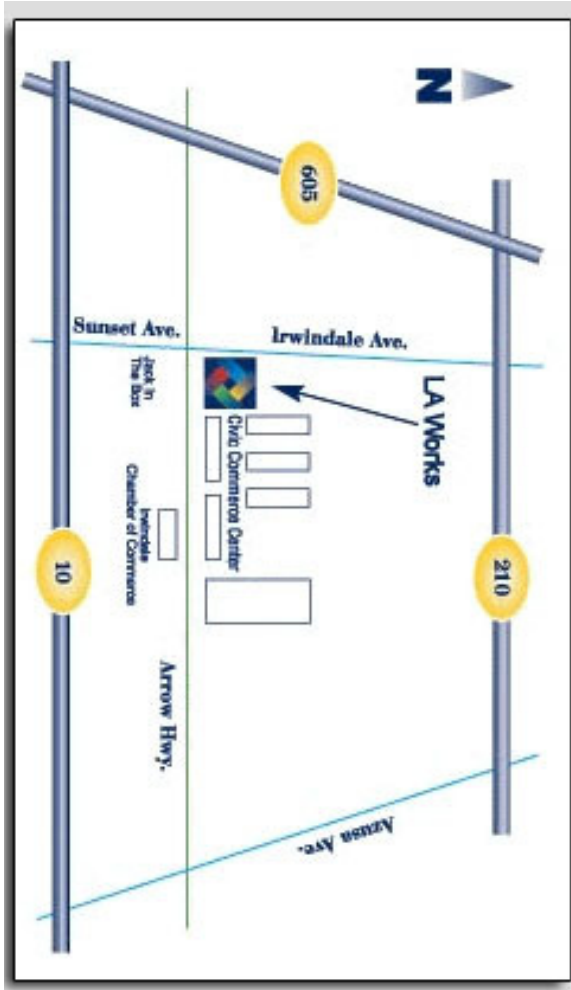




Mt. San Antonio College  
Adult Basic Education Center

# Mt. SAC Basic Skills Lab at LA Works

## 2011-2012 Program Information



LA Works, Mt. SAC Basic Skills Lab, 5200 Irwindale Ave. Irwindale, CA 91706  
Tel. #: (626) 960-3964 x2338

Class Hours  
Monday-Thursday 8:30am-11:30am



## 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 Complaints/Grievances

To file a complaint, please provide a written statement within 30 days of the alleged violation. You can send it to Mt. SAC in the following two ways:

- US Mail:  
Adult Basic Education Administration  
Building 30, Room 101  
1100 N. Grand Avenue  
Walnut, CA 91789
- Email:  
abeinfo@mtsac.edu

Your complaint will be forwarded to an administrator for review. If you wish to file a formal complaint/grievance, please indicate this in your written statement. Your statement will be reviewed by an administrator and you will be contacted within a few days after it is received.

## Lab General Services

### Overview to the Mt. SAC Basic Skills Lab

The Mt. SAC Basic Skills Lab provides self-paced, individualized instruction to help you improve your skills. The Basic Skills Lab is open to all residents whose Basic English and/or math skills require improvement for the workplace, personal use or for future education classes.

The Basic Skills Lab is a free open-entry/open-exit class. You can attend classes at any time throughout the year. You don't have to sign up for any sessions or commit to "set" schedules. Attend every day, or one or two times a week for a few hours . . . the choice is yours!

Start at your own level. Progress at your own rate. Learn new skills or upgrade your current skills.

### Services Offered in the Mt. SAC Basic Skills Lab

- Basic skills assessment and Pre-GED testing
- GED Preparation
- Essay Writing Seminars
- Instruction in basic reading, writing, and math
- One-on-one assistance
- Individual educational plans
- Computerized learning curriculum (Plato)

### Basic Skills Instruction and Assessment

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

# General Education Development (GED) Program

## GED Subject Area Tests



### Language Arts: Writing

- Essays, Mechanics & Organization

### Language Arts: Reading

- Interpreting Non Fiction, Fiction, Poetry, and Drama

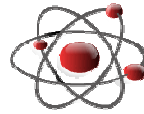
### Official GED Exam Scoring

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



## GED Eligibility

Any individual can take the test if he or she:

- Is eighteen (18) years of age
- Is within 60 days of his or her 18th birthday, regardless of enrollment status

In special cases an individual may take the GED test at the age of seventeen (17) . Please see the Lab Supervisor for more information.

## Matriculation: Student Support Services

*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. They can:

1. Discuss with you a step-by-step checklist for applying to the College and enrolling in classes.
2. Provide you with important forms and show you how to complete them.
3. Tell you how to locate and utilize campus resources (Financial Aid, Admissions)
4. Determine if you need to take any placement tests and provide you with sample tests and testing information, if needed.
5. Help you determine your academic goals.
6. Assist you in selecting college classes and creating a short-term course plan for college graduation and transfer.

Counselors will be at LA Works upon request of the instructor. Please check with your instructor to determine the next time a counselor or educational advisor will be on site.

## Counseling Services

### Adult High School Counselors

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.



## Basic Skills Lab Guidelines for All Students

### **LAB RULES:**

- No talking in the Lab.
- Stay focused and on task.
- Use appropriate language and wear appropriate attire.
- No cell phone usage inside the Lab.
- Only educational materials are allowed in the Lab.

### **COMPUTER AND EQUIPMENT USAGE:**

We are happy to provide current software and computer equipment for your use at no charge. Please assist us in maintaining the equipment in the best possible condition. The following applies to usage of the computer equipment and software:

- Internet usage is for educational purposes only.
- No chat rooms, music videos, or other inappropriate sites are to be accessed.
- Offensive materials either on disk or the Internet are not allowed on any College computer.
- Students may print one copy of their document. Excessive printing will result in the loss of this privilege.

### **DISCIPLINE POLICY:**

The Mt. SAC Basic Skills Lab is privileged to provide instruction and support services to students enrolled in the Adult High School Diploma Program. Students are expected to adhere to program guidelines and the Mt. SAC Student Discipline Policy. Every attempt will be made to ensure that all students have ample educational opportunities. The following steps are the process for discipline:

- Offense one: The student will receive a verbal and/or written warning by the instructor.
- Offense two: The student will be asked to leave the lab for one or two days. Depending on the offense, a behavior contract and/or a meeting with the instructor may be required to re-enter the program.
- Offense three: The student will be referred to the Mt. SAC Student Life Office for possible disciplinary action. An interim suspension may be issued while the student awaits contact from the Student Life Office.

## GED Frequently Asked Questions

### **Where can I take my Official GED Exam?**

A list of Official GED Exam Centers will be provided to you after the instructor gives you a referral stating that you passed the pre-test and are ready for the GED subject(s).

### **How much does the Official GED cost?**

The fee for the Official GED Exam varies from each Official GED Exam Center. Before going to take the Official GED Exam Center, please call the test center for the date, time, and to reserve a seat.

### **What form of ID is accepted to take the exam?**

- California Driver's License
- California State I.D.
- Current Passport
- Military I.D.

### **Do I have to take all the tests at one time?**

This depends on the Official GED Exam Center.

### **What if I do not pass the test?**

You will only need to re-take the test(s) you did not pass. Before re-testing, you will have to complete 60 hours of study in the subject area that you did not pass.

### **How and when can I get my results?**

Within three (3) weeks of completing the exam, a transcript with your test results is mailed to your home. Your **California High School Equivalency Certificate** is mailed to you approximately three (3) to four (4) months after you complete your exam.

### **How do I obtain a copy of my GED records?**

Call Educational Testing Services—GED Records Center at toll-free number (866) 370-4740.

## High School Diploma and GED Comparison

	High School Diploma	General Education Development (GED)
Cost	<ul style="list-style-type: none"> <li>• May need to pay for high school transcripts depending on high school</li> </ul>	<ul style="list-style-type: none"> <li>• Testing fees vary depending on testing site</li> </ul>
Time	<ul style="list-style-type: none"> <li>• Each course may take approximately 75 hours to complete.</li> <li>• A minimum of 62.5 class hours is required for 5 credits.</li> </ul>	<ul style="list-style-type: none"> <li>• The time it takes to finish the GED varies depending on pre-test scores and time spent studying.</li> <li>• After one official section of the test is passed, an instructor can give the student an idea of a possible completion date.</li> </ul>
Requirements	<ul style="list-style-type: none"> <li>• 180 credits required</li> <li>* See Adult High School Diploma pamphlet for list of course/credit requirements</li> </ul>	<p>The GED consists of successfully taking a series of five (5) tests:</p> <ul style="list-style-type: none"> <li>• Language Arts, Writing (2 hrs)</li> <li>• Social Studies (80 min)</li> <li>• Science (80 min)</li> <li>• Language Arts, Reading (65 min)</li> <li>• Mathematics (1.5 hrs)</li> </ul>
Job/School/Future	<ul style="list-style-type: none"> <li>• Accepted everywhere</li> </ul>	<ul style="list-style-type: none"> <li>• The equivalent of a high school diploma and accepted by most organizations.</li> <li>• Some branches of the military have special requirements. Each student should inquire with the special branch in which they are interested in enlisting.</li> </ul>

## Matriculation:

### Registration, Orientation, & Assessment

#### Student Registration

You can enroll in any course offered by coming into the Lab.

#### Orientations

On your first day of class you will receive an overview of the program and will be told how the program can help you meet your academic goals. Orientations are excellent opportunities to learn about the services provided by the Lab and to ask any questions that you might have.

For more information on orientations or to register, please call (626) 960-3964 x2338 or come to the lab Monday - Thursday from 8:30am - 11:30am (closed on Fridays).

#### 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 all students.* This assessment test gives the instructors information about your reading and/or math level. Depending on your initial score, you may be given follow-up exams to see how you are progressing.
2. GED Practice Tests: *This test is given to GED students only.* You will be given 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.

#### Coursework

After you take the assessment test(s), you will meet with the instructor to discuss your plan of study. Plans of study include:

1. Reading and Math Skills Improvement
2. General Education Development (GED) Test Preparation
3. Adult High School Diploma Coursework

Your plan of study, and subsequent work order, will depend on your level of preparation, your previous educational accomplishments, the amount of time you have to study in the Lab, and your future plans.