

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.

PHIL 103 Philosophy of Human Nature (3)

3 hours lecture

Recommended preparation: College level reading and writing skills.**Transfer acceptability:** CSU; UC

This is a survey course of theories of human nature and their presuppositions and implications. Presuppositions about human nature underlie religious, political, ethical, psychological, sociological, and scientific theories and contemporary debates in these fields. Students will read primary texts drawn from various disciplines, cultures, and/or historical periods with the goals of understanding the theories of human nature and learning how to critically evaluate them.

PHIL 105 Philosophy of Religion (3)

3 hours lecture

Transfer acceptability: CSU; UC

A critical consideration of selected perennial and modern problems: definition and role of religion and religious experience, mysticism, grounds for religious beliefs, and religious ethics. Students will be urged to evaluate critically their views of religion and their own religious beliefs. Both Eastern and Western religions will be considered.

PHIL 110 Asian Philosophies (3)

3 hours lecture

Transfer acceptability: CSU; UC

A critical examination of the philosophies which originated in Asia, including consideration of the practices which are associated with these belief systems. Several theories of meditation will be discussed. Some comparisons will be made to western attitudes and beliefs.

PHIL 115 Critical Thinking (3)

3 hours lecture

Prerequisite: A minimum grade of 'C' in ENG 100**Transfer acceptability:** CSU; UC

Development of skills for critical thinking including open-mindedness, functions and wayward uses of language, informal fallacies, hypotheses and inductive reasoning, and elementary deductive inference forms. Basic communication skills, especially written, are developed and a critical perspective on world views is emphasized.

PHIL 120 Logic (3)

3 hours lecture

Transfer acceptability: CSU; UC

An analysis of arguments and the cognitive functions of language through the use of modern symbolic techniques.

PHIL 130 Contemporary Philosophical Movements (3)

3 hours lecture

Note: May be taken 2 times**Transfer acceptability:** CSU; UC

A critical examination of philosophical movements that has influenced 20th Century views of the individual, society and reality, such as Existentialism, Marxism, Pragmatism and Transcendentalism. The movement of thought will be approached as an attempt to deal reflectively with certain problems of living in the modern world. The philosophy studied will vary from semester to semester.

PHIL 135 Pre Renaissance Western Philosophy (3)

3 hours lecture

Transfer acceptability: CSU; UC

Major Western philosophical views from the early Greeks through the 14th Century. Original philosophical works of the periods will be studied and evaluated through critical thinking and writing.

PHIL 136 Renaissance and Modern Western Philosophy (3)

3 hours lecture

Transfer acceptability: CSU; UC

Major Western philosophical views from the Renaissance to the present. Original philosophical works of the periods will be studied and evaluated through critical thinking and writing.

PHIL 197 Philosophy Topics (.5-6)

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 Philosophy. See Class Schedule for specific topic covered. Course title will designate subject covered.

PHIL 250 Philosophy in Literature (3)

3 hours lecture

Transfer acceptability: CSU; UC

A study of philosophical concepts as they appear in the academic and nonacademic writings of philosophers, and in related writings by nonphilosophers. The writings are examined from the perspectives of both philosophical analysis and cultural context. The works and thinkers studied vary from semester to semester. See the class schedule for the current semester's theme.

PHIL 295 Directed Study in Philosophy (1, 2, 3)

1, 2, or 3 hours lecture

Prerequisite: Enrollment subject to project approval**Note:** May be taken 4 times**Transfer acceptability:** CSU; UC – Credit determined by UC upon review of course syllabus.

An individualized or group project in philosophy of any nature approved by, and under the personal supervision of, the instructor.

Photography (PHOT)**See also Journalism**

Contact the Communications Department for further information.

(760) 744-1150, ext. 2440

Office: U-12

For transfer information, consult a Palomar College Counselor.

Associate in Arts Degrees -

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

- Digital Imaging
- Photography

Certificates of Achievement -

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

- Digital Imaging
- Photography

Certificates of Proficiency -

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

- Commercial Photography
- Fine Art Photography

PROGRAMS OF STUDY**Commercial Photography**

This Certificate is designed to provide an avenue for those students interested in pursuing a career as a professional photographer in the areas of advertising photography, product photography, portrait and wedding photography, photojournalism, editorial and documentary photography and other photo related vocations. Courses address technique, aesthetics, ethics and business practices. See course description for specific topics and prerequisites.

CERTIFICATE OF PROFICIENCY

Program Requirements		Units
PHOT/		
JOUR 140*	Photojournalism	3.5
PHOT 209*	Photographic Portfolio	2
PHOT 220*	Commercial Photography	3.5
PHOT 225*	Photographic Portraiture	3
PHOT 230*	Digital Darkroom	3
TOTAL UNITS		15

*This course has a prerequisite.