

LS V02 - READING COMPREHENSION AND PROBLEM SOLVING**3 Units***Recommended preparation: sixth grade reading level**Hours: 3 lecture weekly*

This course will emphasize reading comprehension with a focus on problem solving, language processing and foundations for critical thinking skills. Special emphasis will focus on collaborative learning, followed by individual mastery. Formerly LS 2. Not applicable for degree credit.

LS V03A - STUDY SKILLS: NOTETAKING/TIME MANAGEMENT**1 Unit***Hours: 1 lecture weekly*

This study skills course focuses on the fundamentals of note taking and time management skills, and prepares students for mainstream courses. Topics will include: styles of note taking, specific strategies for different learning styles, and various time management skills. Formerly LS 3A. Not applicable for degree credit.

LS V03B - STUDY SKILLS: TEST TAKING/PROOFREADING**1 Unit***Hours: 1 lecture weekly*

This study skills course focuses on test taking and proofreading skills, and prepares students for mainstream courses. It is designed for those students who need a specialized approach to study skills. Formerly LS 3B. Not applicable for degree credit.

LS V03C - STUDY SKILLS: ORGANIZATION/RESEARCH PAPER**1 Unit***Hours: 1 lecture weekly*

This study skills course will focus on organizational skills and writing a research paper, and prepares students for mainstream courses. It is designed for students who need a specialized approach to study skills. Formerly LS 3C. Not applicable for degree credit.

LS V07 - LEARNING SKILLS: FUNDAMENTALS OF MATH **3 Units***Hours: 3 lecture weekly*

Offered as a review of math fundamentals for students who are having difficulties learning basic math in the traditional college environment. Formerly LS 7. Not applicable for degree credit.

LS V08 - SPELLING IMPROVEMENT **3 Units***Hours: 3 lecture weekly*

This is a foundation course designed to improve spelling efficiency. Special emphasis will be placed on developing spelling competence with everyday words used in oral conversations and written themes. Formerly LS 8. Not applicable for degree credit.

LS V09 - PERSONAL DEVELOPMENT **3 Units***Hours: 3 lecture weekly*

This course provides an opportunity for people to meet in small groups in order to share thoughts, feelings, and personal concerns, with variations for the special learning styles of learning-disabled students. Emphasizes development of self-concept, realistic appraisal of strengths, interpersonal relations, and assertiveness. Formerly LS 9. Not applicable for degree credit.

LS V10 - VOCABULARY BUILDING **3 Units***Hours: 3 lecture weekly*

This is a foundation course designed to improve vocabulary skills. Special focus will be placed upon understanding the meaning and origin of common basic language words. Formerly LS 10. Not applicable for degree credit.

LS V14 - MEMORY POWER**3 Units***Hours: 3 lecture weekly*

This course is designed for students who have serious short- and long-term memory problems for academic facts and concepts. Special emphasis will be placed upon techniques to improve attention and increase concentration power. Formerly LS 14. Not applicable for degree credit.

LS V25 - IMPROVING GRAMMAR AND WRITING SKILLS **3 Units***Hours: 3 lecture weekly*

A foundation course focused on providing students with a solid base in the fundamentals of grammar and writing skills to prepare them for mainstream English and writing skills courses. Students will be introduced to strategies for writing sentences, paragraphs, outlines and essays. Formerly LS 25. Not applicable for degree credit.

LS V88 - LEARNING SKILLS WORKSHOPS **.5-10 Units***Prerequisite: varies with topic**Hours: lecture and/or laboratory as required by unit formula*

Designed to meet specific needs of the college and community as required and/or requested by persons whose needs in this area are not met by present course offerings.

Formerly LS V89. Not applicable for degree credit.

LIBRARY INSTRUCTION

LIB V01 - USING THE LIBRARY OF THE TWENTY-FIRST CENTURY**1 Unit***Recommended preparation: basic computer competency**Hours: 1 lecture weekly*

This course is designed to develop vital library research skills. Locating and understanding print, electronic and nonprint formats will be emphasized. A major focus of this course will be the library databases and the research potential of the Internet and the World Wide Web.

*Field trips may be required. Formerly Lib 1. Transfer credit: CSU; UC.***LIB V88 - LIBRARY INSTRUCTION WORKSHOPS** **1 Unit***Prerequisite: varies with topic**Hours: lecture and/or laboratory as required by unit formula*

Designed to meet specific needs of the college and community as required and/or requested by persons whose needs in this area are not met by present course offerings.

*Field trips may be required. Formerly Lib V89.***LIB V90 - DIRECTED STUDIES IN LIBRARY INSTRUCTION** **1-6 Units***Prerequisite: varies with topic**Hours: lecture and/or laboratory as required by unit formula*

This course offers specialized study opportunities for students who wish to pursue projects not included in the regular curriculum. Students are accepted only by a written project proposal approved by the discipline prior to enrollment.

Field trips may be required.

MANUFACTURING TECHNOLOGY

The Manufacturing Technology Department offers the opportunity for students to excel by providing the latest information and technology in both the lecture and laboratory settings. The Manufacturing Technology program has included the most modern software and hardware to provide a good environment for learning. The inclusion of new computer controlled laser technology and continuing the use of general manufacturing process technology gives the students access to industrial tools and technologies found in industry. A comprehensive set of undergraduate courses are offered for students interested in working toward the completion of proficiency awards in CNC Operation and Manufacturing Applications, transfer classes for university credit and general interest courses for the returning student looking for skill improvement and employment in local industry.