



Mt. San Antonio College Adult Basic Education Center

Welcome to the ABE Lab



Mt. San Antonio College
Adult Basic Education Lab
Building 30, Room 111
1100 N. Grand Avenue
Walnut, CA 91789
Tel. #: (909) 274-4935
Fax #: (909) 274-2934
Email: ABEInfo@mtsac.edu

Lab Information

Hours of Operation
 Monday—Thursday 8:00am-8:00pm
 Friday 8:00am-4:00pm
 Hours may vary

Mission

To provide educational and supportive services in a safe and diversified environment where students are prepared to become self-sufficient and skilled members of the work force and professional arena.

Vision

Adult Basic Education commits to providing educational opportunities for students from diverse backgrounds who are seeking self-improvement, enhanced earning power, increased literacy skills, and access to higher education and employment.

Student Learning Goals

We will prepare all students to be:

Effective Communicators who
<ul style="list-style-type: none">• Acquire reading and listening skills• Speak and write to be understood• Work productively as part of a team• Use technology to express ideas
Critical Thinkers who
<ul style="list-style-type: none">• Gather, organize, and analyze information from a variety of sources• Form and express a logical opinion or conclusion• Demonstrate problem-solving skills• Apply knowledge to personal, professional, or academic situations
Lifelong Learners who
<ul style="list-style-type: none">• Take responsibility for setting and implementing educational plans• Recognize and apply learning strengths• Participate productively in the community

Obtaining an I.D. Card

1. Take your registration printout to the Bursar's Office, Building 9A, (next to the Bookstore). The Bursar's Office hours are 8:00am—5:00pm, Monday-Thursday, and 8:00am—4:30pm on Friday.
2. You must provide an alternate form of picture identification at the Bursar's Office. There are no exceptions to this policy.
3. The cost of the identification card is \$10.00 and must be paid when you take your picture.
4. Your I.D. card will be issued at the time your picture is taken.

A Mt. San Antonio college student identification card entitles students to the following services:

- Library access/book checkout
- Identification for cashing checks at student stores or the bookstore
- Access to computer labs on campus
- Campus childcare (priority for Adult Basic Education students may be limited)

Student must have an I.D. card. Without a current Mt. San Antonio College I.D. card, students will be unable to attend class.

Records and Privacy

All student records are secure and confidential. Physical records are kept in locked cabinets and electronic records are restricted to approved users on the Mt. SAC intranet. Student records will not be released without the student's written consent, with some exceptions. A complete list of exceptions is available in the Mt. SAC College Catalog and can be obtained from the ABE Front Office and/or High School Office.

Student Complaint/Grievance Policy

Mt. San Antonio College has an official Complaint Policy available for all students, including those enrolled in the ABE Lab. Student complaints may also be called grievances and are in one of three categories: Academic, Non-Academic, and Discrimination. If you would like to file a formal complaint, the forms and procedures are located at www.mtsac.edu/students/studentlife/student_grievance_form.doc. You can also read the policy on the College's website at www.mtsac.edu/catalog or in the catalog. If you wish to handle the complaint informally, you may contact an ABE administrator or supervisor by coming into the ABE front office or via email (abeinfo@mtsac.edu).

Parking Information

The closest parking lot for ABE Lab students is Student Lot H
(across Bonita Drive)

Parking permits are **required** for all students each semester

- You can get a semester permit from the Bursar's Office (where you get your ID).
- Permits are \$40/Spring, \$40/Fall, \$20/Summer, and \$20/Winter.*
- There is a replacement fee for lost permits.
- Your permit must be clearly displayed either: hanging from your rear view mirror, window stickers must be affixed to the lower left side of the rear window, or bumper stickers must be on the left side of the rear bumper.

Day parking

- You can park in any student lot for \$3.00 per day/evening.
- An automated all-day parking pass machine is located on South Bonita Drive.

Parking regulations

- Parking regulations are enforced during all semesters.
- You do not need a permit to park in Student Lot H during the first two weeks of the Fall and Spring Semesters, the first week of the first summer session, and the first week of the winter session.

Disabled persons

- Individuals with a valid, current State issued Disabled Persons placard or license plate may park in the spaces in Staff Lot H or in front of Building 30.

If you receive a parking citation, please contact (909) 274-4299.

For more information, please go to:
http://www.mtsac.edu/safety/general_info.html

*Parking fees are subject to change.



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ABE Lab General Services

Classes are offered in the Adult Basic Education Lab to improve students' reading, writing, and mathematics skills. Special emphasis is placed on skills necessary for the workplace, as well as academic and test-taking skills. Instruction is offered through small group instruction, independent study, and computer-aided instruction (PLATO and phonics software). Computer literacy classes are also offered, including: Microsoft Office, typing, and various software programs.

Basic Skills Instruction and Assessment

- Reading
- Applied Mathematics
- Vocabulary
- Math Computation
- Language Mechanics
- Spelling

Minor Enrollment

Students 15 years and older may attend the lab for personal computer applications and basic skills remediation. Minor students may not attend until after the end of their high school day and must have written permission from their parents to attend the ABE Lab. Current high school students may not enroll in the GED Prep Program.

Test Preparation

General Education Development (GED) Subject Areas

Language Arts: Writing

- Essays, Organization, & Mechanics

Language Arts: Reading

- Interpreting Non Fiction, Fiction, Poetry, and Drama

The ABE Center conducts an annual Graduation Ceremony in June for students who have passed the GED. Information is mailed to GED graduates in April.

Official GED Exam Scoring

Passing Score: 2250
Average Score: 450 Per Subject Area
Minimum Score: 410 Per Subject Area

Science

- Earth, Life, and Physical Science

Social Studies

- History, Government, Economics, and Geography

Mathematics

- Numbers and Operations
- Measurements and Data Analysis
- Algebra and Geometry

California Basic Educational Skills Test (CBEST) & Scholastic Aptitude Test (SAT)

- Reading / Vocabulary
- Math
- Essay / Writing

Armed Services Vocational Aptitude Battery (ASVAB)

- Arithmetic Reasoning
- Mathematics Knowledge
- Word Knowledge
- Paragraph Comprehension

ABE Lab Guidelines

Check-In and Check-Out Procedures:

Students attending the ABE Lab are required to check in and out using the designated computer. The following is the procedure for checking-in and out of the lab.

Check-In & Check-Out:

- Give your Mt. SAC ID to any staff/faculty to be checked in or out.
- Verify on the computer screen that the message says: "Check-in successful" or "Check-out successful".

Book / Material Loan Policy:

- Students are welcome to borrow the necessary books, headphones, and CDs only while in the lab. No materials may be removed from the lab.
- Current Mt. SAC identification, valid California Driver's License OR California ID is required to borrow materials in the lab.

Classroom Procedures:

- All cell phones and pagers need to be turned off while in class.
- Students may not eat or drink inside of the classroom. Water is an exception unless the student is working at a computer station.
- Out of respect for fellow classmates, students should maintain appropriate silence while in the lab. In addition, students should refrain from interrupting staff or other students during class or lab time.

Computer and Equipment Usage:

Students may utilize computers and equipment at no charge. Please assist the lab in maintaining the equipment in the best possible condition. The following applies to usage of the equipment and software in the lab:

- Internet usage is for educational purposes **ONLY**.
- Chat rooms, music videos, social websites (MySpace, Facebook etc.) or other inappropriate sites are **NOT** to be accessed.
- Offensive materials either on disk or the Internet are not allowed in the lab.
- Student may print up to **FIVE** copies of their documents for educational purposes. Only **TWO** copies can be printed for personal use. Excessive printing will result in the loss of this privilege.

Career Counseling Services

The ABE Center provides the following services to support students' career and educational goals:

- Career Development Workshops are offered each semester to inform students on educational & career goal planning, job search techniques, resume writing, and interviewing skills.
- Career Assessment (interest survey & personality/type indicator)
- Self-esteem development workshops
- Career Days and College Days
- Weekly orientations for new students
- A Career Center that is available for students to conduct career research and to explore educational options. Materials and resources at the Career Center to help the students research their goals, including:
 - * Career briefs
 - * California & out-of-state college catalogs
 - * Job Search publications and online resources
 - * Eureka and the Discover programs (online career development resources)
 - * Community resource guides
 - * Occupational outlook handbook

To schedule a career counseling appointment, please call (909) 274-4937 or stop by Building 30, Room 115.



Computer Classes & Certification

Computer Literacy Classes

MS Access

Create Tables, Forms, Queries, Macros, Relationships, and Reports

MS Excel

Create a Worksheet with Formulas, Functions, and Charts

MS PowerPoint

Create a Slide Show with Clip Art, Drawing Objects, and Animations

MS Publisher

Create a Flyer, Form Letter, and Monthly Statement

MS Word

Create Business Letters, Memorandum, Reports, Newsletters, Research Papers, Tables, and Flyers

QuickBooks

Paint Pro

Internet Web Search/Email

Basic Computer Training



MS Office Certification

- Students can gain MS Office 2007/2010 certifications by completing a series of tests that will challenge abilities and knowledge on each program.
- The test administered is open-book. A student taking the test **cannot** ask for help from staff or other students.
- After completing the tests, an instructor will review/grade a student's printed work.
- A certificate will be given to the student once all the tests per each program is completed.

Matriculation:

Registration, Orientation, & Assessment

The ABE Lab is open to the whole community and will provide service to anyone. Minor students must have parental approval to enroll.

Student Registration

1. You can enroll in any ABE Lab course by coming into the Lab.
2. Tell the lab assistant which class you would like to take. The lab assistant will give you a registration card. Then fill-in all of the highlighted portions.
3. Provide a current picture I.D.
4. Carefully read and sign the General Rules & Regulation Agreement and Lab Policies & Procedures. You may keep a copy.

Orientations

Depending on the class you are taking, you may be offered the chance to participate in an orientation. Orientations are excellent opportunities to learn about the services provided by the ABE Lab and to ask any questions that you might have.

1. GED orientations are mandatory and are offered twice a week. This orientation provides information about the GED test, the ABE Lab, and how the Lab can help students pass the GED.
2. All students can register for an ABE orientation. This orientation is for students who are interested in finding out more about the opportunities present in the Lab and on the Mt. SAC campus.

For more information on ABE and GED orientations or to register, please call (909) 274-4937 or come to the ABE Lab (Room 111).

Assessment

Depending on the course, you may be asked to participate in regular assessment testing. The tests you take depend on the course for which you are enrolled. The Lab offers the following tests:

1. TABE Assessment Test: *This test is given to CBEST, Adult Diploma, ASVAB, and independent students who are attending to improve their academic skills.* This assessment test gives the instructors information about your reading and/or math level.
2. GED Practice Tests: *This test is given to GED students only.* Instructors will give you a practice test when you start your GED preparation and then will measure your progress with testing throughout your program. Practice tests are typically administered to see if you are ready to take an official test or if you need to study a particular subject.
3. CASAS: *This test is given to all students enrolled in the ABE Lab.* This test is given throughout your time in the ABE Lab. The purpose of the test is to measure your progress in life and basic skills.

Matriculation:

Student Support Services

Interested in discovering what the ABE Lab has to offer?

To find out more about the classes and services that the ABE Lab has to offer, you can meet with a counselor, an educational advisor, or attend an orientation! You can make an appointment by coming into the ABE Office (room 115) or calling (909) 274-4937.

Want to register for credit classes at Mt. SAC but don't know how to enroll or what classes to take?

Counselors and educational advisors are available to meet with you and help create a supportive bridge to the credit classes college campus. Counselors are available to:

1. Discuss with you a step-by-step checklist for applying to the College and enrolling in classes.
2. Meet with you throughout the enrollment process to help you register quickly and easily.
3. Guide you through the application process.
4. Provide you with important forms and show you how to complete them.
5. Tell you how to locate and utilize campus resources like Financial Aid.
6. Determine if you need to take any placement tests and provide you with sample tests and testing information, if needed.
7. Help you figure out your academic goals.
8. Assist you in selecting college classes and creating a short-term course plan for college graduation and transfer.

You can make an appointment by coming into the ABE Office (room 115) or calling (909) 274-4937.

Counseling Services

Counselors provide personal, educational, and academic guidance to help students achieve success in the classroom. Counselors monitor student progress and provide appropriate interventions as needed such as assistance in planning the completion of high school credits, selecting appropriate college/credit classes, or providing referrals to campus support services or community agencies. Counselors also encourage students to continue their education beyond the high school and GED programs and, in so doing, provide a supportive bridge to the college campus. Counselors promote students to participate in meetings or events that support important events, such as Women's History Month.