

# “M” Course Descriptions

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**MANAGEMENT**

**MARKETING**

**MATHEMATICS**

**MICROBIOLOGY**

**MULTIMEDIA**

**MUSIC**

West

COURSE DESCRIPTIONS



**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

**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.

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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.

**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.

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## 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.

# MATHEMATICS

Note: To enroll in a mathematics course, the student must satisfy one of the following conditions:

- The prerequisite must have been completed, OR
- Appropriate placement level must be demonstrated through the mathematics assessment process.

Note: The District-wide Mathematics Competency Equivalency Test for Elementary Algebra is given only during the Spring and Fall semesters.

## 100 Mathematics Workshop (1) NDA (RPT 3)

*Corequisite:* Current enrollment in any mathematics course.

*Recommended:* For students concurrently enrolled in any mathematics course.

This course is designed to increase comprehension of all levels of mathematics utilizing tutorial assistance from a mathematics instructor.

## 105 Arithmetic (3) NDA

This course is designed to give students an understanding of and a competency in the basic operations of elementary arithmetic. To attain this mastery, students must have a genuine desire to remove arithmetic deficiencies. Topics include operations with whole numbers, common and decimal fractions, percentages, the study of the metric system and simplified calculations.

## 110 Introduction to Algebraic Concepts (5)

Discusses abstract ideas necessary for understanding algebra and reviews selected topics in arithmetic relevant to algebra. Introduces fundamental notions of algebra including signed numbers, variables, simple equations, proportional reasoning, applications, and modeling. This course also includes group work instruction in mathematics study skills.

## 112 Pre-Algebra (3) NDA

*Prerequisite:* Mathematics 105 with a grade of "C" or better, or appropriate placement level demonstrated through the mathematics assessment process.

This course bridges the gap between arithmetic and algebra. It reviews arithmetic and introduces concepts of algebra including signed numbers, variables, exponents, mathematical sentences and linear equations.

## 115 Elementary Algebra (5)

*Prerequisite:* Mathematics 110 or 112 with a grade of "C" or better, or appropriate placement level demonstrated through the mathematics assessment process.

This is a first course in algebra. It covers the fundamental operations on natural numbers and carries on a logical development through all the real numbers. The course includes the solution of linear and quadratic equations and their graphs, factoring and statement problems.

## 117 Basic Elementary Algebra (5)

*Prerequisite:* Mathematics 110 or 112 with a grade of "C" or better, or appropriate placement level demonstrated through the mathematics assessment process.

This course is designed for students who are beginning the study of algebra. It parallels the first half of the first year algebra course in high school. Additional topics have been added to the traditional material.

Note: Math 117 and 118 together are equivalent to Math 115.

## 118 Basic Elementary Algebra II (5)

*Prerequisite:* Mathematics 117 with a grade of "C" or better.

This course parallels the second half of first-year high school algebra course, including additional topics such as rational expressions, radicals and roots, graphs of linear and quadratic equations, and linear systems.

Note: Math 117 and 118 together are equivalent to Math 115.

## 125 Intermediate Algebra (5)

*Prerequisite:* Mathematics 115 or 118 with a grade of "C" or better, or appropriate placement level demonstrated through the mathematics assessment process.

Manipulative skills in algebra are developed and strengthened in the course. The topics include rational exponents, the complete number system of algebra, algebraic and graphical solutions to linear and quadratic equations, logarithmic and exponential functions, elementary theory of equations and inequalities and conics. A wide variety of statement problems are included in the course.

## 127 Basic Intermediate Algebra I (5)

*Prerequisite:* Mathematics 115 or 118 with a grade of "C" or better, or appropriate placement level demonstrated through the mathematics assessment process.

This course covers the first half of Math 125 with additional topics. Manipulative skills in algebra are developed and strengthened in the course. The topics include linear equations and inequalities, graphs and functions, systems of equations and inequalities, and polynomials and factoring. A wide variety of statement problems are included in the course.

Note: Math 127 and 128 together are equivalent to Math 125.

## 128 Basic Intermediate Algebra II (5)

*Prerequisite:* Mathematics 127 with a grade of "C" or better, or appropriate placement level demonstrated through the mathematics assessment process.

This course covers the second half of Math 125 with additional topics. Manipulative skills in algebra are developed and strengthened in the course. The topics include rational exponents, the complete number system of algebra, algebraic and graphical solutions to linear and quadratic equations, logarithmic and exponential functions, elementary theory of equations and inequalities and conics. A wide variety of statement problems are included in the course.

Note: Math 127 and 128 together are equivalent to Math 125.

## 215 Principles of Mathematics I (3) UC:CSU

*Prerequisite:* Mathematics 125 or 128 with a grade of "C" or better, or appropriate placement level demonstrated through the mathematics assessment process.

This course helps students understand topics in mathematics, including sets, number bases, number systems, logic and probability. It is recommended for prospective elementary school teachers.

## 227 Statistics (4) UC:CSU (Formerly Mathematics 225 + 226)

*Prerequisite:* Mathematics 125 or 128 with a grade of "C" or better, or equivalent preparation and a satisfactory score on the Intermediate Algebra Placement test.

This course discusses averages, variability, graphical techniques, probability, hypothesis testing, sampling, estimation, correlation, prediction, and linear regression. Topics include collection and analysis of data and how inferences about a population are made from that sample.

**235 Finite Mathematics (5) UC:CSU**

*Prerequisite: Mathematics 125 or 128 with a grade of "C" or better, or appropriate placement level demonstrated through the mathematics assessment process.*

This course covers finite mathematics consisting of sets, graphing, linear programming, vectors, matrices, linear systems, combinations, probability, statistics, game theory and Markov chains, with emphasis on applications in business and social sciences.

*UC Transfer Credit Limit: A maximum of two courses from Mathematics 235 and 236; Mathematics 261 and 262.*

**236 Calculus for Business and Social Sciences (5) UC:CSU**

*Prerequisites: Mathematics 125 or 128 with a grade of "C" or better, or appropriate placement level demonstrated through the mathematics assessment process.*

This course consists of elementary differential and integral calculus; exponential and logarithmic functions, and their applications to business and social sciences.

*UC Transfer Credit Limit: A maximum of two courses from Mathematics 235 and 236; Mathematics 261 and 262.*

**241 Trigonometry with Vectors (4) CSU**

*Prerequisites: Mathematics 125 or 128 with a grade of "C" or better, or appropriate placement level demonstrated through the mathematics assessment process.*

This course of analytical trigonometry includes solutions of triangle problems, radian measure, graphs of trigonometric functions, trigonometric equations, identities, polar coordinates and inverse trigonometric functions and complex numbers.

**245 College Algebra (3) UC:CSU**

*Prerequisite: Mathematics 125 or 128 with a grade of "C" or better.*

The course discusses relations, functions and their graphs, matrices and determinants, theory of equations, permutations, combination, probability, sequences and series, and conic sections.

*UC Transfer Credit Limit: A maximum of one course from Mathematics 245 or Mathematics 260.*

**260 Pre-Calculus (5) UC:CSU**

*Prerequisite: Mathematics 241 with a grade of "C" or better, or appropriate placement level demonstrated through the mathematics assessment process.*

This course in pre-calculus combines the traditional courses of college algebra and analytic geometry, and covers such topics as inequalities, functions, matrices and determinants, properties of the straight line, conic, algebraic and transcendental functions, and parametric equations.

*UC Transfer Credit Limit: A maximum of one course from Mathematics 245 or Mathematics 260.*

**261 Calculus I (5) UC:CSU**

*Prerequisite: Mathematics 260 with a grade of "C" or better, or appropriate placement level demonstrated through the mathematics assessment process.*

Students learn basic principles and applications of calculus. Topics include: continuity and limits; differentiation and integration of algebraic and trigonometric functions; fundamental theorem of the calculus; applications of the derivative to curve sketching, rectilinear motion, maximum/minimum problems, and related rates; applications of the integral to problems of area, volume, arc length, and work.

*UC Transfer Credit Limit: A maximum of two courses from Mathematics 235 and 236; Mathematics 261 and 262.*

**262 Calculus II (5) UC:CSU**

*Prerequisite: Mathematics 261 with a grade of "C" or better.* The second course of calculus deals with the differentiation and integration of transcendental functions, standard techniques of integration, curves in polar coordinates, and sequences and series.

*UC Transfer Credit Limit: A maximum of two courses from Mathematics 235 and 236; Mathematics 261 and 262.*

**263 Calculus III (5) UC:CSU**

*Prerequisite: Mathematics 262 with a grade of "C" or better.*

The third course of calculus deals with such topics as multivariable calculus, partial differentiation, two- and three-dimensional vectors, Stokes and divergence theorems, and differential equations.

**270 Linear Algebra (3) UC:CSU**

*Prerequisite: Mathematics 262 with a grade of "C" or better.*

This course covers vector spaces, linear transformations and matrices, matrix algebra. Determinants and solutions of systems of equations are made. *Note: Offered Fall semesters only.*

**275 Ordinary Differential Equations (3) UC:CSU**

*Prerequisite: Mathematics 263, which may be taken concurrently.*

This course covers first-order differential equations and linear differential equations. Special methods for solution of these equations are developed and applied. Transforms are developed and used for the solution of differential equations and systems of equations. Existence theorems are stated and proofs are outlined. Series solutions and operator methods are included.

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## MICROBIOLOGY

**20 General Microbiology (4) UC:CSU**

*Prerequisites: Biology 3A, 3B.*

*Recommended: Successful completion of English 28.*

Study of microorganisms, including their structure, metabolism, methods of multiplying, and classification. The techniques used to control microorganisms and the human body's defenses against microbial attack are emphasized. The laboratory covers the microscopic examination of microorganisms, aseptic techniques, the cultivation of bacteria, the effects of anti-microbial agents, and the influence of the environment on bacterial growth.

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## MULTIMEDIA

**100 Introduction to Multimedia Computer Applications (3) CSU**

An overview of the interactive multimedia industry, the profession and career options, the market, and the production process including concept development, interactive design, asset manipulation, programming and delivery. This introduction forms the basis for study of digital and nonlinear technologies and applications.

**210 Digital Editing (3) CSU (RPT 3)**

This course introduces the student to computer applications for the digital editing of video and sound. Emphasis is placed on non-linear postproduction tools.

### 320 Web Design (3) CSU (RPT 3)

A fundamental course in the application of the principles of design to build websites. Students will use a web interface design they have created to build and publish a third- or fourth-generation website.

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## MUSIC

### 101 Fundamentals of Music (3) UC:CSU

The rudiments of musical notation, scales, keys, intervals, common musical terms and elementary keyboard are studied.

### 111 Music Appreciation I (3) UC:CSU

Designed for non-Music majors, this course meets Humanities/Fine Arts requirements by surveying a wide variety of musical styles and periods past and present. The emphasis is on perceptive listening along with expository readings.

### 121 Music History and Literature I (3) UC:CSU

This course presents a survey of musical practices and styles from the earliest times to 1750, including the Romanesque, Gothic, Renaissance, and Baroque periods. The artistic philosophy of each style period is explored.

### 122 Music History and Literature II (3) UC:CSU

Styles, techniques and forms of music from 1750 to the present are traced. Special emphasis is placed on the development of the orchestra and its forms. The artistic philosophy of each style period is examined. Note: Music History and Literature I is not a prerequisite to Music History and Literature II.

### 136 Music in American Culture (3) CSU

An historical study of musical theater in America from Colonial times to burlesque through operetta to The Follies and current Broadway shows.

### 137 Music As A Business (3) CSU

This course provides instruction on the business of music: Students will examine the varied aspects of handling and packaging their own musical talents, and how to acquire and deal with agents and managers, how to read contracts, and keep records. Unions, marketing and taxation are also covered.

### 141 Jazz Appreciation (3) UC:CSU

Designed for non-Music majors, this course meets Humanities/Fine Arts requirements by surveying jazz styles of music from their beginnings to the present. The emphasis is on perceptive listening, along with expository readings.

### 161 Introduction to Electronic Music (3) CSU

This course explores electro-acoustic music by surveying contemporary music and by becoming familiar with the use of technology in today's musical practices and procedures. Computers, synthesizers and MIDI software are utilized.

### 165 Introduction to Recording Arts (3) CSU

An introduction to the theory and practice of acoustics, audio, and recording. Topics include: the nature of sound; basic acoustics; audio systems and terminology; microphone principals and usage; recording styles; recording studio equipment; multi-track recording procedures.

### 180 Applied Music Laboratory (1.5) CSU

This course provides time on campus for the performing and theory music students, using the college facilities and/or accompanist. This will be an assigned time and place for students to practice required pieces assigned by various instructors in instruments, voice and theory classes.

### 200 Introduction to Music Theory (4) UC:CSU

*Required of all Music majors.*

This course explores the elements of music and discovers how musicians use the elements to create compositions. Topics include musical notation, basic rhythms, scales, keys, sight singing, ear training, and an introduction to the keyboard.

### 201 Harmony I (3) UC:CSU

*Required of all Music majors. Prerequisite: Music 200.*

*Recommended: concurrent enrollment in Music 211.*

This course deals with the fundamental harmonic principles of music including chord structure, diatonic harmony, inversions, harmonic progression, harmonic structure of the phrase, harmonization of a given part, and non harmonic tones. Harmonic skill is developed through written exercises, analyses of classical examples and keyboard exercises. Students will be required to spend additional time in the Learning Resource Center with audio visual and computer-assisted instructional materials, have some pianistic ability, and/or concurrent enrollment in an elementary piano course.

### 202 Harmony II (3) UC:CSU

*Prerequisite: Music 201. Corequisite: Music 212.*

While further developing the material presented in Harmony I, Harmony II expands the musical vocabulary by presenting seventh chords and an introduction to chromaticism and modulation. Students in this course will be required to spend additional time in the Learning Resource Center with audio-visual and computer-assisted instructional materials.

### 203 Harmony III (3) UC:CSU

*Prerequisite: Music 202. Corequisite: Music 213.*

This course extends principles developed in Music 202, including augmented sixth chords, the Neapolitan sixth, altered dominants, diminished seventh chords, chromatic third-relation harmony, modulation to foreign keys and extended chords such as ninths, elevenths and thirteenthths. Students in this course will be required to spend additional time in the Learning Resource Center with audio-visual and computer assisted instructional materials.

### 211 Musicianship I (2) UC:CSU

*Required of all Music majors.*

*Prerequisite: Music 200 or equivalent. Corequisite: Music 201.*

Correlated with Harmony 1, this course consists of a study of sightreading, one-part melodic dictation, simple harmonic dictation, elementary theory, including scale structure, keys, intervals, musical terminology and notation, and the basic principles of musicianship.

### 212 Musicianship II (2) UC:CSU

*Prerequisite: Music 211. Corequisite: Music 202.*

This course consists of sight reading, ear training and keyboard application of the subject matter covered in Music 202.

### 213 Musicianship III (2) UC:CSU

*Prerequisite: Music 212. Corequisite: Music 203.*

This course consists of sight reading, ear training and keyboard application of the subject matter covered in Music 203.

**251 Jazz Improvisation Workshop (1) (RPT 3) CSU**

This class will cover basic jazz improvisation using the chord scale approach. Students will learn the seventh chords associated with jazz, and their attendant scales. This study also entails learning modes, diatonic and non diatonic analyses of chord progressions, chord tensions, and the study and practice of specific jazz progressions that pertain to each principle covered.

**265 Recording Arts Workshop (3) CSU**

*Prerequisite: Music 165.*

The application of the theory and practice of acoustics, audio, and recording learned in The Introduction to Recording of recording styles; recording studio equipment; and multi-track recording procedures

**271 Songwriters' Workshop I (3)**

Composers, lyricists, book writers, actors and theater artists meet regularly to create new works for the musical theater. Introductory principles of the craft of creating new works for musical theater are presented.

**272 Songwriters' Workshop II (3)**

*Prerequisite: Music 271.*

Composers, lyricists, book writers, actors and theater artists meet regularly to create new works for the musical theater. Introductory principles of the craft of creating new works for musical theater are presented. This is a continuation of the principles begun in Music 271, with emphasis on longer works.

**273 Songwriters' Workshop III (3)**

*Prerequisites: Music 271, 272.*

Composers, lyricists, book writers, actors and theater artists meet regularly to create new works for the musical theater. Introductory principles of the craft of creating new works for musical theater are presented. A continuation of the principles studied in Music 272, with emphasis on performance and production.

**274 Songwriters' Workshop IV (3)**

*Prerequisites: Music 271, 272, 273.*

Composers, lyricists, book writers, actors and theater artists meet regularly to create new works for the musical theater. Introductory principles of the craft of creating new works for musical theater are presented. A continuation of the principles studied in Music 273, with emphasis on work suitable for submission to professional, regional and Broadway theater companies.

**321 Elementary Piano I (2) UC:CSU**

This course begins a four-semester sequence covering music reading, basic keyboard technique, and principles of interpretation. Music majors are required to take four units of piano for the AA Degree. Anyone interested in learning to play the piano and in growing musically should find the piano sequence helpful. *Note: Students should have access to a piano, as daily practice is required.*

**322 Elementary Piano II (2) UC:CSU**

*Prerequisite: Music 321 or equivalent.*

Elementary Piano II is a continuation of Elementary Piano I (MUSIC 321) with emphasis on basic piano technique including major scales and arpeggios up to five sharps and flats in two octaves; along with the basic principles of sight-reading in simple and compound meters; melody harmonizations using I, IV, and V7 chords; transpositions and stylistic interpretation of early keyboard literature. *Note: Students should have access to a piano, as daily practice is required.*

**323 Elementary Piano III (2) UC:CSU**

*Prerequisite: Music 322 or equivalent.*

Continuation of Music 322 topics including repertoire on the level of Beethoven Sonata in G; Bach Minuet in G. *Note: Students should have access to a piano, as daily practice is required.*

**324 Elementary Piano IV (2) UC:CSU**

*Prerequisite: Music 323 or equivalent.*

Elementary Piano IV is a continuation of Elementary Piano III. The emphasis of this course is on exploring minor scale forms including the natural, harmonic and melodic forms; sight-reading minor melodies based on minor scale forms; constructing augmented and diminished triads; along with the basic principles of harmonization, sight reading, transposition, improvisation, and accompaniment using Romantic and folk keyboard literature. *Note: Students should have access to a piano, as daily practice is required.*

**341 Intermediate Piano (2) UC:CSU (RPT 3)**

*Prerequisite: Music 324 or equivalent.*

This course is a continuation of Elementary Piano IV (Music 324), offering essential keyboard facility designed for the piano major wishing to transfer to a major university or the amateur pianist seeking to play for individual enjoyment. Intermediate Piano covers an intense study in Modulating Chord Progressions, Greek Modes, Sixth Chords, Score Reading, Clef Transpositions, Improvisational Styles and intermediate to advanced piano literature.

**411 Elementary Voice I (2) UC:CSU**

*Required of all Music majors.*

This course is an introduction to the proper use of the voice through breath control and vocal placement, and includes posture, tone quality, diction, range, and stage presence. Repertoire includes simple art songs, folk songs and spirituals.

**412 Elementary Voice II (2) UC:CSU**

*Recommended: Music 411.*

An extension of principles introduced in Music 411 and includes interpretive qualities. Repertoire: an introduction to Italian art songs and simple Broadway songs.

**413 Elementary Voice III (2) UC:CSU**

*Recommended: Music 411 and 412 or equivalent.*

All aspects of solo singing are stressed, especially English, Italian, and German diction. Repertoire includes art songs in the original language and less vocally demanding arias from opera and oratorio.

**414 Elementary Voice IV (2) UC:CSU**

*Prerequisite: Music 413 or equivalent.*

This course is a continuation of the principles and concepts presented in Music 413. An introduction to French art song and simple opera arias, the development of the student's ability to analyze and interpret the song repertoire are stressed.

**501 College Choir (1) UC:CSU (RPT 3)**

*Open to all students by audition.*

This course consists of study and performance of selected choral literature for mixed voices, both accompanied and a cappella. The emphasis is placed on the development of reading skills, basic voice techniques and interpreting the score.

### **561 Chamber Chorale (1) UC:CSU (RPT 3)**

*Open to all students by audition.*

This course is for rehearsal and performance of choral music for small ensembles. The music is chosen from all stylistic periods. Emphasis is placed upon reading skills, interpreting the score and the development of a professional attitude toward public performance.

### **701 Instrumental Ensemble (1) UC:CSU**

This course provides students with the opportunity to study and perform a variety of music. The music selected will depend on the variety and mix of instruments being played each semester.

### **775 Jazz Ensemble (1) UC:CSU (RPT 3)**

*Open to all instrumentalists by audition.*

This course provides instrumentalists and vocalists with the opportunity to rehearse and perform music of the past in the "big band" tradition, as well as contemporary compositions written for this ensemble.

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## NURSING

### **56 Essential Practical Skills for Nurse Assistants (1)**

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.*

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.*

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## 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.

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## 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.