

399 Certified Nurse Assistant / Certified Home Health Aide (7)

Modularized Courses Listed Below.

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)

Recommended: English 28.

399B Certified Home Health Aide (2)

Prerequisite: Successful completion of 399A, or State of California Certification as a Certified Nurse Assistant.

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.

OFFICE ADMINISTRATION

(See Computer Applications and Office Technologies)

PARALEGAL STUDIES

3 Civil Rights and the Law (3) CSU

(Same as Law 3)

This course presents a comparative and analytical study of the law and related problems concerning the Bill of Rights and the U.S. Constitution. Life and the death penalty, freedoms of speech and press, freedom of religion, racial and sexual equality, and privacy are some of the topics under consideration, with emphasis on recent court decisions and current events.

4 Legal Internship (3) (RPT 1)

(Same as Law 4)

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

(Same as Law 10)

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

(Same as Law 11)

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)

(Same as Law 12)

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)

(Same as Law 13)

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)

(Same as Law 14)

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.

15 Introduction to Property, Bankruptcy, and Family Law (3)

(Same as Law 15)

Prerequisite: Paralegal 10 and English 101.

A study of the law of personal property and real property, including community property, joint tenancy, leases, deeds, contracts, escrows, deeds of trust, study of the system of recording and search of public documents, a study of the bankruptcy laws and forms and a study of family law, with emphasis on the dissolution of marriage.

16 Civil and Criminal Evidence (3)

(Same as Law 16)

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.

17 Legal Writing (3)

(Same as Law 17)

Prerequisite: Paralegal 10 and English 101.

This course covers advanced legal drafting and writing, including special research and projects.

18 Family Law (3)*(Same as Law 18)**Prerequisite: Paralegal 10 and English 101.*

This course surveys family practice and procedure topics including: parental prerogatives, marriage, separation, divorce, custody and support, adoption and guardianship. Students learn to conduct client interviews, and draft pleading necessary to the general practice of family law.

19 Property and Creditor Rights (3)*(Same as Law 19)**Prerequisite: Paralegal 10 and English 101.*

This course is a study of the law of property including: community property, joint tenancy, leases, deeds, contracts, escrows, deeds of trust, the system of recording and search of public documents, bankruptcy laws and forms and evictions (unlawful detainer actions). The student will also study secured transactions, collateral, purchase money secured interest, liens, attachment, garnishment, and other creditor's remedies. This course introduces the student to the nature of property and personalty, acquiring and owning property, real property, and the landlord-tenant relationship.

20 Probate Procedures (3)*(Same as Law 20)**Prerequisite: Paralegal 10, English 101, and Paralegal 13.*

A comprehensive study of methods for fact gathering, office procedures, and required court work involved in the handling of probates of both testate and intestate decedents.

33 Entertainment Law (3) CSU*(Same as Law 33)**Prerequisite: Paralegal 10 and English 101.*

This course presents an overview of the legal aspects in the entertainment industry. Students will be exposed to legal aspects of contractual agreements, copyright requirements, privacy, regulations of the Federal Communications Commission, libel and slander, freedom of speech and press, publishing rights, trademarks, unions, and related concerns.

35 Immigration Law (3) CSU*(Same as Law 35)**Prerequisite: Paralegal 10 and English 101.*

This course is a study of concepts of immigration law including grounds of exclusion, defense to deportation, petitions and visa applications. Research and writing will be emphasized in the areas of amnesty, naturalization, citizenship, international law and criminal aspects of immigration.

PERSONAL DEVELOPMENT

1 Introduction to College (1) NDA (RPT 1)

This course covers educational and vocational planning, including preparation of a detailed term-by-term plan, fixing of goals and objectives, career guidance, library skills, institutional roles and governance, student government, and deficiencies in preparation with relation to objectives and study skills.

4 Career Planning (1) CSU

This class examines the career developmental concepts of awareness and implementation (decision-making) as they relate to the self and the world of work. Students will develop a personal decision-making strategy utilizing the skills obtained in the class. The class will emphasize the philosophy and importance of career development and personal interests, values, and skills as well as occupational resources. Other topics include the personality type/work environment relationship, a work environment analysis, and educational planning.

5 College Survival (2) CSU (RPT 1)

This course will enable students to survive and succeed in a college program. Emphasis will be placed on making informed decisions, developing study skills, learning productive time management techniques, financial planning, and other personal skills.

6 College and Career Planning for the Handicapped (1)

This course is designed to assist students with disabilities in the exploration and development of career goals, with an emphasis on individual interests and lifestyles, values, personality traits and abilities. Topics covered include vocational assessment, career exploration, resumé writing, interview skills, and job-seeking strategies. Workplace accessibility issues and the impact of the Americans with Disabilities Act (ADA) will be discussed.

8 Career Planning and Development (2) CSU

This course is an introduction to career planning and is designed for students who are considering vocational careers. The focus is on a comprehensive career and personal evaluation, developing an appropriate educational plan, and utilizing a personal career strategy.

15 Personal Development Seminar (3) NDA (RPT 3)*Modularized Courses Listed Below.*

This class will provide students with testing and the assessment of individual abilities, interests and values. An individual educational plan, equipment orientation, campus orientation and effective communication techniques will be fully explored.

15A Personal Development Seminar A (1) NDA**15B Personal Development Seminar B (1) NDA****15C Strategies for Success in College and Life (1) NDA****17 College Survival Skills Development (1) CSU**

This course provides the student with a variety of survival skills necessary to become a successful college student, including instruction on study skills, time management, stress management, identifying educational and career goals, and utilizing library resources, among other topics.

20 Post Secondary Education - The Scope of Career Planning (3) UC:CSU

This course provides students with the information to make appropriate educational, career and lifestyle choices. Topics examined include educational programs and their requirements, career resources and the career decision making process, career planning, personal assessment, steps for success, values clarification, exploring personality and interests, skills assessment, the world of work, career options, making decisions, job search, preparing a winning resume, interviewing skills, and strategies for managing a career. Students will design their own educational plan.