

ADULT BASIC 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

#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

#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

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 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 a High School Equivalency Exam (GED, HiSET, TASC) in the areas of math, reading, writing, science, and social studies.

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

Course Prefix	Course Name	Units
BS HSEMA	HSE Preparation: Mathematics	
Improve mathematical knowledge and skills in preparation for the Math section of a High School Equivalency Exam. Test areas include number operations, geometry, statistics, and algebra.		
BS HSERL	HSE Preparation: Reasoning through Language Arts	
Improve the organizational and grammatical knowledge and skills in preparation for the Language Arts and Writing section of a High School Equivalency Exam. Test areas include reading comprehension, argument analysis and text comparison, grammar mechanics, and extended response development.		
BS HSESC	HSE Preparation: Science	
Improve scientific knowledge and skills in preparation for the Science section of a High School Equivalency Exam. Test areas include life science, physical science, earth and space science.		
BS HSESS	HSE Preparation: Social Studies	
Improve historical knowledge in preparation for the social studies section of a High School Equivalency Exam. Test areas include United States history, world history, geography, government, and economics.		

Secondary Education/ High School Diploma

#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.

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 \(SLOs\)](#) for this program.

Required Courses

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

Course Prefix	Course Name	Units
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	HS 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 SPN1S Spanish for Native Speakers 1	
BSHS SPN2	High School Spanish 2	
	or BSHS SPN2S 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 and Writing Fundamentals 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	
BSHS READ	High School Reading	
BSHS SSK	High School Study Skills	

ASVAB Test Preparation

#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	

Financial and Database Management

#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	