LEARNING SKILLS

Students are encouraged to seek guidance and support services through the Educational Assistance Center. The courses below have been designed to meet the special instructional needs of students with disabilities and to prepare the students for certificate and degree programs in line with the mission of the College.

Faculty

<table>
<thead>
<tr>
<th>Full-Time</th>
<th>Counselor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Della Newlow</td>
<td>Judy McArthur</td>
</tr>
</tbody>
</table>

Learning Skills Courses

LS R003—Study Skills for Learning Disabled 3 units
3 hour lecture weekly
This course is designed to develop strategies for studying for college level courses. It will include instruction on: scheduling, outlining, decision-making skills, goal setting and planning, self-assessments, career exploration and job search strategies. Field trip smay be required. Not applicable for degree credit. (2)

LS R006—Improving Memory Strategies 3 units
3 hours lecture weekly
This course provides instruction in specific memory strategies to improve learning, remembering, and studying. This course is intended for students with learning disabilities or other memory difficulties. Not applicable for degree credit. (2)

LS R016A—Fundamentals of Mathematics I 3 Units
3 hours lecture weekly
This course is designed to assist students who have difficulty understanding and applying mathematical concepts. The course will cover basic mathematical skills and operations with whole numbers, money and money applications, factors, and beginning fractions. It will also include strategies for learning and recalling mathematical operations. Not applicable for degree credit. (2)

LS R016B—Fundamentals of Mathematics II 3 Units
3 hours lecture weekly
This course is designed to assist students in understanding and applying mathematical concepts. The course will cover fractions, decimals, ratio and proportion, percent, introduction to geometry, measurement, graphs, and an introduction to algebra. The class will also include test-taking, mnemonic, and memory strategies for learning and recalling basic mathematical operations. Not applicable for degree credit. (2)

LS R017—Basic Reading Skills for Learning Disabled 3 units
3 hours lecture weekly
This course is intended for students with learning disabilities or other reading difficulties. This course provides preparation and foundation in specific word attack strategies, oral and written language comprehension, reading fluency, dictionary skills, textbook reading strategies, and vocabulary building. It is intended to prepare students for Basic English skills courses. Not applicable for degree credit. (2)

LS R018A—Improving Written Language Skills A 3 units
3 hours lecture weekly
This course is intended for students with learning disabilities. It provides instruction in basic sentence writing skills including subject/verb identification, writing and recognizing simple, compound, complex, and compound-complex sentences, and the punctuation appropriate to each. Not applicable for degree credit. (2)

LS R018B—Improving Written Language Skills B 3 units
Advisory: LS R018A or demonstrated ability to write four types of sentences including: simple, compound, complex, and compound-complex sentences.
3 hours lecture weekly
This course is intended for students with learning disabilities or other written language difficulties. This course provides preparation and foundation in basic grammar, proofreading strategies, and paragraph development, including the use of topic sentence, supporting details, and closing sentences. It is intended to prepare students for Basic English Skills courses. Not applicable for degree credit. (2)

LS R098—Topics in Learning Strategies ½-10 units
Lecture and/or lab hours as required by unit formula
Selected topics in learning skills area designed to meet the needs of learning disabled students. Field trips may be required. Not applicable for degree credit. Course may be taken four times. (2)

LEGAL ASSISTING/ PARALEGAL STUDIES

This program prepares students to be a legal assistant/paralegal with responsibility for assisting the attorney in preparation of cases for trial or arbitration, researching existing laws, and doing a moderate degree of investigation.

For more information, call:
(805) 986-5824

Career Opportunities

| Legal Assistant | Legal Office Manager |
| Paralegal | Court Reporter |
| Court Judicial Assistant | Court Clerk |
| Legal Secretary | Legal Document Assistant |
| Immigration Assistant | Law Office Clerk |

Faculty

Part-Time
Diana Needham
Michael Sment

Legal Assisting/Paralegal Studies

Associate in Science Degree
Certificate of Achievement

Required Courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS R111A</td>
<td>Business Law I</td>
<td>3</td>
</tr>
<tr>
<td>LA R041</td>
<td>Computer Applications for Paralegals</td>
<td></td>
</tr>
<tr>
<td>LA R101</td>
<td>Legal Assisting/Paralegal Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>LA R102</td>
<td>Torts for Legal Assistants</td>
<td>3</td>
</tr>
<tr>
<td>LA R103</td>
<td>Contracts for Legal Assistants</td>
<td>3</td>
</tr>
<tr>
<td>LA R104</td>
<td>Legal Research and Writing I</td>
<td>3</td>
</tr>
<tr>
<td>LA R105</td>
<td>Legal Research and Writing II</td>
<td>3</td>
</tr>
<tr>
<td>LA R106</td>
<td>Civil Litigation for Legal Assistants</td>
<td>3</td>
</tr>
<tr>
<td>LA R108</td>
<td>Evidence</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Required Units 27

Program Student Learning Outcomes

Upon successful completion of the Legal Assisting/Paralegal Studies program students will be able to:

- Students will be able to write clearly and accurately in a variety of contexts and formats while checking, editing, and revising their written work for accurate information, appropriate emphasis, correct citation form and style, and proper grammar on legal documents, memoranda, pleadings and forms.

- Students will be able to apply rules and principles to new situations in the legal assisting arena.
• Students will demonstrate familiarity with, and ability to use and write with, appropriate legal terms and legal terminology.

• Students will be able to locate appropriate documents and utilize them to develop legal forms of various kinds used in the legal assisting arena.

• Students will demonstrate knowledge and understanding of American system of government, and federal, state and local court systems, and alternative dispute Resolution.

• Students will demonstrate understanding and knowledge of, and ability to locate California statues, rules of court and local rules of court.

Legal Assisting/Paralegal Studies Courses

LA R041—Computer Applications for Paralegals
3 units
Advisory: CIS R021A.
2½ hours lecture, 1½ hours lab weekly
This course introduces the student to the variety of court forms required by California law and local jurisdictions. Other court information such as filing fees, pending case calendars and court assignments are covered. Students will review and utilize court forms required for family law, probate (probate of estates, conservatorships, and guardianships), unlawful detainers and bankruptcy, as well as optional forms used for other actions (contract and negligence actions). Students will become familiar with word processing and utilization of computerized programs used in the practice of law as well as simple methods of tracking legal billing hours. Field trips may be required. Formerly CIS R041. (2)

LA R101—Legal Assisting/Paralegal Fundamentals
3 hours lecture weekly
This course explores the legal system including basic legal terminology, sources of law, legal reasoning, federalism, court structure, the rules of procedure and ethical standards for lawyers and legal assistants. Includes substantive introduction to the law of contracts and torts, crimes of common law, and the U.S. Constitution. Field trips may be required. (2) Transfer credit: CSU

LA R102—Torts for Legal Assistants
3 hours lecture weekly
This course studies the legal concepts of duty, breach, causation, and damages. Students will explore traditional torts such as negligence and fraud and includes newer torts such “wrongful life”. Students will be drafting “complaints” and instructed on investigative techniques. Field trips may be required. (2) Transfer credit: CSU

LA R103—Contracts for Legal Assistants
3 hours lecture weekly
This course studies the formation, interpretation and breach of contracts, both written and oral. Students will be drafting complaints for breach of contract lawsuits. The class will explore investigative techniques commonly used. Field trips may be required. (2) Transfer credit: CSU

LA R104—Legal Research and Writing I
3 units
Advisories: LA R101.
3 hours lecture weekly
This course will introduce the student to print research in a law library and computer-based legal research methods, focusing on Federal and California constitutional, statutory and common law in encyclopedia, restatements, model statutes, legislative materials, articles, and other secondary sources of exposition and analysis. The course will also cover critical reading, principles of legal construction and interpretation, and drafting basic legal documents. Field trips may be required. (2) Transfer credit: CSU

LA R105—Legal Research and Writing II
3 units
Prerequisites: LA R104.
3 hours lecture weekly
The student will expand research and writing skills using law library, computerized or online resources, and by preparing memoranda, pleadings, transactional documents, or similar legal writings. Field trips may be required. (2) Transfer credit: CSU

LA R106—Civil Litigation for Legal Assistants
3 units
Advisories: LA R101.
3 hours lecture weekly
Students will learn, analyze, and examine the basic principles of civil procedures and court rules as applicable to jurisdiction, venue, and preparation of pleadings in a civil action by both parties in the California Court system. Field trips may be required. (2) Transfer credit: CSU

LA R108—Evidence
3 units
Advisories: LA R101.
3 hours lecture weekly
Students will learn the rules of civil and criminal evidence. Theory and principles of evidence as utilized and applied to the civil discovery process will be emphasized. Students will examine and analyze California Evidence Code and applicable court decisions. (2) Transfer credit: CSU

LA R198A—Short Courses in Legal Assisting ½-3 units
Prerequisites: LA R101.
Lecture and/or lab hours as required by unit formula
These courses are designed to meet specific needs of college and community as requested and required. Field trips may be required. (2) Transfer credit: CSU

MARINE STUDIES

Along with courses in Marine Biology, Oceanography and Aquaculture, entrepreneurial apprenticeship programs combining science, business and technology are offered through Marine Studies. A study with The White Abalone Project enables students to have a hands-on experience with the endangered white abalone. The study of its larvae, juvenile and early adult stages provides insight into adaptations to physical and biological stresses in the ocean environment.

Learn about the ocean, study at a beautiful location and earn your science credits for CCs, CSU & UC at the Marine Center and Aquarium at the Channel Islands Harbor. Classrooms, laboratories and an aquarium are developed at the Center; including touch tanks, a shark tank and display tanks holding local marine animals and plants.

For more information, contact:
Tom O’Neil, toneill@vcccd.edu
(805) 986-5800, ext. 1916 or 805-985-9801 or
Shannon Newby, snewby@vcccd.edu
(805) 986-5800, ext. 1904 or 805-985-9801

Career Opportunities

(Most careers require bachelor’s or graduate degree)
Environmental Science Natural Resource Management
Marine Biologist Oceanographer
Aquaculture Science Teacher
Fisheries Marine Geologist
Laboratory Technician Seafood Industry

Faculty

Full-Time Part-Time
Michael Abram Kevin Flint
Lorraine Buckley Tom McCormick
Shannon Newby Joseph Saenz
Thomas O’Neil Bryan Swig

(1)=Pass/No Pass Only (2)=Pass/No Pass at Student’s Option

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