

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
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.

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

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
TOTAL UNITS	7

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

TOTAL UNITS 24 - 27

Recommended Electives: BUS 105 and 105L, 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

TOTAL UNITS 25 - 28

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

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
TOTAL UNITS		13

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 and 105L, 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**(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 Language Specialist 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 Language Specialist 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 Language Specialist 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

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

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 - BUS 115, 116, 117, LS 121, PLS 121 combined: maximum credit, one course.

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.

Philosophy (PHIL)

Contact the Behavioral Sciences Department for further information.

(760) 744-1150, ext. 2330

Office: W-1

COURSE OFFERINGS

PHIL 100 Philosophical Theories Ethical and Political Values (3)

3 hours lecture

Transfer acceptability: CSU; UC

An introduction to philosophical thinking through the study of ethical and political values using a combination problem and historical approach. Relations between philosophical problems and those of science, society, and ordinary life are stressed. Both classical and modern reading sources are used.

PHIL 101 Philosophical Theories - Knowledge and Reality (3)

3 hours lecture

Transfer acceptability: CSU; UC

An introductory course to philosophical problems emphasizing methodology and the fundamental problems of knowledge and reality. Detailed consideration is to be given to the empirical method and to rationalism. Readings are taken from both classical and contemporary sources.

PHIL 102 Reasoning About Philosophical Issues (3)

3 hours lecture

Recommended preparation: Eligibility for ENG 100**Transfer acceptability:** CSU; UC

Introduction to the relationship of language to logic, with applications of analysis, criticism, inductive and deductive reasoning and kinds of evidence to philosophical problems.