

# COURSE DESCRIPTION

## 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

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, 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

\*Not an elective for Paralegal Studies Program.

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.

## LEARNING SKILLS

### 1 Reading (3) (NDA)

Based upon a preliminary diagnostic assessment, students are placed in an appropriate reading curriculum utilizing a system of Reading Apprenticeship strategies, enhanced tutoring, supplemental instruction, and personalized instruction to increase comprehension skills and vocabulary development using assigned reading materials for English 28. Open only to students concurrently enrolled in English 28. This 3-unit class is available modularized into three 1-unit courses, as 001A, 001B, and 001C.

1A Learning Skills - Reading A (1)(NDA)

1B Learning Skills - Reading B (1) (NDA)

1C Learning Skills - Reading C (1) (NDA)

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

This course supports students' further development of basic English and language skills, such as sentence parts and patterns, verbs, and sentence mechanics, addressing these skills within the course content of English 21. Open only to students concurrently enrolled in English 21.

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

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

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

A self-paced, open entry/open exit, individualized Basic Skills Language Arts class utilizing computer-assisted instruction, workshops, and cooperative study groups.

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

A self-paced, open entry/open exit, individualized Basic Skills Language Arts class utilizing computer-assisted instruction, workshops, and/or cooperative study groups.

### 3 Vocabulary Development (3) (NDA)

Designed to provide students with activities to expand comprehension and correct use of English vocabulary, both formal and academic, as well as informal, conversational, and idiomatic. This course emphasizes continued vocabulary growth and development through acquisition of skills and strategies for decoding and understanding complex vocabulary words in context. Students must have taken the English placement exam prior to enrolling in this course.

### 3A Vocabulary Development (3) (NDA)

A self-paced, individualized instruction course designed to provide students with activities that will expand their comprehension and use of spoken English. Learning Skills 3A is for all students designed with 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.

### 3B Vocabulary Development (3) (NDA)

A self-paced, individualized instruction course designed to provide students with activities that will expand their comprehension and use of spoken English. Learning Skills 3B is for all students designed with 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.

### 3C Vocabulary Development (3) (NDA)

A self-paced, individualized instruction course designed to provide students with activities that will expand their comprehension and use of spoken English. Learning Skills 3C is for all students designed with 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.

### 3D Vocabulary Development (3) (NDA)

A self-paced, individualized instruction course designed to provide students with activities that will expand their comprehension and use of spoken English. Learning Skills 3D is for all students designed with 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.

### 5 English as a Second Language Fundamentals (1) (NDA)

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

### 7 Basic Composition (3) (NDA)

Focuses on basic sentence structures, paragraph development and essay organization. Recommended for students prior to taking the English Placement Exam, for students returning to school, or as review between semesters of foundational skills English coursework. Course content builds from basic to intermediate elements of sentence construction, paragraphing, and essay organization, with an overview of conventions unique to written academic English and writing standards across disciplines. Not for students who have already completed the foundational sequence of English classes and are now at or above the English 101 (College English) level.

### 10 Mathematics Fundamentals (3) (NDA)

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.

### 10A Mathematics Fundamentals (1) (NDA)

This is an individualized, self-paced mathematics class that focuses on basic math and pre-algebra through beginning algebraic concepts. The student learns an individualized review of basic mathematics skills involving whole number properties, order of operations, exponents, prime numbers, fractions, decimals, percents and proportions. This is a 1 unit class that provides foundational math skills for Math 105, 110 and 112. Students complete tutorials, drills, and mastery test using computerized tutorials. To receive credit, students must demonstrate 70% mastery of course content, measured by the mastery test in within each module.

### 10B Mathematics Fundamentals (1) (NDA)

This is an individualized, self-paced mathematics class that continues from LSK 10A, focusing on beginning through intermediate algebraic concepts. The student will be introduced to working with rational numbers, solving and graphing linear equations and inequalities, solving and graphing linear systems and inequalities, polynomials, factoring, rational expressions, radical expressions, quadratic functions and logarithmic functions. This is a 1 - unit class that provides computerized assisted instruction for Math 115

(117/118), Math 123 ABC sequence and Math 125 (127/128). Students complete tutorials, drills, and mastery test using computerized tutorials. To receive credit, students must demonstrate 70% master of course content, measured by the mastery test with in each module.

### 10C Mathematics Fundamentals (1) (NDA)

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

### 15 Overcoming Math Anxiety (3) (NDA)

#### 15A Overcoming Math Anxiety (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.

### 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.

### 41I Study Strategies for Students with Learning Disabilities (0.5) (NDA)

Designed for students with verified challenges 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. This module focuses on goal setting, communicating, planning and decision making.

### 50 Intro to Computer Assisted Instruction –Language Arts (0.5) (NDA)

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.

### 51A College Skills for the Learning Disabled Student (0.5) (NDA)

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."

## COURSE DESCRIPTION

### **51B College Skills for the Learning Disabled Student (0.5) (NDA)**

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 note-taking. More efficient notes lead to student success.

### **51C College Skills for the Learning Disabled Student (0.5) (NDA)**

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.

### **51D College Skills for the Learning Challenged Students (0.5) (NDA)**

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 practicing a variety of study techniques.

### **51F College Skills for the Learning Disabled Student (0.5) (NDA)**

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.

### **91 Reading for College Success (3) (NDA)**

Students review reading skills and strategies necessary for college success across disciplines, including reading for main ideas, determining organizational patterns of details presented, and drawing logical conclusions in paragraphs and short essays. Reading and vocabulary study are drawn from English 101 course content. Students must be at or above the English 101 (College English) level based on one of the following: placement at English 101 or higher following assessment; completion of prerequisite courses for English 101; or concurrent enrollment in English 101.

### **92 Reading for College Success (3) (NDA)**

Students improve their abilities to read a variety of texts at different levels of difficulty. They practice identifying topics, main ideas, and supporting details, as well as patterns of organization and transitional devices. They also practice summarizing main points of texts in their own words and build vocabulary skill using a variety of strategies. Open only to students concurrently enrolled in English 20A.

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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.