

“O” Course Descriptions

Click on the course area below to get to the exact page.

OCEANOGRAPHY



398 Geriatric Care Technician (4)

Prerequisite: Nursing 399A.

This is a specialized program that expands and enhances the theoretical and clinical skills of the Certified Nurse Assistant (CNA) with regards to care of the seniors. The Geriatric Care Technician is a new role that meets increased needs of an aging population.

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.

PARALEGAL STUDIES

3 Civil Rights and the Law (3) CSU

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)

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

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

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

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.

17 Legal Writing (3)

Prerequisite: Paralegal 10 and English 101.

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

18 Family Law (3)

Prerequisite: Paralegal 10 .

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)

Prerequisite: Paralegal 10

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.