

**LS 295 Directed Study in Legal Studies (1, 2, 3)**  
 3, 6, or 9 hours of laboratory  
**Prerequisite:** Approval of project or research by department chairperson/ director  
**Transfer acceptability:** CSU  
 Independent study for students who have demonstrated skills and/or proficiencies in legal Studies subjects and have the initiative to work independently on projects or research outside the context of regularly scheduled classes. Students will work under the personal supervision of an instructor.

## Library Technology (LT)

Contact the Library Technology Department for further information.  
 (760) 744-1150, ext. 2666  
 Office: LL-213-B

### Associate in Arts Degrees -

AA Degree requirements are listed in Section 6 (green pages).  
 • Library Technology

### Certificates of Achievement -

Certificate of Achievement requirements are listed in Section 6 (green pages).  
 • Library Technology

## PROGRAM OF STUDY

### Library Technology

Provides training for students desiring employment as library technical assistants and retraining for those reentering the labor market.

## A.A. DEGREE MAJOR OR CERTIFICATE OF ACHIEVEMENT

Program Requirements		Units
LT 100	Introduction to Libraries/Info Services	3
LT 110	Library Skills/Technical Services	3
LT 115	Library Operational Skills/Public Services	3
LT 120	Info Sources/Services/Reference	3
LT 130	Library Media and Technology	3
LT 140	Library Services Child/Young Adults	3
CSIT 105	Computer Concepts and Applications	
	or	
CSIT 120	Computer Applications	3
<b>Electives Group I (Select 3 – 4 units)</b>		
BUS 125	Business English	3
BUS 205	Business Writing	3
ENG 100	English Composition	4
<b>Electives Group II (Select 3 units)</b>		
CE 100	Cooperative Education	1, 2, 3
CE 150	Cooperative Education Internship	2, 3
LT 197	Topics in Library Technology	.5-3
<b>TOTAL UNITS</b>		<b>27 – 28</b>

## COURSE OFFERINGS

**LT 100 Introduction to Libraries and Information Services (3)**  
 3 hours lecture  
**Transfer acceptability:** CSU  
 This course is an introduction to the philosophy of library service; history and types of libraries; organization and operation of libraries and history of information. The role of the library/media technician; duties of the library/media technician in public services, reference, and technical services will also be introduced. Topics covered include the basic skills necessary for successful library employment including job search, application procedures, and the relationship of the LMTA to the Librarian, the library staff, and the community served.

**LT 110 Library Operational Skills/Technical Services (3)**  
 3 hours lecture  
**Transfer acceptability:** CSU  
 This course is an introduction to the principles and practices of technical services including cataloging and acquisitions.

**LT 115 Library Operational Skills/Public Services (3)**  
 3 hours lecture  
**Transfer acceptability:** CSU  
 This course will prepare the student to provide public service in the circulation area of the library. Students will be introduced to principles and practices of material shelving, interlibrary loan services, circulation of materials, fines, patron records, supervision, handling cash, maintaining statistics, and building security and emergency procedures.

**LT 120 Information Sources and Services/Reference (3)**  
 3 hours lecture  
**Transfer acceptability:** CSU  
 This course prepares the student to provide assistance in reference services. Students will be introduced to principles and practices of reference interview, reference materials, database searching, online catalogs, World Wide Web searching and evaluation, and bibliographic instruction.

**LT 130 Library Media and Technology (3)**  
 3 hours lecture  
**Transfer acceptability:** CSU  
 Prepares the student to use instructional media in the classroom and library/media center, with emphasis on the role and utilization of computers and other technology in education. Topics covered include the utilization of videotapes, graphics, and other projected and non-projected media, operation of appropriate equipment, and the production of transparencies, graphics and displays.

**LT 140 Library Services for Children and Young Adults (3)**  
 3 hours lecture  
**Transfer acceptability:** CSU  
 Practical use of children's and young adults' materials for readers' advisory, research, and reference service in school library/media centers and public library youth services' departments. Current trends, concerns, and methodology for youth programming and literature activities will be covered.

**LT 154 Information for Life Long Learning (3)**  
 3 hours lecture  
**Transfer acceptability:** CSU  
 This class will prepare students to locate, evaluate, and use information resources through the study of learning styles, goal setting, study skills, health and wellness, and human behavior. Students will work independently and in groups leading to an integrated understanding of themselves and the value of information.

**LT 197 Topics in Library Technology (.5-3)**  
*Units awarded in topics courses are dependent upon the number of lecture hours required of the student. Refer to Class Schedule.*  
**Note:** May be taken 4 times  
**Transfer acceptability:** CSU  
 Selected topics in Library Technology. Refer to the Class Schedule for topics covered.

## Mathematics (MATH)

Contact the Mathematics Department for further information.  
 (760) 744-1150, ext. 2535  
 Office: E-11

### Associate in Arts Degrees -

AA Degree requirements are listed in Section 6 (green pages).  
 • Mathematics

Any student wishing to earn an A.A. Degree must meet competence requirements at the MATH 60 level. Methods by which a student can demonstrate competence are listed under "Competence Requirements" in front of this catalog.