

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.