

**LS 170 Alternative Dispute Resolution (3)**  
3 hours lecture

**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.

**LS 240 Civil Liberties and Procedures (3)**  
3 hours lecture

**Recommended preparation:** ENG 50 or eligibility for ENG 100

**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.

**LS 261 Torts and Personal Injury (3)**  
3 hours lecture

**Prerequisite:** A minimum grade of 'C' in LS 121

**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.

**LS 290 Contemporary Legal Issues (3)**  
3 hours lecture

**Prerequisite:** A minimum grade of 'C' in LS 105

**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.

**LS 295 Directed Study in Legal Studies (1, 2, 3)**  
3, 6, or 9 hours of laboratory

**Prerequisite:** Approval of project or research by department chairperson/ director

**Transfer acceptability:** CSU

Independent study for students who have demonstrated skills and/or proficiencies in legal Studies subjects and have the initiative to work independently on projects or research outside the context of regularly scheduled classes. Students will work under the personal supervision of an instructor.

**Library Technology (LT)**

Contact the Library Technology Department for further information.  
(760) 744-1150, ext. 2666  
Office: LL-213-B

**Associate in Science Degrees -**

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

- Library Technology

**Certificates of Achievement -**

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

- Library Technology

**PROGRAM OF STUDY**

**Library and Information Technology**

Provides training for students desiring employment as library technical assistants and retraining for those reentering the labor market.

**A.S. DEGREE MAJOR OR CERTIFICATE OF ACHIEVEMENT**

Program Requirements		Units
LT 100	Introduction to Libraries/Info Services	3
LT 110	Library Skills/Technical Services	3
LT 115	Library Operational Skills/Public Services	3
LT 120	Info Sources/Services/Reference	3
LT 130	Library Media and Technology	3
LT 140	Library Services Child/Young Adults	3
CSIT 105	Computer Concepts and Applications	3
	or	
CSIT 120	Computer Applications	3
<b>Electives Group I (Select 3 – 4 units)</b>		
BUS 125	Business English	3
BUS 205	Business Writing	3
ENG 100	English Composition	4
<b>Electives Group II (Select 3 units)</b>		
CE 100	Cooperative Education	1, 2, 3
CE 150	Cooperative Education Internship	2, 3
LT 125	Developing Information Literacy Skills	1
LT 197	Topics in Library Technology	.5 - 3
<b>TOTAL UNITS</b>		<b>27 – 28</b>

**COURSE OFFERINGS**

**LT 100 Introduction to Libraries and Information Services (3)**

3 hours lecture

**Transfer acceptability:** CSU

This course is an introduction to the philosophy of library service; history and types of libraries; organization and operation of libraries and history of information. The role of the library/media technician; duties of the library/media technician in public services, reference, and technical services will also be introduced. Topics covered include the basic skills necessary for successful library employment including job search, application procedures, and the relationship of the LMTA to the Librarian, the library staff, and the community served.

**LT 110 Library Operational Skills/Technical Services (3)**

3 hours lecture

**Transfer acceptability:** CSU

This course is an introduction to the principles and practices of technical services including cataloging and acquisitions.

**LT 115 Library Operational Skills/Public Services (3)**

3 hours lecture

**Transfer acceptability:** CSU

This course will prepare the student to provide public service in the circulation area of the library. Students will be introduced to principles and practices of material shelving, interlibrary loan services, circulation of materials, fines, patron records, supervision, handling cash, maintaining statistics, and building security and emergency procedures.

**LT 120 Information Sources and Services/Reference (3)**

3 hours lecture

**Transfer acceptability:** CSU

This course prepares the student to provide assistance in reference services. Students will be introduced to principles and practices of reference interview, reference materials, database searching, online catalogs, World Wide Web searching and evaluation, and bibliographic instruction.

**LT 125 Developing Information Literacy Skills (1)**

1 hour lecture

**Transfer acceptability:** CSU

Develops the information skills students need to succeed at the college level: uncover information not readily identified by search engines; determine if the information found is credible and appropriate for college level course work; and cite sources appropriately in order to support ideas and avoid plagiarism. Students will be encouraged to research topics currently being studied in other college courses.

**LT 130 Library Media and Technology (3)**

3 hours lecture

**Transfer acceptability:** CSU

Prepares the student to use instructional media in the classroom and library/media center, with emphasis on the role and utilization of computers and other technology in education. Topics covered include the utilization of videotapes, graphics, and other projected and non-projected media, operation of appropriate equipment, and the production of transparencies, graphics and displays.

**LT 140 Library Services for Children and Young Adults (3)**

3 hours lecture

**Transfer acceptability:** CSU

Practical use of children's and young adults' materials for readers' advisory, research, and reference service in school library/media centers and public library youth services' departments. Current trends, concerns, and methodology for youth programming and literature activities will be covered.

**LT 197 Topics in Library Technology (.5-3)**

Units awarded in topics courses are dependent upon the number of lecture hours required of the student. Refer to Class Schedule.

**Note:** May be taken 4 times**Transfer acceptability:** CSU

Selected topics in Library Technology. Refer to the Class Schedule for topics covered.

## Mathematics (MATH)

Contact the Mathematics Department for further information.

(760) 744-1150, ext. 2535

Office: E-11

### Associate in Arts Degrees -

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

- Mathematics

Any student wishing to earn an A.A. Degree must meet competence requirements at the MATH 60 level. Methods by which a student can demonstrate competence are listed under "Competence Requirements" in front of this catalog. Students wishing to enroll in MATH 50, 50A, 56, 60, 110, 115, 120, 135 and 140 must participate in the mathematics placement process or meet the prerequisite listed in the catalog. The mathematics placement test may be taken two times within a two year period, through the Palomar College Counseling Center. The assessment and placement process determines eligibility for enrollment in these courses. Students interested in determining their readiness to enroll in MATH 140 may additionally request to take the College Algebra Asset Test. Arrangements for this test can be made in the Counseling Center.

### PROGRAM OF STUDY

#### Mathematics

Provides the background to satisfy upper division course work in mathematics and for entry-level positions that require a knowledge of mathematics such as Technical Assistant and Mathematical Technician. The student is advised to check with the school to which he or she wishes to transfer for additional courses which may be required.

### A.A. DEGREE MAJOR

Program Requirements		Units
MATH 140	Calculus with Analytic Geometry, First Course	5
MATH 141	Calculus with Analytic Geometry, Second Course	4
MATH 205	Calculus with Analytic Geometry, Third Course	4
MATH 120 or MATH 200 or MATH 206	Elementary Statistics Introduction to Linear Algebra Calculus with Differential Equations	3,4
MATH/ CSCI 146 or CSCI 110 or CSCI 220	FORTTRAN 90 for Mathematics and Science Programming for Computer Sciences C Programming	3 4 4

**TOTAL UNITS 19 - 21**

Recommended Electives: PHYS 230, 231, 232; CHEM 110, 115; MATH 245

### COURSE OFFERINGS

Courses numbered under 50 are non-degree courses.

Courses numbered under 100 are not intended for transfer credit.

**MATH 10 Basic Arithmetic (3)**

3 hours lecture

*Non-degree Applicable*

Basic arithmetic computational skills, with an emphasis on the whole numbers, fractions, decimals, and an introduction to the concepts of area and perimeter. Designed for students who are lacking fundamental arithmetic skills.

**MATH 12 Supplemental Instruction for Basic Arithmetic (1)**

1 hour lecture

**Note:** Pass/No Pass grading only; may be taken 2 times*Non-degree Applicable*

Supplemental instruction for students enrolled in MATH 10 – Basic Arithmetic. Designed for students who need additional review of basic arithmetic topics.

**MATH 15 Prealgebra (3)**

3 hours lecture

**Note:** May be taught in Spanish*Non-degree Applicable*

The basic arithmetic operations, integers, fractions, decimals, percents, ratio and proportion, basic geometric concepts, problem-solving techniques, and an introduction to algebraic thinking.

**MATH 17 Supplemental Instruction for Prealgebra (1)**

1 hour lecture

**Note:** Pass/No Pass grading only; may be taken 2 times*Non-degree Applicable*

Supplemental instruction for students enrolled in MATH 15 - Prealgebra. Designed for students who need additional review of prealgebra topics.

**MATH 42A Supplemental Instruction for Beginning Algebra Part I (1)**

1 hour lecture

**Note:** Pass/No Pass grading only; May be taken 2 times*Non-degree Applicable*

Supplemental instruction for students enrolled in MATH 50A - Beginning Algebra. Designed for students who need additional review of beginning algebra topics.

**MATH 42B Supplemental Instruction for Beginning Algebra Part II (1)**

1 hour lecture

**Note:** Pass/No Pass grading only; May be taken 2 times*Non-degree Applicable*

Supplemental instruction for students enrolled in MATH 50B - Beginning Algebra. Designed for students who need additional review of beginning algebra topics.