



## 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) 468-3934**  
**Email: [ABEInfo@mtsac.edu](mailto:ABEInfo@mtsac.edu)**

# Lab Information

**Hours of Operation**  
 Monday—Thursday 8:00am-8:00pm\*  
 Friday 8:00am-4:00pm  
 \*School break hours 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

- 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

- 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

- 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 through 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 identification card will be issued at the time your picture is taken.
5. If you already have an I.D. card, you need to go to the Registration Office in Room 115 and obtain a new sticker each semester. The sticker is free.

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.

## Notes

---

---

---

---

---

---

---

---

## 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](http://www.mtsac.edu/safety/general_info.html)

\*Parking fees are subject to change.



## Table of Contents

Mission, Vision, Student Learning Goals	1
ABE Lab General Services	2
Test Preparation	3
Computer Classes & Certification	4
Matriculation: Registration, Orientation, Assessment	5
Matriculation: Student Support Services	6
Career Counseling Services	7
ABE Lab Guidelines	8
Check-In and Check-Out Procedures	
Check-In & Check-Out	
Book / Material Loan Policy	
Classroom Procedures	
Computer and Equipment Usage	
Parking Information	9
Obtaining an ID Card	10
ABE Map	11

## 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

## Test Preparation

### General Education Development (GED) Subject Areas

#### Language Arts: Writing

- Essays, Organization, & Mechanics

#### Language Arts: Reading

- Interpreting Non Fiction, Fiction, Poetry, and Drama

#### Official GED Exam Scoring

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

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.

#### 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.