

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 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.

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 MCCR	Math for College and Career Readiness
BS LRN01	Short-Term Review
BS LRN03	Math Skills Review
BS LRN06	Personal Computer Applications
BS LRN50	Learning Support Laboratory
BS LRN76	Improving Reading Comprehension
BS LRN81	Improving Writing
BS MPS	Math Preparation for Statistics Success
BS MPSTM	Math Preparation for BSTEM Success
BS MTH01	Developmental 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 achieve a sufficient score to enter a branch of the military (Army, Air Force, Marines, Navy, Coast Guard).
- Students will demonstrate job readiness skills.

Review [Student Learning Outcomes \(SLOs\)](#) 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

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 \(SLOs\)](#) 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.

### 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 \(SLOs\)](#) 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 \(SLOs\)](http://www.mtsac.edu/instruction/outcomes/sloinfo.html) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.

### Required Courses

Course Prefix	Course Name	Units
BS ABE02	Adult Basic Education	
BS EPSC	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	

# 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 prepared to gain employment.
- Students will demonstrate job readiness skills.
- Students will progress through the employment ladder by obtaining additional skills in database management and bookkeeping.

Review [Student Learning Outcomes \(SLOs\)](#) 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	