



# Instructional Resources

LEARNING SUPPORT DIVISION

EXPERIENTIAL LEARNING

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TECHNOLOGY SERVICES

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## LEARNING SUPPORT DIVISION

The mission of the Learning Support Division is to provide support and access to educational opportunities for students, and to maintain a wide variety of resources to meet the informational and educational needs of the NIACC community.

This includes assessment, developmentally appropriate classroom and tutorial instruction, and assistance in utilization of library resources.

### *Assessment/Testing*

- College Level Examination Program (CLEP)
  - To schedule a CLEP exam, call 641-422-4326.
- Test Proctoring
- Police Dispatcher Recertification
- General Educational Development (GED)
  - GED Testing Site: NIACC Campus—Beem Center Room 103; five tests available in writing and reading skills, social studies, sciences, and mathematics.
  - Scholarship: For eligible GED candidates enrolling at NIACC each fall semester.

Requirements of GED testing procedures/policies clarified by the Chief GED Examiner.

### *Adult Literacy*

Open entrance/open exit classes for adults with or without a high school diploma.

- Adult Basic Education (ABE)
- General Educational Development (GED): Adults study basic reading, writing, and mathematics. Adults may also prepare for the GED tests which lead to the attainment of a high school equivalency diploma. GED requirements are clarified by the Chief GED Examiner.

### *Literacy/Adult Basic Education*

- ABE/Special Learning Needs: Persons functioning below ninth grade level.

### *English Language*

- Learning English as a Second Language (ESL): Instruction is provided for non-native speakers in speaking, reading, and writing the English language.

## EXPERIENTIAL LEARNING

### *Individualized Competency-Based Education Program (ICBE)*

The Individualized Competency-Based Education (ICBE) Program is an individually tailored, student-designed program leading to an Associate Degree. The ICBE program is designed for adults who (1) have acquired college-level learning outside the college setting; (2) desire assessment of this learning for credit equivalence; and (3) may desire a flexible time schedule for completion of their educational goals.

The program is designed to meet the specialized educational needs of adults who have either (1) a clear direction or desire for designing their own educational program, or (2) want opportunities for life or career development or change, or (3) prefer or need the nontraditional options for their area of study.

The ICBE degree program is an alternative mode of education for adults who have had learning experiences from employment, volunteer work, noncollege education, in-service training, or other life experiences. Enrollment with approval of Director of Learning Support.



## LIBRARY

The role of the NIACC Library is to support the curriculum and to provide resources and services to meet the needs of students, faculty, and area residents.

The collection contains a wide variety of books, media, and electronic books. Subscriptions include national newspapers, North Iowa area newspapers, and periodicals with ten-year holdings of most titles. Also available are files containing up-to-date pamphlets, career information, and social concerns materials.

The library is open 59 hours per week, including 4 evenings. A professional staff of one full-time librarian assisted by three full-time and several student assistants provide service for all patrons. Library orientation sessions are offered at the beginning of each semester to inform students of library resources, policies, and procedures. An online version of the orientation is also available from the library web page. A library handbook in print and online is available. A student ID card is required to check out materials. ID cards are available in Student Services.

A word-processing computer and various types of media equipment are available for use in the library. Copying services are provided at a minimal cost.

The library is connected online to over thousands of libraries across the country via the OCLC interlibrary loan system. This brings the libraries of the United States to NIACC students. A number of electronic databases, including full-text periodical databases, newspapers, electronic books, and encyclopedias on the World Wide Web, can be accessed through the library's web page. A list of passwords is available for off-campus access. Cooperative

agreements with other Iowa community colleges and area libraries provide additional sources of information.

The library continues to implement the utilization of new technologies to meet the information needs of NIACC students. The library uses an online library catalog and circulation system to provide easy access to resources. Internet workstations are available for using the World Wide Web.



The library's Café Bean provides a casual atmosphere where students can meet and relax with coffee. A wireless hub is available for students wishing to use their laptops.

## STUDENT LEARNING CENTER

The Student Learning Center, located in Beem Center, offers opportunities to all college students who wish to:

1. Learn or improve existing study skills including but not limited to test-taking skills, note-taking, and time management.
2. Improve personal and academic skills in writing, math, and/or reading.
3. Schedule individual or small group appointments for professional tutoring in a variety of subjects offered by the college.
4. Drop in for tutoring in NIACC class work, or to study individually or in small groups.
5. Study in a comfortable, helping environment.
6. Participate in student-led study groups known as "Supplemental Instruction."

## TECHNOLOGY SERVICES

The Technology Services Division provides technology-related support to the campus in the areas of computer services, media services, and telecommunications. Technology Services staff members set up and maintain the computers in the computer labs, data networks, Internet, and computer applications. In addition, staff members support classroom presentation equipment such as overhead projectors, video projectors, large screen computer displays, and interactive television classrooms (ICN). Other production services include overhead transparencies, electronic publishing, video production and reproduction, satellite down-linking services, and Internet Web page development.

### *E-Mail/Internet*

NIACC provides e-mail accounts and on-campus Internet access to all students enrolled in credit classes. Wireless Internet access is available throughout campus and the college residence halls. (See the Technology Policy in the Student Handbook.)

### *The Iowa Communications Network (ICN)*

NIACC is proud to be a part of the ICN, a statewide two-way interactive video/audio/data network with over 800 electronic classrooms, connecting every county in the state. NIACC has two interactive television classrooms on campus in Mason City and one at the NIACC Charles City Center. In addition, there are ICN classrooms at nearly all area high schools. Students can participate in a variety of college classes at the remote sites, communicating with the instructor and other students via two-way video and audio. The ICN also provides Internet and data services to the college.

### *Online Instruction and Support*

NIACC offers many courses that can be taken online via the Internet, which can lead to an Associate in Arts Degree or an Associate in Science (Business) Degree. Online courses provide the flexibility to work on course assignments evenings and weekends to accommodate job and family schedules. While most courses start and end on the traditional semester schedule, some online courses are "open entry" allowing a student to start a few days after they register and complete the course within 15 weeks. A student needs to have access to a computer and an Internet connection, or can use the computers in the NIACC computer labs. New courses are in development every year. For current information, visit the online course web page at <http://www.niacc.edu/online/>.