



## Media Services Plan

Revised, FY2009, FY2014, FY2016, FY2017

The Tooele Technical College (TTECH) Media Services Plan is designed to ensure the availability of appropriate media services to all students regardless of program delivery, faculty, and staff. Media services are appropriate to the TTECH mission, which is to provide rewarding, competency-based, affordable, and accessible career preparation for youth and adults to meet the needs of Utah employers.

### **Scope and Availability of Services:**

Media services are available to students, faculty, and staff at the TTECH. Services are primarily completed in a self-serve fashion as the facility is available every day but Sunday however; assistance from faculty and staff is readily available upon request. Students requiring assistance are generally helped by their program instructors or a member of the Student Services staff. Faculty and staff requiring assistance can receive help from their immediate supervisor, the Curriculum Developer, or the Marketing Specialist.

Media resources at the TTECH may include reference books, periodicals, professional and technical manuals, audio-visual materials and equipment, access to the internet, and online learning resources.

All TTECH students have on-site access, through our membership in the Utah Academic Library Consortium (UALC), to the academic libraries at all public colleges and universities in Utah, Brigham Young University, Westminster College, and several colleges and universities in the State of Nevada. Students can access these library resources by showing their TTECH identification card.

Electronic resources for all students, faculty and staff at the TTECH include access to the Internet and, correspondingly, access to public library resources through the Utah Pioneer Online Library, and career information through resources such as the *Occupational Outlook Handbook* and O'Net.

### **Variety of Current and Relevant Educational Materials:**

Each program maintains appropriate student resource materials in the classroom that support the programs. These materials are kept current and relevant through annual review by faculty and staff during the Instructional Planning Meetings for each program area of the College. Base budgets include funding for the purchase of standard learning materials. Media purchases that require a significant expenditure of funds are considered and prioritized for purchase by administration.

Following are examples of current, relevant educational materials, listed by program area, that are available throughout the College. These materials support the educational programs and provide a quality learning environment that is consistent with the College's mission.

## EXAMPLES of LEARNING RESOURCES

<b>Allied Health Programs Learning Resources Inventory</b>		
<i>Title</i>	<i>Author</i>	<i>Format</i>
Fast and Easy ECG		Book
Evolve Web Site Each Student has Access to the Student Recourses for each Text	Kinns	Web
American Heart Association BLS for Health Care Providers	AHA	Book
American Heart Association First Aid for Health Care Providers	AHA	Book
Tabor's Cyclopedic Medical Dictionary 21	F A Davis	Book
Mosby's Medical Dictionary	Elsevier	Book
Understanding Anatomy and Physiology	Gerstman	CD
Medical Terminology	DCM/instructional Systems	CD
ICD-10-CM 2015	AMA	Book
ICD -9-CM Expert 2015 Vol 1&2 Optum 360	Optium	Book
CPT Professional 2015	Optium	Book
HCPCS II	Optium	Book
ICD -10-CM Complete Official Draft 2014	Optium	Book
Disease and Health	Kinns	CD
Viruses The Deadly Enemy	Kinns	CD
Ortho Glass Casting	Cardinal	CD
Phlebotomy Essentials 6th	Kluwer	Book
Blood Collection a Short Course	Davis	Book
Medical Coding Certification Exam Preparation	Stewart Ward	Book
E&M Coding Clear and Simple	Davis	Book
Lab Corp Test Menu	LabCorp	Book
Ethics in Medical Coding	McGraw Hill	Book
Surgical Instrumentation	Elsevier	Book
Instrumentation for the Operating Room	Elsevier	Book
Brief Atlas of the Human Body	Elsevier	Book
Quick and Easy Medical Terminology	Elsevier	Book
Medical Terminology Express	Davis	Book

<b>Business Programs Learning Resources Inventory</b>		
<i>Title</i>	<i>Author</i>	<i>Format</i>
A Guide to Customer Service Skills for the Service Desk Professional	Donna Knapp	Book
Basic English review	Karen Schneiter Williams	Book
Business English	Mary Ellen Guffey	Book
Business Etiquette for Dummies	Sue Fox	Book
College English and Communication	Sue C Camp	Book
Complete Idiots Guide to: Business Letters & Memos	Tom Gorman	Book
Computer Concepts & Microsoft Office 2013	Denise Seguin	Book
Computers - Understanding Technology	Floyd Fuller	Book
Copy Editing and Proofreading for Dummies	Suzanne Gilad	Book
Customer Service - 21st Century Business	Doris D. Humphrey	Book
Customer Service Skills and Concepts for Success	Robert W. Lucas	Book
Design Elements - A Graphic Style Manual	Timothy Samara	Book
EBay for Dummies	Marsha Collier	Book
English for Careers	Leila R. Smith	Book
English Workout - Language Skills for the Workplace	Glencoe	Book
Essentials of English Grammar	L. Sue Baugh	Book
International Management - Managing Across Borders and Cultures	Helen Deresky	Book

Introductory Computer Concepts 2012 Parsons & Oja Book

<b>Business Programs Learning Resources Inventory Continued</b>		
<i>Title</i>	<i>Author</i>	<i>Format</i>
Making IT Work For You	O'Leary	Book
Managing for Dummies	Bob Nelson	Book
Marketing for Hospitality and Tourism	Philip Kotler	Book
Microsoft Office 2010 PowerPoint - A Complete Case Approach	O'Leary	Book
Our Digital World - Intro to Computing	Jon Gordon	Book
Power Tools for Business Writing	Levitt & Craig	Book
Procedures & Theory for Administrative Professionals	Fulton-Calkins, Stulz	Book
Proofreading and Editing Precision	Pagel Norstrom	Book
Rowe College Business English	Mary Anderson Bogle	Book
Small Business - An Entrepreneur's Business Plan	J.D. Ryan	Book
Small Business for Dummies	Eric Tyson	Book
The Least You Should Know About English Writing Skills	Paige Wilson	Book
The World of Customer Service	Pattie Gibson-Odgers	Book
Under the Grammar Hammer	Douglas Cazort	Book

<b>Certified Nursing Assistant Program Learning Resources Inventory</b>		
<i>Title</i>	<i>Author</i>	<i>Format</i>
Art of Dementia Care, The	Kuhn, Verity	Book
Diseases of the Human Body 5 <sup>th</sup> ed.	Tamparo, Lewis	Book
Lippincott's Essentials for Nursing Assistants	Carter	Book
Lippincott's Video Series for Nursing Assistants	Carter	DVD
Medical Terminology in a Flash: <i>An Interactive Flash-card Approach</i>	Eagle	Book
Nurse Aide Exam Book for Nursing Assistants: <i>Certified Nurse Assistant (CNA) Exam Study Guide &amp; NNAAP Textbook</i>	Nurse Aide Exam Team	Book
On The Job The Essentials of Nursing Assisting 2 <sup>nd</sup> ed.	Henger, Acello	Book
Quizlet.com : TTECH CNA <a href="https://quizlet.com/class/1155639">https://quizlet.com/class/1155639</a>	Conover	Online

<b>Commercial Driver's License (CDL) Learning Resources Inventory</b>		
<i>Title</i>	<i>Author</i>	<i>Format</i>
Tractor Trailer Driver Training Manual	J.J. Keller	Book
Master Driver Video Series	J.J. Keller	Videos

<b>Cosmetology and Barbering Programs Learning Resources Inventory</b>		
<i>Title</i>	<i>Author</i>	<i>Format</i>
Milady Cosmetology Standards	Cengage	Book
Milady	Cengage	Book
Inspire		Magazines
Reinvented	Redken	CD
Red: Color highlighting	Affinage	CD

<b>Heavy Duty Diesel Technician Learning Resources Inventory</b>		
<i>Title</i>	<i>Author</i>	<i>Format</i>
Math For The Automotive Trade 5th Edition	By John C. Peterson and William J DeKryger	Book
Heavy Duty Truck Systems 5 <sup>th</sup> Edition	Sean Bennett	Book
Heavy Duty Truck Systems 6 <sup>th</sup> Edition	Sean Bennett	Book
Medium/Heavy Duty Truck Engines, Fuel & Computerized Management Systems 4 <sup>th</sup> Edition	Sean Bennett	Book
Modern diesel Technology, Heating, Ventilation, Air Conditioning & Refrigeration 2 <sup>nd</sup> Edition	John Dixon	Book
Welding Principles and Applications 7th Edition	Larry Jeffus	Book

Vehicle Electrical Troubleshooting Shortcuts	Vince Fischelli	Book
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### Heavy Duty Diesel Technician Learning Resources Inventory Continued

<i>Title</i>	<i>Author</i>	<i>Format</i>
Industrial and Mobile Hydraulic Technology 2nd Edition	McLaren	Book
Millwrights & Mechanics Guide 5th Edition	Thomas Bieber Davis & Carl A. Nelson	Book
ASE Study Guides	Motor Age Training	Book

### Industrial Maintenance Technician Learning Resources Inventory

<i>Title</i>	<i>Author</i>	<i>Format</i>
Industrial and Mobile Hydraulic Technology	Rory S. McLaren	Book
How To Interpret Fluid Power Symbols	Rory S. McLaren	Book
Trouble shooting Hydraulic Components	Rory S. McLaren	Book
Introduction To Closed-Loop Oil Systems	Rory S. McLaren	Book
Practical Hydraulics	Rory S. McLaren	Book
Millwrights and Mechanics Guide	Thomas Bieber and Carl A. Nelson	Book
Machinery's Handbook	Erik Oberg, Franklin D. Jones, Holbrook L. Horton, and Henry H. Ryffel	Book
Home Wiring	Ray McRynelds	Book
Rolling Element Bearing Maintenance	Design Assistance Corp.	Book
IPT's Industrial Trades Handbook	SKF	Book
Predictive Maintenance for Process Machinery	R.K. Mobley	Book

### Information Technology Programs Learning Resources Inventory

<i>Title</i>	<i>Author</i>	<i>Format</i>
Interconnecting Cisco Network Devices, Part 1 (ICDN1)	Sequeira	Book
Interconnecting Cisco Network Devices, Part 2 (ICDN2)	Tiso	Book
31 Days Before your CCENT Certification Exam	Johnson	Book
31 Days Before your CCNA Certification Exam	Johnson	Book
Cisco CCENT/CCNA ICND1 100-101	Odom	Book
CWNA Guide To Wireless LAN 3rd ed.	Ciampa	Book
Security + Guide to Network Security Fundamentals 4th ed.	Ciampa	Book
Security + Guide to Network Security Fundamentals 5th ed.	Ciampa	Book
CompTia Linux+ Guide to Linux Certification 3rd ed.	Eckert	Book
CompTia Linux+ Guide to Linux Certification 4th ed.	Eckert	Book
A+ Guide to Managing and Maintaining Your PC	Andrews	Book
A+ Guide to IT Technical Support	Andrews, Dark, West	Book
Network+ Guide to Networks 6th ed.	Dean	Book
Network+ Guide to Networks 7th ed.	West, Dean, Andrews	Book
Discovering Computers 2010	Shelly, Vermaat	Book
Installing and Configuring Windows Server 2012 R2 70-410 exam ref	Zacker	Book
Administering Windows Server 2012 R2 70-411 exam ref	Russel	Book
Configuring Advanced Windows Server 2012 R2 Services 70-412 exam ref	Mackin, Thomas	Book
Designing and Implementing a Server Infrastructure 2nd ed. 70-413 exam ref	Ferrill, Ferrill	Book
Upgrading your skills to MCSA Windows Server 2012 R2 exam ref	Mackin	Book

### Information Technology Programs Learning Resources Inventory Continued

<i>Title</i>	<i>Author</i>	<i>Format</i>
Installing and Configuring Windows Server 2012 R2 70-410 Training Guide	Tulloch	Book
Administering Windows Server 2012 R2 70-411 Training Guide	Thomas	Book
Configuring Advanced Windows Server 2012 R2 Services 70-412 Training Guide	Thomas	Book
Configuring Windows Server 2008 Active Directory 1st ed. 70-640	Holme, Ruest, Ruest	Book
Configuring Windows Server 2008 Network Infrastructure 1st ed. 70-642	Northup, Mackin	Book
Windows Server Administration 2008 1st ed. 70-646	McLean, Thomas	Book
Configuring Windows Server 2008 R2 Active Directory 2nd ed. 70-640	Holme, Ruest, Ruest, Kellington	Book
Configuring Windows Server 2008 R2 Network Infrastructure 2nd ed. 70-642	Northup, Mackin	Book
Windows Server Administration 2008 R2 2nd ed. 70-646	McLean, Thomas	Book

### Nail Technician Programs Learning Resources Inventory

<i>Title</i>	<i>Author</i>	<i>Format</i>
Milady's standard Nail Technology	Milady	Book
Milady's standard Nail Technology Exam Review	Milady	Book
Milady Instructor support slides	Milady	Video
Milady's Standard Nail Technology Interactive Games	Milady	CD-Rom
Milady's standard Nail Technology Workbook	Milady	Book
Nails		Magazine
NailPro		Magazine

### Welding Technician Programs Learning Resource Inventory

<i>Title</i>	<i>Author</i>	<i>Format</i>
Blueprint Reading for Welders	Bennet/SIY	Book
Mathematics for Sheet Metal Fabrication	Ahr, Arthur F.	Book
Welding Principles and Applications Study Guide	Jeffus, Baker & Roy	Book
Welding Principles and Applications Text Book	Jeffus, Larry	Book
Metals and How to Weld Them	Lincoln, James F.	Book

In addition to the media resources available in the program areas, the College has a media center with designated computer stations with on-line access for student and potential student use. Also, all College staff and faculty have computers that provide online access. This on-line connectivity provides convenient access to these additional media resources:

#### 1. The Pioneer Online Libraries

Provides comprehensive research resources through the combined efforts of higher and public education, the Utah Education Network (UEN), and the Utah State Government.

This resource can be used to:

- Get help with homework
- Keep Current
- Finish that big paper
- Find historical information
- Prepare to teach a class

## 2. O\*Net Online Resources

The Occupational Information Network (O\*NET) and O\*NET On-line were developed for the United States Department of Labor by the National O\*NET Consortium. It is an application that was created for the general public to provide broad access to the O\*NET database of occupational information that students, faculty and staff can use to:

- Explore occupations
- Search for occupations that utilize your skills
- Search for related occupations
- View occupation details and snapshots
- Use crosswalks to find corresponding occupations in other classification systems
- Connect to other on-line career information resources
- Access help information online

## 3. UtahFutures

UtahFutures offers students information to utilize education and career resources to assist them in choosing a career, upgrading their career, or choosing a higher education institution.

Students can use this to:

- Plan your high school courses
- See a college-prep timeline
- Find a Career
- Compare Utah colleges and universities
- Search for scholarships and financial aid

## 4. Occupational Outlook Handbook

The *Occupational Outlook Handbook* is a nationally recognized source of career information, designed to provide assistance to individuals making decisions about their future work lives. Revised every two years, the Handbook describes what workers do on the job, working conditions, the training and education needed, earnings, and expected job prospects in a wide range of occupations.

The Occupational Outlook Handbook is published by U.S. Department of Labor Bureau of Labor Statistics. Students, faculty and staff can use this to:

- Learn about a specific occupation
- Read about what workers do on the job
- Find out about typical working conditions
- Get training requirements
- Investigate earning levels and job prospects

## Implementation and Coordination of Media Services:

The implementation and coordination of media services for the College is the responsibility of the Vice President of Instruction. Faculty and program supervisors assist with the implementation and coordination.

### **Roles and Responsibilities:**

Under the direction of the Vice President of Instruction, Faculty members are responsible for the coordination of media services in their own program areas. Faculty ensure organized access to books, periodicals, instructional software, equipment and the Internet in their programs so that the training and educational objectives are met.

The Vice President of Instruction works closely with faculty to ensure that the budget is adequate to obtain needed media resources for their programs. It is the instructor's responsibility to requisition relevant educational materials and equipment that adequately support the educational program and help fulfill the mission of the TTECH.

Purchase requisitions for media resources are processed through the TTECH Business Office and cataloged by staff on the College's web site. This process ensures that inventory is complete, accurate and up-to-date at all times. The learning resource database is easily accessible for students, faculty and staff on the College's website at [www.TooeleTECH.edu](http://www.TooeleTECH.edu) under the link for *Current Students*.

### **Orientation to Available Media Services:**

*Students* – Every student who enrolls in the programs at the TTECH receives an orientation that includes information on accessing available media services. This orientation is delivered face-to-face so that every student receives a consistent, informative orientation. Students have the opportunity to learn exactly how to access the resources available to support their efforts in achieving their educational objectives. In addition, this information is printed in the Student Handbook and students are also encouraged to seek guidance at any time through the Student Services Department.

*Staff and Faculty* – Every staff/faculty member hired by the TTECH is provided with an orientation through the Business Office. Staff and faculty are informed of access to available media services. Faculty and staff share the responsibility to assist with keeping materials relevant and current in their program areas by providing input at the Annual Instructional Planning meetings.

### **Media Services Facilities and Technical Infrastructure:**

The learning resource computer stations in the media center and the learning resources in the program areas are available to students and potential students to provide essential resources such as internet access and materials specifically related to the training program. All faculty and staff have a computer with internet access to online resources and can access program learning resources as needed.

Technical infrastructure is addressed on an on-going basis. College IT staff members respond to day-to-day technical needs and repair requests. Requests are taken care of immediately, whenever possible. If this is not feasible the request is put onto a task list and sorted by priority by IT staff. Most critical servers and infrastructure have alerting systems in place so IT staff can solve the imminent problem before students, faculty, and administration notice any disruption. The Network Administrator is available 24/7 by cell phone for any emergencies that arise. Technical Infrastructure is also addressed in the Operation, Maintenance, and Improvement Plan under the *Technical Infrastructure Maintenance and Repair* section.

**Annual Budget:**

The TTECH recognizes the importance of providing current and relevant educational materials to all students, faculty and staff. Annually as the budget is prepared, careful consideration of these needs are analyzed and each program budget includes an amount to be spent in maintaining adequate educational materials needed by each program.

**Evaluation of Media Services:**

As part of the student evaluations, media services are evaluated for effectiveness. The input obtained from these evaluations is analyzed by faculty on a quarterly basis to determine modifications and improvements needed. Faculty present the student feedback gained from the evaluations as part of their budget request for their program media purchases at the Program Planning and Budget meetings that take place each year in the spring.