

Plan for Media Services

Scope:

1. **Media Services and Equipment** is to be maintained in good working order to enhance educational programs, to facilitate learning and support the hybrid delivery mode of the program.
2. **Media Services** includes staff, space, and inventory of items such as: Personal Computers (PCs), audio/visual equipment, CDs/DVDs, books, magazines, online course modules, test prep software, and PC AGE's website with access to student resources and research blog.
3. **Learning Resources** are available to students to reinforce studies; each student is provided with a textbook and 24/7 online access to appropriate resources.
4. **Media Services Center** is a designated area where students can go to study or do research, with access to computers, internet, magazines and books. It includes a mini library of IT reference books and manuals.

Purpose:

The purpose of this plan is to ensure the presence of appropriate learning resources essential for the achievement of the objectives for the program offered and that the learning resources are readily available and used by students and faculty.

Objective: To ensure that media, learning resources, and related equipment are available and support students and faculty.

Availability, Facilities & Technical Infrastructure:

The Media Services Center is equipped with computers, internet access, and mini library with magazines and books related to IT. The Media Services Center at the Main and Branch campus are open to students from the Learning Sites/Extensions. The PC AGE website has a section for Student Resources as well as a blog. The blog is maintained by a PR firm (MediaShower) and includes weekly additions of technical and non-technical research articles on the IT industry. The articles are posted to PC AGE's Facebook page and LinkedIn and provided to students and graduates.

Two main classrooms are equipped with computers for each student. Internet access is available to access our online modules from the classroom. A third room is used for the final project and for students to practice on computers, etc. The textbooks for all courses are provided to each student before or at the first day of the class. Each student has his/her own computer that is used to do hands-on labs. Each classroom is equipped with a CD/DVD player, a computer/projector and PCs. All CD/DVD/online textbook resources are available on the school's server.

Based on the needs of our working adult population and our focus on IT certification training, the most useful resource we have is the complete online modules for all the courses we teach. We buy one account for each student that is available to them for one year.

Procedure:

The Director of Education and one faculty member are involved in maintaining and updating Media Services/Learning Resources providing adequate support for faculty and students.

Inventory lists are maintained and available to faculty and students. Inventory includes the brand, Model number, OS, RAM, CPU, Speed, Hard Drive, NIC, Wifi and USB details of classroom computers; Network Resources with Device name and Brand/Model; Classroom Software Resource materials and Media Services resources.

Recommendations from all staff and faculty regarding new materials are solicited annually. These recommendations are evaluated by the Director of Education. A capital equipment inventory list is updated annually.

Orientation:

Students are trained at orientation, which is held approximately one week prior to the commencement of a program schedule. Orientation includes information on the platforms and programs, how to access the course and use TestOut LabSim, and Haiku LMS platform tools. New students are notified about Media Services and other resources during orientation and in conversation with faculty and other support staff. Support is provided to students by faculty, tutor and student services until they can work independently with the services. There is a guideline posted in the Media Services Center on how to do a search in Google. New instructors attend orientation at the time of hiring. The instructor receives guidance/information on the online platforms and all responsible are trained as media services are updated.

Budget:

The annual school budget has a provision for instruction which includes media services, learning resources and equipment.

A PR firm has been engaged since 2016 at a fee of \$500/mo. to research and write technical and non-technical articles pertaining to the IT industry for our student population.

Instructors are encouraged to purchase training related resources and are reimbursed. All School Directors, DOE or other management staff can make a purchase for up to \$500. Both the President and Co-founder are readily available to authorize any other purchase in case of emergency.

In the event that any materials or equipment are inadequate or in disrepair, a timely report is made by the School Director to the DOE to immediately arrange for repair or replacement.

Person(s) Responsible: The Director of Education is responsible for the implementation and coordination of the plan. The Director of Education and/or School Director are responsible for the Media Services Center. Orientation for faculty and staff is the responsibility of the Director of Education. Faculty incorporates student orientation and resources at the start of each new program. The Director of Education oversees articles posted to the PC AGE blog, Facebook, and LinkedIn.

Evaluation and Feedback:

PC AGE appreciates and utilizes input from students, employees and Advisory Committee to evaluate the Plan and resources. Needed additions/improvements are reviewed by the management team and used to enhance, modify and improve media services annually. Current plans are posted on the school's website for student and staff access.