## COURSE OFFERINGS

To remain in the program, students must maintain a minimum grade of 'C' in each of the nursing courses and in all required support courses. Grades in the clinical nursing laboratories are based on satisfactory/unsatisfactory practice. A student might fail a nursing course on the basis of clinical practice even though theory grades may be passing.

**NURS 103    Nursing Foundation I**                    (2)
*2 hours lecture*
*Prerequisite: Admission to the Associate Degree Nursing Program*
*Corequisite: NURS 117*
*Note: Graded only*
*Transfer acceptability: CSU*
An introduction to concepts essential to nursing practice. Topics include, but are not limited to, nursing process, critical thinking, therapeutic communication, and health assessment using a functional health patterns framework. Multicultural considerations including gender, ethnicity, sexuality, and age are explored.

**NURS 110    LVN-RN Transition**                    (2)
*1 hour lecture - 3 hours laboratory*
*Prerequisite: A copy of a current, active California LVN license in good standing must be on file in the Nursing Education Office prior to registering in this class.*
*Recommended preparation:  MATH 56 or 60*
*Note: Graded only*
*Transfer acceptability: CSU*
This course facilitates the transition of the Licensed Vocational Nurse into the Associate Degree Nursing Program. Topics include, but are not limited to, nursing 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*
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*
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 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 and/or laboratory may be scheduled by the department. Refer to Class Schedule.*
*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 registering in this class.*
*Corequisite: NURS 118 or 217*
*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*
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*
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*
*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)**
*½, 1, or 1½ hours lecture - 1½, 2, 2½, 3, 3½, 4, 4½, or 5 hours laboratory*
**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 and/or laboratory may be scheduled by the department. Refer to Class Schedule.*
**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*
**Transfer acceptability:** *CSU; UC – Credit determined by UC upon review of course syllabus.*
Individual study in field, library, or laboratory for interested students.

## Office Information Systems (OIS)

Contact the Business Administration Department for further information.
(760) 744-1150, ext. 2488
Office: MD-341

### Associate in Science Degrees -
AS Degree requirements are listed in Section 6 (green pages).
• Administrative Assistant

• International Administrative Assistant
• Medical Language Specialist
• Medical Office Management
• Medical Office Specialist

### Certificates of Achievement -
Certificate of Achievement requirements are listed in Section 6 (green pages).
• Administrative Assistant
• International Administrative Assistant
• Medical Language Specialist
• Medical Office Management
• Medical Office Specialist

### 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 AS degree will be awarded to students who successfully complete the requirements listed below.

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

| Program Requirements | | Units |
|---|---|---|
| ACCT 101 | Bookkeeping Fundamentals | 3 |
| BUS 110 | Business Mathematics | 3 |
| BUS 125 | Business English | 3 |
| BUS 175 | Excel Basic | 1 |
| BUS 180 | Access Basic | 1 |
| BUS 185 | PowerPoint for Business | 1 |
| BUS 186 | 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 |
| 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** | | **26 - 29** |

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 in 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.