

SECONDARY EDUCATION

The Adult Basic Education department is committed to providing basic skills instruction and support services that prepare adult students to transition into college and employment.

ABE Certificates of Competency

Noncredit Certificates of Competency represent sequences of courses in Basic Skills, Career Development, English as a Second Language or Secondary Education, which allow the student to develop individual competencies based on their personal educational goals and objectives. Each certificate is unique, but all provide the student an opportunity to gain skills necessary to advance in their careers, transition into a new career or prepare for future advanced academic studies and training.

Students are encouraged to gain more information by calling the College telephone number listed in each of the four specific Certificates of Competency that follow.

The Adult Basic Education department is committed to providing basic skills instruction and support services that prepare adult students to transition into college and employment. These services are offered at no cost:

- Basic Skills Instruction (Reading, Writing, and Mathematics)
- Armed Services Vocational Aptitude Battery (ASVAB) Preparation
- Support Services to EDD and WIOA I students
- Academic and Career Counseling/Advising
- Computer Literacy and Keyboarding Classes
- Typing Test Certification

As part of the enrollment process, students **must** attend an orientation and complete assessments before starting classes. Orientation sessions are offered weekly in both the day and evening, and registration can be done at any time during the semester. Counselors and educational advisors are available to provide students with the following services:

- Identifying career and academic goals
- Enrolling into college
- Financial aid information
- Educational and career planning
- Career development courses and services to prepare students for employment

For more information on Adult Basic Education programs and services, contact (909)274-4845.

Basic Career Readiness Certificate #30805

This certificate provides courses that will improve the entry level basic skills needed for employment. Career Development includes personal career assessment, basic interview skills, and job search techniques that students can apply to current and future employment. Students will increase basic skills in reading comprehension, writing, math and basic computer literacy. Students are required to take Career Development and may take either Personal Computer Applications or Adult Basic Education or both. For more information, contact the Adult Basic Education Department at (909) 274-4845.

Program Learning Outcomes

Upon completion of Personal Computer Applications and Career Development courses, students will be able to demonstrate proficiency in software applications and work readiness skills.

Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.

Required Courses

BS ABE02	Adult Basic Education
BS ABE05	Career Development
BS LRN06	Personal Computer Applications

Basic Skills Certificate

#24058

The Basic Skills Certificate of Competency provides courses that will improve basic reading, writing, and mathematics skills. Improved literacy will benefit students in obtaining employment, advancing in their careers, or preparing for future advanced academic studies. Students will progress through different levels within this sequence based on individual need. Some students who improve skill levels in reading and mathematics and wish to take the military entrance exam (ASVAB) can take the ASVAB Prep course as an elective. Other elective courses provide students with the necessary admissions, assessment, educational planning, and enrollment into credit.

Required Courses

BS ABE02	Adult Basic Education
BS LRN01	Short-Term Review

Recommended Electives

BS ABE01	Career Information and Guidance
BS ABE04	Guidance and Orientation to Special Programs
BS ASVAB	ASVAB Preparation (Armed Services Vocational Aptitude Battery)

GED/HSE Preparation

#30778

Improve the academic skills needed for passing the General Education Development (GED) exam. Math, reading, writing, science and social studies. Progress in a sequence based on individual need.

Program Learning Outcomes

Upon successful completion of this certificate, students will be prepared to pass the High School Equivalency exams and successfully transition to credit or employment.

Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.

Required Courses

BS GEDMA	GED Prep: Mathematics
BS GEDSC	GED Prep: Science
BS GEDSS	GED Preparation: Social Studies
BS GEDWR	GED Preparation: Language Arts, Writing

#31598

The Secondary Education Certificate provides all courses needed to satisfy requirements for a high school diploma, which will increase future

employment and higher education opportunities. High school credits may be granted for previous equivalent courses taken at accredited institutions. A minimum of 20 residency credits must be completed at Mt. San Antonio College. Students will complete a total of 160 high school credits in the following disciplines.

BSHS READ	High School Reading
BSHS SSK	High School Study Skills

Program Learning Outcomes

- Students will pass final exams (cumulative) in high school courses.
- There will be an increase in the number of diplomas earned by Adult High School Diploma students.

Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.

Required Courses

For more detailed information regarding course and graduation requirements, please call (909) 274-4937.

BSHS ALG1	High School Algebra 1
BSHS ALG2	High School Algebra 2
BSHS ART1	High School Art and Creative Expression
BSHS ART2	High School Art 2
BSHS BIO	High School Biology
BSHS CHEM	High School Chemistry
BSHS CIV	High Schools Civics
BSHS EASC	High School Earth Science
BSHS ECON	High School Economics
BSHS ENG1	High School English 1
BSHS ENG2	High School English 2
BSHS ENG3	High School English 3
BSHS ENG4	High School English 4
BSHS GEOG	High School Geography
BSHS GEOM	High School Geometry
BSHS HLTH	High School Health
BSHS INMA1	HS Integrated Math 1
BSHS INMA2	Integrated Math 2
BSHS INMA3	HS Integrated Math 3
BSHS MUSC	High School Music Appreciation
BSHS PHSC	High School Physical Science
BSHS PREA	High School Pre-Algebra
BSHS PSY	High School Psychology
BSHS SOC	High School Sociology
BSHS SPN1	High School Spanish 1
	or BSHS SPNS Spanish for Native Speakers 1
BSHS SPN2	High School Spanish 2
	or BSHS SPNI High School Spanish for Native Speakers 2
BSHS USH	High School U.S. History
BSHS WHS	High School World History
BSHS WREX	High School Expository Writing
BSHS WRIT1	Literature/Writing 1
BSHS WRIT2	Literature and Writing Fundamentals 2

Recommended Electives

BSHS CPTC	High School Computer Technology
BSHS KEY	High School Typing Keyboarding
BSHS PLNG	High School Planning and Guidance