

**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.