

## 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:** A minimum grade of 'C' in OCN 100 or 115, 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:** A minimum grade of 'C' in 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

### Associate in Arts Degrees -

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

- Administrative Assistant
- International Administrative Assistant
- Legal Secretary
- Medical Language Specialist
- Medical Office Management

### Certificates of Achievement -

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

- Administrative Assistant
- International Administrative Assistant
- Legal Secretary
- Medical Language Specialist
- Medical Office Management

### Certificates of Proficiency -

Certificate of Proficiency requirements are listed in Section 6 (green pages).

- Data Entry
- 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	4
BUS 105L	Bookkeeping Electronic Spreadsheet Lab	.5
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** **28.5 - 31.5**

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

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	2
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
<b>TOTAL UNITS</b>		<b>7</b>

### 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	2
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** **28 - 31**

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	2
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
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
<b>TOTAL UNITS</b>		<b>24 - 27</b>

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 Arts 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 Language Specialist

Prepares students for entry-level employment as a medical transcriptionist by providing the basic knowledge, understanding, and skills required to transcribe healthcare dictation and prepare patient care documents with accuracy, clarity, consistency, and timeliness, applying the principles of professional and ethical conduct.

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	2
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
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
<b>TOTAL UNITS</b>		<b>25 – 28</b>

## 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
<b>TOTAL UNITS</b>		<b>22</b>

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

## 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	2
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
<b>TOTAL UNITS</b>		<b>13</b>

## 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
<b>TOTAL UNITS</b>		<b>17</b>

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

### COURSE OFFERINGS

#### OIS 101 Beginning Keyboarding (2)

6 hours 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 (2)

6 hours 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 continual development of higher speed and accuracy timed writing goals from OIS 101 and the emphasis on production of a variety of more complicated business letters, 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 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 Language Specialist major.

**OIS 231.2 Medical Machine Transcription II (I)**

**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 Language Specialist major.

**OIS 231.3 Medical Machine Transcription III (I)**

**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 Language Specialist major.

**OIS 231.4 Medical Machine Transcription IV (I)**

**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 Language Specialist major.

**OIS 232.1 Legal Machine Transcription Basic (I)**

**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 (I)**

**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

The Paralegal Studies courses are under review. For current information, please contact the Business Administration Department.

### 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 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 170 Alternative Dispute Resolution (3)**

3 hours lecture

**Prerequisite:** A minimum grade of 'C' in LS/PLS 121

**Note:** Cross listed as LS 170

**Transfer acceptability:** CSU

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.

**PLS 190 Clinical Studies (3)**

9 hours laboratory

**Prerequisite:** A minimum grade of 'C' in LS/PLS 121

**Note:** Cross listed as LS 190; may be taken 3 times

**Transfer acceptability:** CSU

This course provides the student with an opportunity to gain practical work experience within the legal field. The student will complete 120 hours of work at the internship site and attend three seminars during the semester that will focus on transitioning to the work force.

**PLS 240 Civil Liberties and Procedures (3)**

3 hours lecture

**Recommended preparation:** ENG 50 or eligibility for ENG 100

**Note:** Cross listed as LS 240

**Transfer acceptability:** CSU;UC

The study of the Bill of Rights and Supreme Court decisions focusing on civil rights and liberties. This area of constitutional law exams the relationship between individuals and government. Emphasis is on minority issues such as privacy, personal freedom, political equality, and first amendment jurisprudence.

**PLS 261 Torts and Personal Injury (3)**

3 hours lecture

**Prerequisite:** A minimum grade of 'C' in LS/PLS 121

**Recommended preparation:** PLS 160

**Transfer acceptability:** CSU

An overview of substantive tort law with an emphasis on procedure. An examination of negligence and an overview of insurance law, to include forms, and the preparation of an actual case for arbitration and trial.

**PLS 290 Contemporary Legal Issues (3)**

3 hours lecture

**Prerequisite:** A minimum grade of 'C' in LS 105

**Note:** Cross listed as LS 290

**Transfer acceptability:** CSU

Contemporary legal issues will be explored by leading experts in the field via TV broadcasts. Seminars will be conducted for the purpose of further developing legal issues and completing a research project. Students will be encouraged to submit research projects to AAFPE for publication in the American Association for Paralegal Education Law Journal. This capstone course focuses on advanced legal writing, analysis, and research.