

Oceanography (OCN)

Contact the Earth, Space, and Aviation Sciences Department for further information, (760) 744-1150, ext. 2512

COURSE OFFERINGS

OCN 100 Oceanography Lecture (3)

3 hours lecture

Note: Not open to students with prior credit in OCN 101

Transfer acceptability: CSU; UC – OCN 100/100L and 101 combined: maximum credit, 4 units

An introductory course designed to acquaint the student with general oceanography. Topics treated include the history and scope of oceanography, properties of sea water, ocean currents, ocean waves and tides, submarine morphology and geology, marine sediments, life in the sea, and the significance of the oceans to man.

OCN 100L Oceanography Laboratory (1)

3 hours laboratory

Prerequisite: Completion of, or concurrent enrollment in, OCN 100 or OCN 115

Note: Not open to students with prior credit in OCN 101

Transfer acceptability: CSU; UC – OCN 100/100L and 101 combined: maximum credit, 4 units

Laboratory and field investigations of marine environments including geologic, physical, chemical, and biological aspects of the ocean and coastal area. The course emphasizes changing physical factors and man's activities as they affect the oceans.

OCN 101 Oceanography (4)

3 hours lecture-3 hours laboratory

Note: Not open to students with prior credit in OCN 100 or 100L

Transfer acceptability: CSU; UC – OCN 100/100L and 101 combined: maximum credit, 4 units

An introductory course in general oceanography including laboratory and field investigations of marine environments. Topics include: the history and scope of oceanography, properties of sea water, ocean currents, ocean waves and tides, submarine morphology and geology, life in the sea, and the significance of the oceans to man. Laboratory portion includes investigation of marine environments including geologic, chemical, physical, and biological aspects of the ocean and coastal area.

OCN 115 Coastal Oceanography (3)

3 hours lecture

Transfer acceptability: CSU; UC

This course is designed for those interested in learning more about the coastal zone and its relationship with human activities. Students will examine a variety of coastal zones including sandy coastlines, rocky coastlines, coastal wetlands, coral reefs, and glaciated coastlines. Analysis of the coastal types will include investigation of case studies from around the world with a focus on the West Coast U.S. and California. Case studies will include effects of natural coastal processes as well as effects produced by human intervention. Several field trips will be offered. Students are expected to participate in a one-day field trip.

OCN 195 Regional Field Studies in Oceanography (1,2,3)

2, 4, or 6 hours lecture/laboratory

Note: May be taken 4 times

Transfer acceptability: CSU

Extended field studies that examine the oceanography of selected regions. Emphasis is upon field observation, interpretation, and analysis of varying oceanographic phenomena including coastal processes and landforms, natural resources, marine ecosystems, coastal currents and weather patterns, tectonics and sea level history, and human impacts in the coastal environment.

OCN 197 Oceanography Topics (.5-4)

Units awarded in topics courses are dependent upon the number of hours required of the student. Any combination of lecture, laboratory, or lecture/laboratory may be scheduled by the department. Refer to Class Schedule.

Note: May be taken 4 times

Transfer acceptability: CSU; UC – Credit determined by UC upon review of course syllabus.

Topics in Oceanography. See Class Schedule for specific topic covered. Course title will designate subject covered.

OCN 295 Directed Study in Oceanography (1,2,3)

Arrange 3, 6, or 9 hours laboratory with department chairperson

Prerequisite: OCN 100 or 101

Note: May be taken 4 times for a maximum of 6 units

Transfer acceptability: CSU; UC – Credit determined by UC upon review of course syllabus.

Individual study in field, library, or laboratory for interested students.

Office Information Systems (OIS)

Contact the Business Education Department for further information, (760) 744-1150, ext. 2488

Associate in Arts degree requirements, Certificate of Achievement requirements, and Certificate of Proficiency requirements are listed in Section 6 (green pages) of the catalog.

PROGRAMS OF STUDY

Administrative Assistant

This program is designed to prepare the student for an administrative support office position in business and industry.

A Certificate of Achievement and/or an AA degree will be awarded to students who successfully complete the requirements listed below.

A.A. DEGREE MAJOR OR CERTIFICATE OF ACHIEVEMENT

Program Requirements	Units
BUS 105 Bookkeeping Fundamentals	3
BUS 110 Business Mathematics	3
BUS 125 Business English	3
BUS 175 Excel Basic	1
BUS 180 Access for Business	1
BUS 185 PowerPoint for Business	1
BUS 186/ R CSIS 130 Microsoft Publisher	1
BUS 190 Internet for Business	1
BUS 195 Microsoft Office Integration	1
OIS 103 Advanced Keyboarding	1
OIS 115 Filing and Records Management	1
OIS 120 Intro to Office Information Systems	3
OIS 136.2 Word Intermediate	1
OIS 136.3 Word Advanced	1
OIS 205 Office Procedures	3
OIS 230 Secretarial Machine Transcription	1
CE 100 Cooperative Education	1,2,3,4
Demonstrate the ability to type 50 net words per minute for five minutes with 5 errors or less	0

TOTAL UNITS 27 - 30

Recommended Electives: BUS 187, BUS 188, 205

Credit for Certified Professional Secretary (CPS) Certification: Individuals who hold a certificate as a Certified Professional Secretary (CPS) or Certified Administrative Professional (CAP) may apply to the Business Education/ Office Information Systems Department for units toward an Administrative Assistant Associate of Arts Degree. The units granted, with a grade of "CR", will be posted to the student's transcript upon completion of the remaining A.A. degree requirements. Students must provide evidence of successful completion of the CPS or CAP certification.

Data Entry Clerk

Provides a program to prepare the student for an entry-level data entry position.

A Certificate of Proficiency will be awarded to students who successfully complete the requirements listed below.

CERTIFICATE OF PROFICIENCY

Program Requirements		Units
OIS 101	Beginning Keyboarding	3
OIS 108	Data Entry Skills I	1
OIS 109	Data Entry Skills II	1
OIS 115	Filing and Records Management	1
OIS 136.1	Word Basic	1
OIS 136.2	Word Intermediate	1
	Demonstrate the ability to key from average copy at a minimum speed of 10,000 strokes per hour with an error rate not to exceed 0.5%	0
TOTAL UNITS		8

International Administrative Assistant

This program is designed to prepare the student for entry-level office work in a bilingual business environment.

A Certificate of Achievement and/or an A.A. degree will be awarded to students who successfully complete the requirements listed below.

A.A. DEGREE MAJOR OR CERTIFICATE OF ACHIEVEMENT

Program Requirements		Units
IBUS 100	Intro to Int'l Business and Management	3
IBUS 105	International Marketing	3
IBUS 110	Cultural Environment/Int'l Business	3
BUS 125	Business English	3
BUS 175	Excel Basic	1
BUS 180	Access for Business	1
BUS 185	PowerPoint for Business	1
BUS 190	Internet for Business	1
OIS 102	Intermediate Keyboarding	3
OIS 115	Filing and Records Management	1
OIS 120	Intro to Office Information Systems	3
OIS 136.1	Word Basic	1
OIS 136.2	Word Intermediate	1
OIS 205	Office Procedures	3
CE 100	Cooperative Education	1,2,3,4
	Demonstrate the ability to type 50 net words per minute for five minutes with 5 errors or less	0
TOTAL UNITS		29 - 32

Recommended Electives: BUS 186/R CSIS 130, BUS 188, 205

Legal Secretary

Provides a program to prepare the student for entry-level legal office work.

A Certificate of Achievement and/or an A.A. degree will be awarded to students who successfully complete the requirements listed below.

A.A. DEGREE MAJOR OR CERTIFICATE OF ACHIEVEMENT

Program Requirements		Units
BUS 125	Business English	3
BUS 205	Business Writing	3
OIS 102	Intermediate Keyboarding	3
OIS 103	Advanced Keyboarding	1

OIS 115	Filing and Records Management	1
OIS 120	Intro to Office Information Systems	3
OIS 136.1	Word Basic	1
OIS 136.2	Word Intermediate	1
OIS 210	Law Office Procedures I	3
OIS 232.1	Legal Machine Transcription Basic	1
OIS 232.2	Legal Machine Transcription Advanced	1
PLS/LS 121	Introduction to Law	3
CE 100	Cooperative Education	1-4
	Demonstrate the ability to type 60 net words per minute for five minutes with 5 errors or less	0

TOTAL UNITS 25 - 28

Recommended Electives: BUS 105, 110, 115, 175, 180, 185; LS/PLS 245, PLS 246

Credit for California Certified Legal Secretary (CCLS) Certification: Individuals who hold a certificate as a California Certified Legal Secretary (CCLS) may apply to the Business Education Department for units toward a Legal Secretary A.A. Degree. The units granted, with a grade of "CR," will be posted to the student's transcript upon completion of the remaining Associate of Art's degree. Eligibility for the units will be determined by the Office Information Systems staff, extension 2498. Students must provide evidence of successful completion of the California Certified Legal Secretary.

Medical Office Management

Provides preparation for a career as an assistant office manager in a medical setting. This certificate is the capstone program for students who have successfully completed a certificate program in Medical Office Specialist, Medical Administrative Assistant, or Medical Assisting. Students are encouraged to pursue an Associate Degree leading to a Bachelors Degree in health care management.

A.A. DEGREE MAJOR OR CERTIFICATE OF ACHIEVEMENT*

Program Requirements		Units
ACCT 108	Managerial Accounting	4
BUS 117	Legal Environment of Business	3
BMGT 110	Human Resource Management	3
BMGT 115	Organizational Theory and Design	5
BMGT 125	Introduction to Labor Relations	3
BMGT 130	Management/Leadership Issues	3
OIS 225	Managing the Medical Office	3
TOTAL UNITS		22

Recommended Electives: BUS 186 /R CSIS 130, BUS 188

*Medical Office Management A.A. Degree Major or Certificate of Achievement pending approval by the California Community Colleges System Office at the time of catalog publication.

Medical Office Specialist

Provides specific skills for an entry level position in a medical office or clinic.

A Certificate of Achievement and/or an A.A. degree will be awarded to students who successfully complete the requirement listed below.

A.A. DEGREE MAJOR OR CERTIFICATE OF ACHIEVEMENT

Program Requirements		Units
MA 55	Medical Terminology and Anatomy	3
MA 56	Medical Terminology and Anatomy	3
MA 60	Medical Insurance	3
BUS 110	Business Mathematics	3
BUS 125	Business English	3
OIS 102	Intermediate Keyboarding	3

OIS 103	Advanced Keyboarding	1
OIS 115	Filing and Records Management	1
OIS 120	Intro to Office Information Systems	3
OIS 136.1	Word Basic	1
OIS 136.2	Word Intermediate	1
OIS 205	Office Procedures	3
OIS 231.1	Medical Machine Transcription I	1
OIS 231.2	Medical Machine Transcription II	1
CE 100	Cooperative Education	1,2,3,4
	Demonstrate the ability to type 45 net words per minute for five minutes with 5 errors or less	0
TOTAL UNITS		31 – 34

Recommended Electives: BUS 105, 175, 180, 185

Medical Transcriptionist

Provides specific skills for preparing permanent patient records by transcribing dictated medical reports.

A Certificate of Achievement and/or an A.A. degree will be awarded to students who successfully complete the requirements listed below.

A.A. DEGREE MAJOR OR CERTIFICATE OF ACHIEVEMENT

Program Requirements	Units	
MA 55	Medical Terminology and Anatomy	3
MA 56	Medical Terminology and Anatomy	3
BUS 125	Business English	3
OIS 102	Intermediate Keyboarding	3
OIS 103	Advanced Keyboarding	1
OIS 120	Intro to Office Information Systems	3
OIS 136.1	Word Basic	1
OIS 136.2	Word Intermediate	1
OIS 220	Medical Transcription Procedures	3
OIS 231.1	Medical Machine Transcription I	1
OIS 231.2	Medical Machine Transcription II	1
OIS 231.3	Medical Machine Transcription III	1
OIS 231.4	Medical Machine Transcription IV	1
OIS 231.5	Medical Machine Transcription V	1
OIS 231.6	Medical Machine Transcription VI	1
CE 100	Cooperative Education	1,2,3,4
	Demonstrate the ability to type at least 50 net words per minute for five minutes with 5 errors or less	0
TOTAL UNITS		28 – 31

Recommended Electives: BUS 175, 180, 185

Office Assistant

Provides a program to prepare the student for an entry-level office assistant position.

A Certificate of Achievement will be awarded to students who successfully complete the requirements listed below.

CERTIFICATE OF PROFICIENCY

Program Requirements	Units	
BUS 125	Business English	3
BUS 175	Excel Basic	1
BUS 190	Internet for Business	1
OIS 102	Intermediate Keyboarding	3
OIS 115	Filing and Records Management	1
OIS 120	Intro to Office Information Systems	3
OIS 136.1	Word Basic	1
OIS 136.2	Word Intermediate	1

OIS 205	Office Procedures	3
	Demonstrate the ability to type at least 45 net words per minute for five minutes	0
TOTAL UNITS		17

Receptionist

This program is designed to prepare the student for an entry-level receptionist position.

A Certificate of Proficiency will be awarded to students who successfully complete the requirements listed below.

CERTIFICATE OF PROFICIENCY

Program Requirements	Units	
BUS 175	Excel Basic	1
BUS 190	Internet for Business	1
OIS 102	Intermediate Keyboarding	3
OIS 115	Filing and Records Management	1
OIS 120	Intro to Office Information Systems	3
OIS 136.1	Word Basic	1
OIS 136.2	Word Intermediate	1
OIS 205	Office Procedures	3
	Demonstrate the ability to type at least 45 net words per minute for five minutes with 5 errors or less	0
TOTAL UNITS		14

Virtual Assistant

Prepares students to develop a business as a Virtual Assistant, defined as an independent entrepreneur providing administrative, creative, and/or technical services to clients in a virtual environment.

In order to earn this certificate, students must achieve a minimum grade of 'C' in each of the certificate program courses. It is assumed that students possess strong written and oral communication skills, advanced keyboarding skills, and basic computer knowledge.

CERTIFICATE OF PROFICIENCY

Program Requirements	Units	
BMGT 105	Small Business Management	3
BUS 138	Business Ethics	2
BUS 155	Marketing	3
BUS 171	Word for Business – Advanced	1
BUS 175	Excel Basic	1
BUS 180	Access for Business	1
BUS 185	PowerPoint for Business	1
BUS 186/ R CSIS 130	Publisher for Business	1
BUS 190	Internet for Business	1
OIS 125	Creating the Virtual Office	3
	Demonstrate the ability to type a minimum of 50 net words per minute for five minutes with five errors or less	0
TOTAL UNITS		17

Recommended Electives: BMGT 130; BUS 105, 115, 142, 150, 176, 177, 187; OIS 205

Courses numbered under 100 are not intended for transfer credit.

COURSE OFFERINGS

OIS 50 CAP Review I (3)
3 hours lecture

Note: Offered in the fall semester only

Designed to help prepare students for the four-part Certified Administrative Professional (CAP) Exam with emphasis in the areas of economics, accounting, and

office administration/communication. Students should either have several years of working office experience or have completed an administrative assistant certificate program.

OIS 51 CAP Review II (3)
3 hours lecture

Note: Offered in the spring semester only
Designed to help prepare students for the four-part Certified Administrative Professional (CAP) Exam with emphasis in the areas of office technology, business law, management, and organizational planning. Students should either have several years of working office experience or have completed an administrative assistant certificate program.

OIS 101 Beginning Keyboarding (3)
6 hours lecture/laboratory

Note: May be open entry/open exit
Transfer acceptability: CSU
A beginning course in keyboarding on the computer. Class includes learning to keyboard alphabetic, numeric, and symbol keys by touch; developing speed and accuracy in straight copy writing; and keyboarding business documents such as letters, reports, memos, and simple tables.

OIS 102 Intermediate Keyboarding (3)
6 hours lecture/laboratory

Recommended preparation: A minimum grade of 'C' in OIS 101 or a keyboarding speed of 30 net words per minute
Note: May be open entry/open exit
Transfer acceptability: CSU
The development of speed and accuracy in keyboarding with emphasis on production of business letters and other business documents and forms.

OIS 103 Advanced Keyboarding (1)
Students arrange 32 hours lecture/laboratory with instructor for self paced completion of course.

Recommended preparation: A minimum grade of 'C' in OIS 102 or a keyboarding speed of 45 net words per minute
Note: May be open entry/open exit
Transfer acceptability: CSU
Technique building, special speed building, and control building practices designed to develop and improve straight-copy performance.

OIS 108 Data Entry Skills I (1)
Course requires 32 hours lecture/laboratory

Recommended preparation: A minimum grade of 'C' in OIS 101 or a keyboarding speed of 30 net words a minute
Note: May be open entry/open exit
Development of 10 key touch on the computer numeric keypad. Development and measurement of speed and accuracy in executing keyboard functions applied to a variety of data entry formats.

OIS 109 Data Entry Skills II (1)
Course requires 32 hours lecture/laboratory

Recommended preparation: A minimum grade of 'C' in OIS 108
Note: May be open entry/open exit
Continued speed and accuracy development of 10-key touch on the computer numeric keypad, measurement of speed and accuracy in executing keyboard functions, and development of logical thinking and decision-making skills applied to a variety of forms.

OIS 115 Filing and Records Management (1)
Students arrange 32 hours lecture/laboratory with instructor for self paced completion of course.

Note: May be open entry/open exit
Transfer acceptability: CSU
Training in principles of filing and records management. Study and practice in filing by the alphabetic, numeric, geographic, and subject methods.

OIS 120 Introduction to Office Information Systems (3)
3 hours lecture

Note: Offered in the fall semester, day only; spring semester, night only

Transfer acceptability: CSU

How automation has changed and restructured the modern office and the specific role technology is playing in that change. Topics covered will include computer fundamentals, key software applications, electronic communications, creation of basic web pages, networking, distance learning, and careers. At the conclusion of this course, students will be prepared to take the IC3 certification.

OIS 125 Creating the Virtual Office (3)
3 hours lecture

An overview course for Virtual Assistants who provide administrative, creative, and/or technical services to clients in a virtual environment. Topics will include naming, organizing, and managing your virtual business; financial planning; time management; evaluating, buying and using technology; domain registration; marketing and promoting the virtual business; how and where to find clients; and business ethics.

OIS 136.1 Word Basic (1)

Recommended preparation: A minimum grade of 'C' in OIS 102 and 120
Note: Requires 32 hours lecture/laboratory; may be open entry/open exit; may be taken 4 times

Transfer acceptability: CSU

Hands-on application with Microsoft Word. Students will create, save, close, open, edit, and print a variety of business documents utilizing the following software features: finding and replacing text; moving and copying text; spell, thesaurus, grammar, and auto text; character, paragraph, page, and document formatting; envelopes; tables; columns; headers/footers; smart tags; basic desktop publishing; and borders and special characters. The Class Schedule will designate software version covered.

OIS 136.2 Word Intermediate (1)

Recommended preparation: A minimum grade of 'C' in OIS 136.1
Note: Requires 32 hours lecture/laboratory; may be open entry/open exit; may be taken 4 times

Transfer acceptability: CSU

Refinement of the basic skills learned in OIS 136.1 and practice with the more sophisticated features of Word on multi-page documents including advanced document formatting, merge and labels; hyperlinks; styles and templates; outlines; footnotes and endnotes; comparing and merging documents; linking and embedding objects; charts; Microsoft Office integration; and basic web page design. In addition, more advanced printing and file management techniques will be explored. The Class Schedule will designate software version covered.

OIS 136.3 Word Advanced (1)

Recommended preparation: A minimum grade of 'C' in OIS 136.2
Note: Requires 32 hours lecture/laboratory; may be open entry/open exit; may be taken 4 times

Transfer acceptability: CSU

Refinement of the skills learned in OIS 136.2 and practice with the advanced features of Word applied to a variety of multi-page business documents including advanced file management; macros; customizing Word; on-screen forms; master and sub documents; tracking changes; index and table of contents; and bookmarks and cross references. The Class Schedule will designate software version covered.

OIS 136.4 Word Special Projects (1)

Recommended preparation: A minimum grade of 'C' in OIS 136.3
Note: Requires 32 hours lecture/laboratory; may be open entry/open exit; may be taken 4 times

Transfer acceptability: CSU

Designed to aid the student in producing individual projects utilizing the most recent version of Word. Content will be decided between the student and the instructor under a signed contract.

OIS 146.1 Shorthand Skill Development I (1)

Recommended preparation: A minimum grade of 'C' in OIS 102 and minimum dictation speed of 60 wpm for three minutes

Note: Requires 32 hours lecture/laboratory; may be open entry/open exit
Theory/Vocabulary: Emphasis is placed on mastering shorthand theory and vocabulary in writing and transcribing shorthand notes with speed and accuracy.

OIS 146.2 Shorthand Skill Development II (1)

Recommended preparation: A minimum grade of 'C' in OIS 146.1 and minimum dictation speed of 70 wpm for three minutes

Note: Requires 32 hours lecture/laboratory; may be open entry/open exit
Speed: Emphasis is placed on further mastering shorthand theory and vocabulary in specialized areas and in writing and transcribing shorthand notes with speed and accuracy.

OIS 146.3 Shorthand Skill Development III (1)

Recommended preparation: A minimum grade of 'C' in OIS 146.2 and minimum dictation speed of 80 wpm for three minutes

Note: Requires 32 hours lecture/laboratory; may be open entry/open exit
Transcription: Emphasis is placed on formatting and typing mailable transcripts from office style dictation and continued speed development to an employable skill level.

OIS 197 Office Information Systems Topics (.5-4)

Units awarded in topics courses are dependent upon the number of hours required of the student. Any combination of lecture, laboratory, or lecture/laboratory may be scheduled by the department. Refer to Class Schedule.

Note: May be open entry/open exit; may be taken 4 times

Transfer acceptability: CSU

Topics in Office Information Systems. See Class Schedule for specific topic offered. Course title will designate subject covered.

OIS 205 Office Procedures (3)

2 hours lecture-3 hours laboratory

Recommended preparation: A minimum grade of 'C' in OIS 102

Note: Offered in fall semester; night only

Transfer acceptability: CSU

The role of support personnel in today's office, including topics in human relations, job attitudes, and public relations; basic administrative support skills and applied procedures; practical application of office technologies; applied records management; meeting, travel, and conference planning; management and supervision skills; company politics and ethics; and changing job roles. The last six weeks of the course simulates work in either a general or medical office, depending on the student's major field of study.

OIS 210 Law Office Procedures (3)

3 hours lecture

Recommended preparation: A minimum grade of 'C' in OIS 102 and LS 121 or PLS 121

Note: Offered in fall semester; night only

Transfer acceptability: CSU

Specialized vocabulary and training for the legal secretary, legal assistant, or paralegal including legal terminology, basic legal office procedures, basic court structure and procedures, legal document preparation, fast-track rules, automated legal office procedures, and legal research.

OIS 220 Medical Transcription Procedures (3)

3 hours lecture

Designed for the medical transcription major. Topics include career information, ethical and legal issues in medical transcription, applied English skills, and techniques for the preparation of a variety of medical reports.

OIS 225 Managing the Medical Office (3)

3 hours lecture

Prerequisite: A minimum grade of 'C' in BMGT 101

Transfer acceptability: CSU

Strategies for managing the medical office including the health care professional's roles and responsibilities; application of sound business practices including personnel management, financial administration, and auditing procedures; ethical and legal issues in health care; OSHA regulations, medical documentation guidelines, and compliance standards; technology; and, health insurance.

OIS 230 Secretarial Machine Transcription (1)

Course requires 32 hours lecture/laboratory

Recommended preparation: A minimum grade of 'C' in OIS 102

Transfer acceptability: CSU

Note: May be open entry/open exit.

Techniques of transcribing dictation from a variety of business documents using transcription equipment. Designed for the Office Information Systems Administrative Assistant major.

OIS 231.1 Medical Machine Transcription I (1)

Recommended preparation: A minimum grade of 'C' in OIS 102 and 220; MA 55 and 56

Note: Requires 32 hours lecture/laboratory; may be open entry/open exit

Transfer acceptability: CSU

Basic techniques for transcribing medical dictation from transcription equipment. Medical terminology from the SUM tapes related to the introduction of medical transcription, reports, and dermatology will be included. Designed for the Office Information Systems -- Medical Office Specialist or Medical Transcriptionist major.

OIS 231.2 Medical Machine Transcription II (1)

Recommended preparation: A minimum grade of 'C' in OIS 231.1

Note: Requires 32 hours lecture/laboratory; may be open entry/open exit

Transfer acceptability: CSU

Continued development of techniques for transcribing medical dictation from transcription equipment. Medical terminology from the SUM tapes related to urology, gastroenterology, and orthopedics will be included. Designed for the Office Information Systems -- Medical Office Specialist or Medical Transcriptionist major.

OIS 231.3 Medical Machine Transcription III (1)

Recommended preparation: A minimum grade of 'C' in OIS 231.2

Note: Requires 32 hours lecture/laboratory; may be open entry/open exit

Transfer acceptability: CSU

Continued development of techniques for transcribing medical dictation from transcription equipment. Medical terminology from the SUM tapes related to cardiology, pulmonary, endocrinology, and obstetrics/gynecology will be included. Designed for the Office Information Systems - Medical Transcriptionist major.

OIS 231.4 Medical Machine Transcription IV (1)

Recommended preparation: A minimum grade of 'C' in OIS 231.3

Note: Requires 32 hours lecture/laboratory; may be open entry/open exit

Transfer acceptability: CSU

Continued development of techniques for transcribing medical dictation from transcription equipment. Medical terminology from the SUM tapes related to otorhinolaryngology, ophthalmology, neurology, and pharmacology will be included. Designed for the Office Information Systems - Medical Transcriptionist major.

OIS 231.5 Medical Machine Transcription V (1)

Recommended preparation: A minimum grade of 'C' in OIS 231.4

Note: Requires 32 hours lecture/laboratory; may be open entry/open exit

Transfer acceptability: CSU

Advanced medical transcription applications from the American Association of Medical Transcriptionist (AAMT) tapes on radiology, general medicine, and general surgery. Designed for the Office Information Systems - Medical Transcriptionist major.

OIS 231.6 Medical Machine Transcription VI (1)

Recommended preparation: A minimum grade of 'C' in OIS 231.5

Note: Requires 32 hours lecture/laboratory; may be open entry/open exit

Transfer acceptability: CSU

Advanced medical transcription applications from the American Association of Medical Transcriptionist (AAMT) tapes on radiology, general medicine, and general surgery. Designed for the Office Information Systems - Medical Transcriptionist major.

OIS 232.1 Legal Machine Transcription Basic (1)

Recommended preparation: A minimum grade of 'C' in OIS 102 and 210

Note: Requires 32 hours lecture/laboratory; may be open entry/open exit

Transfer acceptability: CSU

Techniques of transcribing legal dictation from transcription equipment. Terminology includes the areas of the lawsuit, family law, and wills and probate. Designed for the Office Information Systems Legal Secretary major.

OIS 232.2 Legal Machine Transcription Advanced (1)
Recommended preparation: A minimum grade of 'C' in OIS 232.1
Note: Requires 32 hours lecture/laboratory; may be open entry/open exit
Transfer acceptability: CSU
 Advanced transcription techniques and skill development of multi page documents and specialized legal reports. Terminology includes the areas of corporations, real estate, and criminal law. Designed for the Office Information Systems Legal Secretary major.

Paralegal Studies (PLS)

Contact the Business Education Department for further information, (760) 744-1150, ext. 2488

Associate in Arts degree requirements, Certificate of Achievement requirements, and Certificate of Proficiency requirements are listed in Section 6 (green pages) of the catalog.

PROGRAM OF STUDY

Legal Support Assistant

For students who are interested in working within the legal field. This certificate program prepares the student for entry-level legal work, or enhances the skills of those students already working in law offices, corporations, the courts, or government agencies.

A Certificate of Proficiency will be awarded to students who successfully complete the courses listed below.

CERTIFICATE OF PROFICIENCY

Program Requirements		Units
BUS 205	Business Writing	3
LS/PLS 121	Introduction to Law	3
LS 145	Legal Ethics	3
OIS 115	Filing and Records Management	1
OIS 210	Law Office Procedures I	3
PLS 110	Computer for Paralegals-Beginning	2
Demonstrate the ability to type 35 words per minute		

TOTAL UNITS 15

Recommended Electives: BUS 110, 125; OIS 102

COURSE OFFERINGS

Courses numbered under 100 are not intended for transfer credit.

PLS 50 CLA Exam Preparation (3)
 3 hours lecture
Recommended preparation: Completion of Paralegal Studies Program or seven years experience as a paralegal
Note: Credit/No Credit grading only
 An intensive review of substantive and procedural areas of the law to prepare for the Certified Legal Assistant (CLA) examination offered by the National Association of Legal Assistants. Successful completion of this examination certifies competence in the paralegal field and has been adopted by California as the qualifying standard for paralegals seeking advanced certification in specialty areas of practice.

PLS 110 Computer Skills for the Legal Profession (2)
 4 hours lecture/laboratory
Note: Cross listed as LS 110
Transfer acceptability: CSU
 A comprehensive hands-on study of computer software applications in the legal environment to include Word, Excel, Access, PowerPoint, PDF files, scanning, internet literacy and specific legal software.

PLS 120 Introduction to Paralegal Studies and Ethics (3)
 3 hours lecture
Transfer acceptability: CSU

An overview of the role of the paralegal/legal assistant. Introduction to legal terminology, ethics in the law office, management of legal data, and research methods.

PLS 121 Introduction to Law (3)
 3 hours lecture
Note: Cross listed as LS 121
Transfer acceptability: CSU;UC (pending)
 An introduction to law and the legal system. Includes an examination of the federal and state court system, criminal law, civil law, administrative law, and procedural law.

PLS 130 Client Interviewing and Investigations (2)
 2 hours lecture
Prerequisite: A minimum grade of 'C' in PLS 120
Recommended preparation: A minimum grade of 'C' in LS 121 or PLS 121
Transfer acceptability: CSU
 The process of interviewing clients and witnesses by a paralegal in preparing a legal matter for resolution or possible litigation. The investigative process includes both formal and informal investigations by the paralegal.

PLS 140 Contract Law (3)
 3 hours lecture
Prerequisite: LS/PLS 121
Transfer acceptability: CSU
 This course is intended to provide the student with an in-depth analysis of the law pertaining to contract formation, and the resolution of contract disputes. Students will become familiar with basic contract drafting and interpretation.

PLS 150 Legal Research (2)
 2 hours lecture
Recommended preparation: A minimum grade of 'C' in ENG 100
Note: Cross listed as LS 150
Transfer acceptability: CSU
 The fundamental aspects of legal research through an in-depth analysis of case law, statutory law and administrative law on both a Federal and State level. It will further instruct the student on the appropriate use of secondary sources used in legal research.

PLS 155 Legal Writing (1)
 1 hour lecture
Prerequisite: LS/PLS 150 and ENG 100
Note: Cross listed as LS 155
Transfer acceptability: CSU
 The techniques of legal writing and analysis as applied to the drafting of a legal memorandum, case briefing, and law office correspondence. Using legal research skills developed in PLS 150/LS 150 to formulate written answers, in proper legal format, to legal issues and questions presented.

PLS 160 Computer Assisted Legal Research (1)
 2 hours lecture/laboratory
Prerequisite: LS/PLS 155
Recommended preparation: PLS 110 or BUS 170 and 171
Note: Credit/No Credit grading only
Transfer acceptability: CSU
 Computer assisted legal research addressing the role of the paralegal conducting legal research utilizing CD ROMs, database systems, Westlaw, Lexis, and the Internet.

PLS 170 Alternative Dispute Resolution (3)
 3 hours lecture
Prerequisite: LS/PLS 121
Note: Cross listed as LS 170
 Alternative Dispute Resolution (ADR) utilizes various processes to settle disputes without a court adjudication, i.e., an alternative to civil dispute resolution. This course will review minitrial, settlement conference, conciliation, and emphasize negotiation mediation, and arbitration. The role of the paralegal in ADR will be addressed and a review of the essential laws.