

NURSING - Certified Nursing Assistant

56 Essential Practical Skills for Nurse Assistants (1) NDA

This course focuses on reinforcing and integrating the Certified Nurse Assistant duties and skills required to assist patients in long term care facilities with of Activities of Daily Living.

399 Certified Nurse Assistant / Certified Home Health Aide (7) Modularized Courses Listed Below NDA

Introduction to the health care field, working with residents/patients in the long term care facility, the acute care setting, and the home care setting. Emphasis is given to safety principles, infection control, methods for providing physical care, and emotional and social support.

399A Certified Nurse Assistant (5) NDA

Recommended: English 28.

This course will provide students with an introduction to the health care field, working with residents/patients in the long term care facility and the acute care setting. Emphasis will be given to safety principles, infection control, methods for providing physical care, and emotional and social support. Upon successful completion of this course, students will be eligible to take the American Red Cross Nurse Assistant Certification Exam.

399B Certified Home Health Aide (2) NDA

Prerequisite: Successful completion of 399A, or State of California Certification from California Department of Health.

This course focuses on understanding the regulatory guidelines pertaining to the Home Health Aide scope of practice; basic knowledge of the disease and to recognized signs and symptoms of the disease; the concepts of provision of care in home setting and a sound knowledge base from which the Home Health Aide can be an important partner of other healthcare providers, for the patient to achieve the highest level of physical function and go back to prior level of care.

OCEANOGRAPHY

(Also see Earth Science, Environmental Science, and Geography)

1 Introduction to Oceanography (3) UC:CSU

The student is introduced to the general field of oceanography, including a study of the features of the sea floor, the chemical and physical properties of sea water, currents, tides, waves and their effects on marine organisms. Special reference is made to the Southern California environment and the problems of people and the sea.

PARALEGAL STUDIES

4 Legal Internship (3)

Prerequisite: Paralegal 10 and English 101.

Directed field work in selected private law firms or public institutions of legal assisting are assigned to individual students. An effort is made to rotate office assignments.

10 Introduction to Law and Legal Profession (3) CSU

Prerequisite: English 101 or concurrent enrollment.

An introductory course in formalizing the career of the legal assistant, an introduction to law, social forces and the law, comparison of the role of the legal assistant and the lawyer, and an introduction to legal terminology and bibliography, including research problems.

11 Introduction to Civil Litigation (3) CSU

Prerequisite: Paralegal 10 and English 101.

This course is a continuation of Paralegal 10 with a study of the composition, location and jurisdiction of all courts, a study of document production and administration within the judicial structure, a detailed examination of civil and criminal litigation, and an introduction to legal drafting and writing.

12 Tort Law (3)

Prerequisite: Paralegal 10 and English 101.

A study of the fundamental principles of the law of torts, including insurance and an examination of the techniques of investigation involved in the lawyer's handling of tort and insurance claims.

13 Wills, Trusts, and Probate Administration (3)

Prerequisite: Paralegal 10 and English 101.

A study of the fundamental principles of the law of wills and trusts, including simple will and trust forms; an examination of the organization and jurisdiction of a California Probate Court; and the administration of estates in California Probate Courts.

14 Law Office Management and Procedures (3)

Prerequisite: Paralegal 10 and English 101.

A study of the basic objectives of the management of a law office; a study of hardware and software used in a law office; an examination of indexing and filing principles; law office manuals; a study of basic accounting principles; practice in and study of law office correspondence.

16 Civil and Criminal Evidence (3)

Prerequisite: Paralegal 10 and English 101.

This is a study of the rules of civil and criminal evidence and the admissibility of such evidence in court; deposition comprehension and use in court; interrogatory summarizing and use in court.