

2008 Spring Schedule of Community Education Classes

ADULT BASIC SKILLS

**Community Education Center (CEC)
Mt. SAC Campus, Building 30
(909) 594-5611, ext. 4845**

Office Hours:

MTWTh: 7:45 a.m. - 5:00 p.m.

Friday: 7:45 a.m. - 4:30 p.m.

**Adult Basic Skills Lab
(909) 594-5611, ext. 4935**

Lab Days/Hours:

MTWTh: 8:00 a.m. - 8:00 p.m.

Fridays: 8:00 a.m. - 4:00 p.m.

The Community Education Center is committed to providing excellent basic skills and workforce preparation training to a non-traditional adult population. Students can receive basic skills assessment and training, career assessment, vocational training and employment assistance. All services are offered at no cost.

Basic Skills

The Basic Skills Lab is available to students on a walk-in basis offering:

- Courses to strengthen reading, writing, math skills
- Development of skills necessary for the workplace
- Direct instruction and individualized study plan
- Computer-based instruction

Literacy Program

The center offers a literacy program for adults. Basic literacy skills are provided using classic literary works, group and individual projects and presentations.

ASVAB Preparation

Students interested in entering the military may prepare for the Armed Services Vocational Aptitude Battery (ASVAB) in the Basic Skills Lab. Students will be pre-tested and prescribed an individual education plan to cover deficient areas.

Computer Literacy/Vocational

The Basic Skills Lab offers excellent vocational preparation in the following software applications:

- MS Windows XP
- MS Office XP (Word, Excel, PowerPoint, Access)
- MS Publisher
- MS FrontPage
- Keyboarding

GED Exam Preparation

Coursework is offered in the Basic Skills Lab to prepare students to pass the General Education Development (GED) test.

Official GED Testing

General Education Development (GED) testing is offered at the Community Education Center, Building 30. Please note the following pertinent information regarding the GED exam:

- Pre-registration is recommended
- Current photo identification in the form of a valid California driver's license, California Identification card or passport is required. (*No exceptions*)
- \$85 test fee payable at the time of the exam (cash only)
- Testing day and time:
Fridays, 8:00 a.m. - 2:00 p.m.
(*excluding holidays*)

To register for the Official GED exam, please call (909) 594-5611, ext. 4845.

PSAT/SAT/SAT II/ACT Preparation

Prepare for college-bound exams at the Community Education Center. Long-term preparation is available through the use of the most current PSAT/SAT/ SAT II/ACT exam software.

For more information on any of the above programs, please call the High School Office at (909) 594-5611, ext. 4937.

Athletes Can't Lose with WIN

The WIN program, a student athlete study center, is specifically designed to:

- Assist student athletes to maintain academic eligibility
- Prepare students to transfer to a four-year institution

Please call (909) 594-5611 ext. 4239 for further information.

Adult High School Diploma (909) 594-5611, ext. 4937

Adult students can earn credits toward completion of a high school diploma under the guidance of instructors, counselors and support staff. Coursework is offered with small group instruction, computer-aided instruction and individual study. A cap and gown graduation is held on the Mt. SAC campus each June to honor students receiving their high school diploma.

Credits for required courses and/or electives may be awarded in the following ways:

- Adult School Courses
- Previous High School Courses
- Work Experience (*verification required*)
- Community College Credit Courses
- Training Programs (*accredited institutions only*)

High School Referral Program (909) 594-5611, ext. 4937

Program description and requirements:

- Students earn deficient high school credits at the Community Education Center.
- Credits are transferred to their school of origin.
- Students must obtain a referral form from their high school counselor.
- Parents and students must attend a mandatory orientation, made by appointment ONLY, which must be completed prior to attending class.

LEARNING ASSISTANCE CENTER

**Building 6, Room 101, Lower Level of the Learning Technology Center
(909) 594-5611, ext. 4300**

The Learning Assistance Center serves students who need to review pre-collegiate skills in math, reading and writing. The Center also offers study techniques and speed-reading. Student services include use of computers, assessment of skills and a personalized study plan. Students interested in more information should call (909) 594-5611, ext. 4300.

Center hours:

MTWThF	7:30 a.m. - 10:00 p.m.
Saturdays	8:00 a.m. - 6:00 p.m.
Sundays	8:00 a.m. - 4:00 p.m.

Registration is accepted any time the Center is open.

Skills Development Laboratory

Offers individualized material in the following subjects: reading comprehension, reading acceleration, vocabulary, spelling, elementary math, algebra review, English grammar and study techniques (note-taking, test preparation and test-taking).

Learning Lab

The Learning Lab is a computer-media lab available for all credit and noncredit students. Workshops are offered on an appointment basis to assist students who want more instruction on word-processing, E-mail, database/web research, Power Point and course-related materials. 98 PCs and 48 MACs along with computer technical assistance are available for students. Registration for use of the lab is necessary every semester. Students are required to present a current student picture I.D. at the front desk to access the Lab.