

process, critical thinking, health assessment utilizing evidence based interventions, and role differentiation. Multicultural considerations including ethnicity, gender, age, and sexuality are explored. Concepts essential for registered nursing practice and functional health patterns are examined.

### **NURS 117 Nursing I (9)**

4 hours lecture-15 hours laboratory

**Prerequisite:** Admission to the Associate Degree Nursing Program

**Corequisite:** NURS 103

**Note:** Graded only

**Transfer acceptability:** CSU

This course focuses on theoretical concepts of nursing fundamentals and basic medical-surgical nursing. Concepts related to delegation, resource, and time management are introduced. Students apply therapeutic communication techniques when utilizing the nursing process, critical thinking, and evidence based interventions in the care of clients in the clinical setting. Students provide care to chronic stable medical-surgical adult clients with expected or predictable outcomes.

### **NURS 118 Nursing II (9)**

4 hours lecture-15 hours laboratory

**Prerequisite:** A minimum grade of 'C' in NURS 103 and 117

**Corequisite:** NURS 203

**Note:** Graded only

**Transfer acceptability:** CSU

This course builds on Nursing 117 with the application of the nursing process and critical thinking in the care of childbearing families, pediatric, and medical-surgical clients. Theoretical content related to growth and development, child abuse, and human sexuality is included. Concepts are expanded to include the recognition of changes in clients with predictable outcomes. Emphasis is placed on client teaching and the integration of family members in the plan of care. Managerial concepts of delegation, collaboration, time management, and appropriate utilization of resources are developed.

### **NURS 120 Pharmacology for Nurses I (2)**

2 hours lecture

**Transfer acceptability:** CSU

Basic concepts of pharmacology, pharmacokinetics, pharmacodynamics, drug interactions, and the nursing process related to neurologic and neuromuscular agents; analgesics and anti-inflammatory agents; eye, ear, and skin agents; respiratory agents; endocrine agents; gastrointestinal agents; and reproductive and gender-related agents.

### **NURS 121 Pharmacology for Nurses II (2)**

2 hours lecture

**Transfer acceptability:** CSU

Basic concepts of pharmacology, pharmacokinetics, pharmacodynamics, drug interactions, and the nursing process related to anticonvulsive agents; antipsychotic agents; cardiovascular agents; renal agents; anti-infective agents; vaccinations; and antineoplastic agents.

### **NURS 140 Adult Health Assessment (1)**

3 hours laboratory

**Transfer acceptability:** CSU

Basic concepts of health assessment to include interviewing and assessment techniques used to obtain a comprehensive health history from an adult and relating findings to the nursing process. Transcultural and adult developmental stage considerations are also included.

### **NURS 197 Nursing 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

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

### **NURS 203 Nursing Foundation II (1)**

1 hour lecture

**Prerequisite:** A minimum grade of 'C' in NURS 103 or 110 or a copy of a current,

active California LVN license in good standing must be on file in the Nursing Education Office prior to registration for this class.

**Corequisite:** NURS 217 or 118

**Note:** Graded only

**Transfer acceptability:** CSU

Builds on the foundation of Nursing 103 and 110. Critical thinking is utilized as a method to explore historical, political, educational, legal, ethical, and bioethical issues that impact nursing practice. Nursing organizations are researched via the internet with an emphasis on evaluation of nursing websites. Managerial concepts are introduced with a focus on decision making skills, managing resources, organizing time, delegating, and supervising care.

### **NURS 217 Nursing III (9)**

4 hours lecture-15 hours laboratory

**Prerequisite:** A minimum grade of 'C' in 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 A minimum grade of 'C' in NURS 203, 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:** A minimum grade of 'C' in 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:** Pass/No Pass 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

## **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 concurrent enrollment in OCN 100

**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 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.

- 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
<b>TOTAL UNITS</b>	<b>28.5 - 31.5</b>

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.

## 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