

- provide selective consideration of human behavior, sexuality, nutrition, health, stress, implications of death and dying, and the relationship of people to the social and physical environment.

Institutional Level Outcomes (ILOs)

Institutional Level Outcomes (ILOs) are statements about the knowledge, skills, abilities, and attitudes that students are expected to develop as a result of their overall experiences with any aspect of the college, including courses, programs, departments, and services. All college personnel directly or indirectly impact the student experience including faculty, administrators, and staff. The College adopted four ILOs:

- **Communication:** Students effectively communicate with and respond to varied audiences in written, spoken or signed, and artistic forms.
- **Critical Thinking:** Students apply creative, computational, and analytical skills to identify and solve problems, analyze information, synthesize and evaluate ideas, and transform existing ideas into new forms.
- **Information and Technology Literacy:** Students will use resources and technologies to locate, evaluate, synthesize, and communicate information in various formats.
- **Personal, Social, Civic, and Environmental Responsibility:** Students demonstrate awareness and respect for personal, social, civic, and environmental responsibilities.

Program Level Outcomes (PLOs) and Student Learning Outcomes (SLOs) identify what students will know, think, or do as a result of completing programs and courses. Administrative Unit Objectives (AUOs) and Student Service Outcomes (SSOs) identify what students will know, think, or do as a result of interactions with operational and support services. General Education courses are assessed through the discipline-specific SLOs and the comprehensive ILOs. Outcomes mapping demonstrates the connections among the different levels of outcomes.

Program and Course Student Learning Outcomes (SLOs)

Program and course student learning outcomes are statements that define the knowledge, skills, and perspectives acquired by students who satisfy program and course requirements. It is through the assessment of SLOs that the curriculum will be evaluated for improvements. SLOs will be assessed by faculty who teach courses and oversee programs. The SLOs can be found at SLO by Certificate/Degree/Discipline (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>).

Adapted from CSU Executive Order 595 and Title 5 Section 40405.1

Adult & Continuing Education

Adult education courses are designed to support students towards a career or college pathway, as well as to provide developmental, educational, and lifelong learning opportunities. Courses and programs are defined categorically under the California Education Code, Section 84711, whereby state funding is authorized for specific categories. Categories currently provided by Mt. SAC noncredit include: Basic Skills (including tutoring), English as a Second Language (ESL and VESL), Citizenship, Education for Older Adults, Adults with Disabilities, Secondary Education, Short-term Vocational, and additional courses defined as adult education curricula.

A.A. and A.S. Degree Requirements

- **Unit Requirement:** Sixty (60) degree-appropriate units. A letter grade of "C" or better or "P" is required for each course required for graduation.
- **General Education Requirements:** At least 24 units are required which shall include courses in each of the General Education areas, A through E (see lists below). All courses must be completed with a grade of "C" or better or "P".
- **Physical Well-Being Requirement:** Complete at least one of the physical education activity courses with the following prefixes: DNCE, KINA, KINF, KINI, KINL, KINS, KINX with a grade of "C" or better or "P".
- **Reading Competency:** This requirement is met by attaining eligibility for READ 100. Eligibility for READ 100 can be acquired by completing one of the following with a grade of "C" or better.

1. READ 90 Reading College Texts
or
AMLA 91 American Language Advanced Reading
or
2. By obtaining eligibility for READ 100 on the Assessment Questionnaire (AQ)

- **Math Competency:** This requirement is met by completing one of the following with a grade of "C" or better.
- MATH 71 Intermediate Algebra
or
MATH 71B Intermediate Algebra - Second Half
or
MATH 71X Practical Intermediate Algebra
or
- Completing a more advanced college level mathematics course.
or
- Obtaining a satisfactory score on the Intermediate Algebra Competency Examination.
- **GPA Requirement:** A Mt. San Antonio College "degree" total grade point average, and "all college" total grade point average of 2.0.
- **Residency Requirement:** The residency requirement for Mt. San Antonio College can be met with a minimum of 12 units completed in residence at Mt. SAC.

Additional Requirements for the Associate in Science Degree

- Students must complete all required courses in an approved occupational major with a minimum grade of "C" or "P" in all courses.

Additional Requirements for the Associate in Arts Degree

- Students must complete a pattern of 18 or more units from the courses identified within a specific area of emphasis with a minimum grade of "C" or "P" in all courses.

Note: All courses used for the associate degree majors may be double counted toward the Mt. San Antonio College General Education and major requirements.

General Education Requirements for 2022-23 Area A: Communication in the English Language

Course Prefix	Course Name	Units
Choose one course from the following		3
AMLA 1A	College Composition for Non-Native English Speakers	
ENGL 1A	Freshman Composition	
ENGL 1AH	Freshman Composition - Honors	

Administration of Justice (AS Degree S0404)

Technology and Health Division S0404

The A.S. Degree in Administration of Justice program is intended to prepare students for entry-level employment following graduation. Students desiring a bachelor's degree (transfer program) should consult with a counselor or advisor to discuss transfer of courses.

The courses emphasize the modern role of law enforcement and corrections within the criminal justice systems. Written and oral communication skills are a consistent focus. Entry-level employment opportunities available after completion of this program may include law enforcement as peace officers, corrections officers, custodial officers, non-sworn security and investigations, other non-sworn positions in law enforcement, and public service.

This degree requires the completion of General Education (<https://catalog.mtsac.edu/programs/degrees-certificates/#gerequisitestext>) coursework plus the following:

Required Courses

Correction: Added missing courses to required electives: ADJU 9 and ADJU 50. 8/23/2022

Course Prefix	Course Name	Units
ADJU 1	The Administration of Justice System	3
ADJU 2	Principles and Procedures of the Justice System	3
ADJU 3	Concepts of Criminal Law	3
ADJU 4	Legal Aspects of Evidence	3
ADJU 5	Community Relations	3
ADJU 68	Administration of Justice Report Writing	3
Choose four from the following:		12
ADJU 6	Police Patrol Tactics and Strategy	
ADJU 9	Introduction to Homeland Security	
ADJU 10	Introduction to Correctional Sciences	
ADJU 13	Concepts of Traffic Services	
ADJU 20	Principles of Investigation	
ADJU 38	Narcotics Investigation	
ADJU 50	Introduction to Forensics for Criminal Justice	
ADJU 59	Gangs and Corrections	
ADJU 74	Vice Control	
SOC 1	Introduction to Sociology	
or SOC 1H	Introduction to Sociology - Honors	
SOC 5	Introduction to Criminology	
or SOC 5H	Introduction to Criminology - Honors	
Total Units		30

Administration of Justice Website (<http://www.mtsac.edu/justice/>)

Program Learning Outcomes

Upon successful completion of this program, a student will be able to:

- Demonstrate the principals involved in documenting the investigation of criminal activity.
- Identify and apply legal precedents in field work.
- Demonstrate familiarity with the social factors related to police interaction with communities.

- Demonstrate understanding of how criminal codes are used and how statutory law is practically applied.
- Demonstrate the ability to use technology and other resources to research social and legal aspects of the criminal justice system.
- Demonstrate the ability to present information in diverse circumstances, with various cultures and communities, involving public and media issues.
- Understand professional skills related to court testimony, interview, interrogation, and law enforcement nomenclature.

Review Student Learning Outcomes (SLOs) for this program.

Administrative Assistant (AS Degree S0514)

Business Division Degree S0514

This program is intended to prepare students for employment following graduation as administrative assistants, executive assistants, office managers, or other clerical and support staff. Training in a variety of computer and clerical skills is emphasized. Students desiring a bachelor's degree (transfer program) should consult with a counselor or advisor to discuss transferability of courses.

This degree requires the completion of General Education coursework (<https://catalog.mtsac.edu/programs/degrees-certificates/#gerequisitestext>) plus the following:

Required Courses

Course Prefix	Course Name	Units
BUSO 25	Business Communications	3
BUSO 26	Oral Communications for Business	3
CISB 10	Office Skills	3
CISB 15	Microcomputer Applications	3.5
CISB 16	Macintosh Applications	2
CISB 21	Microsoft Excel	3
CISB 31	Microsoft Word	3
CISB 51	Microsoft PowerPoint	3
Choose one from the following:		2-3.5
CISD 11 & 11L	Database Management - Microsoft Access and Database Management - Microsoft Access Laboratory	
CISN 21	Windows Operating System	
CISS 11	Practical Computer Security	
CISW 15	Web Site Development	
Total Units		25.5-27

CIS Program Website (<http://www.mtsac.edu/cis/>)

Program Learning Outcomes

Upon successful completion of this program, a student will be able to:

- Create and present a visual slide presentation to include text, graphic objects, design theme, slide transition, and object animation.
- Create a document in which text, paragraphs, and layout are formatted effectively and efficiently using word processing software (Word).