

2008 Winter 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. - 6:30 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. - 8:30 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 taught 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:

MTWTh

7:30 a.m. - 10:00 p.m.

Registration is accepted any time the Center is open.

Skills Development Laboratory

This lab 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.

Study Techniques

Improve the following skills: time management and study strategies, effective listening, note-taking, informal outlining, strategies for reading a textbook, memory improvement principles and test-taking techniques.

Short-Term Review

Offers individualized material for students who need a short-term review of math, reading, English usage and grammar skills.

Reading Acceleration

Provides instruction and practice in techniques of reading acceleration and variable reading speeds.

Improving Reading Comprehension

Prepares students for reading college material. Emphasizes the mastery of reading comprehension skills and vocabulary improvement.

Improving Writing Skills

A readiness course designed to increase the mastery of basic writing skills to a level which will permit the student to complete college writing assignments.

Math Skills Review

Improves proficiency of computational skills in operations involving whole numbers, fractions, decimals, proportions and percentages.

Writing, Reading and Speech Laboratory

Writing, reading and speaking skills enhanced by providing access to computer-aided instruction.

Supervised Tutoring

Building 6, Room 101 (Lower Level of the Learning Technology Center)
(909) 594-5611, ext. 6605

Tutorial Services provides free individual tutoring to students in English and math. Study groups are also available for English, math, foreign languages, sciences, nursing and other subjects. Additionally, Tutorial Services provides supplemental instruction in over 20 courses.

Drop-in Tutoring

Tutors in English and math are on duty during regular hours. Drop-in and appointments for writing tutoring is available. Students are encouraged to build study time around their classes — ideally with a tutor — into their daily academic schedule.

Study Groups:

Sessions are designed to give students more focused, small group time with course material. Groups of two or more students are encouraged to keep regular group meetings with a tutor for a maximum of two hours per session.

Register at Tutorial Services counter. For more information, please call (909) 594-5611, ext. 6605.

JOB TRAINING & VOCATIONAL PROGRAMS

Basic Skills

The Basic Skills Certificate of Competency provides courses and training in skills that will improve opportunities for students to obtain employment, advance in their careers or prepare for future advanced academic studies. Students will increase basic skills, i.e., reading, writing, math and computer skills, and progress in this sequence based on individual needs. Courses are offered days and evenings to accommodate work and personal schedules. For more information, please call (909) 594-5611, ext. 4845.

Career Development

Career development provides students with information and guidance on college opportunities, careers and life planning. Students can apply skills gained to their current employment and personal lives and will improve their opportunities to advance in their careers or transition into a new career. This sequence of courses is offered days and evenings to accommodate adults with alternating schedules. For more information, please call (909) 594-5611, ext. 4845.

English as a Second Language

ESL students are placed within the following sequence of courses according to their English abilities. Students progress through this sequence based on individual need before transferring into credit courses or employment. Supplemental courses in speaking, writing and vocational language will assist their progress through the sequence and may be taken along with level classes as needed.

Courses are offered all year long, including winter and summer intersession. Classes are offered days, evenings and weekends. For more information, please call (909) 594-5611 ext. 5235.

Secondary Education

The High School Program provides all courses needed to satisfy requirements for a high school diploma. Students earning a high school diploma increase future employment and educational opportunities, including college and training programs. Completion of these courses will provide the student with a high school diploma. For more information, please call (909) 594-5611 ext. 4845.

NONCREDIT CERTIFICATES IN OCCUPATIONAL TRAINING

California Community College Adult Education Programs are authorized to offer short-term vocational programs with high employment potential. The demonstration of need to offer these programs within the College service area is determined by manpower needs projections from the California Occupational Information System (COTS), or surveys of employer needs in the community, or state licensing mandates and/or certification.

What Are Occupational Training Certificates?

Certificates in a variety of vocational programs are available through the Community Education Division. Many of these certificate programs mirror those offered through the credit programs of the College, are favorably recognized by business and industry, and are frequently used as a requirement for professional advancement. Classes taken are noncredit, and do not generate college units toward a degree.

The Community Education Division also offers fee-based Certificate Programs. These include:

- Accounting/Bookkeeping
- CPR and First Aid
- Medical Insurance Billing Specialist

Specific certificate content and more information can be found in the Community Services Schedule of Classes each semester or contact (909) 594-5611, ext. 4220.

How to Finish an Occupational Certificate

In order for students to receive a Certificate of Completion, the student must do the following:

- Obtain the appropriate Certificate Application Form from the Community Education Division Office, Administration Building (Building 4), Room, 221
- Register and pay material fees if required for desired classes
- Attend a minimum of 75% of required class hours
- Satisfactorily complete coursework, papers and projects, take and pass mid-terms and final with the equivalent of a "C" grade
- Obtain instructor signature upon completion of each class
- When all courses are completed, submit signed form to the Community Education Office