

"L" Course Descriptions

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LAW

LEARNING SKILLS

LIBRARY SCIENCE



West

COURSE DESCRIPTIONS

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. *NOTE: Japanese 21 and Japanese 22 together are equivalent to Japanese 1.*

22 Fundamentals of Japanese II (3) UC:CSU

Prerequisite: Japanese 21 with a grade of "C" or better. This course stresses pronunciation, intonation, grammar, and basic vocabulary. An introduction to the Kanji and Katakana writing systems is included. *NOTE: Japanese 21 and Japanese 22 together are equivalent to Japanese 1.*

JEWISH STUDIES

6 American Jewish Literature (3) UC:CSU (Same as English 233)

Students in this course will read and learn to analyze and write about fiction, poetry and drama that reflects the American Jewish cultural experience. The selected short stories, novels, poems and plays illustrate the following themes: tradition versus modernity, identity, assimilation, the American dream, creativity and art, the family, and love.

26 Survey of Jewish Thought and Culture (3) UC:CSU

In this course, students examine important ideas in Judaism (such as Creation, good and evil, truth and justice) as well as art, music, and film that may reflect Jewish ideas and culture. The course generally features a field trip to the Skirball Cultural Center.

27 Holocaust: A Prototype of Genocide (3) UC:CSU

Students in this course study novels, memoirs, stories, and films that comment on the murder of six million Jews, a twentieth century tragedy that expanded our notion of the depths of evil to which humans can descend. The course examines the Holocaust from philosophical, psychological, and theological perspectives. Students have the option of attending a field trip to the Museum of Tolerance.

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. UC Transfer Credit Limit: A maximum of one course from Law 1, Law 2, 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. *UC Transfer Credit Limit: A maximum of one course from Law 1, Law 2, Business 5.*

3 Civil Rights and the Law (3) UC: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.

33 Law and the Media (3) CSU

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.

51 Legal Research for Paralegals (3) CSU

Prerequisite: Paralegal 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.

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, 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)

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.

COURSE DESCRIPTIONS

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 (3) 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.

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.

LIBRARY SCIENCE

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.

UC Transfer Credit Limit: A maximum of one course from Library Science 101 or Library Science 103.

102 Internet Research Methods (1) UC: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. *UC Transfer Credit Limit: A maximum of one course from Library Science 101 or Library Science 103*

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.

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.

6 Public Relations (3) CSU

This course covers essentials for organizing and operating a public relations program. Topics include the study of relations with the community, customers, stockholders, news media, and employees. Multicultural relations and public relations writing are also covered.

13 Small Business Entrepreneurship (3) CSU

This course discusses the challenges of entrepreneurship, and provides the tools to enhance success. The course provides a detailed treatment of strategic planning for small businesses, an in-depth coverage of creating and managing the business, new sources of small business funding, effective decision making, and hands-on experience for creating a business plan.

MARKETING

1 Principles of Selling (3) CSU

This course emphasizes the principles used in persuasive communication. Consumer buying behavior, presentations, and closing sales are covered. The course is designed to help students currently involved in sales, as well as those seeking to improve their communication skills. Sales presentations, video tapes and case studies are used.

21 Principles of Marketing (3) CSU

This course introduces students to various activities in the field of marketing. It provides a broad understanding of the principles involved in the distribution of commodities from the producer to the user or consumer. It covers the consumer market, consumerism, packaging and brands, pricing, wholesaling, retailing, sales promotion, personal selling, and international marketing. Presentations, case studies and video tapes are used.