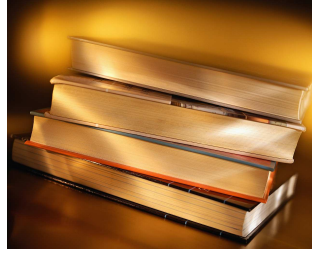


ADULT BASIC EDUCATION (ABE) & HIGH SCHOOL SUBJECTS (HSS)



VISION STATEMENT

The Santiago Canyon College Continuing Education Department of High School Subjects and Adult Basic Education envisions student success from basic skills to high school diploma courses through a department staffed with professionals motivated to help students achieve their personal academic goals.

MISSION STATEMENT

The mission of the Santiago Canyon College Continuing Education Department of High School Subjects and Adult Basic Education is to help students succeed in achieving academic goals.

PROGRAM OUTCOMES

A few of the skills the student will be able to do upon completion of any course in Adult Basic Education or High School Subjects are:

- Think critically in order to analyze, evaluate, and organize information
- Communicate and express information in a logical and articulate manner
- Act as an involved and responsible community member

GENERAL INFORMATION

The Adult Basic Education (ABE) and High School Subjects (HSS) Diploma Program serves students who want to further their education. There are a variety of reasons that students enroll in ABE or HSS. They may have dropped out of their high school and are coming back to earn their high school diploma. They may be ESL students who want to earn their high school diploma here in the U.S. These ESL students may or may not already have a diploma from their native country. Students who are at the ESL Intermediate 2 or 3 level may also enroll in ABE.

ABE offers instruction in reading, writing, and math. It is usually a combination of independent study and instructor-directed lessons. Reading classes focus on improving reading skills and are primarily independent study. Both classes prepare students for higher level classes in HSS, GED, or college credit.

HSS classes offer all the courses necessary to earn a high school diploma and are self-paced, individualized instruction; however, some classes offer pull-out workshops that focus on specific skills. Diplomas are issued by the Rancho Santiago Community College District to students who complete the required course of study and demonstrate proficiency in basic skills.

All students are given a placement test before they are registered in ABE, Reading, or HSS. After this assessment, students meet with a counselor who places them in the appropriate course of study and follows them as they complete their courses. Generally if students place below an 8th grade reading level, they are usually placed in the ABE and Reading classes.

A new ABE class, Native Language Basic Skills for Adults is designed to teach students basic literacy skills in their native language, so that they will be able to transition to and be successful in ESL classes. The Native Language Basic Skills for Adults class has partnered with a low level ESL Transition class, so that students may learn literacy skills and English at the same time.

New ABE, Reading, and HSS instructors will receive a new teacher orientation with the coordinator once they are hired and cleared to teach.

PETITION AND BRIDGE PROGRAMS

Working in partnership with the Orange Unified School District, SCC Continuing Education offers two types of classes to current high school students. Petition classes are normally taught at the local high schools to help students make up credits. High School Bridge classes are offered primarily for enrichment on the high school campus.

RELEASED MINOR STUDENTS

There is a separate class offered at OEC for underage students who have been released from their school district.

INSTRUCTOR RESPONSIBILITIES

- Instructor Attendance & Punctuality: Arrive to your class on time and be ready to teach. Students deserve the time they have given us to be used as productively as possible. If you are going to be absent, call the Absent Line at 714-628-5917.
- Mail and Email: Part-time instructors have an Outlook district email address. Instructions for signing on the first time are at the computer stations in "Hoteling." Be sure to check your Outlook email and your mailbox at least once a week. These are the primary ways of all school communication.
- Student Attendance: A minimum of 22 students is required to offer a class. Let Outreach (and me) know if your numbers regularly fall below this number. Please turn in your attendance on time. I can't emphasize enough how very important this is.
- CASAS Testing: Follow the instructions and guidelines for CASAS testing. This is very important and a big source of funding for the school. The CASAS Office is located in the back of the Resource Center.
- Parking: You may obtain a parking permit for OEC from Linda Shimer in the Administration Office. Instructors at SCC will need to obtain a parking permit for that campus.
- Keys: You may obtain any keys you need for OEC classes from Linda Shimer in the Administration Office.
- Faculty Development: Two times a year (usually in August -the week before Labor Day - and three days in January before classes begin) we have faculty development opportunities. These are offered in lieu of instruction, and instructors are expected to participate. You will receive a book with the workshops and meetings for both weeks along with your "in lieu of instruction hours."
- Course Overviews: The course overviews are given out at the beginning of the fall term. They are to be completed and submitted to the dean within the first three weeks of the term and at any time the overviews are revised during the year. The purposes of the overview are to inform students of what they may expect from your class and to provide the office staff with information about your class to convey to registering students.

ADDITIONAL INFORMATION

- Curriculum and Faculty Development: Instructors are encouraged to participate in paid curriculum development opportunities to continually update and improve the ABE & HSS Program.
- Department Meetings: The HSS/ABE Department meets on a monthly basis, and meetings are open to all interested instructors. There are positions for several part-time instructors to be paid for participating in these department meetings. The types of items discussed at these meetings include current class and school issues and concerns, curriculum and faculty development, global issues, etc. Please consider attending these meetings. Instructors have commented how much they have learned by participating in the department meetings.
- Partners: Most HSS/ABE classes involve a team of instructors. Some do not teach the same days or evenings but share the same students. Others team teach at the same time in the same class. Working with one or more partners is crucial to student success. It's very important for partners to work together in planning their class, including agendas, lessons, assessment schedules, etc.
- Substitutes: HSS/ABE classes are usually quite different from a traditional type of class, and it is important for substitutes to understand the nature of the class. Instructors who are interesting in substituting in a HSS/ABE class need to go through the same hiring process as an instructor receiving a classroom assignment. When approved, they will be given the same department information as a new instructor at their orientation. They are also encouraged to observe the class to get a better feel for how it works.
- Technology: A variety of technology equipment and software is integrated into the ABE, Reading, and HSS classes. Instructors are encouraged to use technology in their classes, and workshops to learn how to use it are offered throughout the year.
- Textbook Procedures:
 - Because the HSS and ABE classes cover multiple subjects, students do not generally purchase a textbook but use those available in the classroom. However, students may purchase books at the OEC Bookstore. There are also procedures in place for a student to check out a book from the classroom.
 - Please notify the coordinator when you are getting low on books in your classroom. It can take up to three months before receiving an order, so it's best not to wait until you're out of books before placing an order.

- Commencement: A high school graduation ceremony is held at the end of every academic year on the Santiago Canyon College campus. All part-time faculty are encouraged to attend in academic attire.

