

**250 LANDSCAPE WATER MANAGEMENT 2 UNITS**

1 hour lecture, 3 hours laboratory  
Water management principles and practices for urban landscapes including water audit methods and certification, irrigation scheduling, water budgets, water use monitoring, and laws and regulations pertaining to urban landscape irrigation and runoff.  
*CSU*

**255 SUSTAINABLE URBAN LANDSCAPE PRINCIPLES AND PRACTICES 2 UNITS**

Recommended Preparation: "C" grade or higher or "Pass" in OH 120, 170 or equivalent  
2 hours lecture  
Principles and practices of sustainable landscape design, construction and maintenance. The course provides a basic understanding of the holistic function of the landscape in the context of sustainability. Using a comprehensive systems approach, learn to investigate, analyze, and apply sustainable environmental practices to a project site. Practice communicating ideas, research, and solutions, creatively and confidently via oral presentations.  
*CSU, UC*

**260 ARBORICULTURE 3 UNITS**

2 hours lecture, 3 hours laboratory  
Introductory course in the study and practice of arboriculture: the knowledge and care of individual trees living in populated areas. The course will familiarize students with the principles and practices of selecting, establishing, and maintaining trees, including tree biology, planting, pruning, diagnosis and preventative care, hazard evaluation, safe work practices, and tree valuation methods. The course can be used to prepare for the International Society of Arboriculture Certification Exam, and can provide Continuing Education units for those already certified.  
*CSU, UC*

**263 URBAN FORESTRY 1 UNIT**

1 hour lecture, .5 hour laboratory  
Introduces students to the theory and practice of conducting detailed tree inventories, management of public trees, tree evaluation for hazard assessment and risk reduction programs, legal aspects of trees, and appraisal of value methods for trees. Students will also learn site evaluation, benefits of tree volunteer organizations, priority action plans, and emergency response plans.  
*CSU*

**264 SAFE WORK PRACTICES IN TREE CLIMBING AND ARBORICULTURE 1 UNIT**

.5 hour lecture, 1.5 hours laboratory  
Study and training in the current accepted arboricultural practices in tree climbing and tree work with a chainsaw. Course content includes safety standards and procedures for: personal protective equipment, climbing equipment identification and preparation, pre-climb tree inspection, proper use of climbing equipment, safe operation and maintenance of chainsaws. The course can be used to help with preparation for the International Society of Arboriculture Certified Tree Worker Climber Specialist Exam, and can provide Continuing Education units for those already certified.  
*CSU*

**265 GOLF COURSE AND SPORTS TURF MANAGEMENT 3 UNITS**

Prerequisite: "C" grade or higher or "Pass" in OH 174 or equivalent or concurrent enrollment  
2 hours lecture, 3 hours laboratory  
Advanced study in the specialization of golf course and athletic field management. Includes specialized turf management techniques, specialized equipment, budget development,

scheduling requirements, and administrative considerations.  
*CSU*

**266 SCIENCE IN PRACTICE FOR ARBORICULTURE 1 UNIT**

1 hour lecture  
An overview of the scientific concepts of arboriculture, especially as applied to the knowledge required of an International Society of Arboriculture Certified Arborist. Individuals who attain this certification are expected to apply current scientific knowledge and best management practices to the evaluation and care of trees.  
*CSU*

**275 DIAGNOSING HORTICULTURAL PROBLEMS 3 UNITS**

Recommended Preparation: "C" grade or higher or "Pass" in OH 120, 130, 170 or equivalent  
2 hours lecture, 3 hours laboratory  
Explores methods for positive identification and understanding of symptoms for accurate diagnosis of plant problems in the landscape and nursery. Biotic and abiotic causal agents including cultural influences, nutrient deficiencies and toxicities, pest and disease problems, soil salinity, aeration, drainage and irrigation problems will be discussed. Control and correction of disorders will be determined through an understanding of the organism or function involved.  
*CSU*

**290 COOPERATIVE WORK EXPERIENCE EDUCATION 1-4 UNITS**

75 hours paid or 60 hours unpaid work experience per unit  
Practical application of principles and procedures learned in the classroom to the various phases of horticulture. Work experience will be paid or unpaid at local nurseries and landscape-related companies. Placement assistance will be provided. Two on-campus sessions will be scheduled. *Occupational cooperative work experience credit may accrue at the rate of one to eight units per semester for a total of sixteen units, and students must work 75 paid hours or 60 unpaid hours per unit earned. May be taken for a maximum of 12 units.*  
*CSU*

## PARALEGAL STUDIES (PARA)

**100 INTRODUCTION TO PARALEGAL STUDIES 3 UNITS**

3 hours lecture  
This course provides a historical perspective of the law and the profession of paralegal. The main focus is the role of the paralegal in the law office including client contact, ethical responsibilities, investigative fact finding, law office management, and legal restrictions. Students will be introduced to legal research and writing, substantive and procedural law, the court systems, and legal terminology.  
*CSU*

**110 CIVIL LITIGATION PRACTICE AND PROCEDURES 3 UNITS**

Prerequisite: "C" grade or higher or "Pass" in PARA 100 or equivalent  
3 hours lecture  
The initial phase of an action, the issues of jurisdiction, the complaint and the discovery process will be examined. Court procedures, "Fast Track" and alternatives to litigation such as arbitration and mediation will be discussed. The basic elements of a tort claim will be reviewed as well as the Federal and State

Rules of Evidence. Emphasis is placed on the paralegal's role and ethical and professional responsibilities in discovery procedures including e-discovery and trial practice.  
*CSU*

**120 INTRODUCTION TO ADMINISTRATIVE LAW 2 UNITS**

2 hours lecture  
This course is intended to be an introduction to Administrative Law and the role of the paralegal in various administrative agencies. Statutory law, case law, and administrative rules will be utilized to develop, for the student, an understanding of the role and authority of administrative agencies. Students completing this course will have the foundation to advance into the areas of Social Security, Worker's Compensation, and Labor and Employment Law.  
*CSU*

**121 SOCIAL SECURITY DISABILITY LAW 1 UNIT**

1 hour lecture  
This course is intended to be an introduction to Social Security Disability Law and the role of Paralegals in the Social Security Administration. Statutory law, case law and Social Security rules will be utilized to develop an understanding of the role and authority of the Social Security Administration. Students will also be able to assist applicants with the processing of their disability applications and claims. Students completing this course will have the foundation to advance into other specialty areas of Administrative Law.  
*CSU*

**125 BUSINESS ORGANIZATIONS 1 UNIT**

1 hour lecture  
Fundamentals of the formation of business entities such as sole proprietorships, partnerships, limited liability companies and corporations are included. Emphasis will be on formation, maintenance, taxation, termination of business entities, and the ethical constraints on paralegals.  
*CSU*

**130 LEGAL RESEARCH AND WRITING 3 UNITS**

Prerequisite: "C" grade or higher or "Pass" in PARA 100 or equivalent  
3 hours lecture  
Includes in-depth legal research, writing research reports and subject matter reports on legal issues, case briefings, and citations using the uniform system of citation The Bluebook.  
*CSU*

**132 COMPUTER ASSISTED LEGAL RESEARCH (CALR) 3 UNITS**

Prerequisite: "C" grade or higher or "Pass" in PARA 100 or equivalent  
3 hours lecture  
The study of computer software programs designed specifically for use in law offices and legal environments, including but not limited to specific applications such as calendaring, and time and billing programs. The course focuses on legal research using electronic sources.  
*CSU*

**135 BANKRUPTCY LAW 3 UNITS**

Prerequisite: "C" grade or higher or "Pass" in PARA 100 or equivalent  
3 hours lecture  
The United States Federal Bankruptcy Code (as amended) will be the foundation of this examination of bankruptcy law and practice. Students will be exposed to the jurisdictional and filing requirements for bankruptcy cases under Chapters 7, 11 and 13 of the Bankruptcy Code, and will learn pertinent rules of federal procedure

associated with bankruptcy case filings. The focus will be on "consumer" Chapters 7 and 13.  
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**140 INTRODUCTION TO CRIMINAL LAW AND PROCEDURES 1 UNIT**

1 hour lecture  
The California Penal Code and Rules of Criminal Procedure will be the foundation of this preliminary-examination of the substantive and procedural laws in a criminal case. Students will be exposed to the basics of the criminal justice system from the elements of offenses through post-conviction remedies. The drafting of documents associated with criminal matters will be included.  
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**145 ESTATE PLANNING 2 UNITS**

Prerequisite: "C" grade or higher or "Pass" in PARA 100 or equivalent  
2 hours lecture  
Recommended Preparation: Familiarity with Canvas learning platform, basic computing, rudimentary understanding of contracts and property law.  
Overview of the subject of planning an owner's estate, including a review of the customary means of accomplishing estate planning objectives including wills, trusts, taxation, asset protection, and gift-giving programs.  
CSU

**146 PROBATE AND ADMINISTRATION OF ESTATES 1 UNIT**

Prerequisite: "C" grade or higher or "Pass" in PARA 100 or equivalent  
1 hour lecture  
Overview of Probate and Administration of Estates, including the law of wills, estates and estate administration including testate and intestate estates, and the law of descent and distribution will be discussed as well as conservatorships.  
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**150 FAMILY LAW (DIVORCE, SEPARATION, NULLITY, AND PATERNITY) 2 UNITS**

Prerequisite: "C" grade or higher or "Pass" in PARA 100 or equivalent  
2 hours lecture  
Recommended Preparation: Familiarity with Canvas learning platform, basic computing.  
Family law matters such as legal separation, dissolution of marriage, nullity and paternity are included. The law in California regulating such matters and the drafting of appropriate documents will be emphasized.  
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**151 FAMILY LAW (CUSTODY, VISITATION, SUPPORT) 1 UNIT**

Prerequisite: "C" grade or higher or "Pass" in PARA 100 or equivalent  
Recommended Preparation: PARA 150  
1 hour lecture  
This course will cover Family Law matters such as child custody and visitation, child and spousal support are included. California law regulating these matters and the drafting of appropriate documents will be emphasized.  
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**160 PERSONAL INJURY 1 UNIT**

Prerequisite: "C" grade or higher or "Pass" in PARA 100 or equivalent  
1 hour lecture  
Study of the essentials of tort actions with an emphasis on personal injury and other forms of negligence. Special attention will be given to the elements of a cause of action in negligence. Theories of recovery, defenses, case handling, witness interviewing, working with insurance carriers, and evidence requirements under current California law will be reviewed. Students

will review the particular ethical constraints on personal injury paralegals.  
CSU

**170 WORKERS' COMPENSATION 1 UNIT**

Prerequisite: "C" grade or higher or "Pass" in PARA 100 or equivalent  
1 hour lecture  
Overview of California's Workers' Compensation statutes, including the concept of no-fault insurance and the administration of contested compensation claims for death, disability, and vocational rehabilitation. Students will compute awards based upon current benefit formulae.  
CSU

**175 ELECTRONIC DISCOVERY: PRACTICE AND PROCEDURE 1 UNIT**

Recommended Preparation: PARA 100 or PARA 110  
1 hour lecture  
This course explores the developing issues, rules and practices involving the application of e-discovery in litigation and general practice. Students will learn about the evolution of electronic discovery, its current use, and how the rules of civil procedure, evidence and case law affect this aspect of litigation. This course will deal with matters a paralegal and the legal team should consider when handling Electronically Stored Information (ESI) prior to and during the litigation process as well as managing the cost of production and processing. Students will study the ethics issues implicit in e-discovery.  
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**199 SPECIAL STUDIES OR PROJECTS IN PARALEGAL STUDIES 1-3 UNITS**

48-54 hours (1 unit), 96-108 hours (2 units), 144-162 hours (3 units)  
Individual study, research or projects under instructor guidance. Written reports and periodic conferences required. Content and unit credit to be determined by student/instructor conferences and the Office of Instruction. *May be repeated with different content for a maximum of 9 units.*  
(see page 40, 199 Courses-Special Studies)

**250 INTERNSHIP 1-4 UNITS**

Prerequisite: "C" grade or higher or "Pass" in PARA 100 or equivalent  
75 hours paid or 60 hours unpaid work experience per unit  
Practical work experience in a cooperating law office or corporate legal department. *Occupational cooperative work experience credit may accrue at the rate of one to eight units per semester for a total of sixteen units, and students must work 75 paid hours or 60 nonpaid hours per unit earned. May be taken for a maximum of nine units in Paralegal.*  
CSU

## PERSONAL DEVELOPMENT–SUCCESS SERVICES (PDSS)

**080 EDUCATIONAL ASSESSMENT AND PRESCRIPTIVE PLANNING .5 UNIT**

.5 hour lecture  
Designed to assess, identify and diagnose learning strengths and weaknesses for the purpose of identifying specific learning disabilities. Guidelines mandated by the California Community Colleges Chancellor's

Office. *Learning Disabilities Eligibility and Service Model*, will be utilized to determine eligibility for Learning Disabilities Services. An orientation to the Learning Disabilities Program will be provided as well as prescriptive planning. A pre- and post-conference will be held with a qualified and certificated Disabled Students Programs and Services (DSPS) Specialist.  
**Pass/No Pass only. Non-degree applicable.**

**081 SELF-ADVOCACY 1 UNIT**

1 hour lecture  
Designed for students who want to learn more about self-advocacy. Involves prescriptive instruction emphasizing personal empowerment, support systems, understanding one's strengths, and legal and ethical issues including awareness of disabilities. *May be taken for a maximum of 4 units.* **Pass/No Pass only. Non-degree applicable.**

**085 ADAPTED COMPUTER BASICS 1 UNIT**

1 hour lecture, 1 hour laboratory  
Individualized course of study for students with disabilities. Designed to acquaint students with basic assistive technology and techniques that may improve their ability to participate in general activities, programs and classes offered by the college and improve their potential for success in college. *May be taken for a maximum of 4 times.* **Pass/No Pass only. Non-degree applicable.**

**087 ADAPTED COMPUTER STUDIES 1 UNIT**

1 hour lecture, 1 hour laboratory  
Individualized course of study for students with disabilities. Provides in-depth, individualized instruction in assistive technology and techniques to maximize independent use of assistive and mainstream computer hardware/software. This course is intended to improve students' ability to participate in general activities, programs and classes offered by the college and improve their potential for success in college-level courses. *May be taken for a maximum of 4 units.* **Pass/No Pass only. Non-degree applicable.**

**090 LEARNING STRATEGIES PRACTICUM 1 UNIT**

1 hour lecture  
This course is designed for students with specialized learning needs. Emphasis is on the development and implementation of specific learning strategies in a developmental learning environment utilizing specialized software programs to assist students' academic performance. May be taken for a maximum of 4 units. **Pass/No Pass only. Non-degree applicable.**

**092 MATH STRATEGIES FOR STUDENTS WITH DISABILITIES 1 UNIT**

1 hour lecture  
Instruction in strategies to improve success in developmental math courses for students with disabilities. Included in the course are test taking strategies, techniques to deal with math anxiety, textbook reading skills, ways to improve note taking and memory, and effective homework practices. Students will identify various aspects of their learning styles and use the information to develop study strategies that are appropriate for a math course. Students with disabilities enrolled in Math 110 would benefit from this course. **Pass/No Pass only. Non-degree applicable.**