

OIS 231.1 Medical Machine Transcription I (I)

Recommended preparation: A minimum grade of 'C' in OIS 102 and 220; MA 55 and 56

Note: Requires 32 hours lecture/laboratory; may be open entry/open exit

Transfer acceptability: CSU

Basic techniques for transcribing medical dictation from transcription equipment. Medical terminology from the SUM tapes related to the introduction of medical transcription, reports, and dermatology will be included. Designed for the Office Information Systems -- Medical Office Specialist or Medical Transcriptionist major.

OIS 231.2 Medical Machine Transcription II (I)

Recommended preparation: A minimum grade of 'C' in OIS 231.1

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 urology, gastroenterology, and orthopedics will be included. Designed for the Office Information Systems -- Medical Office Specialist or Medical Transcriptionist major.

OIS 231.3 Medical Machine Transcription III (I)

Recommended preparation: A minimum grade of 'C' in OIS 231.2

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 cardiology, pulmonary, endocrinology, and obstetrics/gynecology will be included. Designed for the Office Information Systems - Medical Transcriptionist major.

OIS 231.4 Medical Machine Transcription IV (I)

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 Transcriptionist major.

OIS 231.5 Medical Machine Transcription V (I)

Recommended preparation: A minimum grade of 'C' in OIS 231.4

Note: Requires 32 hours lecture/laboratory; may be open entry/open exit

Transfer acceptability: CSU

Advanced medical transcription applications from the American Association of Medical Transcriptionist (AAMT) tapes on radiology, general medicine, and general surgery. Designed for the Office Information Systems - Medical Transcriptionist major.

OIS 231.6 Medical Machine Transcription VI (I)

Recommended preparation: A minimum grade of 'C' in OIS 231.5

Note: Requires 32 hours lecture/laboratory; may be open entry/open exit

Transfer acceptability: CSU

Advanced medical transcription applications from the American Association of Medical Transcriptionist (AAMT) tapes on radiology, general medicine, and general surgery. Designed for the Office Information Systems - Medical Transcriptionist major.

OIS 232.1 Legal Machine Transcription Basic (I)

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 (I)

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

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 120 Introduction to Paralegal Studies and Ethics (3)

3 hours lecture

Transfer acceptability: CSU

An overview of the role of the paralegal/legal assistant. Introduction to legal terminology, ethics in the law office, management of legal data, and research methods.

PLS 121 Introduction to Law (3)

3 hours lecture

Note: Cross listed as LS 121

Transfer acceptability: CSU;UC

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 130 Client Interviewing and Investigations (2)

2 hours lecture

Prerequisite: A minimum grade of 'C' in PLS 120

Recommended preparation: A minimum grade of 'C' in LS/PLS 121

Transfer acceptability: CSU

The process of interviewing clients and witnesses by a paralegal in preparing a legal matter for resolution or possible litigation. The investigative process includes both formal and informal investigations by the paralegal.

PLS 150 Legal Research (2)

2 hours lecture

Recommended preparation: A minimum grade of 'C' in ENG 100

Note: Cross listed as LS 150

Transfer acceptability: CSU

The fundamental aspects of legal research through an in-depth analysis of case law, statutory law and administrative law on both a Federal and State level. It will further instruct the student on the appropriate use of secondary sources used in legal research.

PLS 155 Legal Writing (1)

1 hour lecture

Prerequisite: LS/PLS 150 and ENG 100

Note: Cross listed as LS 155

Transfer acceptability: CSU

The techniques of legal writing and analysis as applied to the drafting of a legal memorandum, case briefing, and law office correspondence. Using legal research skills developed in PLS 150/LS 150 to formulate written answers, in proper legal format, to legal issues and questions presented.

- PLS 160 Computer Assisted Legal Research (1)**
 2 hours lecture/laboratory
Prerequisite: LS/PLS 155
Recommended preparation: PLS 110 or BUS 170 and 171
Note: Credit/No Credit grading only
Transfer acceptability: CSU
 Computer assisted legal research addressing the role of the paralegal conducting legal research utilizing CD ROMs, database systems, Westlaw, Lexis, and the Internet.
- PLS 170 Alternative Dispute Resolution (3)**
 3 hours lecture
Prerequisite: 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: 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 245 Civil Litigation I (3)**
 3 hours lecture
Prerequisite: LS/PLS 121
Note: Cross listed as LS 245
Transfer acceptability: CSU
 The basic principles of civil procedures as they apply to jurisdiction, venue and pleadings required from both complainant and defense as viewed within the California Court System.
- PLS 248 Business Organizations (2)**
 2 hours lecture
Prerequisite: LS/PLS 121
Recommended preparation: PLS 160
Note: Graded only
Transfer acceptability: CSU
 The role of the paralegal in corporate law will be emphasized with all business organizations reviewed; i.e., sole proprietorship, partnerships, and corporations. The primary focus will be on corporate formation and compliance.
- PLS 251 Probate Law and Procedure (2)**
 2 hours lecture
Prerequisite: LS/PLS 121
Transfer acceptability: CSU
 An overview of the procedural structure of basic probate court policies and practice. All necessary forms and pleadings will be examined and prepared.
- PLS 255 Family Law and Procedure (2)**
 2 hours lecture
Prerequisite: LS/PLS 121
- Transfer acceptability:** CSU
 A concentration on domestic relations concerned with such subjects as paternity, custody, support, child care, and separation, with special emphasis given to the dissolution of marriage. The student will prepare the proper forms for dissolution and related matters. Concepts of separate and community property and division of property upon dissolution are also covered. Various other aspects of family law are discussed.
- PLS 258 Bankruptcy Law and Procedure (2)**
 2 hours lecture
Prerequisite: LS/PLS 121
Transfer acceptability: CSU
 Introduction to bankruptcy emphasizing both debtor relief and debt collection under the United States Bankruptcy Code. The bankruptcy system is analyzed from an historical as well as a contemporary posture reflecting current practices, philosophies, and bankruptcy alternatives.
- PLS 259 Real Property Law and Procedure (2)**
 2 hours lecture
Prerequisite: LS/PLS 121
Transfer acceptability: CSU
 California real property law: titles, community property, liens, sales contracts, escrow, separate property and property transfers. How ownership is acquired, transferred, and the legal rights and duties of the parties. Preparation of the proper forms and documents incident to real estate ownership and leasehold interest.
- PLS 261 Torts and Personal Injury (3)**
 3 hours lecture
Prerequisite: 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 263 Administrative Law and Procedure (2)**
 2 hours lecture
Prerequisite: LS/PLS 121
Recommended preparation: PLS 160
Transfer acceptability: CSU
 The study of Administrative Law to include the legislative process, various agencies, and rule making and adjudication. The focus of this course is on administrative procedure, i.e., the-doing-of administrative law.
- PLS 265 Criminal Law and Procedure (2)**
 2 hours lecture
Prerequisite: LS/PLS 121
Recommended preparation: ENG 100 and LS/PLS 150
Transfer acceptability: CSU
 An overview of substantive criminal law and the criminal justice process with an emphasis on criminal procedures through which criminal law is enforced.
- PLS 271 Elder Law and Procedure (2)**
 2 hours lecture
Prerequisite: LS/PLS 121
Recommended preparation: LS/PLS 150 and LS/PLS 155
 Elder Law focuses on a comprehensive review of the law relative to elders, as one the fastest growing areas in the field. The course will cover many different areas of the law having an impact on the elderly, including various important documents used in practice.
- PLS 273 Immigration Law and Procedure (2)**
 2 hours lecture
Prerequisite: LS/PLS 121
Recommended preparation: PLS 160
Note: Graded only
Transfer acceptability: CSU

This course will provide an overview of the basic principles of immigration law and procedure. Federal law and cases will be reviewed, along with legal principles of immigration law.

PLS 275 Employment Law and Practice (2)
2 hours lecture

Prerequisite: LS/PLS 121

Recommended preparation: LS/PLS 150 and LS/PLS 155

Employment law for paralegals. An introduction to the regulatory environment, common law principles, and an overview of labor relation law. The course will review ADA, sexual harassment, discrimination, and employees' rights.

PLS 290 Contemporary Legal Issues (3)
3 hours lecture

Prerequisite: 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.

PLS 295 Directed Study in Paralegal Studies (1,2,3)
3, 6, or 9 hours laboratory

Prerequisite: Approval of project or research by department chairperson

Note: May be taken 2 times

Transfer acceptability: CSU

Independent study for students who have demonstrated skills and/or proficiencies in Paralegal 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.

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; CAN PHIL 4

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; CAN PHIL 2

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; CAN PHIL 6

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.