NURS 217   Nursing III   (9)
4 hours lecture-15 hours laboratory
Prerequisite: NURS 118 or admission to the Associate Degree Nursing Program (LVN-RN) or admission to the Non-Degree Program LVN-RN (30-unit option); and Completion of, or concurrent enrollment in NURS 203
Note: Graded only
Transfer acceptability: CSU
This course builds on the first year of the program as a process for the development of complex thinking and decision making while caring for medical-surgical, gerontologic, and psychiatric clients. Theoretical concepts are expanded to include identification and prioritization of evidence-based interventions for clients who have unpredictable outcomes or who demonstrate changes in health status. Students collaborate with the interdisciplinary team to manage and modify care of clients.

NURS 218   Nursing IV   (9)
3½ hours lecture-16½ hours laboratory
Prerequisite: NURS 203 and 217
Note: Graded only
Transfer acceptability: CSU
This course builds on Nursing 217 expanding nursing practice and critical thinking in the promotion, maintenance, and restoration of health for a group of clients. Students use evidence-based interventions and complex decision-making when caring for acutely ill medical-surgical clients with unstable health problems. Students work collaboratively with the interdisciplinary team to manage and coordinate care for a group of clients. Emphasis is placed on student roles as coordinators, facilitators, and client advocates as they progress toward a competent entry level nursing practice.

NURS 295   Directed Study in Nursing   (1,2,3)
3, 6, or 9 hours laboratory
Prerequisite: Approval of proposal by the department chairperson
Note: Credit/No Credit grading only; may be taken 4 times for a maximum of 6 units
Transfer acceptability: CSU
Designed for the student who has demonstrated a proficiency in nursing subjects and the initiative to work independently on a particular sustained project which does not fit into the context of regularly scheduled classes. Additionally, this course can be used for students transferring into the Palomar College nursing program. Course work would fulfill needed content and/or clinical laboratory time to meet the requirements of the Associate Degree Nursing Program.

Nutrition
**See Family and Consumer Sciences, Health,
Institutional Food Service Training**

Oceanography (OCN)

Contact the Earth, Space, and Aviation Sciences Department for further information.
(760) 744-1150. ext. 2512
Office: NS-110G

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 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 Administration Department for further information.
(760) 744-1150. ext. 2488
Office: B-18

To satisfy a prerequisite, the student must have earned a letter grade of A, B, C or CR in the prerequisite course, unless otherwise stated.

Associate in Arts Degrees -
AA Degree requirements are listed in Section 6 (green pages).
• Administrative Assistant
• International Administrative Assistant
• Legal Secretary
• Medical Office Management
• Medical Office Specialist
• Medical Transcriptionist

Certificates of Achievement -
Certificate of Achievement requirements are listed in Section 6 (green pages).
• Administrative Assistant
• International Administrative Assistant
• Legal Secretary
• Medical Office Management
• Medical Office Specialist
• Medical Transcriptionist

Certificates of Proficiency -
Certificate of Proficiency requirements are listed in Section 6 (green pages).
• Data Entry Clerk
• Office Assistant
• Receptionist
• Virtual Assistant

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 Administration/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 of less	0

TOTAL UNITS   **25 - 28**

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

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 Administration 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.

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 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**

To satisfy a prerequisite, the student must have earned a letter grade of A, B, C or CR in the prerequisite course, unless otherwise stated.

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

COURSE OFFERINGS

Courses numbered under 100 are not intended for transfer credit.

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.

To satisfy a prerequisite, the student must have earned a letter grade of A, B, C or CR in the prerequisite course, unless otherwise stated.

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 Administration Department for further information.
(760) 744-1150. ext. 2488
Office: B-18

COURSE OFFERINGS

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
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/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 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.