



Media Services Plan

Revised, FY2009, FY2014, FY2016

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

All TATC 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 TATC identification card.

Electronic resources for all students, faculty and staff at the TATC 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

| Allied Health Programs Learning Resources Inventory | | |
|--------------------------------------------------------------------------------|---------------------------|---------------|
| <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 |

| Business Programs Learning Resources Inventory | | |
|----------------------------------------------------------------------|--------------------------|---------------|
| <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 |

Business Programs Learning Resources Inventory Continued

| Title | Author | Format |
|-------------------------------------------------------------|-----------------------|--------|
| 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 | Page! 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 |

Certified Nursing Assistant Program Learning Resources Inventory

| Title | Author | Format |
|---------------------------------------------------------------------------------------------------------------------------|----------------------|--------|
| Art of Dementia Care, The | Kuhn, Verity | Book |
| Diseases of the Human Body 5 th 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 & NNAAP Textbook</i> | Nurse Aide Exam Team | Book |
| On The Job The Essentials of Nursing Assisting 2 nd ed. | Henger, Acello | Book |
| Quizlet.com : TATC CNA https://quizlet.com/class/1155639 | Conover | Online |

Commercial Driver's License (CDL) Learning Resources Inventory

| Title | Author | Format |
|----------------------------------------|-------------|--------|
| Tractor Trailer Driver Training Manual | J.J. Keller | Book |
| Master Driver Video Series | J.J. Keller | Videos |

Cosmetology and Barbering Programs Learning Resources Inventory

| Title | Author | Format |
|------------------------------|----------|-----------|
| Milady Cosmetology Standards | Cengage | Book |
| Milady | Cengage | Book |
| Inspire | | Magazines |
| Reinvented | Redken | CD |
| Red: Color highlighting | Affinage | CD |

Heavy Duty Diesel Technician Learning Resources Inventory

| Title | Author | Format |
|----------------------------------------------------------------------------------------------------------|--------------------------------------------|--------|
| Math For The Automotive Trade 5th Edition | By John C. Peterson and William J DeKryger | Book |
| Heavy Duty Truck Systems 5 th Edition | Sean Bennett | Book |
| Heavy Duty Truck Systems 6 th Edition | Sean Bennett | Book |
| Medium/Heavy Duty Truck Engines, Fuel & Computerized Management Systems 4 th Edition | Sean Bennett | Book |
| Modern diesel Technology, Heating, Ventilation, Air Conditioning & Refrigeration 2 nd Edition | John Dixon | Book |
| Welding Principles and Applications 7th Edition | Larry Jeffus | Book |
| Vehicle Electrical Troubleshooting Shortcuts | Vince Fischelli | Book |

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 |
| Implementing an advanced Server Infrastructure 70-414 exam ref | Suehring | 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 2st 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 Coordinators 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 TATC.

Purchase requisitions for media resources are processed through the TATC 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.TATC.edu under the link for *Current Students*.

Orientation to Available Media Services:

Students – Every student who enrolls in the programs at the TATC 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 TATC 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 TATC 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.