

# BASIC SKILLS (BS)

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## **BS ABE01 Career Information and Guidance**

### **0 Units**

(May be taken four times for credit)

Lecture: 40

Orientation to credit and noncredit enrollment procedures, assessment and diagnostic test administration information, test score interpretation and course selection, career assessment and exploration.

Course Schedule

## **BS ABE02 Adult Basic Education**

### **0 Units**

(May be taken three times for credit)

Lecture: 1-288

Improve basic skills of adult learners. Content includes reading comprehension, language and mathematics.

Course Schedule

## **BS ABE03 Adult Basic Education - Leadership Development**

### **0 Units**

(May be taken four times for credit)

Lecture: 1-90

Leadership styles and individual leadership skills including effective communication, facilitation, problem-solving, decision-making and conflict resolution. Introduction to organizational structures, governance, models and group process.

Course Schedule

## **BS ABE04 Guidance and Orientation to Special Programs**

### **0 Units**

(May be taken three times for credit)

Lecture: 40

Orientation and guidance for noncredit programs, including the College's mission, program guidelines, regulations, and eligibility requirements; information on courses and programs, and educational planning.

Course Schedule

## **BS ABE05 Career Development**

### **0 Units**

(May be taken two times for credit)

Lecture: 90

Career preparation, assessment, and interest inventory. Exploration of career fields and employment opportunities. Resume writing, cover letter, interview skills, and employment portfolio. Internet for use in career exploration.

Course Schedule

## **BS ABE06 Basic Skills Foundation**

### **0 Units**

(May be taken two times for credit)

Lab: 1-320

Assessment and remediation of basic reading, mathematics, writing, and critical thinking. Includes study skills and test taking strategies.

Course Schedule

## **BS ABE07 Re-Entry Work Skills Needed for Today's Workforce**

### **0 Units**

Lecture: 1-240

Development of skills necessary for employment. Topics include workplace ethics, job search techniques, resume writing and preparing for an interview.

Course Schedule

## **BS ASVAB ASVAB Preparation (Armed Services Vocational Aptitude Battery)**

### **0 Units**

(May be taken four times for credit)

Lecture: 15-150

General knowledge in five of the ten areas of the Armed Services Vocational Aptitude Battery (ASVAB) Exam; general science, word knowledge, paragraph comprehension, arithmetic reasoning, and math knowledge; test preparation skills

Course Schedule

## **BS ASVB2 ASVAB Preparation 2**

### **0 Units**

(May be taken three times for credit)

Lecture: 1-288

Higher level concepts in math reasoning, science skills, and vocabulary found on the ASVAB (Armed Services Vocational Aptitude Battery)

Course Schedule

## **BS CNSL5 Career Life Planning**

### **0 Units**

(May be taken four times for credit)

Lecture: 16-90

Evaluates career options using a systematic approach to self-exploration and the career and life planning process including identification of values, interests, skills and self-management style. Develop decision-making and goal-setting skills and identify barriers to success. Explores careers and job search techniques.

Course Schedule

## **BS GEDMA GED Prep: Mathematics**

### **0 Units**

(May be taken two times for credit)

Lab: 1-288

Improve mathematical knowledge and skills in preparation for the Math section of the General Education Development (GED) exam. Test areas include number operations, geometry, statistics and algebra.

Course Schedule

## **BS GEDRD GED Prep: Lang Arts, Reading**

### **0 Units**

(May be taken four times for credit)

Lecture: 1-288

Improve comprehension and reading knowledge and skills in preparation for the Language Arts: Reading section of the General Education Development (GED) exam. Poetry, fiction, nonfiction, drama, art reviews and workplace documents.

Course Schedule

**BS GEDSC GED Prep: Science**

**0 Units**

(May be taken two times for credit)  
(May be taken for Pass/No Pass only)  
Lab: 1-288

Improve scientific knowledge and skills in preparation for the Science section of the General Education Development (GED) exam. Test areas include physics, chemistry, life science, earth science and astronomy.  
Course Schedule

**BS GEDSS GED Preparation: Social Studies**

**0 Units**

(May be taken three times for credit)  
(May be taken for Pass/No Pass only)  
Lab: 1-288

Improve historical knowledge in preparation for the social studies section of the General Education Development (GED) exam. Test areas include United States history, world history, geography, government and economics.  
Course Schedule

**BS GEDWR GED Preparation: Language Arts, Writing**

**0 Units**

(May be taken three times for credit)  
Lab: 1-288

Improve organizational and grammatical knowledge and skills in preparation for the Language Arts: Writing section of the General Education Development (GED) exam. Test areas include paragraph organization, sentence structure, usage, grammar mechanics and essay development.  
Course Schedule

**BS HCM1 Transitional Math for Health Careers 1**

**0 Units**

(May be taken three times for credit)  
Lecture: 4-288

Contextualized basic math to prepare for successful transition to health career programs including numeracy, fractions, decimals, unit conversion, ratios, and proportions to apply to dimensional analysis.  
Course Schedule

**BS HSEMA HSE Preparation: Mathematics**

**0 Units**

(May be taken three times for credit)  
Lecture: 1-288

Improve mathematical knowledge and skills in preparation for the math section of High School Equivalency (HSE) exams (GED, HiSET, TASC). Test areas include number operations, algebra, statistics, and geometry.  
Course Schedule

**BS HSERL HSE Preparation: Reasoning through Language Arts**

**0 Units**

(May be taken three times for credit)  
Lecture: 1-288

Reading comprehension and writing skills in preparation for the Language Arts section of High School Equivalency (HSE) exams (GED, HiSET, TASC). Test areas include reading comprehension, argument analysis and text comparison, grammar mechanics, and extended response development.  
Course Schedule

**BS HSESC HSE Preparation: Science**

**0 Units**

(May be taken three times for credit)  
Lecture: 1-288

Improve scientific knowledge in preparation for the science section of High School Equivalency (HSE) exams (GED, HiSET, TASC). Test areas include life science, physical science, earth and space science.  
Course Schedule

**BS HSESS HSE Preparation: Social Studies**

**0 Units**

(May be taken three times for credit)  
Lecture: 1-288

Social studies knowledge in preparation for sections of the High School Equivalency (HSE) exams (GED, HiSET, TASC). Exam areas include United States (U.S.) history, world history, geography, government, and economics.  
Course Schedule

**BS LANG1 Language Skills Laboratory**

**0 Units**

Lab: 1-320

Designed for ESL students, either enrolled in an ESL class or awaiting admission, to enhance pronunciation, listening, writing and comprehension skills. Also open to AmLa students, foreign language, American Sign Language students to enhance skills in the primary target language.  
Course Schedule

**BS LANG2 ESL Computer/Language Skills Laboratory**

**0 Units**

Lab: 1-320

Enhance student's communication skills by providing access to the internet, thereby completing assignments for courses offered throughout the college.  
Course Schedule

**BS LRN01 Short-Term Review**

**0 Units**

(May be taken three times for credit)  
Lecture: 1-320

Intensive review in the following subjects: reading, comprehension, vocabulary, grammar, basic math, pre-algebra and algebra. Computer programs, instructional materials and individual assistance are provided.  
Course Schedule

**BS LRN03 Math Skills Review****0 Units**

Lab: 1-288

Increase basic math knowledge and reduce math anxiety. Topics include fractions, decimals, ratios, proportions, percentages and the application of these skills in life and work situations.

Course Schedule

**BS LRN06 Personal Computer Applications****0 Units**

(May be taken three times for credit)

Lecture: 1-288

Improve keyboarding skills using software programs. Word processing, spreadsheet, presentation software, email and internet for personal management and for use in school and at work.

Course Schedule

**BS LRN50 Learning Support Lab****0 Units**

Lab: 1-320

Learning and workplace skills are enhanced by computer use and instruction for students enrolled in or seeking enrollment in a college instructional program.

Course Schedule

**BS LRN72 Reading Acceleration****0 Units**

Lab: 1-320

Provides instruction and practice in techniques of reading acceleration and variable reading speeds. Students who repeat will improve reading speed and comprehension rates.

Course Schedule

**BS LRN76 Improving Reading Comprehension****0 Units**

Lab: 1-320

Prepares students for reading informational materials. Topics include spelling, reading comprehension, dictionary usage and how to read a textbook.

Course Schedule

**BS LRN81 Improving Writing Skills****0 Units**

(May be taken two times for credit)

Lecture: 54

Prewriting, writing, editing and revising skills. Content and structure of sentences, paragraphs and essays; emphasize development in writing through the integration of grammar and critical thinking.

Course Schedule

**BS MTH01 Developmental Mathematics Concepts and Applications****0 Units**

(May be taken three times for credit)

Lab: 1-320

Hands-on activities and practical applications of algebraic principles: elementary geometry, signed numbers, ratio and proportion, factoring, pre-algebra, linear and quadratic equations, complex numbers, graphing, functions, sequences, linear and non-linear inequalities and systems, progressions, and sigma notation.

Course Schedule

**BS STD80 Foundations for Academic Success****0 Units**

Lab: 54

College success course emphasizing academic achievement that promotes learning through self-awareness, time management, listening, note-taking, oral and written communication, test-taking, memorization and the use of campus resources using a brain-based perspective.

Course Schedule

**BS TR01 All Subject Tutoring****0 Units**

Lab: 1-320

Assistance in writing, reading, mathematics and/or study skills through tutoring and computer-based learning. Tutorial assistance in other subject areas may be available.

Course Schedule

**BS TR02 Tutoring Techniques****0 Units**

Lecture: 9

Explores learning theories and tutoring techniques for tutoring individuals and small groups. Emphasis is placed on encouraging independent learning.

Course Schedule

**BS WRT2 Basic Writing Skills Development****0 Units**

Lab: 1-320

Enhance basic skills in reading and writing, via the use of computer-assisted learning, email and on-line tools.

Course Schedule