

## JAPANESE

### 1 Elementary Japanese I (5) UC:CSU

This course provides the fundamentals of the Japanese language with emphasis on the spoken word. The Japanese syllabary for Hiragana, Katakana and basic Kanji are introduced. In addition, the course introduces the study of Japanese culture.

### 2 Elementary Japanese II (5) CSU

This course continues students' development of fundamental linguistic communication skills in Japanese. The course also continues the study of Japanese culture.

### 21 Fundamentals of Japanese I (3) UC:CSU

This is a course in spoken Japanese that stresses the fundamentals of pronunciation and grammar, basic vocabulary, useful phrases, and the ability to understand and speak simple Japanese. It includes an introduction to the Hiragana writing system.

### 22 Fundamentals of Japanese II (3) UC:CSU

*Prerequisite: Japanese 21 with a grade of "C" or better, or the equivalent. Japanese 22 is a continuation of Japanese 21. Together Japanese 21 and 22 are equivalent to Japanese 1, a 5 unit course.*

This course stresses pronunciation, intonation, grammar, and basic vocabulary. An introduction to the Kanji and Katakana writing systems is included.

*Note: A maximum of 5 units from Japanese 21 and 22 will be accepted for UC credit.*

## JOURNALISM

### 101 Collecting and Writing News (3) (CAN JOUR 2)

This course stresses instruction and practice in news gathering, with particular emphasis on documentation, research and news writing. Adherence to professional writing style, and legal and ethical aspects of the profession are included. Emphasis will be on publishing both a print newspaper and an online news site featuring subjects of interest to students, staff and faculty of WLAC.

### 105 Mass Communication (3)

*(Formerly Journalism 5)*

This course analyses the impact of mass media on society. Special attention is devoted to newspapers, magazines, radio, television, motion pictures, public relations and advertising.

## LAW

*Note: This program is not designed as preparation for law school admission. Students should consult catalogs from the law schools of their choice.*

### 1 Business Law I (3) UC:CSU

*(Same as Business 5)*

Essentials of the law of contracts, of its application to everyday problems pertaining to business and to the individual are covered. Elementary safeguards regarding sales and sales contracts are also considered. Case discussions and lecture methods are utilized.

*Note: Credit is not granted for students enrolled in or with credit for Business 5.*

### 2 Business Law II (3) UC:CSU

This course covers essentials of the laws of negotiable instruments, security devices, partnerships, corporations, estates and bankruptcy in their application to everyday problems of business.

*Note: A maximum of one course from Law 1 or 2 is acceptable for UC transfer.*

### 3 Civil Rights and the Law (3) UC:CSU

*(Same as Paralegal 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.

*Note: This course is a recommended elective for the Paralegal Certificate.*

### 4 Directed Field Work in Legal Assisting (3) CSU

*(Same as Paralegal 4)*

*Prerequisite: Law 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 Legal Assistant I (3) CSU

*(Same as Paralegal 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 Legal Assistant II (3)

*(Same as Paralegal 11)*

*Prerequisite: Law 10 and English 101.*

This course is a continuation of Law 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 and Claims Investigation (3) CSU

*(Same as Paralegal 12)*

Prerequisite: Law 10 and English 101.

A study of the fundamental principles of 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) CSU

*(Same as Paralegal 13)*

Prerequisite: Law 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 (3) CSU

*(Same as Paralegal 14)*

Prerequisite: Law 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 Property, Bankruptcy, and Family Law (3) CSU

*(Same as Paralegal 15)*

Prerequisite: Law 10 and English 101.

This course studies 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) CSU

*(Same as Paralegal 16)*

Prerequisite: Law 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) CSU

*(Same as Paralegal 17)*

Prerequisite: Law 10 and English 101.

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

### 20 Basic Probate Procedures (3) CSU

*(Same as Paralegal 20)*

Prerequisite: Law 10, English 101, and Law 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 Law and the Media (3) CSU

*(Same as Paralegal 33)*

Prerequisite: Law 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 for Paralegals (3) CSU

*(Same as Paralegal 35)*

Prerequisite: Law 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.

### 51 Legal Research for Paralegals (3) CSU

Prerequisite: Law 10 and English 101.

The student will gain a working knowledge of legal research methods, both in traditional print and electronic formats. The student will be exposed to materials not necessarily covered in other courses.

### 52 Introduction to Law and Legal Terminology (3) CSU

Legal language is the cornerstone of all legal professions. This course presents common terms used in the legal profession, and students will learn the proper use of terminology through reading and practice.

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## LEARNING SKILLS

### 1 Reading (3) NDA (RPT 3)

*Corequisite: Enrollment in one or more college courses.*

A self-paced program intended for all students having difficulty with their college reading assignments. The course features diagnostic testing, individual attention and instant feedback about students' progress toward prescribed goals. (This 3-unit course is modularized into three, 1-unit modules.)

#### 1A Learning Skills - Reading A (1) NDA (RPT 3)

#### 1B Learning Skills - Reading B (1) NDA (RPT 3)

#### 1C Learning Skills - Reading C (1) NDA (RPT 3)

### 2 English Fundamentals (3) NDA (RPT 3)

A self-paced, individualized Basic Skills class utilizing multimedia and computer-assisted instruction, workshops, and cooperative study groups. (This 3-unit course is modularized into three, 1-unit modules.)

#### 2A English Fundamentals - A (1) NDA (RPT 3)

#### 2B English Fundamentals - B (1) NDA (RPT 3)

#### 2C English Fundamentals - C (1) NDA (RPT 3)

**3 Vocabulary Development (5) NDA (RPT 3)**

Learning Skills 3A and 3B are group conversation classes designed to provide students with class activities that will expand their comprehension and use of spoken English. Through the use of role-playing, practice dialogues, and impromptu speaking exercises, students are given the opportunity to improve their oral communication skills in small group settings. Learning Skills 3C, 3D, and 3E are individualized, self-paced vocabulary programs for all students, and have been designed for various levels of difficulty. These courses focus on continued vocabulary growth and development, as well as providing students with helpful strategies for understanding complex vocabulary words.

**3A Vocabulary Development - A (1) NDA (RPT 3)**

**3B Vocabulary Development - B (1) NDA (RPT 3)**

**3C Vocabulary Development - C (1) NDA (RPT 3)**

**3D Vocabulary Development - D (1) NDA (RPT 3)**

**3E Vocabulary Development - E (1) NDA (RPT 3)**

**4 The Mechanics of Spelling (1) NDA (RPT 3)**

There are two courses available in spelling, the first being presented at a lower level of difficulty than the second. The first half of this course offers individualized instruction in basic word-attack skills, covering vowels, consonants, blends, digraphs, and syllables. The second half offers individualized instruction in the basic rules and complicated patterns of spelling, covering vowels, consonants, and word families.

**5 English as a Second Language Fundamentals (1) NDA (RPT 3)**

This computer-assisted instruction (CAI) class is designed specifically to help the ESL student build language skills in vocabulary, reading speed, reading comprehension, and basic writing. The student will learn on computers in a non-stressful environment tailored around his or her own schedule.

**10 Mathematics Fundamentals (3) NDA (RPT 3)**

A self-paced, individualized Basic Skills class utilizing multimedia and computer-assisted instruction, workshops, and cooperative study groups.

**10A Mathematics Fundamentals - A (1) NDA (RPT 3)**

**10B Mathematics Fundamentals - B (1) NDA (RPT 3)**

**10C Mathematics Fundamentals - C (1) NDA (RPT 3)**

**15 Overcoming Math Anxiety (3) NDA (RPT 3)**

This class helps the student to ease into the world of mathematics. The course is designed to help students understand math anxiety, as well as provide an opportunity to discuss its myths and realities, and to improve a student's ability to be successful in a mathematics course. Strategies, techniques, and activities will be offered which enable students to overcome the barriers impeding their success in mathematics.

**15A Overcoming Math Anxiety - A (1) NDA (RPT 3)**

This class helps the student to ease into the world of mathematics. The course is designed to help students understand math anxiety, as well as provide an opportunity to discuss its myths and realities. This 13 week course consists of 9 lectures on strategies and techniques to improve a student's ability to be successful in a mathematics course. An additional 5 hours of outside activities, including computer-assisted instruction, will be offered to enable students to overcome the barriers impeding their success in mathematics.

**30 Reading/Computer Aided Instruction (1) NDA (RPT 1)**

This class provides reading development and practice, communication skills in speaking, listening, and comprehension, and use of CAI. It provides guided practice in reading, with feedback and opportunities for independent work.

**40 Introduction to Learning Disabilities (1) NDA**

Designed for students with verified disabilities or for those who plan to work with them, this course provides assessment of learning strengths and weaknesses. Students will learn to identify 1) specific skills needed to be successful in college and career and 2) Tools and techniques to compensate for learning style weaknesses. An individualized program will be designed.

**41 Study Strategies for the Learning Disabled (3) NDA (RPT3)**

Designed for students with verified disabilities or for those who plan to work with them, this course provides training in study strategies. Students will learn and practice academic study techniques and identify the skills they need to be successful in college and in a career. Topics include Organizing for Effective Study, Self Awareness, Communications, Career Planning, Taking Charge, and Stress Reduction. This 3-unit course is modularized into six, 1/2 unit segments (P/NP).

**41-D Study Strategies for the Learning Disabled:  
Self Awareness (.5) NDA (RPT3)**

Designed for students with verified disabilities or for those who plan to work with the, this course provides training in study strategies. Students will learn and practice academic study techniques and identify the skills they need to be successful in college and in a career. This module focuses on Self Awareness.

**41-E Study Strategies for the Learning Disabled:  
Organizing for the Effective Study (.5) NDA (RPT3)**

Designed for students with verified disabilities or for those who plan to work with them, this course provides training in study strategies. Students will learn and practice academic study techniques and identify the skills they need to be successful college and in a career. This module focuses on "Organizing for Effective Study."

**41-F Study Strategies for the Learning Disabled:  
Career Planning (.5) NDA (RPT3)**

Designed for students with verified disabilities or for those who plan to work with them, this course provides training in study strategies. Students will learn and practice academic study techniques and identify the skills they need to be successful college and in a career. This module focuses on career planning.

**41-G Study Strategies for the Learning Disabled:  
Communication (.5) NDA (RPT3)**

Designed for students with verified disabilities or for those who plan to work with them, this course provides training in study strategies. Students will learn and practice academic study techniques and identify the skills they need to be successful college and in a career. This module focuses on developing better communications skills in work, personal, and academic settings.

### **41-I Study Strategies for the Learning Disabled: Taking Charge (.5) NDA (RPT3)**

Designed for students with verified disabilities or for those who plan to work with them, this course provides training in study strategies. Students will learn and practice academic study techniques and identify the skills they need to be successful college and in a career. This module focuses on goal setting, planning, and decision making.

### **41-J Study Strategies for the Learning Disabled: Stress Reduction (.5) NDA (RPT3)**

Designed for students with verified disabilities or for those who plan to work with them, this course provides training in study strategies. Students will learn and practice academic study techniques and identify the skills they need to be successful college and in a career. The topic of this module is Stress Reduction.

### **50 Introduction to CAI Applications - Language Arts (.5) NDA (RPT3)**

Using recognized software programs, this class introduces students to Computer Assisted Instruction in the Language Arts in a pressure-free, supportive environment. Students may choose from three course options: 1) enhance reading speed and comprehension 2) develop essay writing skills or 3) review grammar and writing skills as a co-requisite to English 21.

### **51 College Reading and Study Skills (2.5) NDA (RPT3)**

This 2.5-unit course is modularized into five .5-unit segments (P/NP). Designed for students who feel the need to improve basic skills, this course provides training in study strategies. Students will learn and practice academic study techniques and identify the skills they need to be successful in college and/or career. Topics include Efficient Reading, Efficient Note-taking, Critical Thinking and Problem Solving, Memory Skills, Writing Papers, and Effective Test-taking.

### **51-A College Reading and Study Skills: Efficient Reading (.5) NDA (RPT3)**

Designed for students who feel the need to improve basic skills, this course provides training in study strategies. Students will learn and practice academic study techniques and identify the skills they need to be successful in college and/or career. This module focuses on "Efficient Reading."

### **51-B College Reading and Study Skills: Efficient Note-taking (.5) NDA (RPT3)**

Designed for students who feel the need to improve basic skills, this course provides training in study strategies. Students will learn and practice academic study techniques and identify the skills they need to be successful in college and/or career. This module focuses on Effective Note-taking.

### **51-C College Reading and Study Skills: Using Memory Skills (.5) NDA (RPT3)**

Designed for students who feel the need to improve basic skills, this course provides training in study strategies. Students will learn and practice academic study techniques and identify the skills they need to be successful in college and/or career. In this module the topic is memory and techniques for improving this skill for studying.

### **51-D College Reading and Study Skills: Studying College Assignments (.5) NDA (RPT3)**

Designed for students who feel the need to improve basic skills, this course provides training in study strategies. Students will learn and practice academic study techniques and identify the skills they need to be successful in college and/or career. The topic of this module is improvement in Critical Thinking and Problem Solving.

### **51-F College Reading and Study Skills: Effective Test-Taking (.5) NDA (RPT3)**

Designed for students who feel the need to improve basic skills, this course provides training in study strategies. Students will learn and practice academic study techniques and identify the skills they need to be successful in college and/or career. The topic of this module is Effective Test Taking, improving skills and reducing stress.

### **73 Learning Skills Online Grammar and Writing Lab (1) NDA**

This course provides students with an introduction to the foundations of grammar in the writing process. Students will have access to nearly 50 online writing labs, and will be required to submit written assignments for peer and instructor review.

### **74 Learning Skills for Political Science (1) NDA**

This course is designed both to prepare students for Political Science and to serve as a complementary computer-assisted lab for students in Political Science 1.

### **75 Learning Skills for Chemistry (1) NDA**

This course is designed both to prepare students for chemistry 51 and to serve as a complementary computer-assisted lab for those students wishing to complement or review their studies of chemistry.

### **99 Reading Improvement (1) NDA (RPT1)**

This course teaches various strategies for improving inferential and critical reading skills. Students learn techniques for analyzing more difficult reading selections from a variety of subjects and sources. A six-step method is used to help students develop and evaluate their own active critical thinking skills. A strong lab component is also included to meet course objectives.

### **480A Introduction to Internet Literacy (1) NDA (RPT1)**

This course is the first in a three-part series that offers a thorough introduction to the Internet and World Wide Web. This course provides students with the necessary awareness and skills to recognize, understand, and make best use of the many research and communication resources available online. Course topics include: Internet literacy, history, and definitions; popular file types; societal issues such as copyright, free speech, and plagiarism, Internet subcultures, and the digital divide. All course activities are experiential and exploratory in nature. There is one required textbook for all three courses (LSK 480ABC). Additional required readings will be made available online at no cost to students.

**480B Introduction to Internet Literacy (1) NDA (RPT1)**

This course is the second in a three-part series that offers a thorough introduction to the Internet and World Wide Web. This course provides students with the necessary awareness and skills to recognize, understand, and make best use of the many research and communication resources available online. Course topics include: evaluating online content for quality and relevance; Web browsers; the anatomy of different categories of Web pages; email; emoticons; netiquette. All course activities are experiential and exploratory in nature. There is one required textbook for all three courses (LSK 480ABC). Additional required readings will be made available online at no cost to students.

**480C Introduction to Internet Literacy (1) NDA (RPT1)**

This course is the third in a three-part series that offers a thorough introduction to the Internet and World Wide Web. This course provides students with the necessary awareness and skills to recognize, understand, and make best use of the many research and communication resources available online. Course topics include: online research strategies and Web search engines; modes of online communication such as listservs, newsgroups, blogs, chat rooms, and instant messaging; the latest advances in Internet technology. All course activities are experiential and exploratory in nature. There is one required textbook for all three courses (LSK 480ABC). Additional required readings will be made available online at no cost to students.

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## LIBRARY SCIENCE

**88 Business Resources on the Internet (1)**

This course provides an overview of the many business resources available in computerized format on the Internet, and elsewhere. The student will learn how and where to find information on companies, industries, stocks, securities markets, real estate, and on other business topics.

**101 Library Research Methods (1) UC:CSU**

This course teaches the student to develop efficient research skills utilizing traditional print and selected electronic library resources. These skills will optimize the student's educational experience and enhance his or her ability to realize independent life-long personal benefits from using the library. Standard research techniques are emphasized, and both general and specialized information sources are examined. Students will gain experience and confidence using the various types of reference works in the library and on the Internet to write a successful research paper including note-taking and outlining skills, and selected documentation style.

**102 Internet Research Methods (1) CSU**

Successful completion of this course will enable the student to find and assess information found on the Internet. The student will also be able to devise effective search strategies in the pursuit of academic and personal interests utilizing approved principles of access, and standardized evaluation criteria.

**103 Information Literacy: Search Strategies, Tools, and Resources (2) UC:CSU**

This course combines modern, up-to-date search strategies with the latest research tools to enable the student to access pertinent information and data from both print and electronic research resources.

**104 Advanced Internet Research (1) CSU**

This course provides extensive coverage of the Internet and the world wide web using specialized and meta-searchers to find resources on the web and on the so-called "deep web." The student will learn to monitor the growth and direction of the internet, and learn how the internet affects society's views of privacy, intellectual property rights, social interaction, and communication.

**117 Online Legal Research (1)**

This class introduces paralegal students and interested laypersons to the wide array of primary and secondary legal sources on the Internet. It also provides an overview of Westlaw and/or Lexis/Nexis databases, and will prepare students to utilize their respective general search strategies and protocols. This course does not replace a traditional legal research class and assumes some familiarity with legal research and with computers on the part of the student. Such foreknowledge is not required to learn and benefit from the class.

**130 Travel and the Internet (1)**

This course teaches the student to develop efficient research skills utilizing selected online Internet and electronic library resources. These skills will optimize the student's educational experience and enhance his or her ability to realize independent life-long personal benefits in pursuing his or her interest in expanding his or her formal education by travel. Standard online research techniques are emphasized, and both general and specialized information sources are examined. Students will gain experience and confidence using the Internet to write a successful research paper on a travel-related topic, including note-taking and outlining skills, and selected documentation style, which might form the basis for a personal travel adventure. Internet sources will be augmented by a review of traditional print resources.

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## MANAGEMENT

(Also see Business)

**1 Principles of Management (3) CSU**

This course provides an introduction to the principles of management. A detailed analysis of basic managerial functions including planning, organizing, leading and controlling in a business or administrative environment is made.

**2 Organization and Management Theory (3) CSU**

This course provides an introduction to the theories of organization and management. Organizational structure, technology and systems; administrative behavior, communications, motivation and leadership, organizational development, change and manpower development are examined.