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 the Adult Basic Education Department, certificate options include ASVAB Test Preparation, Basic Skills, Career Development, 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 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

Registration can be done at any time during the semester. Counselors 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.

Course Prefix	Course Name	Units
BS ABE01	Career Information and Guidance	
BS ABE02	Adult Basic Education	
BS ABE05	Career Development	
BS ASVB1	ASVAB Preparation 1	
BS ASVB2	ASVAB Preparation 2	
BS BIO50	Biology Basic Skills	
BS CNSL4	Orientation for Noncredit Programs	
BS EPCS	English Preparation for College Success	
BS HCM1	Transitional Math for Health Careers 1	
BS HSEMA	HSE Preparation: Mathematics	
BS HSERL	HSE Preparation: Reasoning through Language Arts	
BS HSESC	HSE Preparation: Science	
BS HSESS	HSE Preparation: Social Studies	
BS LRN01	Short-Term Review	
BS LRN06	Personal Computer Applications	
BS LRN50	Learning Support Laboratory	
BS MCCR	Math for College and Career Readiness	
BS MPS	Math Preparation for Statistics Success	
BS MPSTM	Math Preparation for BSTEM Success	
BS MTH01	Mathematics Concepts and Applications	
BS RWCCR	Reading and Writing for College and Career Readiness	
BS STD80	Foundations for Academic Success	
BS TR01	All Subject Tutoring	

ASVAB Test Preparation

Certificate of Competency
#36870

This short-term program prepares students to successfully pass the Armed Services Vocational Aptitude Battery (ASVAB) exam. Career development is also provided to increase employability and work skills. The program is designed to assist students to achieve the maximum score which allows for additional work opportunities within the military. Students must pass both core courses to earn the ASVAB certificate.

Program Learning Outcomes
- Students will be able to demonstrate ASVAB-related mathematical skills.
- Students will be able to demonstrate ASVAB-related reading comprehension skills.
- Students will be able to demonstrate ASVAB-related general science skills.

Review Student Learning Outcomes (SLOs) (https://www.mtsac.edu/slo/) for this program.

Required Courses

Course Prefix	Course Name	Units
BS ASVB1	ASVAB Preparation 1	
BS ASVB2	ASVAB Preparation 2	

Basic Career Readiness

Certificate of Competency
#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
- Students will demonstrate technical computer efficiency skills.
- Students will improve job skills, including those needed for an office position.
- Students will develop skills in computer software programs that are integral to modern-day employment opportunities.

Review Student Learning Outcomes (SLOs) (https://www.mtsac.edu/slo/) for this program.

Required Courses

Course Prefix	Course Name	Units
BS ABE02	Adult Basic Education	
BS ABE05	Career Development	
BS LRN06	Personal Computer Applications	

Basic Skills

Certificate of Competency
#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 their careers, or preparing for future advanced academic studies. Students will progress through different levels within this sequence based on individual need. Other elective courses provide students with the necessary admissions, assessment, educational planning, and enrollment into credit.

Program Learning Outcomes

- Students will be able to demonstrate reading skills that will help them to obtain or improve educational/employment opportunities.
- Students will be able to demonstrate writing skills that will help them to obtain or improve educational/employment opportunities.
- Students will be able to demonstrate math skills that will help them to obtain or improve educational/employment opportunities

Review Student Learning Outcomes (SLOs) (https://www.mtsac.edu/slo/) for this program.

Required Courses

Course Prefix	Course Name	Units
BS ABE02	Adult Basic Education	
BS LRN01	Short-Term Review	

Recommended Electives

Course Prefix	Course Name	Units
BS ABE01	Career Information and Guidance	
BS CNSL4	Orientation for Noncredit Programs	

College Readiness for Healthcare Programs

Certificate of Competency
#38783

This is a short-term program to prepare students in noncredit programs and adult schools to successfully transition into healthcare college credit courses. Career development and academic counseling are also provided to increase employability, work skills, and provide a pathway to community college healthcare courses.

Program Learning Outcomes

- Students will achieve sufficient score on occupational and college program entry level tests.
- Students will be prepared to transition to college or career programs.
- Students will demonstrate job readiness skills.

Review Student Learning Outcomes (SLOs) (https://www.mtsac.edu/slo/) for this program.

Required Courses

Course Prefix	Course Name	Units
BS ABE02	Adult Basic Education	
PLUS Choose one (1) course from the following:		
BS HCM1	Transitional Math for Health Careers 1	
VOC HEP	Healthcare Exam Preparation	

Recommended Electives

Course Prefix	Course Name	Units
BS ABE01	Career Information and Guidance	
BS ABE05	Career Development	

College Readiness for Math and English

Certificate of Competency
#42033

This is a short-term noncredit program to prepare students to transition successfully into transfer-level college math and English credit courses. Career development and academic counseling are also provided to increase time management skills, study skills, and provide a pathway to community college credit courses.

Program Learning Outcomes

- Students will use appropriate types of supporting details including properly formatted direct quotations, paraphrase, and summary for textual support.
- Students will revise writing in response to feedback.
- Students will develop critical thinking skills in the interpretation of texts in both discussion and writing.
- Students will formulate effective thesis statements that focus the essay's argument and advance a clear assertion about the subject.
- Students will develop arguments in response to prompts, using close reading and critical analyses of texts as well as relevant factual support.
- Students will apply numerical and algebraic reasoning skills to statistical analysis of data sets.
- Students will perform algebraic computations according to the appropriate order of operations for calculations by hand and with technology.
- Students will calculate mean, median, mode, standard deviation, quartiles, and range.
- Students will construct and interpret various graphical representations of statistical data.
- Students will apply knowledge of linear equations to scatterplots, correlation, prediction, residuals, and linear regression models.
- Students will solve probability problems using decimals, fractions, percentages, exponents, or factorials
- Students will graph basic functions in function notation.
- Students will perform algebraic operations and graph inequalities.
- Students will apply algebraic methods, including factoring, to reduce and solve quadratic and other polynomial equations.
- Students will solve rational equations and inequalities.
- Students will apply properties of exponents to solve exponential and radical equations.

- Students will determine solutions to systems of equations using elimination, substitution, and matrix row operations.

Review Student Learning Outcomes (SLOs) (https://www.mtsac.edu/slo/) for this program.

Required Courses

Course Prefix	Course Name	Units
BS ABE02	Adult Basic Education	
BS EPCS	English Preparation for College Success	
or		
BS MPS	Math Preparation for Statistics Success	
or		
BS MPSTM	Math Preparation for BSTEM Success	

Recommended Electives

Course Prefix	Course Name	Units
BS ABE01	Career Information and Guidance	
BS ABE05	Career Development	

Engineering Topics

Certificate of Competency
#43729

The Engineering Topics program introduces engineering and engineering technology topics necessary for college and career. Students will gain knowledge of engineering topics through hands-on, project-based learning in a supportive learning environment that values a diverse group of students. Students will also be equipped with the career readiness skills and educational planning tools necessary for them to identify the required preparation and training needed for successful pathway completion. Upon completion of this program, students will earn a Certificate of Competency in Engineering Topics.

Program Learning Outcomes

- Students will gain hands-on technical skills and engineering concepts through project-based learning.
- Students will develop a real-world solution for a particular problem that synthesizes course content and fabrication of a tangible product.
- Students will be equipped with the career readiness skills and educational planning tools to help them identify the required preparation and training necessary for successful pathway completion.
- Students be able to begin a pathway from noncredit engineering topics to credit engineering technology programs to career.

Review Student Learning Outcomes (SLOs) (https://www.mtsac.edu/slo/) for this program.

Required Courses

Course Prefix	Course Name	Units
BS TE	Topics in Engineering	
BS CNSL4	Orientation for Noncredit Programs	

Financial and Database Management

Certificate of Completion
#36115

This short-term program is intended to prepare students to become bookkeepers and entry level database developers. Career development is also provided to increase employability and work skills. This program is specifically for noncredit students who are seeking training in business fields for immediate entry-level employment. Furthermore, this program will also provide foundational skills and training for students to enter into more advanced accounting and database development training programs. Students must pass both core courses to earn the Financial and Database Management certificate.

Program Learning Outcomes

- Students will be able to manage bookkeeping software.
- Students will be able to manage spreadsheet software in order to maintain financial records.
- Students will be prepared for employment that requires management of Accounts Receivable and Accounts Payable.

Review Student Learning Outcomes (SLOs) (https://www.mtsac.edu/slo/) for this program.

Required Courses

Course Prefix	Course Name	Units
VOC FDB1	Financial and Database Management 1	
VOC FDB2	Financial and Database Management 2	

Elective Course

Course Prefix	Course Name	Units
BS ABE05	Career Development	