors, and certificates. Each of these has a special emphasis. The brief descriptions that follow are intended to help students select the correct computer specialization for their interests. Students planning to transfer to four-year institutions should consult the catalog of the school to which they plan to transfer for specific lower division requirements.

ARCHITECTURE & ENGINEERING DESIGN TECHNOLOGY DEPARTMENT

Architectural Technology — **A.S. Degree & Certificates**

Prime Focus: This is both a professional and vocational program that offers the full range of design and technical aspects of architecture, preparing students for employment, skill upgrade or transfer to universities. The program utilizes conventional and current computer graphics/design applications.

Job Market: Career opportunities include Architect, Architectural Designer, Drafter, CADD Operator, Model Builder, and Illustrator. (*See Sections 7 and 8*)

Engineering Design Technology — **A.S. Degrees & Certificates**

Prime Focus: This course of study prepares students for Computer-Aided Design and Drafting careers in technical fields, including Engineering Drafting and Design Technologies in Electro Mechanical, Civil, and Mechanical Design. An A.S. Degree is offered in Engineering Design Technology and 3 level certificates.

Job Market: The curriculum is designed to prepare students in computer-aided drafting and design (CADD) for careers in technical fields such as: Mechanical Design, Engineering, Engineering Technology, Manufacturing, Civil Design, and Aerospace. (*See Sections 7 and 8*)

COMMERCIAL AND ENTERTAINMENT ARTS DEPARTMENT

Advertising Design & Illustration — **A.S. Degree**

Prime Focus: Builds upon the traditional core art courses to provide students with basic skills and concepts utilized in the visual communication industries.

Job Market: Advertising design skills are employed any time an image or graphic design needs to be generated for commercial usage.

Aesthetics for Technology — **Certificate**

Prime Focus: Provides fundamental design skills and concepts related to art and technology-related industries.

Job Market: Skills acquired in this program may be utilized in a variety of visual communication industries including Art, Advertising, and Multimedia.

Animation—(Traditional, 2-D, and 3-D Digital Animation) — **A.S. Degree & Certificates**

Prime Focus: An integrated program of Traditional and Digital Animation providing skills for the entertainment arts.

Job Market: Supplies skills for a variety of entertainment arts careers including Traditional and Digital Animation, Motion Graphics, Gaming, Special Effects, and Web Animation.

Web Page Design — **Certificate**

Prime Focus: To provide students with a course of study that includes the use of technology and design issues in a comprehensive way.

Job Market: Web design skills are used any time an organization, business, or individual utilizes the internet for marketing or advertising or as a promotional tool.

Computer Graphic Design/Photography — **A.S. Degree & Certificate**

Prime Focus: Offers the full range of introductory to advanced courses in computer graphic design and photography. This program focuses on the application of the principles of visual communication design, and provides technical training in computer generated image production, manipulation, formatting and layout. The focus is on development, refinement and enhancement of visual design and technical skills.

Job Market: Free-Lance or Corporate Graphic Design; Marketing Photography; Advertising Design; Photojournalism; Commercial or Industrial Photography; Broadcast, Entertainment or Software Graphic Design. (*See Sections 7 and 8*)

Photography — **A.S. Degree & Certificates**

Prime Focus: Offers the full range of introductory to advanced courses. As both an art and technical craft, photography offers a dynamic set of creative challenges to both the person behind the camera and a wide range of technical specialist in related disciplines. The program focuses on development, refinement and enhancement of visual imaging.

Job Market: Freelance or Corporate Photographer, Studio or Location Photographer, Art/Gallery Photographer or Archivist, Photographic Developing/Printing Technician, Digital Photo Assistant, and Digital Editing Technician (*See Sections 7 and 8*)

COMPUTER PROGRAMMING, COMPUTER SECURITY, AND COMPUTER SERVICING

Mt. SAC offers many courses, certificates, and majors in the areas of computer programming, security, and servicing. Each of these has a special emphasis. The brief descriptions that follow are intended to help students select the correct computer specialization for their interests. Students planning to transfer should consult the catalog of the school to which they plan to transfer for specific lower division requirements.

Departments offering programs in computer programming, security, and servicing are:

- Computer Information Systems Department
- Electronics and Computer Technology Department
- Mathematics, Computer Science Department

COMPUTER INFORMATION SYSTEMS DEPARTMENT

Computer Information Systems — **A.S. Degrees & Certificates**

Prime Focus: The curriculum of the CIS program covers such areas as basic computer literacy, microcomputer applications, the Internet, telecommunications, software development, computer networks, and operating systems. Software development incorporates creating graphical interfaces, client/server applications, object-oriented programming techniques, and web based applications.

Course offerings include introduction to information systems, microcomputer applications which include the Microsoft Office suite of applications, beginning and advanced relational database design in Access and Oracles, systems analysis and design, telecommunications and networking, Windows and Linux operating systems, information systems security, client / server side web programming and software development courses in: Visual Basic, Java, C++ and C#.

Mt. SAC's Regional Information Systems Security Center (RISSC) has developed new computer security courses to assist students with job-related and personal computer security demands. Courses most directly focused in this regard are CISS 11 – Practical Computer Security, CISS 13 – Principles of Information Systems Security, and CISS 15 – Operating Systems Security, along with RISSC's networking security courses.

Job Market: Applications Developer/Programmer, Computer Consultant, Computer Marketing/Sales Rep, Computer Network Technician, Help Desk Support Person, Web Page Designer, Information Systems Specialist, LAN Administrator, Microcomputer Trainer, Network Specialist, Office Systems Manager, On-line Publisher, Programmer, Software Engineer, Software Testing/Quality Assurance Specialist, Tech Support/ Customer Service Support, Webmaster. (*See Sections 7 and 8*)

ELECTRONICS & COMPUTER TECHNOLOGY DEPARTMENT

Electronics and Computer Engineering Technology — **A.S. Degree & Certificate**

Prime Focus: The Electronics Technology Programs prepare the student for a career as an electronic technician in manufacturing and service-based electronic and computer companies. Several computer-based courses are included in the program curricula.

Job Market: Career opportunities include Service Technician, Production Technician, Engineering Technician, Electronics Communication Technician, Computer Repair Technician, Networking Technician, and Assembler. (*See Sections 7 and 8*)

MATHEMATICS DEPARTMENT

Computer Science/Mathematics — **Transfer**

Prime Focus: Offers a full range of introductory to advanced courses in Computer Science, from fundamentals to data structures and algorithms. A variety of courses in Computer Science theory, as well as programming languages such as C/C++, and Assembly prepare students for a successful career in software development and programming.

Job Market: Entry level positions in software development as programmers, software engineers, systems analysts, and applications software programmers. The Computer Science program is also a transfer program designed to fulfill the requirements for the first two years of a B.S. Degree in Computer Science. (*See Sections 7 and 8*)