

KINE 231 Water Safety Instruction (3)
 3 hours lecture
Transfer acceptability: CSU; UC

American Red Cross Instructor candidate training and water safety instruction. Follows the National Red Cross instructor course, learning levels of basic swim instruction, aquatic activities, and emergency rescue. National certifications can be earned by students 17 years of age or older upon successful completion of topics. Prepares an individual for teaching job opportunities at an aquatic facility.

KINE 232 Teaching Swimming (1,1.5,2)
 ½, 1, or 1½, hours lecture - 1½, 2 or 3 hours laboratory
Transfer acceptability: CSU; UC

Techniques for teaching swimming. Practical experience teaching beginning and intermediate swimming classes under supervision of college instructor.

KINE 295 Directed Study in Physical Education and Kinesiology (1,2,3)

3, 6, or 9 hours 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 Physical Education 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.

Legal Studies (LS)

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

For transfer information, consult a Palomar College Counselor.

Associate in Arts Degrees -

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

- Legal Studies

Certificates of Proficiency -

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

- Legal Support Assistant

PROGRAM OF STUDY

Legal Studies

The Legal Studies major leads to an A.A. degree or transfer program, providing students with general knowledge of the philosophy of law, the legal process, legal institutions, and legal reasoning. This is not a paralegal or a para-professional major but will prepare students for careers within the legal profession.

A.A. DEGREE MAJOR

| Program Requirements | Units |
|---|-------|
| LS 105* Legal Communications and Methods | 3 |
| LS 110 Computer Skills for the Legal Profession | 2 |
| LS 121* Introduction to Law | 3 |
| LS 145* Legal Ethics | 3 |
| LS 240 Civil Liberties and Procedures | 3 |
| LS 261 Torts and Personal Injury | 3 |
| LS 290 Contemporary Legal Issues | 3 |
| POSC 101 Introduction to Politics and American Political Institutions | 3 |
| POSC 102 Introduction to United States and California Governments | 3 |

Electives: (Select 6 units)

| | |
|---|---|
| AJ 100 Introduction To Criminal Justice | 3 |
| AJ 104 Criminal Law | 3 |
| BUS 115 Business Law | 3 |
| BUS 116 Business Law | 3 |
| BUS 117 Legal Environment of Business | 3 |
| LS 170 Alternative Dispute Resolution | 3 |

| | |
|---|-------|
| LS 190 Clinical Studies | 3 |
| LS 295 Directed Study in Legal Studies | 1 - 3 |
| PHIL 200 Critical Thinking | 3 |
| POSC 110 Introduction to World Politics | 3 |

TOTAL UNITS 32

Legal Studies students may major or minor in *Law and Society* upon transfer to the University of California, San Diego.

Students who wish to double major at UCSD will be afforded maximum flexibility in the selection of elective courses.

*Transfer students to University of California, San Diego extension Paralegal certificate program will receive credit for the asterisked courses.

Legal Studies students should seek early advising for transfer.

PROGRAM OF STUDY

Legal Support Assistant

For students who are interested in working within the legal field. This certificate program prepares the student for entry-level legal work, or enhances the skills of those students already working in law offices, corporations, the courts, or government agencies.

A Certificate of Proficiency will be awarded to students who successfully complete the courses listed below.

CERTIFICATE OF PROFICIENCY

| Program Requirements | Units |
|--|-------|
| LS 105 Legal Communications and Methods | 3 |
| LS 110 Computer Skills for the Legal Profession | 2 |
| LS 121 Introduction to Law | 3 |
| LS 145 Legal Ethics | 3 |
| BUS 125 Business English | 3 |
| BUS 165 Beginning Keyboard | 2 |
| or | |
| Demonstrate the ability to type 35 word per minute | |

TOTAL UNITS 14 - 16

Recommended Electives: BUS 173

COURSE OFFERINGS

LS 105 Legal Communications and Methods (3)
 3 hours lecture

Note: May not be taken for Pass/No Pass grading

Transfer acceptability: CSU

This course is an introduction to legal writing and research. The course begins with an overview of basic writing skills and preparation of legal correspondence. In addition, the course reviews the use of proper legal citations, and the drafting of legal memoranda. Basic research methods are reviewed to introduce the student to legal research and analysis.

LS 110 Computer Skills for the Legal Profession (2)
 1 hour lecture - 3 hours laboratory

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.

LS 121 Introduction to Law (3)
 3 hours lecture

Transfer acceptability: CSU; UC - BUS 115, 116, 117, LS 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.

LS 145 Legal Ethics (3)

3 hours lecture

Transfer acceptability: CSU

Legal ethics and professional responsibility within the legal profession. Focuses on standards required by the American Bar Association and other professional associations involving legal professionals working in the field of law.

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 and Information Technology Department for further information.

(760) 744-1150, ext. 2666

Office: LL-213B

Associate in Science Degrees -

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

- Library and Information Technology

Certificates of Achievement -

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

- Library and Information 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/Information Services | 3 |
| LT 110 Library Operational Skills/Technical Services | 3 |
| LT 115 Library Operational Skills/Public Services | 3 |
| LT 120 Information Sources and Services/Reference | 3 |
| LT 125 Developing Information Literacy Skills | 1 |
| LT 130 Library Media and Technology | 3 |
| LT 140 Library Services for Children and Young Adults | 3 |
| CSIT 105 Computer Concepts and Applications | |
| or | |
| CSIT 120 Computer Applications | 3 |
| ENG 100 English Composition | 4 |
| or | |
| BUS 125 Business English | 3 |
| TOTAL UNITS | 25 - 26 |

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.