

Catalog

Coastline Community College Catalog — 2004 • 2005



COASTLINE
COMMUNITY COLLEGE

2004
2005

Coast Community College District
Board of Trustees:
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Chancellor:
Kenneth D. Yglesias, Ed.D.



President: Ding-Jo H. Currie, Ph.D.



*Welcome to Coastline Community College!
You have taken an important step in
realizing your lifelong learning goals by
choosing Coastline.*

*Meeting your higher educational
needs is our priority. Coastline provides a
variety of quality programs with innovative
instructional technologies and creative,
flexible scheduling options to make
education convenient, accessible and
successful for you.*

*At Coastline, you may choose to take
classes from your home or workplace by
enrolling in distance learning classes that
combine traditional technologies such as
telephone, television, mail and fax, with
new technologies such as computers, the
Internet, and CD-ROMs. Or you may
choose to attend class in one of the many
convenient learning centers near your
home or workplace. We offer instruction in
nine different cities in the College service
area at more than 30 sites. In addition to
these sites, the College has main learning
centers based in Costa Mesa, Fountain
Valley, Huntington Beach/Westminster,
and Garden Grove. Coastline also works
cooperatively with many companies and
agencies to provide education and training
both locally and internationally.*

*As you look through this catalog, you
will find descriptions of programs and
services designed to create a positive and
successful educational experience for
you. I encourage you to take advantage of
the programs and services we offer. The
faculty and staff at Coastline are eager and
committed to serve you.*

*Again, let me congratulate you on
choosing Coastline Community College to
help you meet your goals. We are glad you
have joined us!*

A handwritten signature in black ink that reads "Ding-Jo H. Currie". The signature is fluid and cursive, with a large, sweeping flourish at the end.

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Academic Calendar

General Calendar Dates

FALL SEMESTER 2004

August 29	Residency Determination Date
August 30	Regular Classes Begin (16- and 8-week Classes)
September 6	Labor Day (College Closed/No Classes)
October 25	Second 8-week Classes Begin
November 11	Veteran's Day (College Closed/No Classes)
November 25-28	Thanksgiving Break (College Closed/No Classes)
November 19	Filing Deadline for Fall Graduation
December 19	Last Day of Fall Semester
December 20, 2004-January 2, 2005	Winter Break (College Closed/No Classes)

WINTER INTERSESSION 2005

January 3	Interession Classes Begin
January 17	Martin Luther King Jr. Birthday (College Closed /No Classes)
January 30	Interession Classes End

SPRING SEMESTER 2005

January 30	Residency Determination Date
January 31	Regular Classes Begin (16- and 8-week Classes)
February 18-20	Lincoln's Birthday (College Closed/No Classes)
February 21	Washington's Birthday (College Closed/No Classes)
March 28-April 3	Spring Recess (College Closed/No Classes)
April 4	Second 8-week Classes Begin
April 15	Filing Deadline for Spring Graduation
May 29	Last Day of Spring Semester

NOTE: If a holiday falls on a Friday, then Saturday and Sunday classes **will not** meet. If a holiday falls on a Monday, then Saturday and Sunday classes **will** meet.

G eneral Information



Let your fingers do the walking.

Click <http://coastline.edu> for online catalog.

General Information

About Coastline—History and Location

Coastline Community College has an international reputation as one of the nation's most innovative institutions. Founded in 1976, Coastline continues to deliver education through technology and a comprehensive curriculum.

Unlike other colleges, Coastline does not have a traditional campus. Instead, classroom instruction is held at approximately 40 sites close to students' homes and workplaces within the Coast Community College District service area. These teaching sites include banks, senior centers, high schools, office buildings, shopping malls, and many other facilities. The College also has three main learning centers in Costa Mesa, Garden Grove and Westminster. Coastline's College Center, which houses the Bookstore, Administrative offices and Student Service offices, is located in Fountain Valley.

Accreditation Review

Coastline is accredited by the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges, an institutional accrediting body recognized by the Commission on Recognition of Postsecondary Accreditation and the U.S. Department of Education.

Changes

This publication is prepared well in advance of the time period it covers; therefore, some program changes may occur. Courses as described are subject to change without notice, and some listed courses may not be offered each year. In addition, some courses or programs offered may be canceled due to insufficient enrollment, elimination or reduction in programs, or for any other reason considered sufficient by the college president or designee. Any questions about courses or programs listed in this catalog should be directed to the Counseling office.

Distribution of Student Data to High Schools

Coastline may send to district feeder high schools academic reports reflecting students who had graduated from high schools within the last five years. These reports include the student's name, address, identification number, classes, grades, grade point average and major. This data assists the high schools in evaluating their academic program in relation to student activity in college. Students who prefer that their academic record not be included in the documents submitted to the high schools should contact the Admissions office.

Educational Program

Coastline offers the following degrees and program options, both onsite and through distance learning formats:

- courses leading to the associate in arts (A.A.) degree

- lower-division coursework that will transfer to a four-year college or university
- state-approved occupational certificates in technical and career programs and certificates of completion in several additional occupational areas
- courses and resources to help students improve levels of basic reading, writing and computation, including courses for non-English speakers to become proficient in English.
- courses contributing to personal enrichment and acquisition of life skills and programs for adults with acquired brain injuries and learning disabilities.

In addition, Coastline offers contract education and training services to businesses in the Orange County area and to the U.S. military worldwide as part of the economic development function assigned to community colleges by the state of California. Such services, which are fee-based, include basic workforce training programs, high-level computer skills training, and credit courses and degrees.

Family Rights and Privacy Act of 1974—Compliance Statement

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. The rights include:

1. The right to inspect and review the student's education records within 45 days of the day Coastline Community College receives a request for access. Students should submit to the registrar, director of enrollments services, or appropriate official, written request that identify the record(s) they wish to inspect. The Coastline official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Coastline official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education record(s) that the student believes are inaccurate. Students may ask Coastline to amend a record that they believe is inaccurate. They should write the College official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate. If Coastline decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA

General Information

authorizes disclosure without consent.

One exception, which permits disclosure without consent, is a disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic, or research, or support staff position; a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee (such as a disciplinary or grievance), or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Coastline to comply with the requirements of FERPA. To reach FERPA write to the : Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW Washington D.C. 20202-4605.

Coastline releases student directory information upon request provided such releases approved by the vice president of student services. Students may request in writing to the Admissions office that directory information not be released. Directory information means one of more of the following items: student's name, birthdate, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, and degrees and awards received.

Coastline maintains, in the Student Services office, the following information on each student:

1. Demographic data supplied to the college by the student through the enrollment process.
2. Transcripts of college work.
3. Placement test data.
4. Semester class enrollment data.
5. Financial aid application information on students who have applied for financial aid.
6. Applications of veterans applying for veterans benefits.

Additional information maintained in other offices on some students includes:

7. Work experience records on students who have taken work experience courses within the past three years.

Students may review the information contained in items one-seven. For items one-six, a letter requesting review should be directed to the Admissions office. Request for review of information contained in item seven may be made to the Instruction office. All requests for review will be honored

within five days. Students may challenge the contents of any records by notifying the administrator associated with the records in question.

General Education Philosophy

The term "general education" refers to a broad-based and comprehensive program that introduces students to the major areas of higher education: the humanities, fine arts, social sciences and natural sciences. The general education program at Coastline Community College is designed to help students develop the knowledge and skills that will contribute to their intellectual, personal and professional growth. Specifically, the general education program will help students:

- improve the essential communication skills of speaking, writing, reading and listening.
- understand and apply the principles of the scientific method.
- develop competence in mathematics and analytical thinking.
- develop skills that will enable them to access information and resources independently for continued research and learning.
- understand and apply principles of critical thinking to a variety of situations, areas of study of fields of endeavor.
- understand and appreciate the heritage of their own culture and that of others.
- develop insight and knowledge in understanding self and others.
- understand the rights, responsibilities and privileges necessary to be an informed participating citizen in a democratic society.
- develop an understanding and appreciation of the visual and performing arts.
- gain information and experiences that will assist them in making effective career decisions.
- understand the effects of changing technology on society today and in the future.

Memberships and Affiliations

Academic Senate for California Community Colleges
Accrediting Commission for Community and Junior Colleges
American Association for Paralegal Education
American Association of Community Colleges
American Council on Education
Association of Community College Trustees
Board of Nursing Home Administrators
California Association of College Stores
California Association of Postsecondary Education and Disability
California Community Colleges Chief Instructional Officers
California Community Council for Staff Development
Chamber of Commerce, Costa Mesa
Chamber of Commerce, Huntington Beach
Chamber of Commerce, Irvine
Chamber of Commerce, Newport Harbor Area

General Information

Chamber of Commerce, Orange
Chamber of Commerce, Orange County Hispanic
Chamber of Commerce, Tustin
Community College Leadership Development Initiative
Foundation
Council for Higher Education Accreditation
Council of Chief Librarians of California Community Colleges
Instructional Telecommunications Council
League for Innovation in the Community College
Learning Resources Association of California Community
Colleges
National Association of College Stores
National Council for Workforce Education
National Institute for Staff and Organizational Development
Orange County Forum
Pacific Association of Collegiate Registrars and Admissions
Officers
Recording for the Blind and Dyslexic Annual Institutional
Membership Program
Research and Planning Group for California Community
Colleges
Servicemember Opportunity Colleges
South Coast Consortium of Schools and Colleges
South Coast Higher Education Council
Southern California Association of College Stores
Southern California Intersegmental Articulation Council
Workforce Excellence Network

Mission Statement

Coastline Community College is committed to student learning through accessible and flexible education within and beyond the traditional classroom.

Coastline Community College fulfills its mission by providing:

- High-quality instructional programs and services that meet the needs of students in diverse local and global populations;
- General education and transfer courses for a comprehensive Associate in Arts degree plus career and technical courses for occupational certificates;
- Learner-centered strategies supported by a full range of technology-mediated instruction for site-based and distance learning classes;
- A systematic assessment of student outcomes at the course, program, and institutional levels;
- Entrepreneurial activities and courses relevant to local and global education, economic, and social needs;
- A collegial decision-making process that reflects the philosophy of participatory governance.

Non-Discrimination Statement

It is the policy of the Coast Community College District to

provide all persons with equal employment and educational opportunities regardless of race, color, gender, sexual orientation, national origin, religion, age, disability, or marital status.

El Distrito de Coast Comunidad Colegio tiene la póliza de ofrecer a todas las personas oportunidades equalitarias de empleo y educación sin tener en cuenta raza, color, sexo, religión, origen nacional, edad, incapacidad, ó estado civil.

Đại Học Cộng Đồng Coastline chủ trương tạo cơ hội đồng đều trong việc tuyển dụng, cũng như trong công tác đào tạo dành cho mọi người thuộc bất cứ chủng tộc, sắc dân, phái tính, tín ngưỡng, nguồn gốc, tuổi tác, khuyết tật hay lành mạnh, hoặc gia cảnh nào.

Limited English-speaking students who are otherwise eligible, will not be excluded from any vocational education program.

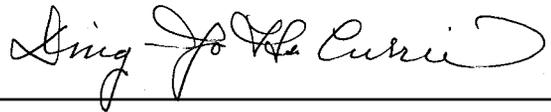
Los estudiantes que están calificados para entrar en el programa de educación vocacional no pueden ser excluidos debido a su inglés limitado.

Sinh-viên nào với trình-độ Anh-văn kém, nếu hội đủ các điều-kiện phù hợp vào những chương-trình huấn-nghệ, vẫn được ghi danh học như thường.hư thường.

Open Enrollment Policy

It is the policy of the Coast Community College District that unless specifically exempted by statute, every course section or class, the average daily attendance of which is to be reported for state aid, wherever offered and maintained by the district, shall be fully open to enrollment and participation by any person who has been admitted to the college and who meets such prerequisites as may be established pursuant to Section 58100 of Title V.

In accordance with requirements of DVB Circular 20-76-84, Appendix P, Paragraph 6(a), this is to certify that this catalog is true and correct in content and policy.



Statement of Accreditation Status

Coastline Community College
11460 Warner Avenue, Fountain Valley, CA 92708-2597
(714) 546-7600 • gss09.bn' rskm-dct

Chief Officer	Ding-Jo H. Currie, Ph.D., President
Legal Status.....	public, two-year institution
Enrollment—unduplicated head count, credit only	9,642 (Fall 2003)
Degrees	Associate in Arts
Certificates	25 Technical and Career Programs
Other Program Features	credit offerings through telecommunications
Accreditation History—	
Granted candidacy	1976
Initial accreditation	1978
Last comprehensive evaluation.....	2000
Next comprehensive evaluation	2006-2007
Current status	accredited
Reports Required	none
Other Visits Required.....	none
Accepted Annual Report	June 2001

S ervices for Students



Coastline students ready to join the Missing Students Rally on March 15, 2004, to raise public awareness and political support for California's community college system.

Services for Students

College Telephone Numbers

Admissions and Records	(714) 241-6176
Bookstore	(714) 241-6101
CalWORKS.....	(714) 241-6209, ext. 17305
Career Services	(714) 241-4923
Coastal Orange County One-Stop Center	(714) 241-4900
Contract Education.....	(714) 241-6161
Cooperative Work Experience	(714) 241-6307
Counseling	
Information and Appointments	(714) 241-6162
College Center.....	(714) 241-6162
Costa Mesa Center	(714) 241-6213, ext. 17278
Garden Grove Center	(714) 241-6209, ext. 17309
Huntington Westminster Center	(714) 241-6184, ext. 17424
Developmental Education (English/Math)	(714) 241-6285
Distance Learning (Cablecast, CD-ROM, Independent Study, Internet, or Telecourses)	(714) 241-6216
English as a Second Language (ESL) Institute.....	(714) 241-6184, ext. 17409
Extended Opportunity Programs & Services (EOPS).....	(714) 241-6237
Financial Aid	(714) 241-6239
Learning Centers	
College Center, Fountain Valley	(714) 546-7600
or TTY.....	(714) 241-6283
Costa Mesa Center	(714) 241-6213
or TTY.....	(714) 435-8011
Garden Grove Center	(714) 241-6209
or TTY.....	(714) 530-8439
Huntington Westminster Center	(714) 241-6184
or TTY.....	(714) 896-0810
Legal Clinic.....	(714) 241-6298
Matriculation	(714) 241-6162
Military Educational Services.....	(714) 241-6326
	or toll-free (866) 422-2645
Public Safety	(714) 546-7600, ext. 16497
Scholarships	(714) 546-7600, ext. 16554
Special Programs & Services for the Disabled (DSPS).....	(714) 241-6214
or TTY.....	(714) 751-2072
Student Advisory Council (SAC).....	(714) 241-6253
Student Success Center	(714) 241-6285
Transfer Student Hotline	(714) 241-6171
Veterans Assistance	(714) 241-6325
Weekend College	(714) 241-6213, ext. 17202
Workforce Investment Act (WIA).....	(714) 241-4923

Admissions Requirements and Registration Procedures

Application and Registration: Students wishing to enroll at Coastline Community College must complete the “Application to Register” form contained in the class schedule or go to *coastline.cccd.edu* and click on Admissions and Registration. Individuals planning to obtain an associate in arts degree, a certificate of achievement or participate in a four-year college transfer program should send their high school and college transcripts to the Admissions office.

NOTE: Late registration is conducted in the classroom beginning the first day of instruction and extending through the second week of classes, providing the class is not full. (Individuals are encouraged to register early to avoid closed classes and to prevent class cancellations due to low enrollment.)

Eligibility: Individuals 18 years of age or older who can profit from instruction qualify for admission. If under 18, you will qualify for admission if one of the following has been satisfied:

- Graduated from high school.
- Passed the California High School Certificate of Proficiency Test or equivalent.

K-12 Grade Students: Coastline may admit, under the provisions of the State Education Code, as a special part-time or as a special full-time student, a student in grades K-12 who, in the opinion of college officials, may benefit from the instruction to be taken. Students who have completed the 10th grade may concurrently attend Coastline provided they have the signed approval of their high school principal and parent on the “High School Release” form available at either the high school or in the Coastline Admissions office. Students enrolled in grades K-10 may be eligible to enroll for advanced-level coursework in instructional areas not available at their elementary or secondary school. K-10 students must have the approval of the principal, their parent, and the Dean of Students Services.

K-12 students attending Coastline are awarded college credit for their coursework unless the school specifies, in writing to the college, that the units are to be counted toward the student’s school requirements.

Assessment for Entry Placement

Assessment for entry placement in reading, writing and mathematics is expected of all first-time students, except for those students who have completed required English and mathematics skill courses. New students who have earned an associate degree or higher from an accredited institution are not required to take the assessment tests. All students who plan to enroll in reading, writing and/or mathematics courses are expected to complete the assessment tests.

Services for Students

Students are strongly encouraged to complete the no-cost, assessment tests early in their program since the scores are used for advisory purposes during counseling sessions. Testing dates and times are available through the Counseling office the English as a Second Language (ESL) Institute, and the Student Success Center.

Assessment results are available immediately after completing the tests. Assessed students are directed to speak with a counselor or faculty advisor to determine course placements which are based upon multiple measures. Multiple assessment measures for entry placement decisions may include, but are not limited to, the following factors: assessment test results, goal definition, motivation, academic status, self-assessment or study skills. For information about the assessment process, call the Student Success Center at (714) 241-6285.

Orange County One-Stop Centers

Coastline is the managing partner of the Orange County Workforce Investment Board's One-Stop Centers and Business Service Center—North. The One-Stop Centers provide adult and youth job search activities, employment resources, career assessment, counseling and vocational training opportunities. The Business Services Center—North provides an employer resource library, labor market information, business downsizing or closure assistance, job listing service and applicant referrals.

Orange County One-Stop Centers:

- 1675 Scenic Avenue, Suite 100, Costa Mesa 92626 (714) 241-4900
- 11277 Garden Grove Blvd., Suite 101A
Garden Grove 92842
(714) 741-5020
- 23456 Madero, Suite 150, Mission Viejo 92691
(949) 588-3906

Business Service Center:

- 11277 Garden Grove Blvd., Suite 101A
Garden Grove 92842
(714) 741-5937

NOTE: The One-Stop Centers are in the process of relocation; please call (714) 241-4900 to confirm current locations.

Counseling

Counseling provides opportunities for people to learn life and career planning skills necessary to develop and achieve educational and personal goals. Counselors are available at the College Center, Costa Mesa Center, Garden Grove Center and Huntington Westminster Center throughout the semester to provide personal, vocational, educational and transfer counseling. Limited walk-in/resource counseling for short questions is also available. Call (714) 241-6162 to schedule an appointment.

Consejería

Consejería ofrecer oportunidades para que individuos aprendan las habilidades que se necesitan para la vida diaria y el planeamiento de carreras y así puedan desarrollar conocimientos y alcanzar sus metas educacionales y personales. Tenemos consejeros disponibles en las oficinas centrales del Colegio, el Centro de Costa Mesa, el Centro de Garden Grove y el Centro de Huntington Westminster, durante el semestre ofreciendo consejería personal, vocacional, educacional y de transferencia universitaria. Consejeros contestarán preguntas cortas sin cita. Llame (714) 241-6162 para una cita.

Tiếp nhận sự cố vấn

Tiếp nhận sự cố vấn sẽ mang lại cơ hội cho tất cả mọi người tìm hiểu thêm về cuộc sống và năng khiếu của bản thân mình để có thể chọn đúng con đường cho mình và đạt được thành công trên con đường học vấn cũng như mục đích cá nhân của từng người. Sinh viên có thể gặp chuyên viên cố vấn tại trung tâm chính, trung tâm Costa Mesa, trung tâm Huntington Westminster, và trung tâm Garden Grove Center trong suốt thời gian mùa học để tham khảo về bản thân, nghề nghiệp, học vấn và sự chuyển đổi lên đại học. Sinh viên cũng có thể, với sự hạn chế, ghé ngang văn phòng của chuyên viên cố vấn để hỏi về những vấn đề ngắn gọn. Xin liên lạc (714) 241-6162 để làm hẹn.

Extended Opportunity Programs & Services (EOPS)

The EOPS Program at Coastline began in 1977. This state-funded program provides an “umbrella” of services to qualified students of the college.

Criteria for EOPS eligibility includes qualifying for the Board of Governor's Fee Waiver under options A or B as determined by the Financial Aid office. In addition to California residency and income requirements, EOPS applicants must be educationally disadvantaged according to Title V, Article 2, Section 56220(e). Specifically, one of the following factors must be identified:

1. Student is NOT qualified for the minimum level English (English 099) or mathematics (Math 010) that apply to the A.A. degree at Coastline; OR
2. Student has NOT graduated from high school OR completed GED; OR
3. Student graduated from high school but GPA was BELOW 2.5; OR
4. Student has been **previously enrolled in remedial classes** in high school or college; OR
5. **Special factors** approved by the State Chancellor's office.

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bnkdf d l t rs ad opntc dc hml nrs b' rdr adenq dkk falksx b' m
ad cdsdcl hmc-

Students can only be served by the program to the maximum

Services for Students

of six consecutive semesters and/or 70 degree-applicable units (whichever comes first), and must be full time (12 units fall or spring, or 6 units during summer) when accepted. The EOPS Program routinely develops new services, and provides activities to support student retention, transition and transfer. Current EOPS “over-and-above” services include: counseling, tutoring referrals, outreach and recruitment, book purchases, emergency loans, EOPS grants, translation assistance, fee waivers for CSU and UC transfer, field trips to the universities, special workshops and transition activities, priority registration and college orientation. Call (714) 241-6237 for information or an application.

Cooperative Agencies Resources For Education (CARE)

CARE serves the unique needs of a special group of EOPS students. It is administered by the EOPS Program at the College. At the time these EOPS students are accepted into CARE, they must have at least one child under the age of 13, be a full-time student, a current participant in CalWORKS and designated as single head of household by Department of Social Services. Continuing CalWORKS status is a condition of CARE (but not EOPS).

The program provides additional services to these single-parent students: child care funds, special workshops, classroom supplies, car repair funds, cultural activities and events, CARE grants and counseling. Call (714) 241-6237 for information or an application.

Financial Aid

Financial aid programs attempt to fill the gap that may exist between the cost of education at Coastline and the money available to students from family, employment, savings and other resources. State and federal programs for eligible students include: fee waivers, grants, loans and workstudy opportunities. Coastline participates in the following programs: Pell Grant, SEOG (Supplemental Equal Opportunity Grant), Federal Workstudy, Perkins Loan, Stafford Loans (Subsidized and Unsubsidized), Plus Loan and the California Board of Governors’ Fee Waivers. All recipients of financial aid must be in good academic standing, be participating in required class activities, be working toward a degree or certificate, have a high school diploma, GED or pass an “ability to benefit” test, be a U.S. citizen or eligible noncitizen, have a valid Social Security number, and have financial need as determined by the Free Application for Federal Student Aid (FAFSA).

Useful Telephone Numbers and Web Sites

General information about federal aid: (800) 4-FED-AID or (800) 433-3243

TTY number for hearing-impaired individuals to call with any federal student aid questions: (800) 730-8913

Federal Student Aid Home Page: <http://www.ed.gov/studentaid>

General information about financial aid and educational planning:

<http://www.mapping-your-future.org> or <http://www.edwise.org>

Financial Aid Information Page (includes link to Scholarships): <http://www.finaid.org>

Coastline has many unique learning opportunities and programs such as: Access, Distance Learning, STAR and Weekend College. Students in these programs are eligible for aid. Students not living or attending classes in the Orange County area may still qualify for financial aid. Brochures, guidebooks, and policies relevant to financial aid are available in the Financial Aid office at the College Center. Call (714) 241-6239 for more details, or go to: <http://coastline.edu>

Matriculation

Definition

Matriculation is a state-mandated program designed to assist students in accomplishing their educational goals. It is an agreement between the college and the students.

Coastline agrees to provide an organized process of admission, orientation, assessment, counseling and student progress follow-up. The students agree to declare a specific educational objective, attend class regularly, complete assigned course work and maintain satisfactory progress toward the achievement of their educational plan.

Goal

The primary goal of matriculation is to increase student success through institutional effectiveness. Success is measured by the attainment of student educational objectives. Matriculation is a coordinated process designed to:

1. Assist students to make wise educational choices concerning the programs and courses to pursue based upon clear and sensitive appraisals of their skills, interests and aptitudes in relation to the programs and courses offered.
2. Enable students to complete the units they attempt with satisfactory grades and to persist from semester to semester.
3. Identify the support services that students need to succeed and refer students to college and community resources to meet those needs.
4. Strengthen student motivation to succeed through the above, and provide frequent feedback and encouragement.

Matriculation Activities

Admission: Students use telephone, mail-in or in-class registration to expedite the entry process.

Assessment: Students are evaluated for current skill levels in reading, writing and math. District-approved, no-cost testing instruments are used and feedback is provided. Various testing times are available for accessibility and convenience. Career interest inventories and other specialized testing tools are also available.

Services for Students

Counseling: Students meet with educational counselors through selected classroom visitations and personal appointments. Students learn about Coastline's educational options including transfer requirements, associate degrees, certificate programs, enrichment courses, weekend offerings and television courses. Counselors help students identify their educational goals and develop curriculum plans to achieve them.

Exemption Criteria: All students entering Coast Community College District colleges are expected to participate fully in matriculation services. They are also expected to meet course skill level requirements and prerequisites. Students may be exempted from assessment, orientation and/or counseling on the basis of the following criteria:

1. Students who have earned an associate degree or higher from an accredited institution.
2. Students who are enrolling in six or fewer units and who are not pursuing a degree or a certificate. Upon completion of 12 or more units, however, these students will be apprised of opportunities to participate in matriculation services.
3. Students who, in the opinion of the vice president of student services or designee, would not directly benefit from participating in orientation, assessment and/or counseling.

Orientation: Students obtain current materials on Coastline's programs, policies, procedures, locations and facilities through semester schedules, career and transfer planning guides, catalogs, mailings, brochures, newsletters and counselor classroom visitations. They obtain additional information on college services and activities from counselors, instructors and other staff members. New student orientations are conducted each semester online at:

<http://www.coastlinestudentguide.com>

Student Progress Follow-up: Students excelling in their coursework are notified of honor lists and scholarships. Students encountering academic difficulties are referred to appropriate college services by counselors, instructors and staff members. Students having special needs are directed to additional follow-up resources within the College and community.

Summary

Students who participate in matriculation have an increased potential for success. They are more motivated, knowledgeable and prepared to achieve their educational goals. All students are strongly encouraged to participate. Call the Counseling office for information at (714) 241-6162.

Matrícula

Descripción

Matriculación es un programa que ha sido ordenado por el estado de California y está diseñado a asistir a estudiantes para que puedan lograr sus metas educacionales. Es un acuerdo entre el colegio y el estudiante.

Coastline accede a proveer un proceso organizado de: admisión/ingreso, orientación, evaluación, consejería, y seguimiento del proceso académico del estudiante. Los estudiantes acceden a: declarar un objetivo educacional específico, atender clases regularmente, completar el trabajo de cursos asignados, y mantener un progreso satisfactorio que este dirigido a la realización y el logro de planes educativos.

Meta

La meta principal del programa de matriculación es la de elevar el éxito estudiantil por medio de la efectividad institucional. Este éxito se puede medir a través de los objetivos educacionales alcanzados por nuestros estudiantes.

Matriculación es un proceso coordinado que:

1. Asiste a estudiantes a tomar decisiones educativas juiciosas que están relacionadas con los cursos y programas que van a completar. Estas decisiones estarán basadas de acuerdo a evaluaciones claras, habilidades personales, intereses y talentos/aptitudes en relación con los programas y cursos ofrecidos.
2. Hacer posible que los estudiantes completen unidades y créditos con grados ó calificaciones satisfactorias y que continúen su educación de semestre a semestre.
3. Identifica los servicios de apoyo que los estudiantes necesitan para triunfar y les proporciona recursos y referencias comunitarias y universitarias que necesitarán para satisfacer sus necesidades.
4. Fortalece la motivación estudiantil para que se logren los puntos antes mencionados y provee información general y mucho estímulo y ánimos para nuestros estudiantes.

A los estudiantes se les recomienda que se reúnan con un consejero académico anualmente para discutan sus planes universitarios y analicen sus calificaciones académicas.

Định nghĩa

Matriculation là một chương trình bắt buộc của tiểu bang mở ra để giúp sinh viên đạt được hiệu quả trên con đường học vấn. Đây là một hợp đồng giữa trường đại học và người sinh viên.

Trường Coastline giúp đỡ sinh viên trong việc ghi danh, thi xếp lớp, hướng dẫn và theo dõi tiến trình học lực. Sinh viên cần chọn một ngành học nhất định, tham dự đầy đủ các buổi học, hoàn tất bài vở và duy trì sự tiến triển khả quan để hoàn tất chương trình học vấn của mình.

Services for Students

Mục đích

Mục đích chính của chương trình này là giúp đỡ sinh viên tiến bộ nhanh hơn để đạt đến sự thành công trong học vấn. Sự thành công này được đo lường bằng sự tiếp thụ về ngành học được chọn. Matriculation là một chương trình gồm có:

1. Giúp đỡ sinh viên trong việc lựa chọn ngành học dựa vào khả năng, ý thích và năng khiếu của sinh viên.
2. Tạo điều kiện cho sinh viên đạt được điểm cao trong những khóa học một cách bền bỉ từ mùa học này sang mùa học khác.
3. Chỉ dẫn những dịch vụ ủng hộ cần thiết cho sinh viên để đạt được sự thành công và những nơi cung cấp những dịch vụ này.
4. Làm tăng trưởng động cơ của sinh viên để đạt được thành công với sự khuyến khích thường xuyên.

Sinh viên cần phải gặp người cố vấn hằng năm để thảo luận về ngành học và để kiểm nghiệm hồ sơ học vấn của mình.

Military Program

In cooperation with Servicemembers Opportunity Colleges (SOC), Coastline provides educational and outreach services to military servicemembers allowing them to earn their A.A. degree.

The A.A. degree plan with concentrations corresponding to military occupational specialties is described more fully in the Technical and Career Education Programs section of this catalog. These specialized options and others under development have applicability to servicemembers in all branches of the armed services.

Coastline's technology-delivered, fee-based distance education programs provide active duty servicemembers, reservists, veterans, and military dependents the opportunity to pursue a college education from virtually any national or international location.

Coastline's Military Program is committed to providing specialized services to military students including:

- Credit awarded for military training and experience as recommended by the American Council on Education.
- An occupationally related A.A. degree program as well as transfer programs.
- Courses delivered by Internet, CD-ROM, independent study labs, incorporating text materials, instructor contact, assignments and proctored exams.
- Courses offered in convenient 8-week sessions, five times a year.
- Transfer of course credits from other regionally accredited institutions, and guaranteed course transferability among SOC network institutions.
- SOC Student Agreements and Degree Roadmaps to promote degree completion.
- Helpful counselors and student services staff specifically dedicated to military students.

Coastline's military education outreach programs include Army University Access On-Line (eArmyU), Navy College Program for Afloat College Education (NCPACE), Navy College Program Distance Learning Partnership (NCPDLP), and partnerships with the Army National Guard and the U.S. Coast Guard. These programs provide an overall structure of degree content, course delivery and military student services.

Course enrollment fees currently range from \$110 to \$150 per semester hour depending on service contract, delivery methods, and services provided. For more information on Coastline's fee-based, military education outreach programs, go to the department's Web site: <http://mil.ccc.cccd.edu>; call toll free (866) 4CCC-MIL (422-2645) or locally (714) 241-6326.

Scholarships

Scholarships are made available through the generous donations of Coastline Community College's Foundation, Student Advisory Council (SAC), faculty, staff, businesses, community organizations, and private individuals. Scholarship recipients are selected by the Scholarship Awards Committee. Members include administrators, classified staff, faculty, students, and a College Foundation board member.

Factors for selection can include academic achievement, service and leadership, college and community involvement, and/or financial need. Applicants are required to submit a Scholarship Application and must be enrolled at Coastline in the fall and/or spring semester during the year in which they apply.

Applications are available during the fall and spring semesters and may be obtained from the College Center, the main learning centers, and online. The annual deadline is mid-March. The awards are presented during the Spring Semester at the annual awards reception.

For information about the program criteria and awards available, call the scholarship hotline at: (714) 546-7600, ext. 16554; e-mail at: cccscholarships@cccd.edu; or visit the Coastline Web site at: <http://coastline.edu>, alpha index, "Scholarships".

Special Programs and Services for Students with Disabilities

Students with disabilities (e.g., mobility, communication, speech, hearing, learning, vision, acquired brain injury, developmental, psychological) are invited to request assistance from the Special Programs and Services for the Disabled office. Services include, but are not limited to: interpreting services, notetaking, registration assistance, special counseling, special materials/equipment (i.e., tape recorders, enlarged print materials, taped texts and other alternately formatted materials), test proctoring, tutoring, and vocational guidance.

Coastline also offers comprehensive programs and services for

Services for Students

students with developmental disabilities and acquired brain injuries.

Students with disabilities who wish to enroll in Coastline classes are invited to call upon the Special Programs office for assistance. Call (714) 241-6214 for information about special classes, site accessibility or support services.

Study Abroad Program

Coastline is proud to offer summer, winter intersession and expanded spring break Study Abroad programs to selected locations!

For additional information about current programs go online to the Coast Community College District's Study Abroad Web page, at: <http://www.cccd.edu/studyabroad> or you may call Kevin Donahue at (714) 241-6215 for more information.

Financial Aid may be available on a case-by-case basis. Call (714) 241-6239 for more financial aid information.

Transfer Center

An extensive library of college and university catalogs is accessible for assistance in transfer decisions. Internet access for transfer research is also offered, and applications for CSU, UC, and private institutions are available. Other services include information on majors, choosing the right college, appointments with university representatives, articulation with four-year colleges, special workshops and the University Transfer Event held each fall. This center serves students, staff and the general public and assists them in making a smooth transition to a four-year institution. Call (714) 241-6171 for more information.

Veterans Assistance

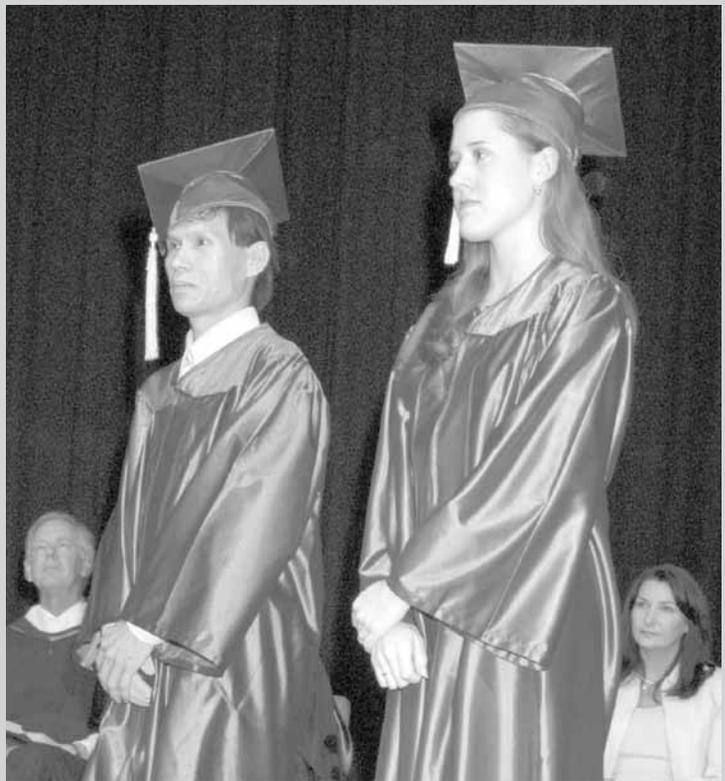
Coastline is approved by the Bureau of School Approvals, California State Department of Education, to offer programs to veterans and eligible persons seeking benefits under the Federal Public Laws and the California Veterans Educational Laws. Coastline follows the guidelines issued by the Council for Private and Post Secondary and Vocational Education which apply to all institutions enrolling veterans and other eligible persons for veterans benefits. If there are any questions regarding veteran benefits, check with the veterans technician in the Admissions office at (714) 241-6325.

Requirements for receiving veterans educational benefits:

1. Every veteran or eligible dependent must contact the veterans clerk in the Admissions office in order to complete the appropriate required paperwork.
2. It is mandatory that each veteran, veteran's dependent or widow who has registered for veterans educational benefits notify the veterans clerk when he or she adds or withdraws from classes.
3. Veteran Administration regulations require each eligible person to have a specific academic goal, a plan of classes developed with a counselor, and to make satisfactory progress towards that goal. Failure to do so may result in termination of veteran educational benefits. Academic advisement is coordinated by the veterans clerk.

It will be the responsibility of the veteran or eligible dependent to adhere to the regulations of the Veterans Administration and Coastline policies. If there are any questions regarding veteran benefits, check with the veterans clerk at (714) 241-6325.

A ssociate in Arts Degree



**Valedictorian David Vu and Salutatorian
Kira Gentry at the 2004 Graduation Ceremony.**

Associate in Arts Degree

Associate in Arts (A.A.) Degree Requirements

An A.A. degree may be earned upon the completion of the equivalent of two full-time years of college work. Listed below are the requirements for all options:

- Complete English and math placement testing.
- Forward all official college transcripts to Coastline Community College.
- Complete 60 units, with at least a 2.0 grade point average overall and a 2.0 grade point average at CCC. At least 12 units must be earned at CCC and a student must be enrolled at the time of application for graduation.
- Be in good academic standing (not on probation and/or disqualification) during the semester graduation is petitioned.
- Complete at least 2.5 units from any of the following Global and Multicultural Studies: Anthropology 100, 150; Art 100, 101, 103, 104, 109, 135AB, 136AB, 137, 138AB, 175, 233, 235, 236, 237AB; English 144, 145, 173, 176; Foreign Language—any over 100; Geography 185; History 115, 122, 124, 128, 130, 160, 165, 180, 185; Humanities 100; Human Services 100; International Business 100, 115, 160, 173, 175, 180, 185, 186, 190, 195; Music 103; Philosophy 100, 113; Speech 103.
- Complete one of the three A.A. degree option plans.

Certification of General Education for Transfer to CSU or UC

Upon a student's request, Coastline will verify the completion of lower division general education requirements for transfer to the California State University (either the CSU general education breadth requirements or the IGETC) or the University of California (IGETC). See Options II and III for required courses.

Courses can only be certified if they were on the CSU or IGETC approved list at the time they were taken by the student.

Students who transfer without certification will have to meet the general education requirements of the specific CSU or UC campus they are transferring to. Meeting these requirements usually necessitates taking additional courses.

Coastline will certify courses only once. Certification is not automatic and must be requested after the completion of the last term prior to transfer. This request should be made in the Admissions office when final transcripts are requested to be sent to the transfer university.

Students requesting CSU GE Breadth certification from other colleges *must complete at least 12 units at Coastline* and must have official transcripts on file for these courses to be "passed along" in the certification process.

IGETC certification from other colleges is automatically certified as long as we have official transcripts on file and that Coastline is the last college attended before transfer.

High School Program Completion

It is possible to complete a certificate program, an associate degree, a transfer program and/or a bachelor's degree without earning a high school diploma. Many individuals, however, may want to obtain a high school diploma or its equivalent for personal or employment reasons.

The following educational agencies may be contacted regarding obtaining the high school diploma, GED test and/or certificate of proficiency:

California State University Fullerton.....(714) 278-2487

Garden Grove Unified School District

(Chapman Adult Education Center).....(714) 663-6520

Huntington Beach Adult/

Alternative School.....(714) 842-4779

Newport Mesa Unified School District.....(714) 556-3432

Santa Ana Centennial Education Center.....(714) 564-5000

GED preparation is also available at Coastline's Student Success Center. Call (714) 241-6285 for information.

Petition for Graduation

An A.A. degree or a certificate of achievement is not automatically awarded. Students are required to petition for the degree or certificate of achievement at the beginning of the semester in which they will be completing their final requirement. Petitions are available in the Admissions office.

- Fall filing date: August 30-November 12, 2004
- Spring filing date: January 31-April 15, 2005

Diplomas will be mailed approximately one month after the end of the semester in which the application was filed.

Commencement exercises are held once a year at the end of the Spring Semester. Detailed information will be mailed to all graduation candidates in April.

Transfer Information

Students planning to transfer to a four-year college or university should consider the following:

- A college degree is not a guarantee for a high-paying job. Success usually requires strong motivation and good study habits.
- Grades are the best indicator of success in academic work. A minimum of a "C" average in all transfer courses is a requirement for transfer to most four-year colleges. Grades in the major should be significantly higher.

Associate in Arts Degree

- Each four-year college has its own admission standards and curriculum requirements. Students should decide as soon as possible on their major and on their transfer college in order to identify the courses that must be completed and the grades that must be achieved.
- By extending the time in lower-division work, it is possible to combine an occupational training program with a college transfer program.
- All college degrees require the completion of certain courses called general education or breadth requirements. The following charts indicate the transfer requirements for those colleges and universities most frequently used by Coastline students.
- Transfer agreements are subject to ongoing review and revision. The transfer agreements listed on the following charts represent agreements at the time of publication. Students may contact the Transfer Center at the Garden

Grove Center or the transfer institution of their choice for current information.

Transfer Information on the World Wide Web: The official source for California articulation and student transfer information is available on the Internet at: <http://www.assist.org>

Transfer Suggestions: Students who graduate from Coastline may transfer as juniors to the four-year college or university of their choice upon completion of the following:

- Satisfy the lower-division general education requirements prescribed by the transfer college.
- Fulfill the lower-division major requirements prescribed by the transfer college.
- Remove any subject or grade deficiencies incurred in high school, if required by the transfer college for admission.
- Complete a total of at least 56-60 transferable units.
- Maintain the appropriate grade point average required by the transfer institution.

COASTLINE COMMUNITY COLLEGE

A.A. DEGREE REQUIREMENTS 2004-2005

Option I: A.A. Degree Program

Designed for students who wish to complete a specific area of concentration or complete a Certificate of Achievement and an A.A. degree. This option may also be used for students wishing to complete a General Studies major. While primarily for students who do not intend to transfer, it may be used to transfer to some independent colleges. See a Coastline counselor for more information.

General Education Requirements: Completion of 18 units in the specific courses listed in Groups A-E. Students may select courses from any sub-area under each specific group. One course may not be used to satisfy more than one general education requirement; however, the same course may be used to satisfy both a general education and a major requirement.

Major Requirements: May be satisfied in one of the following ways:

CERTIFICATE PROGRAM—completion of all courses required for a Coastline Certificate of Achievement or completion of all courses required in a certificate program, of at least 18 units, offered at an accredited institution.

AREA OF CONCENTRATION—completion of at least 18 units in a single discipline or related disciplines (see below). A student education plan must be developed with a counselor and placed on file prior to petitioning for graduation (*Business, Communications, Computers, Fine Arts, Humanities, Physical Education and Health, Science and Mathematics, Social Sciences or Technology*).

LICENSURE CREDIT—may constitute the major if credit awarded equals a minimum of 18 units.

GENERAL STUDIES—completion of at least 36 units listed in groups A-E, to include the specific requirements listed in group A; at least six units each in Groups B, C, and D; and at least three units in group E. Courses meet both the major and general education requirements.

Courses numbered below 100 do not count toward the A.A. degree***

Group A— Basic Subjects	Group B— Natural Sciences	Group C— Arts and Humanities	Group D— Social Sciences	Group E— Self-Development
<p>English 099 and Math 010, 020, 030, 070 can be used to meet the English & math competency requirements. ***They count toward the 60 units required for A.A. degree, but do not count toward the required general education units. All other courses numbered below 100 do not count toward the A.A. degree</p> <p>One course from each area</p> <p>A1 Communications 100; Speech 100, 103 or 110</p> <p>A2 English English Competency: Passing English 099 or 100 or 135 (with a grade of "C" or better)</p> <p>A3 Math Competency: Passing the Math Placement Test or completion of one year of high school algebra with a grade of "C" or better, or passing one of the following with a "C" or better: Math 010, 020, 030, 070, 100, 103, 104, 105, 106, 115, 120, 140, 150, 160, 170, 180, 280, 285</p>	<p>Any three units</p> <p>B1 Astronomy 100, 100L*; Chemistry 100, 105, 110*, 130*, 180, 180L*, 185, 185L*; Environmental Studies 100; Geology 100, 110, 130, 140, 141*; Physics 110, 120*, 125*</p> <p>B2 Biology 100, 101*, 105, 110, 120, 170*; Ecology 100, 105; Marine Science 100, 100L*, 105*</p> <p>Laboratory Activity—Any science laboratory course (identified by an *)</p>	<p>Any three units</p> <p>C1 Arts: 100, 101, 102, 103, 104, 106, 109, 110A, 110B, 111A, 111B, 117AB, 120, 120A, 120B, 121AB, 122, 122A, 122B, 123, 124, 126, 127AB, 128, 132AD, 133AD, 134AD, 135AB, 136AB, 137, 140A, 140B, 147AB, 148AB, 149AB, 150A, 150B, 160AB, 175, 190, 194, 203, 205, 206, 214AB, 215, 221AB, 222A, 222B, 223AB, 224AB, 226, 228AB, 229AB, 230AB, 231AB, 232AD, 233, 235, 236, 237AB, 238AD, 240, 250A, 250B, 260, 260A, 265AB, 270AB, 273AB; English 164; Music 100, 101, 102, 103, 104, 110AB, 111AB, 120A, 120B, 130AB, 131AB, 132AB, 151, 152; Theater 106, 107, 120AD, 150AD</p> <p>C2 Humanities: American Sign Language 110AB, 111AB; English 101, 102, 103, 140, 144, 145, 164, 177, 180; Any Foreign Language 101, 102, 144, 180, 180A, 180B, 183, 185, 185A, 185B, 203, 204, 260, 260A, 260B, 265, 265A, 265B, 280, 280A, 280B, 285, 285A, 285B; Humanities 100, 110, 114, 120, 130; Philosophy 100, 112, 113, 115, 120, 140; Religious Studies 105, 110, 140, 140A, 140B, 180</p>	<p>Any three units</p> <p>D1 Anthropology and Archeology: Anthropology 100, 120, 150</p> <p>D2 Economics: Economics 100, 180, 185</p> <p>D3 Ethnic Studies: History 122, 124, 128, 130, 160</p> <p>D4 Gender Studies: History 120</p> <p>D5 Geography: Geography 100, 150, 180, 185</p> <p>D6 History: History 115, 140, 145, 150, 160, 165, 170, 175, 180, 185</p> <p>D7 Interdisciplinary Social Science: Communications 100; History 108</p> <p>D8 Political Science: Political Science 100, 110, 120, 130, 140</p> <p>D9 Psychology: Psychology 100, 115, 148, 170</p> <p>D10 Sociology: Sociology 100, 110, 120</p>	<p>Any three units</p> <p>Counseling 100, 105, 110, 120; Dance 101AD, 102AD, 105AD, 106AD, 110AD, 111AD, 113AD, 114AD, 116AD, 120AD, 124AD, 125AD, 126AD, 130AD, 133AD, 140AD, 141AD, 150AB, 155AB, 160AD, 165AD; English 108; Food & Nutrition 175; Gerontology 120; Health Education 100, 175; Leadership 140, 145, 150, 155; Photography 100, 102; Physical Education any course numbered 100 or above; Psychology 150, 151AB, 152AB, 153AB, 154AB, 155AB, 159, 160, 161AB, 170</p>

COASTLINE COMMUNITY COLLEGE

A.A. DEGREE REQUIREMENTS 2004-2005

Option II: Transfer Plan for CS A.A. Degree Program (Liberal Arts)

Designed for individuals who plan to transfer to the California State University system and who also wish to complete an A.A. degree. Upon certification, this option meets the lower-division California State University system general education breadth requirements. It also enables individuals to transfer to some of the private, four-year colleges in the area.

Option II requires completion of at least 39 units of general education courses, to include the specific requirements listed in Groups A through E, plus major and/or elective units (numbered 100-299) to total 60 units. A grade of "C" or better is required for all courses in Group A and B4.

Transfer students are advised to complete History 170 or 175 and Political Science 100 from Group D. Proficiency in these areas is required prior to graduation from the California State University system.

Group A— Communication in the English Language and Critical Thinking	Group B—Physical Universe and Its Life Forms	Group C—Arts, Literature, Philosophy and Foreign Language	Group D—Social, Political, and Economic Institutions and Behavior; Historical Background	Group E—Lifelong Understanding and Self- Development
<p>Must complete 9 units with a minimum of one course in A1, A2 and A3 (grade of "C" or better).</p> <p><i>A1—Oral Communication</i> Speech 100 or 103 or 110</p> <p><i>A2—Written Communication</i> English 100</p> <p><i>A3—Critical Thinking</i> English 102 or Philosophy 115</p>	<p>Must complete 9 units with a minimum of one course each in B1, B2, and B4. (One of the science courses must be a laboratory course.)</p> <p><i>B1—Physical Science</i> Astronomy 100 Chemistry 100, 105, 110, 130, 180, 185 Ecology 105 Geology 100, 110, 130, 140 Physics 110, 120, 125</p> <p><i>B2—Life Science</i> Biology 100, 105, 110, 120, 170 Ecology 100, 105 Marine Science 100, 105</p> <p><i>B3—Laboratory Activity</i> Astronomy 100L Biology 101, 170 Chemistry 110, 130, 180L, 185L Geology 141 Marine Science 100L*, 105 Physics 120, 125</p> <p><i>B4—Mathematical/Quantitative Reasoning Concepts (grade of "C" or better)</i> Math 100, 103, 115, 120, 140, 150, 160, 170, 180, 185, 280, 285 *Must be taken with Marine Science 100</p>	<p>Must complete 9 units with a minimum of 3 units in C1 and 3 units in C2.</p> <p><i>C1—Arts</i> Art 100, 101, 102, 103, 104, 106, 109, 110AB, 111A, 111B, 120, 120A, 120B, 122, 128, 135AB, 136AB, 137, 150A, 150B, 214AB, 222AB, 260AB, 265AB English 164 Music 100, 102, 103, 151, 152</p> <p><i>C2—Humanities</i> English 103, 140, 144, 145, 164, 177, 180 Foreign Language (any foreign language)* 101, 102, 180, 180A, 180B, 185, 185A, 185B, 203, 204, 260, 260A, 260B, 265, 265A, 265B, 280, 280A, 280B, 285 French 144 Humanities 100, 110, 130 Philosophy 100, 112, 113, 120 Religious Studies 105, 106, 110, 140, 140A, 140B, 180 Sign Language 111AB</p> <p>*Except Korean 185, 185A, 185B</p>	<p>Must complete 9 units with courses in at least two areas.</p> <p><i>D1—Anthropology and Archeology</i> Anthropology 100, 120, 150</p> <p><i>D2—Economics</i> Economics 100, 180, 185</p> <p><i>D3—Ethnic Studies</i> History 122, 124, 128, 130, 160</p> <p><i>D4—Gender Studies</i> History 120</p> <p><i>D5—Geography</i> Geography 100, 150, 180, 185</p> <p><i>D6—History</i> History 115, 160, 165, 170, 175, 180, 185 Religious Studies 140, 140A, 140B</p> <p><i>D7—Interdisciplinary Social or Behavioral Science</i> Communications 100 History 108</p> <p><i>D8—Political Science, Government and Legal Institutions</i> Political Science 100, 110, 120, 130, 140</p> <p><i>D9—Psychology</i> Psychology 100, 115, 148, 170</p> <p><i>D0—Sociology and Criminology</i> Sociology 100, 110, 120</p>	<p>Must complete 3 units. Counseling 100, 105, 110, 120 English 108 Food and Nutrition 175 Gerontology 120 Health Education 100, 175 Psychology 152AB, 153AB, 154AB, 155AB, 159, 160 Sociology 120</p> <p>And a maximum of one unit from the following activity courses: Dance 101AD, 102AD, 105AD, 106AD, 110AD, 111AD, 113AD, 116AD; 120AD, 124AD, 125AD, 126AD, 130AD, 133AD, 140AD, 141AD, 150AB, 155AB, 160AD, 165AD Physical Education 101AB, 102AB, 103AB, 105AD, 107AD, 108AD, 109AD, 112AD, 115AD, 116AD, 117, 118AD, 119AD, 120AD, 121AD, 123, 125AD, 136AB, 137AB, 138, 140AB, 141AB, 147AB, 148AB, 150AD, 152AD, 153AD, 164AD, 170AD, 171AD, 172AB, 173AB, 174AD</p>

- NOTE:**
1. A single course will not meet more than one group requirement.
 2. Transfer students are advised to complete History 170 or 175 and Political Science 100 from Group D. Proficiency in these areas is required prior to graduation from the CSU System.

COASTLINE COMMUNITY COLLEGE

A.A. DEGREE REQUIREMENTS 2004-2005

Option III: Transfer Plan for IGETC (CSU or UC) • A.A. Degree Program (Liberal Arts)

Designed for individuals who plan to transfer to the University of California system or the California State University system and who also wish to complete an A.A. degree. Students who complete this option with a "C" or better will satisfy lower-division general education requirements for the Intersegmental General Education Transfer Curriculum (IGETC). Upon certification, it meets the lower-division general education breadth requirements for both the UC and CSU systems (except for Eleanor Roosevelt and Revelle Colleges at UCSD). The IGETC option also enables individuals to transfer to some of the private, four-year colleges in the area.

Option III requires completion of at least 37 units of general education courses to include the specific requirements listed in Areas 1 through 6 plus major and/or elective units (numbered 100-299) to total 60 units.

Certification of General Education for Transfer to CSU or UC

Upon a student's request, Coastline will verify the completion of lower-division general education requirements for transfer to the California State University (either the CSU general education breadth requirements of the IGETC) or the University of California (IGETC). Courses can only be certified if they were on the CSU or IGETC approved list at the time they were taken by the student. Students who transfer without certification will have to meet the general education requirements of the specific CSU or UC campus they are transferring to. Meeting these requirements usually necessitates taking additional courses. Coastline will certify courses only once. Certification is not automatic and must be requested after the completion of the last term prior to transfer. This request should be made in the Admissions office when final transcripts are requested to be sent to the transfer university.

FOREIGN LANGUAGE other than English (UC ONLY)

This requirement may be fulfilled by one of the following methods:

- Completing two years of a foreign language in high school with a grade of C or better;
- Earning a minimum score of 550 on an appropriate College Board Achievement

Test in a foreign language;

- Completing a foreign language course numbered 180 (five units) or 180AB (five units) or higher level course.

AMERICAN INSTITUTIONS REQUIREMENTS

Both the California State University and the University of California have a specific American institutions requirement that is separate from their general education requirements. Completion of the IGETC will not satisfy the American institutions requirement. Courses used to meet the CSU and UC American institutions requirement may not be used to satisfy Areas 3 or 4 above.

Students Transferring to CSU: Should take Political Science 100 and History 170 or 175.

Students Transferring to UC: Should consult the catalog of the campus they wish to attend to determine the course(s) needed to meet this requirement.

Partial Certification of IGETC

The IGETC provides a pattern of courses that fulfills the transfer general education requirements at both the University of California (UC) and the California State University (CSU). Each California community college offers a complete set of courses that satisfy IGETC. If you attend more than one community college, the campus you attend just prior to transfer will certify your completion of IGETC, including courses taken at other colleges. The IGETC pattern is not recommended for all majors. Please check with a counselor.

Partial certification of the IGETC is possible due only to extraordinary circumstances. The student should consult a counselor for guidelines and petition.

AREA 1— English Communication	AREA 2— Mathematical Concepts & Quantitative Reasoning	AREA 3— Arts & Humanities	AREA 4— Social & Behavioral Sciences	AREA 5— Physical & Biological Sciences
<p>UC—Two courses, one from Group A and one from Group B. Minimum of 6 units.</p> <p>CSU—Three courses, one from Group A, one from Group B and one from Group C.</p> <p>Minimum of 9 units.</p> <p><i>Group A: English Composition</i> English 100</p> <p><i>Group B: Critical Thinking</i> English 102</p> <p><i>Group C: Oral Communication</i> Speech 103, 110 (required for CSU and A.A. degree)</p>	<p>One course. Minimum of 3 units.</p> <p>Math 115, 140*, 150, 160, 170*, 180*, 185, 280, 285</p>	<p>Three courses, with at least one course from Group A and one course from Group B. Minimum of 9 units.</p> <p><i>Group A: Arts</i> Art 100, 101, 102, 103, 104, 109 English 164 Music 100</p> <p><i>Group B: Humanities</i> Chinese 185*, 185A*, 185B*, 280, 285 English 140, 144, 145 French 185*, 185A*, 185B*, 280A*, 280B*, 285 German 180*, 180A*, 180B* History 108, 120, 122, 124, 128, 130, 160, 170**, 175**, 180, 185 Humanities 100, 110, 130 Italian 185*, 185A*, 185B* Philosophy 100, 112, 113, 120 Religious Studies 110, 180 Spanish 185*, 265*, 265A*, 265B*, 280*, 280A*, 280B*, 285*, 285A*, 285B* Vietnamese 185*, 185A*, 185B, 280*, 280A*, 280B*, 285</p>	<p>Three courses from at least two disciplines. Minimum of 9 units.</p> <p>Anthropology 100, 120 Ecology 100* Economics 100*, 180, 185 Geography 100, 185 History 115 Political Science 100**, 110, 130, 140 Psychology 100, 148, 170* Sociology 100</p>	<p>Two courses, with one from Group A and one from Group B. Minimum of 7 to 9 units. One of the courses must include a lab (indicated by + sign)</p> <p><i>Group A: Physical Science</i> Astronomy 100 Chemistry 110*, 130**, 180, 180L+, 185, 185L+ Ecology 105 Geography 180 Geology 100*, 110, 130, 140, 141+ Physics 110*</p> <p><i>Group B: Biological Sciences</i> Biology 100, 105*, 170* Marine Science 100, 105*</p>

*Indicates that transfer credit may be limited. See your counselor.

**If this course is used for the UC or CSU American institutions requirement, it cannot be used to satisfy the social and behavioral sciences requirement.

Distance Learning Courses that Meet CSU System Transfer Requirements

Transferability subject to change. Check your school.

GROUP A REQUIREMENTS—

Communication in the English Language and Critical Thinking	Units
(A2) English 100—Freshman Composition	3.0
(A3) English 102— Critical Reasoning, Reading and Writing	3.0
Philosophy 115—Logic and Critical Thinking	3.0

GROUP B REQUIREMENTS—

Natural Sciences	Units
(B1) Astronomy 100—Introduction to Astronomy	3.0
Chemistry 105— Chemistry Explorations for Teachers	2.0
Chemistry 110—Introduction to Chemistry	5.0
Chemistry 180—General Chemistry A	4.0
Chemistry 185—General Chemistry B	4.0
Geology 100—General Geology	3.0
(B2) Biology 100—Introduction to Biology	3.0
Biology 120—Biology of Aging	3.0
Ecology 100—Human Ecology	3.0
Marine Science 100— Introduction to Marine Science	3.0
(B3) Astronomy 100L—Introduction to Astronomy Lab	1.0
Biology 101—Introduction to Biology Lab	1.0
Chemistry 110—Introduction to Chemistry	5.0
Chemistry 180L—General Chemistry Lab A	1.0
Chemistry 185L—General Chemistry Lab B	1.0
Geology 141—Introduction to Geology Lab	1.0
Marine Science 100L— Marine Science Oceanography Lab	1.0
(B4) Mathematics 100—Fundamental Concepts	3.0
Mathematics 103— Activity Based Probability and Statistics	3.0
Mathematics 160—Introduction to Statistics	3.0

GROUP C REQUIREMENTS—

Art, Literature, Philosophy and Foreign Language	Units
(C1) Art 100—History and Appreciation of Art 1	3.0
Art 101—History and Appreciation of Art 2	3.0
Art 128—Survey of Watercolor Painting	1.5
Art 135AB—Survey of Chinese Brush Painting	2.0
Music 100—History & Appreciation of Music	3.0

(C2) French 180—Elementary French	5.0
French 180A—Elementary French	2.5
French 180B—Elementary French	2.5
French 185A—Elementary French 2B	2.5
Humanities 110—Humanities through the Arts	3.0
Humanities 130—Cinema History/Appreciation	3.0
Philosophy 100—Introduction to Philosophy	3.0
Philosophy 113—Philosophical Ecology	3.0
Philosophy 120—Ethics and Moral Choices	3.0
Spanish 180—Elementary Spanish	5.0
Spanish 180A—Elementary Spanish	2.5
Spanish 180B—Elementary Spanish	2.5
Spanish 185A—Elementary Spanish 2A	2.5
Spanish 185B—Elementary Spanish 2B	2.5

GROUP D REQUIREMENTS—

Social, Political and Economic Institutions	Units
(D1) Anthropology 100—Cultural Anthropology	3.0
(D2) Economics 180—Principles of Economics (Macro)	3.0
Economics 185—Principles of Economics (Micro)	3.0
(D6) History 160—World Civilization to 1500	3.0
History 165—World Civilization from 1500	3.0
History 170—U.S. History to 1876	3.0
History 175—U.S. History Since 1876	3.0
History 180—Western Civilization to 1550	3.0
History 185—Western Civilization Since 1550	3.0
(D7) Communications 100—Mass Communication	3.0
(D8) Political Science 100—American Government	3.0
(D9) Psychology 100—Introduction to Psychology	3.0
Psychology 115—Child Growth & Development	3.0
(D0) Sociology 100—Introduction to Sociology	3.0
Sociology 110—Marriage & Family	3.0
Sociology 120—Introduction to Gerontology	3.0

GROUP E REQUIREMENTS—

Understanding and Self Development	Units
Counseling 105—Succeeding in College	3.0
Health Education 100—Contemporary Health Issues	3.0

Distance Learning Courses that Meet CSU System Transfer Requirements—continued

NOTE: Not all of the above listed courses are offered every semester, or summer session. Students are encouraged to confirm the transferability of these classes. Be sure to talk to an academic counselor.

Distance Learning Courses that Meet CSU System Transfer Requirements continued

ELECTIVES	Units	ELECTIVES	Units
Art 119—Applied Sketching Techniques	2.0	Education 103—Introduction/Computers in Education	2.0
Art 237AB—Chinese Flower Painting	3.0	Education 104—	
Art 238AD—Chinese Flower Printing 2	3.0	Introduction to Teaching & Learning in	
Business 100—Introduction to Business	3.0	Diverse Contemporary Classrooms	1.0
Business 110—Legal Environment of Business	3.0	Education 180—	
Business 120—Personal Financial Planning	3.0	Family, School and Community Partnerships	3.0
Business 150—Introduction to Marketing	3.0	Education 200—	
Business 222—Business Ownership Management	3.0	The Teaching Profession	3.0
Business Computing 104—Microsoft Windows 1	1.5	English 105—Business English	3.0
Business Computing 110B—		English 108—Library Resources and Research	1.0
Basic Macintosh Operations: CD-ROM	1.5	English 135—Business Writing	3.0
Business Computing 120—Microsoft Excel 1	1.5	English 145—American Literature: The Short Story	3.0
Business Computing 121—1 Microsoft Excel 2	1.5	French 198AD—Current Issues in	
Business Computing 147-1—Microsoft Word 2000	1.5	French Culture and Communication	2.0
Business Computing 148A—		Gerontology 130—	
Microsoft Word/Long Documents	1.5	Techniques in Working with the Frail Elderly	3.0
Business Computing 148B—Microsoft Word/Graphics	1.5	Human Services 100—Introduction to Human Services	3.0
Business Computing 148C—Microsoft Word/Power Word	1.5	Human Services 101—	
Business Computing 150—Microsoft Office Professional	3.0	Helping Theories & Applications	3.0
Business Computing 157—Windows	3.0	Human Services 102—Crisis Intervention	3.0
Business Computing 167—Visual Basic	3.0	Human Services 103—Stress Management	3.0
Business Computing 172—Corporate Web Manager	1.5	M&S 100—Organizational Management	3.0
Business Computing 185—Microsoft Power Point	1.5	M&S 104—Human Resource Management	3.0
Business Computing 197—		Mathematics 104—Math for Elementary Teachers 1	3.0
E-Commerce: Constructing an Online Business	3.0	Mathematics 106—Math for Elementary Teachers 2	3.0
Computer Science 100—		Psychology 170—Psychology of Aging	3.0
Introduction to Business Information Systems	3.0	Physical Education 190AD—Physiology of Exercise	2.0
Computer Services Technology 122—		Spanish 183—Review of Elementary Spanish	1.0
Technical Documentation	1.5		
Computer Services Technology 128—			
Introduction to Networking	3.0		
Computer Services Technology 161	3.0		
Computer Services Technology 230—			
Security Essentials	3.0		
Digital Graphics Application 166A—			
Software Topics: Macromedia Dreamweaver	3.0		
Digital Graphics Application 166C—Macromedia Flash	3.0		
Digital Graphics Application 171—Web Page Design I	3.0		
Digital Graphics Application 171B—Web Page Design II	1.5		
Digital Graphics Application 180—			
Introduction to Multimedia	1.5		

NOTE: Not all of the above listed courses are offered every semester, or summer session. Students are encouraged to confirm the transferability of these classes. Be sure to talk to an academic counselor.

Distance Learning Courses That Meet IGETC Transfer Requirements

AREA 1—ENGLISH COMMUNICATION

Units

Group A: Freshman Composition

English 100—Freshman Composition 3.0

Group B: Critical Reasoning

English 102—Critical Reasoning, Reading and Writing 3.0

AREA 2—MATHEMATICAL CONCEPTS AND QUANTITATIVE REASONING

Units

Mathematics 160—Introduction to Statistics 3.0

AREA 3—ARTS & HUMANITIES

Units

Group A: Arts

Art 100—History and Appreciation of Art 1 3.0

Art 101—History and Appreciation of Art 2 3.0

Music 100—History and Appreciation of Music 3.0

Group B: Humanities

History 170—U.S. History to 1876 3.0

History 175—U.S. History Since 1876 3.0

History 180—Western Civilization to 1550 3.0

History 185—Western Civilization Since 1550 3.0

Humanities 110—Humanities through the Arts 3.0

Humanities 130—Cinema History/Appreciation 3.0

Philosophy 100—Introduction to Philosophy 3.0

Philosophy 113—Philosophical Ecology 3.0

Philosophy 120—Ethics & Moral Choices 3.0

AREA 4—SOCIAL AND BEHAVIORAL SCIENCES

Units

Anthropology 100—Cultural Anthropology 3.0

Ecology 100—Human Ecology 3.0

Economics 180—Principles of Economics (Macro) 3.0

Economics 185—Principles of Economics (Micro) 3.0

Political Science 100—American Government 3.0

Psychology 100—Introduction to Psychology 3.0

Sociology 100—Introduction to Sociology 3.0

AREA 5—PHYSICAL AND BIOLOGICAL SCIENCES

Units

Group A: Physical Sciences

Astronomy 100—Introduction to Astronomy 3.0

Chemistry 110—Introduction to Chemistry* 5.0

Chemistry 180—General Chemistry A 4.0

Chemistry 180L—General Chemistry Lab A 1.0

Chemistry 185—General Chemistry B 4.0

Chemistry 185L—General Chemistry Lab B 1.0

Geology 100—General Geology 3.0

Geology 141—Geology Lab 1.0

Group B: Biological Sciences

Biology 100—Introduction to Biology 3.0

Biology 101—Introduction to Biology Lab 1.0

Marine Science 100—Introduction to Marine Science 3.0

FOREIGN LANGUAGE

Units

French 180—Elementary French 5.0

Italian 180—Elementary Italian 5.0

Spanish 180—Elementary Spanish 5.0

* Transfer credit may be limited

NOTE: Not all of the above listed courses are offered every semester, or summer session. Students are encouraged to confirm the transferability of these classes. Be sure to talk to an academic counselor.

Career and Technical Education Programs



Kate Shelley, Digital Art instructor, helps a student with a project for Introduction to Adobe Photoshop, one of the core course requirements for an A.A. degree in Digital Visual Communication.

Technical and Career Education Programs

Certificate of Achievement

Accounting

- Accounting

Building Inspection Technology

- Building Inspection Technology

Business and Computer Office Support

- Administrative Assistant
- Legal Secretary
- Management
- PC Applications Support
- Small Business Ownership

Business Transfer

- Business Transfer

CST Computer Networking

- Computer Networking Specialist/Cisco (CCNA)
- Computer Networking Specialist/Microsoft (MCSE)
- Computer Networking Specialist/SUN Solaris (Programmer)
- Cyber Security Institute/Network Security Administrator

Digital Visual Communication

- Desktop Publishing
- Digital Imaging for the Arts/Graphic Design
- Multimedia Design
- Multimedia for Educators

E-Commerce

- E-Commerce

Gerontology

- Gerontology

Paralegal Studies

- Paralegal Associate in Arts Degree

Real Estate

- Real Estate

Supply Management

- Supply Management

Transfer Technology

- Transfer Technology (100 percent transfer to CSU—Dominguez Hills)

Web Design/Management

- Web Design/Management

Curriculum Requirements: Majors leading to technical competence in a variety of occupational areas are available at Coastline. The curriculum on the following pages leads to a certificate of achievement or, with additional work in general education, an associate in arts (A.A.) degree. Certificate programs are designed to prepare individuals to enter a particular field of employment or to provide in-service training for those already employed.

Certificates of achievement are awarded when students complete the course requirements of a specific program with a 2.0 grade point average and are in attendance at the time requirements are completed. The student must file a petition for graduation during his/her final semester in order to receive the certificate. Students must earn a minimum of 12 units of coursework at Coastline, excluding experiential credit. Those with prior experience may be excused from certain courses. However, the total number of required units must be completed; 50 percent of the certificate program must be completed at Coastline. Any certificate of achievement may be used as the major for an A.A. degree—Option I.*

Certificate of Completion

- Art
- Computer Accounting
- Computer Networking Specialist/Cisco (CCNP or CCDA)
- Cyber Security Institute/Mini Security Specialist
- Human Services
- Internet Publications
- Leadership
- Microsoft Office Professional
- Technology Career Gateway

Curriculum Requirements: Mini-certificates of completion meet emerging technological needs of employers in business, government and industry. These certificates of completion are awarded upon completion of the required work. Students must earn a minimum of 12 units of course work at Coastline, excluding experiential credit and must maintain at least a “C” average. At least 50 percent of the required certificate program must also be completed at Coastline. Students are required to petition at the beginning of the semester in which they will be completing their final requirements. Petition forms can be obtained in the Admissions office at the College Center in Fountain Valley. Certificates of completion will be noted on academic transcripts.*

Programas de Carreras Técnicas y Educativas

Certificados de Logros

Soportar en Oficinas de Negocio y Computadoras

- Certificado en Asistencia Administrativa
- Certificado en Secretaría Jurídica
- Certificado en Apoyo en Aplicaciones PC

Bienes Raíces/Inmobiliario

- Certificado en Bienes Raíces/Inmobiliario

Comercio Web

- Certificado en Comercio Web

Comunicación Imágenes Digitales

- Certificado en Autoedición/Microedición
- Imágenes Digitales para el Arte/Certificado en Diseño Gráfico
- Certificado en Multimedia Diseño
- Certificado en Multimedia para Educadores
- Certificado en Diseño Web

Compra/Adquisición

- Certificado en Compras/Adquisición

Computadoras

- Especialista en Red de Computadoras /Certificado Cisco (CCNA)
- Especialista en Red de Computadoras /Certificado Micro-soft (MCSE)
- Especialista en Red de Computadoras /Certificado Internetwork
- Seguridad del Internet

Contabilidad

- Certificado en Contabilidad

Empresas Internacionales

- Certificado en Administración de Empresas Internacionales

Especialista en Entrenamiento Cognoscitivo

- Certificado en Especialista en Entrenamiento Cognoscitivo

Estudios de Leyes

- Diploma de Asociado en Artes como Asistente Legal

Gerontología

- Certificado en Gerontología

Mantenimiento de Provision

- Certificado en Mantenimiento de Provision

Tecnología Aplicada

- Certificado en Tecnología Aplicada

Tecnología de Inspección en Construcción

- Certificado en Tecnología de Inspección en Construcción;

Transferencia de Negocio

- Certificado de Transferencia de Negocio

Requisitos de Currículo: Coastline ofrece licenciaturas de competencia técnica en una variedad de áreas ocupacionales. Con el currículo mencionado en las siguientes páginas el estudiante podrá obtener un certificado de logro, ó con trabajo adicional en educación general, un diploma en Asociado en Artes. Los programas certificados están diseñados a preparar a individuos para que entren a un trabajo específico ó para proveer entrenamiento de servicio para aquellos que ya están empleados.

Los certificados de logros son otorgados cuando los estudiantes

hayan completado los requisitos en los cursos de un programa específico con una calificación promedio de 2.0 y que estén atendiendo clases cuando hayan completado los requisitos. El estudiante tiene que llenar una petición de graduación durante su último semestre para recibir su certificado. Estudiantes tendrán que completar un mínimo de 12 unidades en cursos ofrecidos por Coastline, excluyendo crédito experimental. Aquellos con experiencia previa podrán ser dispensados en ciertos cursos. El número total de unidades requeridas tienen que ser completado. Pero, 50 por ciento del programa certificado tiene que ser completadas en Coastline. Cualquier certificado de logros puede usarse como la especialización para un diploma en Asociado en Artes (Opción I).

Certificados de Completación

- Certificado de Arte
- Certificado de Contabilidad con Computadoras
- Certificado de Especialista en Red de Computadoras/Cisco (CCNP or CCDA)
- Certificado de Publicaciones del Internet
- Certificado de Estudios de Mando
- Certificado de Profesión de Oficina Microsoft
- Certificado de Seguridad del Internet
- Certificado servicios sociales
- Puerta para carreras de tecnología

Requisitos de Currículo: Certificados minaturas de completación satisfacen emerger técnicas en necesidades de empleados de empresa, gobierno y negocios. Estos certificados de completación serán conceder cuando el trabajo esta acabado. Estudiantes tiene que ganar un mínimo de 12 unidades en cursos ofrecidos por Coastline, excluyendo crédito experimental y mantener el mínimo "C" promedio. Lo menos de 50 por ciento del programa exigir y completados en Coastline. Estudiantes necesitan completar una petición al principio del semestre final de estudios. Formas de petición puede ser obtenidos en la oficina de admisión en el centro del colegio en Fountain Valley. No se anota certificados de completación en oficiales académicos.

Uso Correcto del Inglés

Todos los cursos ofrecidos en Coastline se enseñan en Inglés. Se espera que el estudiante demuestre el uso correcto y claro de esta idioma, tanto en exámenes como en los diferentes reportes asignados. Todos los estudiantes, especialmente aquellos que piensan trasladar a una institución de cuatro-años, se les recomienda que tomen un curso de composición en Inglés lo más pronto posible.

Chương Trình Học Nghề và Kỹ Thuật

Chứng Chỉ Tốt Nghiệp

Kế Toán

- Chứng Chỉ về Kế Toán

Kỹ Thuật Kiểm Tra Xây Cất

- Chứng Chỉ về Kỹ Thuật Kiểm Tra Xây Cất

Giao Dịch Kinh Doanh

- Chứng Chỉ về Giao Dịch Kinh Doanh

Huấn Luyện Xử Dụng Máy Điện Toán Trong Văn Phòng

- Chứng Chỉ Chuyên Viên Phụ Tá Hành Chánh
- Chứng Chỉ Chuyên Viên Phụ Tá Pháp Lý
- Ứng Dụng Máy Điện Toán Cá Nhân

Liên Mạng Điện Toán

- Chuyên viên Liên Mạng Điện Toán/CISCO Chứng Chỉ (CCNA)
- Chuyên Viên Liên Mạng Điện Toán/Microsoft Chứng Chỉ (MCSE)
- Chuyên Viên Liên Mạng Điện Toán/SUN
- Chứng Chỉ Solaris (Thảo Chương Viên)
- Chuyên Viên An Ninh (Chứng Chỉ toàn phần sẽ được áp dụng mùa Thu niên học 2003)

Chứng Chỉ Điện Toán Hóa Trong Việc Tạo Hình của Ngành Truyền Thông

- Ấn Loát Trên Máy Điện Toán
- Áp Dụng Điện Toán Nghệ Thuật Tạo Hình
- Thiết Kế Ngành Truyền Thông Đa Dạng
- Truyền Thông Đa Dạng cho các Chuyên Viên Giáo Dục

Điện Toán Thương Mại

- Chứng Chỉ về Điện Toán Thương Mại

Thương Mại Quốc Tế

- Chứng Chỉ về Thương Mại Quốc tế

Quản Trị và Giám Sát

- Chứng Chỉ Quản Trị
- Chứng Chỉ Tiểu Thương

Trợ Tá Pháp Lý

- Bằng Bách Khoa về Trợ Tá Pháp Lý

Địa Ốc

- Chứng Chỉ Chuyên Viên Địa Ốc

Mua Hàng

- Chứng Chỉ Chuyên Viên Mua Hàng

Môn Học về Chuyển Hóa

- Chứng Chỉ về Chuyển Hóa (100% chuyển đổi được đến trường Đại Học 4 Năm Dominguez Hills)

Thiết Kế và Quản Trị Mạng Điện Toán Toàn Cầu

- Chứng Chỉ về Thiết Kế và Quản Trị Mạng Điện Toán Toàn Cầu

Học Trình Căn Cốt: Trường Coastline đào luyện những kỹ năng dạng về kỹ thuật giúp sinh viên tìm được việc làm dễ dàng. Hoàn tất những học trình của những trang dưới đây sẽ được cấp chứng chỉ, hay lấy thêm những lớp kiến thức tổng hợp sẽ được cấp bằng bách khoa. Chương trình học được soạn thảo cho mỗi cá nhân sinh viên để có thể kiểm việc trong những ngành chuyên môn cũng như cung ứng việc huấn nghệ ngay trong công việc đang làm.

Những chứng chỉ tốt nghiệp được cấp cho những sinh viên hoàn tất những lớp cần thiết cho ngành học với điểm số trung bình 2.0 và đang theo học. Sinh viên cần làm đơn xin cấp chứng chỉ tốt nghiệp vào mùa học cuối cùng của mình. Sinh viên cần hoàn tất tối thiểu 12 units tại trường Coastline không tính các lớp lấy kinh nghiệm. Những sinh viên với kinh nghiệm có sẵn có thể xin miễn một số môn học. Tuy nhiên, 50 phần trăm của các chương trình lấy chứng chỉ cần phải được hoàn tất tại trường Coastline. Bất cứ chứng chỉ tốt nghiệp của ngành học nào cũng được dùng để học tiếp bằng bách khoa (A.A. degree—Option I)

Chứng Chỉ Hoàn Tất

- Chứng Chỉ về Mỹ Thuật
- Chứng Chỉ về Điện Toán Kế Toán
- Chứng Chỉ về Liên Mạng Điện Toán/CISCO (CCNP/CCDA)
- Chứng Chỉ về Thông Tin Đa Dạng Trên Mạng Lưới
- Chứng Chỉ về Khả Năng Lãnh Đạo
- Chứng Chỉ về Áp Dụng Phần Mềm và Kỹ Thuật Vào Máy Điện Toán
- Chuyên Viên Áp Dụng Kỹ Thuật Điện Toán trong Sản Xuất
- Hướng Dẫn Nghề Nghiệp Liên Quan Đến Kỹ Thuật

Học Trình Căn Cốt: Các chứng chỉ bán phần đáp ứng những đòi hỏi và nhu cầu kỹ thuật đặc thù của từng cơ sở thương mại, cơ quan công quyền, hay cơ sở kỹ nghệ. Chứng chỉ hoàn tất được cấp cho những sinh viên đã lấy đủ các môn học cần thiết. Các sinh viên phải có ít nhất 12 units của các lớp tại trường Coastline, không tính các lớp lấy kinh nghiệm, và phải được hoàn tất tại trường Coastline. Các sinh viên cần làm đơn ngay từ đầu mùa học cuối cùng của mình. Mẫu đơn có thể lấy tại văn phòng ghi danh tại Trung Tâm Chính ở thành phố Fountain Valley. Chứng chỉ hoàn tất không ghi trong học bạ.

Xử Dụng Anh Ngữ Chính Xác

Tất cả các lớp học tại trường Đại Học Coastline đều dạy bằng Anh ngữ. Tất cả các sinh viên cần biết xử dụng Anh ngữ chính xác và rõ ràng dù trong bài thi hay bài viết được phân công. Vì vậy, các sinh viên, nhất là những người dự tính chuyển lên trường đại học 4 năm, bắt buộc phải ghi danh vào lớp luyện viết Anh ngữ càng sớm càng tốt.

Career and Technical Education Programs

Certificate with an A.A. Degree

A certificate of achievement or completion may be used towards the 18 units for the major for an A.A Degree— Option I. For further information regarding the requirements for this program refer to the Associate in Arts Degree section. It is also strongly advised that a student meet with a counselor to create an individual Student Educational Plan in order to know the proper courses to take and to ensure that all requirements are completed.*

The technical and career education programs reflect the current needs of business and industry. Consequently, the programs are modified occasionally to reflect current demands. If a student breaks continuity in attendance at Coastline for one semester or more, the student will be held responsible for any changes made to the new program during the break in continuity. Students may complete the requirements of the program in force at the time of their semester of enrollment providing they are in continuous enrollment (taking at least one Coastline course during the fall semester and/or spring semester of each academic year), or they may elect to complete the revised requirements.

***Petition to Substitute and/or Waiver:** Students wishing to substitute or waive courses that satisfy certificate or A.A. degree requirements must see a counselor and complete a “Petition to Substitute and/or Waive Academic Requirements and Regulations.” Forms may be obtained in the Admissions office of Student Services.

Career and Job Information

WEB SITES FOR CAREER AND JOB PLACEMENT INFORMATION

- <http://www.jobtrak.com>
- <http://www.caljobs.ca.gov>
- <http://www.occareers.com>
- <http://www.careerpath.com>
- <http://www.careerexplorer.com>
- <http://www.monster.com>
- <http://www.caplacement.org>
- <http://www.jobweb.org>
- <http://www.vjf.com>
- <http://ca.jobsearch.org>
- <http://www.visionlink.org/kvl/vl2.html>

JOB MARKET

Employment outlook and wage information have been compiled from current publications prepared by the U.S. Department of Labor and the California Employment Development Department and supplemented by information

from college faculty and vocational advisory committee members. Readers should be aware that the data provided represents labor market trends at the time the reports were prepared. Such trends are subject to change and may also vary according to geographic region.

Check with Career Information Services at (714) 241-4923 for latest available statistics and information. Orange County career and job information is available on the Internet at: <http://www.usworks.com/orangecounty>

Accounting Certificate of Achievement

The Accounting Certificate Program provides preparation for employment in business firms, banks or the public accounting field as junior accountants or income tax general practitioners.

REQUIRED COURSES		Units
ACCT 100	Introduction to Accounting	3.0
ACCT 101	Financial Accounting	4.0
ACCT 102	Managerial Accounting	4.0
ACCT 110	Computer Accounting	3.0
ACCT 214	Federal & State Income Tax 1	3.0
BUS 110	Legal Environment of Business	3.0
	<i>To be selected from Program Electives below:</i>	6.0
Total units	26.0

PROGRAM ELECTIVES		Units
ACCT 210	Cost Accounting	3.0
BUS 222	Small Business Operation and Management	3.0
BUS COMP 120	Microsoft Excel 1	1.5
BUS COMP 121	Microsoft Excel 2	1.5
BUS COMP 122	Excel for Accounting	3.0
BUS COMP 147	Microsoft Word	1.5
COMPUTER SCIENCE 100		3.0
ACCT 283-284	Co-op Work Experience	3.0-4.0

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Career and Technical Education Programs

Art Certificate of Completion

The Art Certificate of Completion is designed to provide students with a balanced background in fine and visual arts. The certificate is helpful to students planning to pursue art as a lifelong endeavor. It includes many of the requirements needed to transfer to a four-year university or private art school. The certificate may also be used as a portion of the requirements for the A.A. degree under Option 1.

REQUIRED COURSES		Units
ART 100	History and Appreciation of Art 1	3.0
ART 101	History and Appreciation of Art 2	3.0
ART 110A	Color and Design: 2-Dimensional	1.5
ART 110B	Color and Design: 2-Dimensional	1.5
ART 111A	Three-Dimensional Form	1.5
ART 111B	Three-Dimensional Form	1.5
ART 120A	Drawing 1	1.5
ART 120B	Drawing 2	1.5
ART 121AB	Life Drawing 1	3.0
ART 122A	Painting 1	1.5
ART 122B	Painting 2	1.5
<i>Select three units from the following courses:</i>		
ART 150A	Ceramics 1	1.5
ART 150B	Ceramics 2	1.5
ART 160AB	Sculpture 1	3.0
<i>Additional Art Electives</i>		9.0
Total units		33.0

Building Inspection Technology Certificate of Achievement

The Building Inspection Technology Certificate Program provides in-service training for individuals employed in the inspection field or the construction industry. It also prepares individuals for jobs as inspectors either for public agencies or for construction companies. This certificate also meets Education requirements for state certification and prepares students for the International Conference of Building Officials (ICBO) exams.

REQUIRED COURSES		Units
BLDG 300	Introduction to the International Building Code	3.0
BLDG 302	California Administrative Code (Title 24)	3.0
BLDG 303	Fire and Life Safety Inspection	3.0
BLDG 304	Concrete and Masonry Inspection	3.0
BLDG 305	Steel and Wood Frame Inspection	3.0
<i>To be selected from Program Electives below:</i>		12.0
Total units		27.0

PROGRAM ELECTIVES

BLDG 301	Residential Blueprint	3.0
BLDG 306	Electrical Inspection	3.0
BLDG 307	Mechanical Inspection: Heating/Air Conditioning	3.0
BLDG 308	Plumbing Inspection	3.0
BLDG 310	Commercial Blueprint	3.0
MATH 105	Technical Math	4.0
BLDG 283-284	Co-op Work Experience	3.0-4.0

Business Transfer Certificate Certificate of Achievement

The Business Transfer Certificate Program provides a broad introduction to business administration.

REQUIRED COURSES		Units
ACCT 101	Financial Accounting	4.0
ACCT 102	Managerial Accounting	4.0
BUS 110	Business Law*	3.0
ECON 180	Macroeconomics	3.0
ECON 185	Microeconomics	3.0
ENGL 100	English Composition	3.0
SPEECH 100	Interpersonal Communications	3.0
PHIL 115	Logic and Critical Thinking	3.0
Total units		26.0

*Does not transfer to CSU Fullerton for Business Majors.

Computer Accounting Certificate of Completion

The Computer Accounting Mini-Certificate focuses on accounting/bookkeeping principles and fundamentals necessary for managing standard financial transactions on the computer. Software used in this program is Peachtree and Excel. Students will learn to create presentation-ready worksheets and graphic charts used for presenting accounting information.

REQUIRED COURSES		Units
ACCT 105	Introduction to Computer Accounting	3.0
ACCT 110	Computer Accounting Using Peachtree Accounting Software	3.0
BUS COMP122	Excel for Accounting	3.0
ENG 100	Freshman Composition	3.0
SPCH 100	Interpersonal Communication	3.0
Total units		15.0

NOTE: Other courses may be added or substituted depending upon the experience and skills of the individual participant.

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Career and Technical Education Programs

Computer Networking Specialist

Mini Certificate of Completion

Cisco Certified Networking Professional (CCNP)

Cisco Certified Design Associate (CCDA)

CST 205-208 build on the foundational Cisco CCNA courses to provide advanced Cisco certifications. This certificate provides for a four-semester sequence of courses that leads to an advanced Cisco certification (CCNP) that is highly regarded in the computer industry. Skills required for CCNP certification include the ability to install, configure, operate, and troubleshoot complex routed LANs, routed WANs, switched LANs, and dial access services.

REQUIRED COURSES		Units
CST 205	Advanced Cisco Routing	3.0
CST 206	Cisco Remote Access	3.0
CST 207	Cisco LAN Switching Configuration	3.0
CST 208	Cisco Internetwork Troubleshooting	3.0
Total units		12.0

Computer Office Support Certificate of Achievement

Administrative Assistant

Administrative Assistants assume a high level of responsibility without direct supervision. They are the people who keep the office running smoothly. Job duties vary from office to office. Administrative assistants have excellent computer and Internet skills. They are able to prioritize work, manage time, support staff and resources efficiently, communicate effectively, demonstrate outstanding human relations skills, plan and coordinate events, troubleshoot software problems, research new facilities, compose letters, memos, and e-mails, do research, keyboard quickly and accurately, proofread, and prepare PowerPoint presentations. They use spreadsheet, word processing, desktop publishing, and database skills to coordinate projects.

REQUIRED COURSES		Units
BUS COMP 107A	Keyboarding 1**	1.5
BUS COMP 107B	Keyboarding 2**	1.5
ENG 105	Business English	3.0
ENG 135	Business Writing	3.0
BUS COMP 157AB	Microsoft Windows	3.0
BUS COMP 147	Beginning Microsoft Word	1.5
BUS COMP 148A	Intermediate Word/Long Documents	1.5
BUS COMP 148B	Intermediate Word/Graphics	1.5
BUS COMP 148C	Intermediate Word/Power Word	1.5
BUS COMP 120	Excel 1	1.5
ACCT 100	Introduction to Accounting	3.0
BUS COMP 153	Internet for Office Professionals	1.5
BUS COMP 185	PowerPoint	1.5
BUS COMP 281-283	Co-op Work Experience	1.0-3.0
Total units		26.5-28.5

NOTE: Students may file a petition to substitute a course that directly relates to this certificate. Approval by vocational dean and department chair or full time faculty required.

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 **Testing out option available through instructor at designated times:

BUS COMP 107A = 30 words per minute corrected speed—two-minute timing.

BUS COMP 107B = 45 words per minute corrected speed—three-minute timing.

BUS COMP 109AB = 55 words per minute corrected speed—five-minute timing.

Computer Office Support Certificate of Achievement

Legal Secretary

Legal secretaries often work for more than one attorney. For this reason, flexibility to shift priorities to accommodate each attorney's needs is a must. Fast and accurate typing; excellent spelling, grammar and, punctuation; and multitasking and organizational abilities are required. Legal secretaries type, edit, proofread, print and send legal documents, forms memorandums, correspondence, and a wide variety of documents using the computer and word processing, spreadsheet, and database software. They often write correspondence and e-mails. They are required to be expert time managers. A client-service attitude is essential. Many legal secretaries specialize in corporate, real estate, litigation, family, or tax law. Job opportunities are excellent for those who possess the ability to work fast and to accurately meet deadlines and quick turnaround times. Bilingual ability is also desired by some employers.

REQUIRED COURSES		Units
BUS COMP 109AB	Speed and Accuracy*	1.0
BUS COMP 120	Excel	1.5
BUS COMP 104	Microsoft Windows	1.5
BUS COMP 147	Beginning Microsoft word	1.5
BUS COMP 148A	Intermediate Word/Long Documents	1.5
BUS COMP 175	Microsoft Access	1.5
ENGL 108	Library Resources and Research	1.0
LAW 127	Legal Procedures 1	3.0
LAW 128	Legal Procedures 2	3.0
ENGL 105	Business English	3.0
ENGL 135	Business Writing	3.0
BUS COMP 281-283	Co-op Work Experience	1.0-3.0
Total units		22.5-24.5

*Arrangements to test out may be made by calling the Student Success Center at (714) 241-6285.

Career and Technical Education Programs

Computer Office Support Certificate of Achievement

PC Applications Support

The PC Applications Support person must possess the ability to type quickly and accurately, speak and write clearly and precisely, and use administrative office skills working with a variety of computer users. Bilingual ability is also desired by some employers. Duties may include any of the following responsibilities: Troubleshoot questions about software applications procedures, evaluate software and hardware needs, create simple to complex macros for repetitive tasks, train staff on how to use new software or hardware, write user-friendly instructions on how to use software, add or delete users on the company network, assign or change users' passwords and maintain current software library.

REQUIRED COURSES	Units
BUS COMP 157 Microsoft Windows Operating System	3.0
BUS COMP 148A Intermediate Word/Long documents	1.5
OR	
BUS COMP 148B Intermediate Word/Graphics	(1.5)
OR	
BUS COMP 148C Intermediate Word/Power Word	(1.5)
ENGL 135 Business Writing	3.0
M&S 102 Human Relations	3.0
BUS COMP 171 Web Page Design	3.0
OR	
BUS COMP 168A Front Page 1	(3.0)
OR	
DGA 166A Dreamweaver	(3.0)
CST 115 PC Prep for Networks	3.0
CST 128 Introduction to Networking	3.0
BUS COMP 305AB Computer Lab Internship	3.0
OR	
BUS COMP 306AB Web Page Internship	(3.0)
Total units	22.5

CST Computer Networking Certificate of Achievement

Microsoft (MCSE) Certificate

The Computer Networking Certificate Program consists of three options that prepare individuals to become computer network Specialists in Novell, Microsoft or Internetworking. Networking courses are designed to provide students with the knowledge and experience required by a Novell Certified Administrator (CNA), Novell Certified Engineer (CNE), Microsoft Certified Product Specialist (MCPS), or Microsoft Certified Systems Engineer (MCSE).

CORE COURSES REQUIRED FOR ALL OPTIONS

	Units
CST 116 A + Core	3.0
OR	
CST 117 A + OS	(3.0)
CST 128 Introduction to Networking	3.0
CST 230 Security Essentials	3.0
Subtotal	9.0

REQUIRED COURSES

Subtotal (above)	9.0
CST 161 Supporting Windows 2000	3.0
(or CST 165) Professional/Server/Server 2003	
CST 163 Managing 2000/Server 2003 Network	3.0
(or CST 165) Environment	
CST 167 Implementing Windows 2000/Server 2003	3.0
(or CST 167-1) Network Infrastructure	
CST 168 Implementing Windows 2000/Server 2003	3.0
(CST 168-1) Directory Services Infrastructure	
CST 169 Designing Windows 2000/Server 2003	3.0
(or CST 169-1) Networking Infrastructure	
CST 175 Designing Windows 2000/Server 2003	1.5
(or CST 175-1) Directory Services Infrastructure	
Total certificate units	25.5

CST Computer Networking Cisco Regional Training Academy Cisco Certificate

Cisco Certified Networking Administrator (CCNA)

This is the first in a series of Cisco certifications. The courses help prepare the students for the CCNA test. Courses are hands-on intensive and cover OSI typology, IP numbering, cabling, topology, router set-up, protocols, LAN switching, ISDN, frame relay and WAN switching. An advanced certificate will be offered in the future.

Career and Technical Education Programs

CORE COURSES REQUIRED FOR

ALL OPTIONS		Units
CST 116	A + Core	3.0
OR		
CST 117	A + OS	(3.0)
CST 128	Introduction to Networking	3.0
CST 230	Security Essentials	3.0
Subtotal		9.0

REQUIRED COURSES

Subtotal (above)		9.0
CST 160-2	Admin Windows 2000 Network	1.5
CST 201A	Cisco Essentials	3.0
CST 202A	Cisco Router Configuration	3.0
CST 203	Cisco LAN Design	3.0
CST 204	Cisco WAN Design	3.0
Total certificate units		22.5

CST Computer Networking SUN Microsystems Certificate of Achievement

SUN Systems Administrator and SUN Network Administrator

The courses within the Sun Microsystems option of the Computer Networking Certificate prepares students with Unix and Internet skills including Sun Solaris, Java programming, and Web page design. Certifications for these classes are Sun Certified Systems Administrator for Solaris, Sun Certified Network Administrator for Solaris.

CORE COURSES REQUIRED FOR

ALL OPTIONS		Units
CST 116	A+ Core	3.0
OR		
CST 117	A + OS	(3.0)
CST 128	Introduction to Networking	3.0
CST 230	Security Essentials	3.0
Subtotal		9.0

SUN SYSTEMS ADMINISTRATOR

REQUIRED COURSES

Subtotal (above)		9.0
CST 195	Fundamentals of Solaris Admin	3.0
CST 196	Solaris Admin I	3.0
CST 197	SUN Solaris Admin II	3.0
<i>Select from Program Electives below:</i>		3.0
Total certificate units		21.0

PROGRAM ELECTIVES

COMP SC100	Introduction to Business Information systems	3.0
COMP 171	Web Page Design	3.0

Cyber Security Institute Certificate of Achievement— Network Security Administrator

The courses offered by Coastline College's Cyber Security Institute will help a student prepare for a career as a Security Administrator, or a Security Consultant. Coursework provides the skills to secure a home or small office network. Topics covered in program include Firewalls, Intruder Detection Systems, Forensics, Understanding the Hacker, Linux , Windows, and Wireless Security.

CORE COURSES REQUIRED FOR

ALL OPTIONS		Units
CST 116	A + Core	3.0
OR		
CST 117	A + OS	(3.0)
CST 128	Introduction to Networking	3.0
CST 230	Security Essentials	3.0
Subtotal		9.0

REQUIRED COURSES

Subtotal (above)		9.0
CST 232	Anti-Hacking: Understanding the Hacker	3.0
CST 246	Wireless Small Office Home Office Security	1.5
CST 247	Wireless Business Security	1.5
CST 258	Linux Networking and Security	3.0
<i>To be selected from Program Electives below:</i>		6.0
Total certificate units		24.0

PROGRAM ELECTIVES

CST 238	Intrusion Detection Systems	1.5
CST 240	Firewall and Access Control Lists	3.0
CST 244	Computer Forensics	1.5
CST 251	Cisco Security PIX	1.5
CST 252	Cisco Security Virtual Private Networks (VPNs)	1.5
CST 259	Advanced Linux Security	3.0

Career and Technical Education Programs

Cyber Security Institute Mini Certificate of Completion— Network Security Specialist

The courses offered to obtain this certificate will give the students the basic skills needed to set up a secure computer network. They provide an overview of the entire field of Network Security. Topics covered include Windows, Linux, and Wireless security, Firewalls, Intruder Detection Systems, Security policies and procedures, email and Web security.

REQUIRED COURSES		Units
CST 230	Security Essentials	3.0
CST 232	Anti-Hacking: Understanding the Hacker	3.0
CST 246	Wireless Small Office Home Office Security	1.5
CST 247	Wireless Business Security	1.5
CST 258	Linux Networking and Security	3.0
Total units		12.0

Digital Visual Communication (DVC) Certificates of Achievement

Completion of the DVC will prepare students for entry-level employment in desktop publishing, graphic design, multimedia, Web design or Web management, and/or other related occupations. Students will establish a strong foundation in both the technical and artistic aspects of the digital industry. The program will emphasize the production process, creativity, problem solving, design skills, project management, and teamwork. Four specialty areas have been established to meet the diverse needs of Southern California residents and workers: Desktop Publishing (DTP); Digital Imaging for the Visual Arts (DIVA); Graphic Design; and Multimedia Design or Multimedia for Educators.

CORE COURSES REQUIRED FOR ALL OPTIONS		Units
ART 110A	Color and Design: 2-D	1.5
ART 202	Introduction to Computer as Medium	3.0
ART 203	Graphic Design Principles	3.0
DGA 116A	Introduction to Adobe Photoshop	3.0
Subtotal		10.5

Desktop Publishing Certificate

REQUIRED COURSES		
Subtotal (above)		10.5
ART 110B	Color and Design: 2-D	1.5
ART 206	Publication Design/Quark XPress	3.0
OR		3.0
DGA 115	Working with Quark XPress	(3.0)
COMM 100	Introduction to Mass Communication	3.0
DGA 118	Co-op Work Experience	3.0
DGA 116B	Intermediate Adobe Photoshop	3.0
DGA 171	Web Page Design	3.0
Total certificate units		27.0

Digital Imaging for the Arts/ Graphic Design Certificate

REQUIRED COURSES		Units
Subtotal (above)		10.5
ART 110B	Color and Design: 2-D	1.5
ART 120A	Drawing 1	1.5
ART 205	Digital Imaging and Design	3.0
ART 206	Publication Design/Quark XPress	3.0
ART 207	Prepress and Graphic File Output	3.0
ART 208	Portfolio Presentation	2.0
ART 211	Electronic Illustration	3.0
ART 212	Electronic Paint	3.0
ART 215	Typography, Computer Enhanced	3.0
Total units		33.5

Multimedia Design Certificate

REQUIRED COURSES		
Subtotal (above)		10.5
ART 209	Interactive Media	3.0
DGA 116B	Intermediate Adobe Photoshop	3.0
BUS COMP 171	Web Page Design	3.0
BUS COMP 181	Multimedia Essentials	3.0
BUS COMP 183	Multimedia Authoring 1	1.5
BUS COMP 184	Multimedia Authoring 2	1.5
BUS COMP 187	Multimedia Team Design	1.5
BUS COMP 380	Multimedia Hardware Essentials	1.0
Total certificate units		28.0

Multimedia for Educators Certificate

REQUIRED COURSES		
Subtotal (above)		10.5
DGA 116B	Intermediate Adobe Photoshop	3.0
BUS COMP 171	Web Page Design	3.0
BUS COMP 181	Multimedia Essentials	3.0
BUS COMP 185	Microsoft PowerPoint	1.5
BUS COMP 186	Interactive Multimedia Using Toolbook	3.0
BUS COMP 380	Multimedia Hardware Essentials	1.0
ED 110	Learning Theory and Instructional Design	3.0
Total certificate units		28.0

Career and Technical Education Programs

E-Commerce Certificate of Achievement

E-Commerce Certificate (Basic)

The purpose of this certificate is to provide an overall introduction to e-commerce and to train entry-level professionals in the primary coding languages used to create client-side screen graphics and operations.

REQUIRED COURSES	Units
BUS COMP 171 Web Page Design	3.0
BUS COMP 174 JavaScript for Non-Programmers	3.0
BUS COMP 177 Access E-Commerce	3.0
BUS COMP 202 Cold Fusion	3.0

OR

BUS COMP 199A (3.0)	Dreamweaver
BUS CST 230 Security Essentials	3.0

Total units **15.0**

NOTE: This first certificate in e-commerce will be followed later by two additional options: Hardware Support, sponsored by CST Networking, and Business Strategies for E-Commerce, sponsored by the Business Division. Ultimately, several of these classes and certificates will be offered online.

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Gerontology Certificate of Achievement

Gerontology, the interdisciplinary study of aging, offers students an understanding of their own aging and of society's response to the increasing population of older people. Biological, psychological and sociological aspects of aging are explored. Gerontology coursework will provide information about the aging process and training to work in services and agencies that interact with older people.

Students have the option of completing the certificate in gerontology or the A.A. degree. The certificate offers training to two groups of individuals; those seeking new careers in gerontology and those who wish to advance their present careers by adding professional gerontology education and training components to their qualifications. Courses for the certificate requirements can be completed online. A variety of classroom-based courses are also available each semester.

REQUIRED COURSES	Units
BIOL 120 Biology of Aging	3.0
PSYCH 170 Psychology of Aging	3.0
SOC 120 Introduction to Gerontology	3.0
GERON 120 Professional Issues in Gerontology	3.0
Subtotal	12.0

All 12 units of required courses above count toward the certificate, CSU breadth requirements, and help you transfer to CSUF's Human Services department with an emphasis in Gerontology.*

Select a minimum of 2 units of the following ~~clabshud~~ courses:

F&N 175	Nutrition and Aging	2.0
GERON 123	Activity Director Certificate	2.0
GERON 124	Aging Policy	3.0
GERON 130	Techniques of Working with Frail Elderly	3.0
HLTH 110	First Aid and CPR	2.0
HLTH 175	Health and Aging	2.0
LAW 148	Elder Law	1.5

Select a minimum of 3 units of the following ~~dwodqtrnd~~ courses:

GERON 121A	Basic Course for Activity Professionals 1	3.0
GERON 121B	Basic Course for Activity Professionals 2	3.0
GERON 122A	Advanced Course for Activity Professionals 1	3.0
GERON 122B	Advanced Course for Activity Professionals 2	3.0
GERON 273	Careers in Gerontology: Field Practicum	3.0
GERON 281		
-284	Co-op Work Experience	3.0-4.0

Total units **17.0**

ADDITIONAL REQUIREMENT: Students must obtain a current American Red Cross Standard First Aid/CPR Card.

Choose from the courses above or other electives for additional units that complete the certificate.

*For information about the Coastline Community College/ Cal State Fullerton degree partnership in human services and gerontology call Coastline, (714) 241-6213, or CSUF's Human Services Office, (714) 278-2255.

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Career and Technical Education Programs

Human Services

Mini-Certificate of Completion

This online certificate enables students to work in the expanding field of human services, a growing profession in response to the human needs and problems in the 21st century. The certificate program provides a general background for work with families, children and adults and offers the student a pathway to pursue an associate or bachelor level degree. Individuals with a certificate can enhance their professional helping skills, offering them greater work opportunities as social-service technicians, case management aides, mental-health technicians, gerontology aides, special-education teacher aides, and residential managers. Additionally, police officers, firefighters, military counselors, and others dealing with the public will benefit from the program training. The certificate exposes the student to the most current thinking in the field, hands-on experience, and community networking.

REQUIRED CORE COURSES		Units
HS 100	Introduction to Human Services	3.0
HS/COUNS 101	Helping Theories and Applications	3.0
HS/COUNS 102	Crisis Intervention	3.0
HS 272	Field Practicum	2.0
<i>To be selected from the Program Electives below:</i>		3-6
Total units	14-17.0

PROGRAM ELECTIVES

HEALTH 100	Health Education	3.0
HS 103	Stress Management	1.5
GERON 130	Techniques of Working with Frail Elderly	3.0
PSYCH 100	Introduction to Psychology	3.0
PSYCH 115	Child Growth and Development	3.0
PSYCH 170	Psychology of Aging	3.0
SOCIO 100	Introduction to Sociology	3.0
SOCIO 110	Marriage and Family	3.0
SOCIO 120	Introduction to Gerontology	3.0
COUN 105	Succeeding in College	3.0

ADDITIONAL ELECTIVES

ANTHRO 150	World Cultures	3.0
COUNS 100	Career/Life Planning	3.0
GERON 120	Professional Issues in Gerontology	3.0
SPCH 103	Introduction to Intercultural Communications	3.0

International Business— Internet Instruction*

Certificate of Achievement

The Internet Business Certificate Program offers training to two groups of individuals: those who seek new careers in international business and those who wish to advance their present careers by adding an international business education and training component to their qualifications. A combination of international studies courses is needed to prepare American students to function effectively in the global marketplace with its complex realities of international commerce, cross-cultural communication and negotiation. The program is offered over the Internet.

REQUIRED COURSES		Units
INTL BUS 100	Survey of Global Business	3.0
INTL BUS 115	Global Marketing	3.0
INTL BUS 135	Basics of Exporting	1.5
INTL BUS 140	Basics of Importing	1.5
INTL BUS 160	Intl Business Negotiations and Business Practices	1.0
INTL BUS 173	Introduction to Doing Business in Northern and Central Europe	1.0
INTL BUS 175	Introduction to Doing Business in Mediterranean Europe	1.0
INTL BUS 180	Introduction to Doing Business in Latin America	1.0
INTL BUS 185	Introduction to Doing Business in East Asia	1.0
INTL BUS 186	Introduction to Doing Business In Japan and Korea	1.0
INTL BUS 190	Introduction to Doing Business in English-Speaking Countries	1.0
INTL BUS 195	Introduction to Doing Business in Africa and the Middle East	1.0
INTL BUS 200	Computerized International Business Research	1.5
Total units	18.5

*Certificate is currently under revision.

Career and Technical Education Programs

Internet Publications Certificate of Completion

The Internet Publications Mini-Certificate is designed to meet a new employment field using the World Wide Web—the “Information Superhighway.” The Internet is a global network which provided access to the electronic resources of libraries, government agencies, research centers, commercial database services and companies throughout the world. These individuals will design and maintain “home pages” on the Internet. Home page sites are publications that feature text and graphics that can be viewed on the computer and can be accessed by thousands of Internet “surfers.” Some are beginning to add sound, and some of the more complex Web pages have begun using animation and virtual reality elements. Students will design and create their own home pages using hypertext markup language (HTML) and will learn how to maintain home pages.

REQUIRED COURSES	Units
BUS COMP 147 Microsoft Word	1.5
BUS COMP 148A Word/Long Documents	1.5
OR	
BUS COMP 148B Word/Graphics	(1.5)
OR	
BUS COMP 148C Word/Power Word	(1.5)
BUS COMP 170 Using the Internet	1.5
BUS COMP 171 Web Page Design	3.0
BUS COMP 172 Corporate Web Manager	1.5
ENGL 105 Business English	3.0
Total units	12.0

NOTE: It is assumed that individuals have a working knowledge of typing and windows. If not, the following preparatory courses are strongly advised:

BUS COMP 107A Keyboarding on Computers 1	1.5
BUS COMP 107B Keyboarding on Computers 2	1.5
BUS COMP 155 Microsoft Windows	3.0

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Leadership Certificate of Completion

The Leadership Certificate recognizes the formal leadership study, participation and student commitment to student government at Coastline Community College, as well as to student government organizations in the local region and the state of California. Students receiving the Leadership Certificate will have developed skills related to evaluating and assessing leadership characteristics and skills, communicating within groups, managing conflict, setting goals, solving problems creatively, facilitating effective decision-making,

delegating tasks, inspiring a shared vision, motivating and enabling others, utilizing parliamentary procedures and conducting effective meetings. Employers and four-year transfer institutions often place value upon involvement in student government or other direct leadership development activities.

REQUIRED COURSES	Units
LEADER 140 Leadership Development 1	3.0
LEADER 145 Leadership Development 2	3.0
LEADER 150 Leadership Development 3	3.0
LEADER 155 Leadership Development 4	3.0
Total units	12.0

Management & Supervision Certificate of Achievement

Management

The Management Certificate Program provides a broad introduction to business management.

REQUIRED COURSES	Units
ACCT 100 Introduction to Accounting	3.0
BUS 100 Introduction to Business	3.0
BUS 110 Legal Environment of Business	3.0
BUS 150 Introduction to Marketing	3.0
ENGL 135 Business Writing	3.0
M & S 100 Organization and Management	3.0
<i>To be selected from Program Electives below:</i>	12.0
Total units	30.0

PROGRAM ELECTIVES

ACCT 101 Financial Accounting*	4.0
ACCT 102 Managerial Accounting*	4.0
ECON 180 Principles of Economics (Macro)*	3.0
ECON 85 Principles of Economics (Micro)*	3.0
INTL BUS 100 Survey of Global Business	3.0
LEAD 140 Student Leadership	3.0
M & S 102 Human Relations	3.0
PHIL 140 Business Ethics	3.0
SPCH 110 Public Speaking	3.0

Any computer classes 1.0-5.0

M & S 282-284 Co-op Work Experience 2.0-4.0

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*These courses are recommended for transfer students majoring in business areas.

Career and Technical Education Programs

Management & Supervision Certificate of Achievement

Small Business Ownership

The Small Business Ownership Certificate Program provides training to prospective entrepreneurs on how to operate a small business successfully. Market research, sound business planning and the basic accounting cycle are stressed. This program is co-sponsored by the United States Small Business Administration.

REQUIRED COURSES		Units
ACCT 101	Financial Accounting	4.0
BUS 110	Legal Environment of Business	3.0
BUS 150	Introduction to Marketing	3.0
BUS 222	Small Business Operation and Management	3.0
ENGL 135	Business Writing	3.0
Any Computer Classes		3.0
Total units		19.0

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*These courses are offered at either or both Golden West College (GWC) and Orange Coast College (OCC).

Microsoft Office Professional (MOUS Certification Preparation)

Certificate of Completion

The Microsoft Office Professional Mini-Certificate covers all the applications in the Microsoft Office Suite. These include Microsoft Word (word processing), Excel (spreadsheet), Access (database) and PowerPoint (presentations). Clients will learn the above skills and will then complete a “capstone” class that applies the above software applications to a major project. *PREREQUISITES: COMP 120, 147 and 175*

REQUIRED COURSES		Units
BUS COMP 121	Microsoft Excel 2	1.5
BUS COMP 148A	Intermediate Word/Long Documents	1.5
OR		
BUS COMP 148B	Intermediate Word/Graphics	(1.5)
OR		
BUS COMP 148C	Intermediate Word/Power Word	(1.5)
BUS COMP 50AB	Microsoft Office Professional 1	3.0
BUS COMP 176	Access 2	1.5
BUS COMP 185	PowerPoint 4	1.5
BUS COMP 305AB	Computer Lab Intern	3.0
Total units		12.0

NOTE: It is assumed that individuals will have a working

knowledge of Microsoft Windows. If not, the following preparatory courses are strongly advised:

BUS COMP 155	Microsoft Windows Operating System	3.0
CST 115	PC Prep for Networking	1.5

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Paralegal Studies Paralegal Associate Degree

The American Bar Association (ABA) approves Coastline's Paralegal Studies Program. The Paralegal Program prepares personnel for the intermediary position between the legal secretary and the attorney, performing work under the supervision of an attorney. Paralegals work in law offices and other legal and law related environments and many interact with clients. This is not a pre-law program and is not designed to prepare the student to become an attorney.

Students who do not already possess an associate in arts or bachelor degree from a regionally accredited college or university **must** complete an A.A. degree (60 units) as specified below. These requirements are in compliance with the ABA Guidelines for paralegal programs. Paralegal studies course work taken at other institutions, if approved by the paralegal studies department, can be applied in partial fulfillment of these requirements. Paralegal studies courses taken for other than a letter grade are limited to 9 units within the 27 unit total. 14 units of paralegal course work must be completed at Coastline. (Credit by examination applications require approval by the paralegal department and faculty. Practical assignments and projects in addition to regular course examinations will be required for any course approved for challenge.) Upon completion of this program, students will be awarded an associate in arts degree and a certificate of achievement in paralegal studies approved by the American Bar Association.

Students are required to attend a paralegal orientation or a counseling session and complete the English and Math Placement Testing and Group A General Education requirements prior to entering LAW 105, 118, 120, 390AB and/or any major elective with a “LAW” designation. The remaining general education units are to be completed concurrently with the remaining paralegal courses. Students **must** achieve a grade point average of 2.0 or higher in each paralegal studies course. Students possessing a transferable associate in arts or bachelor degree from a regionally

Career and Technical Education Programs

accredited college or university, with official transcripts on file at Coastline, will be awarded a certificate of achievement approved by the American Bar Association upon completion of the 27 units of required paralegal courses. All students are required to demonstrate computer* proficiency (see below).

REQUIRED PARALEGAL COURSES	Units
LAW 100 Intro to Paralegal Studies	3.0
LAW 127 Legal Procedure 1	3.0
LAW 128 Legal Procedure 2	3.0
LAW 105 Civil Litigation 1	3.0
LAW 118 Legal Analysis & Briefing	3.0
LAW 120 Legal Research	3.0
LAW 122 Computer Assisted Research	1.0
LAW 390AB Legal Clinic Practicum/Ethics	2.0
<i>To be selected from Electives below</i>	6.0
Paralegal Courses Subtotal	27.0

PROGRAM ELECTIVES	
LAW 110 Civil Litigation 2	1.5
LAW 115 Criminal Litigation	1.5
LAW 130 Law Office Management	1.5
LAW 135 Family Law	1.5
LAW 142 Probate/Estate Planning	3.0
LAW 148 Elder Law	1.5
LAW 150 Corporate/Business Organizations	3.0
LAW 152 Conflict Analysis and Resolution	3.0
LAW 155 Bankruptcy Law and Procedures	3.0
LAW 158 Intellectual Property	1.5
LAW 160 Civil Trial & Evidence	1.5
LAW 165 Contract and Tort Law	3.0
LAW 170 Computer Applications	3.0

GENERAL EDUCATION, Paralegal Program
 Students are required to complete at least 18 units in courses numbered 100-299 listed in Groups A to D. (Course work in Group A2 is limited to ENGLISH 100. Course work in Group C1 is limited to ART 100, 101 and/or MUSIC 100. All course work in C2 is acceptable.) In addition, 3 units in Group E are required. Students can meet the general education requirements under Option I, II or III A.A. degree academic plans.

General Education Subtotal **21.0**

ELECTIVES
 *Computer proficiency may be demonstrated by the satisfactory completion of LAW170, COMPUTER 148A and ENGLISH 108; by completion of similar courses; by transfer credit course work; by workplace substantiation; by Microsoft Certification; or by other computer industry certification.

**Electives Subtotal..... 12.0
TOTAL UNITS for A.A. degree program **60.0**
 **Co-op work experience only applies to these elective units.
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Real Estate Appraiser

As of November 1, 1992, California law requires that all appraisals involved in "federally related" real estate transactions be performed by state licensed or certified appraisers. Federally related transactions include all those involving federal insurance or assistance (federally insured loans).

TYPES OF REAL ESTATE APPRAISAL CERTIFICATION:

Licensed: Non-complex, one-to-four unit residential properties up to a transaction value of \$1 million; complex up to a transaction value of \$250,000.

Certified Residential: All residential properties, regardless of transaction value. Federal guidelines limit this practice to one-to-four units.

Certified General: All real estate transactions with any transaction value or complexity.

TRAINING NEEDED FOR REAL ESTATE APPRAISAL CERTIFICATION:

To become a Licensed Appraiser Trainee, it is necessary to:

1. Successfully complete RE 100—Real Estate Principles
2. Successfully complete RE 130—Real Estate Appraisal 1
3. Successfully complete a 15-hour workshop on Standards and Ethics.

To become a Certified General Appraiser, it is necessary to:

4. Complete steps 1, 2, 3, above and
 5. Successfully complete RE 135—Real Estate Appraisal 2
- To become a Certified General Appraiser, it is necessary to:
6. Complete steps 4 and 5, above and
 7. Successfully complete RE 137—Real Estate Appraisal 3

NOTE: Each license requires its own experience and testing requirements.

Career and Technical Education Programs

Real Estate Broker

To become a real estate broker in California, it is necessary to:

1. Be at least 18 years old
2. Complete the Real Estate Certificate or the minimum statutory requirements which include the following college courses:

RE 120—Real Estate Practice
 RE 110—Legal Aspects of Real Estate
 RE 140—Real Estate Finance
 RE 130—Real Estate Appraisal
 RE 150—Real Estate Economics

OR

ACCT 101—Financial Accounting

*And three courses from the following group:**

RE 100—Real Estate Principles
 BUS 110—Business Law/Legal Environment of Business
 RE 160—Property Management
 ESCROW 300, 301,302—Escrow
 Mortgage Loan Brokering and Lending
 Advanced Legal Aspects of Real Estate
 Advanced Real Estate Finance
 RE 135, 137—Advanced Real Estate Appraisal

3. Complete two years of full-time experience as a real estate salesperson (a bachelor's degree will substitute for two full years of experience as a salesperson.)
4. Pass the California Real Estate Broker Examination

*If applicant completes both Accounting and Real Estate Economics, only two courses from this group are required.

Real Estate Salesperson

The Real Estate Program is designed to serve individuals planning to enter the real estate profession and individuals wishing to improve their skills to qualify for the real estate appraiser's or broker's license.

To become a real estate salesperson in California, it is necessary to:

1. Successfully complete RE 100—Real Estate Principles
2. Pass the California Real Estate Salesperson Examination
3. Obtain a real estate sales license

NOTE: Successful completion of RE 100—Real Estate Principles is the only course required for the real estate sales license.

Within 18 months after the issuance of a license, however, the licensee must furnish transcripts showing the successful completion of six semester units of college-level courses

selected from among the following:

ACCT 101—Accounting
 BUS 110—Business Law/Legal Environment of Business
 ESCROW 300, 301, 302—Escrow Mortgage Loan Brokering and Lending
 RE 120—Real Estate Practice
 RE 130, 135, 137—Real Estate Appraisal
 RE 160—Property Management
 RE 150—Real Estate Economics
 RE 110—Legal Aspects of Real Estate
 RE 140—Real Estate Finance

Real Estate Certificate of Achievement

Provides re-employment and in-service training within the real estate field. Courses prepare individuals for the California Real Estate Broker Examination.

REQUIRED COURSES		Units
RE 100	Real Estate Principles	3.0
RE 110	Real Estate Legal Aspects	3.0
RE 120	Real Estate Practice	3.0
RE 130	Real Estate Appraisal 1	3.0
RE 140	Real Estate Finance	3.0
<i>Select one of the following three courses:</i>		
RE 150	Real Estate Economics	3.0
ACCT 101	Financial Accounting	4.0
ECON 180	Principles of Economics (Macro)	3.0
<i>To be selected from Program Electives below:</i>		9.0
Total units	27.0

PROGRAM ELECTIVES

To satisfy California's requirements for a broker's license, individuals must complete the required courses above plus two of the following courses. These courses also apply toward a Real Estate Certificate from Coastline.

RE 165	Computers in Real Estate	1.5
BUS 110	Legal Environment of Business	3.0
RE 135	Real Estate Appraisal 2	3.0
RE 160	Real Estate Property Management	3.0
RE 105	Mortgage Brokering	3.0
BANK 352	Real Estate Loan Processing	3.0
BANK 356	Real Estate Loan Underwriting	3.0

The courses listed below apply toward a Real Estate Certificate from Coastline as additional Program Electives. They are not required for a broker's license in California.

ESCROW 300	Escrow Practices	3.0
RE 118	Real Estate Math	3.0

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Career and Technical Education Programs

Supply Management Certificate of Achievement

The Supply Management Certificate Program is both a pre-employment and an in-service program in the purchasing field. It reviews basic supply management skills, governmental and institutional purchasing and negotiation techniques. Supply Management is being recognized as one of the more important functions in a business due to the contribution it can make to the profitability of a company. Competitive bidding and supplier selection based on the lowest quoted price are no longer the only criteria for source selection. Purchasing is developing long-term relationships with fewer suppliers. The total costs of doing business are established through statistical quality measurement factors. Total costs are reduced through supplier-initiated continuous improvement programs including: dock-to-stock, just-in-time deliveries, cycle time reductions and lower inventories.

REQUIRED COURSES		Units
SM 101	The Purchasing Process	3.0
SM 102	Supply Environment	3.0
SM 104	Cost Reduction—Negotiations	3.0
SM 204	Strategic Issues in Supply Management	3.0
<i>To be selected from Program Electives below:</i>		6.0
Total units		18.0

PROGRAM ELECTIVES		
ACCT 101	Financial Accounting	4.0
ACCT 102	Managerial Accounting	4.0
BUS 110	Legal Environment of Business	3.0
BUS 125	Business Mathematics	3.0
BUS COMP 100	Introduction to Microcomputers	3.0
COMP SC 100	Introduction to Business Information Systems	3.0
ECON 180	Principles of Economics (Macro)	3.0
ECON 185	Principles of Economics (Micro)	3.0
ENGL 105	Business English	3.0
ENGL 135	Business Writing	3.0

M & S 100	Organization and Management	3.0
M & S 102	Human Relations	3.0
SM 281-283	Co-op Work Experience	1.0-3.0
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Technology Careers Gateway Certificate of Completion

Quick-start, custom-designed program leading to fast employment in various technology careers. Students earn a mini-certificate while working closely with faculty in internship settings that create a gateway to new careers in technology.

REQUIRED COURSES		Units
BUS COMP 150	Microsoft Office Professional 1	3.0
BUS COMP 151	Microsoft Office Professional 2	3.0
BUS COMP 305AB	Computer Lab Intern	3.0
CST 116	A + Core	3.0
BUS COMP 157AB	Windows	3.0
Total units		15.0

NOTE: It is assumed that individuals will have a working knowledge of Microsoft Windows and the Internet. If not, the following preparatory courses are strongly advised:

BUS COMP 155	Microsoft Windows	3.0
BUS COMP 170	Using the Internet	1.5

Transfer Technology Certificate of Achievement

Occupational advisory committees continually describe an ideal job candidate as a person who can think critically and has a background in computers. The purpose of the Transfer Technology Certificate Program is to prepare students for technical careers through a combination of general education and computer training. The certificate also provides students with a major for the A.A. degree since several of the courses transfer to most colleges and universities. Flexibility is provided through Distance Learning options available in many of the courses. This certificate program equips students with the competencies required to control resources, understand systems, manage information, use technology and possess good interpersonal skills as required by the secretary of labor. The certificate also transfers 100 percent to California State University-Dominguez Hills.

Career and Technical Education Programs

REQUIRED COURSES		Units
BUS COMP 100	Introduction to Microcomputers	3.0
COMP SC 100	Introduction to Business Information Systems	3.0
CST 115	PC Preparation for Networks	3.0
CST 128	Intro to Networking	3.0
ENGL 100	Freshman Composition	3.0
ENGL 102	Critical Reasoning, Reading and Writing	3.0
SPCH 100	Interpersonal Communication	3.0
SPCH 110	Public Speaking	3.0
Electives*		6.0
Total units		30.0

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*Electives must be approved by advisor or transfer counselor and can be from general or occupational curriculum.

Web Design/Management Certificate of Achievement

This certificate provides students with a strong foundation in both the technical and artistic aspects of Web design and management. The curriculum emphasizes creativity and a systematic approach to problem solving, project management and teamwork. Students will learn “client-side” analysis of what factors make up a strong and efficient Web site. Topics include: database support, organization and navigation of the site, nature of purpose of the site, and network security.

CORE COURSES		Units
ART 110A	Color and Design: 2-D	1.5
ART 203	Graphic Design Principles	3.0
ART 202	Introduction to Computer as Medium	3.0
DGA 116A	Introduction to Adobe Photoshop	3.0
Subtotal		10.5

REQUIRED COURSES		
Subtotal (above)		10.5
ART 193/		
DGA 193	Digital Color	3.0
DGA 116B	Intermediate Adobe Photoshop	3.0
BUS COMP 171	Web Page Design	3.0
BUS COMP 174	JavaScript for Non-programmers	3.0
BUS COMP 181	Multimedia Essentials	3.0
<i>To be selected from Program Electives below:</i>		4.5
Total certificate units		30.0

PROGRAM ELECTIVES		
ART 205	Digital Imaging and design	3.0
DGA 123	Web Graphics	1.5
BUS COMP 306AB	Web Page Internship	1.5
BUS COMP 172	Corporate Web Manager	1.5
BUS COMP 203	Managing Web Teams	1.5
BUS COMP 205	Web Marketing	1.5
BUS COMP 207	Web Security	1.5

Associate in Arts Degree

Distance Learning A.A. Degree Plan Designed for Military Servicemembers

This degree plan is designed for military servicemembers who wish to earn an associate in arts degree with an area of concentration (major) corresponding to their military occupational specialty. The credit earned from military training and experience, as recommended by the American Council on Education (ACE), may be used to satisfy the 18 units needed for the major.

The degree is awarded upon the completion of 60 units of acceptable required and elective coursework as described below.

General Education Requirements: Completion of 18 units in specific courses listed in Groups A-E of the Option I A.A. Degree Program (see *Associate in Arts* section of this catalog). Completion of an additional 18 units in specific courses listed in Groups A-E for a General Studies emphasis.

Major Requirement: Completion of at least 18 units of evaluated military experience and schooling, and/or coursework directly related to the area of concentration. Credit is awarded for military training and experience as recommended by the American Council on Education.

Elective Requirement: Completion of at least 24 units of free electives and/or evaluated military credit.

After completing 12 units of coursework at Coastline, a maximum of up to 40 units of non-traditional course work will be awarded and posted to the student's transcript upon determination of military experience and schooling, and CLEP and DANTES test scores. **Students must provide official transcripts to Coastline in order for courses and units to apply toward the degree.**

For more information about Coastline's Military Outreach Services, refer to the *Services for Students* section of this catalog.

This A.A. degree program is available with the following areas of concentration:

- **Applied Marine Engineering**
For Navy and Coast Guard ratings involved with various aspects of marine engineering aboard naval and Coast Guard vessels.
- **Aviation Technology**
For occupational specialties in all branches of the military involved with maintenance and repair of aircraft structures and/or power systems.
- **Business & Administration**
For occupational specialties in all branches involved in the administration of personnel, materiel, and services, including such areas as office management, financial services, postal services and supply systems.
- **Computer Systems**
For occupational specialties in all branches involved in the fields of information technology, networking, programming, information systems and data processing.
- **Construction Technology**
For occupational specialties in all branches involved with the various construction trades including heavy equipment operations, carpentry, building inspection, surveying and public utilities. Servicemembers in the Navy's "Sea Bees" and the Army Corps of Engineers might ask for this degree.
- **Counseling and Applied Psychology**
For occupational specialties in all branches involved in personnel and career counseling. Training for counselors includes subjects such as theory and practice of counseling, group process theory and practice, intro to psychology and abnormal psychology.
- **Criminal Justice**
For servicemembers in all branches involved in the law enforcement or the administration of justice fields, including such population groups as the Navy's Master-At-Arms rating, the Army's military police and the Marine Corps' security guards.
- **Distribution Operations Management**
For occupational specialties in all branches of the military involved in inventory control, materiel logistics management, warehousing operations and/or operations of supply support data systems.
- **Electrical Mechanical Technology**
For numerous occupational specialties in all branches involved in the maintenance and/or repair of electrical and/or mechanical machines, motors and systems. Electricians and mechanics top the list of eligible trades.
- **Electronic Data Systems**
For occupational specialties in all branches involved with data processing and the management of information systems.
- **Electronics Technology**
For occupational specialties in all branches involved in the maintenance and/or repair of electronic devices and systems.
- **Food Service Management**
For occupational specialties in all the branches involved in the purchasing, preparation and/or service of food and beverages. Navy Mess Management Specialists (MS rating) and Army Food Service Specialists (92G MOS) are examples of this specialty.

- **Health Science Technology**
For occupational specialties in all the branches involved in the various allied health fields of the medical and dental professions.
- **Human Resources Management**
Designed for senior non-commissioned officers with considerable work related experience in the management of organizations and human resources.
- **Management**
For senior enlisted, warrant officer and officer personnel in all the branches of the military.
- **Marketing and Sales**
For recruiters in all branches of the military. Their military schooling deals extensively with the elements of sales techniques and sales management, marketing principles, audiovisual techniques, advertising and social psychology.
- **Media/Communications**
For occupational specialties in all branches involved in the fields of electronic, written, visual or verbal communications or communications systems. Includes people in public affairs, journalism, broadcasting, photography, graphic design and related areas.
- **Nuclear Power Technology**
Designed exclusively for those naval personnel who have graduated from the Navy's nuclear power training program.
- **Oceanography Technology**
For occupational specialties primarily in the Navy and Coast Guard involved in the operation and maintenance of equipments used in meteorology, oceanography, navigation and piloting, including EOD^s, Navy Divers or SEA graduates.
- **Vocational-Technical Education**
Primarily designed for Navy Certified Instructors who have extensive schooling in such areas as learning theory, instructional media, curriculum design and instructional strategy. May apply to individuals in other branches with sufficient training in these areas.

Policies and Regulations



Professor Marilyn Fry helps a potential Coastline student at our annual College Preview Day held at the Garden Grove Center.

Policies and Regulations

Academic Honesty

Coastline has the responsibility to ensure that grades assigned are indicative of the knowledge and skill level of each student. Acts of academic dishonesty make it impossible to fulfill this responsibility and weaken our society. Administrators, faculty and classified staff at Coastline all support this policy. Faculty have the primary responsibility to ensure that academic honesty is maintained in their classes. Students share that responsibility and are expected to refrain from all acts of academic dishonesty. The Coast Community College District Student Code of Conduct and Disciplinary Procedures shall be applied to any violation of academic honesty.

An instructor who has evidence that an act of academic dishonesty has occurred may, after speaking with the student, take one or more of the following disciplinary actions:

- issue an oral reprimand;
- give the student an “F” grade or zero points or a reduced number of points on all or part of a particular paper, project or examination; lower the overall class grade; assign an “F” grade for the course.

NOTE: A grade of “F” assigned to a student for academic dishonesty is final and shall be placed on the transcript. If the student withdraws from the course, a “W” will not replace an “F” assigned for academic dishonesty.

Examples of Violations of Academic Honesty

Academic dishonesty includes, but is not limited to, the following:

Cheating

- Obtaining answers from another student before or during an examination.
- Communicating answers to another student during an examination.
- Knowingly allowing another student to copy one’s work.
- Taking an examination for another student or having someone take an examination for oneself.
- Using unauthorized material during an examination.
- Sharing answers for a take-home examination unless otherwise authorized by the instructor.
- Altering a graded examination or assignment and returning it for additional credit.
- Receiving help in creating a speech, essay, report, project or paper unless otherwise authorized by the instructor.
- Turning in a speech, essay, report, project or paper done for one class to another class unless specifically authorized by the instructor of the second class.
- Misreporting or altering the data in laboratory or research projects.

Plagiarizing

- Offering another person’s work as one’s own: copying a speech, essay, report, project or paper from another person or from books or other sources.
- Allowing another person or company to do the researching and/or writing or creating of an assigned speech, essay, report, project or paper for oneself.
- Writing or creating a speech, essay, report, project or paper for another student. Doing research for another student’s project or report.
- Using outside sources (books, periodicals or other written or spoken sources) without giving proper credit (by naming the person and putting any exact words in quotation marks).

Committing Other Acts of Dishonest Conduct

- Stealing or attempting to steal an examination or answer key.
- Stealing or attempting to change official academic records.
- Forging or altering grade change cards.
- Submitting all or part of the same work for credit in more than one course without consulting all instructors involved.
- Intentionally impairing the performance of other students and/or a faculty member, for example, by adulterating laboratory samples or reagents, by altering musical or athletic equipment or by creating a distraction meant to impair performance.
- Forging or altering attendance records.

Engaging in Collusion

Collusion occurs when any student knowingly or intentionally helps another student perform an act of academic dishonesty. Collusion in an act of academic dishonesty will be disciplined in the same manner as the act itself.

Procedures for Dealing with Violations of Academic Dishonesty

Action by the Instructor: An instructor who has evidence that an act of academic dishonesty has occurred shall, after speaking with the student, take one or more of the following actions:

- Issue a reprimand.
- Give the student an “F” grade, zero points, or a reduced number of points on all or part of a particular paper, project, or examination.*
- Assign an “F” grade for the course. *NOTE:* A grade of “F” assigned to a student for academic dishonesty is final and shall be placed on the transcript. If the student withdraws from the course, a “W” grade will not replace an “F” assigned for academic dishonesty.*

*For any incident of academic dishonesty that is sufficiently serious for the instructor to take disciplinary action that can

Policies and Regulations

lower the student's grade (for example, an "F" given for all or part of an assignment), the instructor shall report the incident to the Dean of Student Services on an "Academic Dishonesty Report" form.

Action by the Administration: Upon receipt of the first "Academic Dishonesty Report" form concerning a student, or upon satisfactory investigation of allegations brought by other staff or students, the Dean of Student Services shall send a letter of reprimand to the student, which will inform the student that he/she will be on disciplinary probation for the remainder of his/her career at Coastline.

Upon receipt of a second reported incident of cheating by the student, the dean of student services shall suspend the student for one calendar year. If, after the student returns from a suspension for academic dishonesty, the Dean of Student Services receives yet another "Academic Dishonesty Report" form, he/she shall recommend to the College president and the CCCD Board of Trustees that the student be expelled from the District.

For more serious incidents of academic dishonesty, the student shall be suspended from the College on the first offense and could be recommended for expulsion by the CCCD Board of Trustees. Offenses warranting suspension or expulsion on the first offense include, but are not limited to, the following:

- Taking an examination for another student or having someone take an examination for oneself.
- Altering a graded examination or assignment and returning it for additional credit.
- Having another person or a company do the research and/or writing of an assigned paper or report.
- Stealing or attempting to steal an examination or answer key.
- Stealing or attempting to change official academic records.
- Forging or altering grades.

Portions of this policy are adapted from the academic honesty policies of the University of California Irvine, Cypress College, California State University Long Beach and Golden West College as published in their catalogs.

Academic Renewal

The academic renewal policy for Coast Community College District is issued pursuant to Sections 55764 and 55765 of the California Administrative Code (Title 5) regulations. The purpose of this policy is to disregard past substandard academic performance of students when such work is not reflective of their current demonstrated ability. It is based on the recognition that due to unusual circumstances or circumstances beyond the students control, the past substandard work will negatively affect their academic standing and unnecessarily prolong the rate at which they complete their current objectives.

If specific conditions are met, Coastline may disregard from all consideration associated with the computation of a student's cumulative grade point average (GPA) to maximum of 30 units of coursework from a maximum, of two semester or three quarters taken at any college for graduation or GPA purposes only. These conditions are:

1. The coursework to be disregarded is substandard. The total GPA of the semester is less than 2.0 units.
2. A minimum of 12 semester units have been completed at any regional accredited college or university with a cumulative GPA of at least 2.0 units subsequent to the coursework to be disregarded.
3. At least 12 months have elapsed since the most recent coursework to be disregarded.
4. All substandard coursework shall be disregarded except those courses required as a prerequisite or to satisfy a requirement in the students' redirected educational objective.
5. Credit for courses from other colleges or universities can be disregarded in order to meet the GPA requirements for an A.A. degree or certificate of achievement toward graduation.

NOTE: It is important to understand that **all coursework will remain legible** on the student's permanent records (transcripts), ensuring a true and complete academic history. However, students permanent records will be annotated that it is readily evident to all users of the records that the units, even if satisfactory, are to be disregarded. This notation will be made at the time that the academic renewal has been approved by the Student Services office.

If another accredited college has acted to remove previous coursework from consideration in computing the grade point average, such action shall be honored in terms of its policy. However, such units disregarded shall be deducted from the 30 semester units maximum of coursework eligible to be disregarded at Coastline.

Academic Standards

Honors: Coastline recognizes academic honor in four ways.

1. **PRESIDENT'S LIST:** A student is eligible to be included on the President's List after completing a semester of at least 12 units in courses awarding letter grades during which a GPA of 4.0 is earned.
2. **DEAN'S LIST:** A student is eligible to be included on the Dean's List after completing a semester of at least 12 units in courses awarding letter grades during which a GPA of 3.50 to 3.99 is earned.
3. **HONOR'S LIST:** A student is eligible to be included on the Honor's List after completing a semester of 6.0 to 11.9 units in courses awarding letter grades during which a GPA of 3.75 to 4.0 is earned.

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4. **GRADUATION WITH HONORS:** A student is eligible for Graduation with Honors* if he or she achieves a 3.50 or higher GPA in all college units attempted and a 3.50 or higher GPA in all courses completed at Coastline.

Probation Status: The Coast Community College District's policy on probation states that a student shall be placed on probation if he or she meets one of two conditions:

1. **Academic Probation**

A student is on academic probation if he or she has attempted at least 12 semester units at a District college and

- a. has a GPA of less than 2.0 in the most recent semester completed, or
- b. has a cumulative GPA of less than 2.0 in all units attempted.

2. **Progress Probation**

A student is on progress probation if he or she has attempted at least 12 semester units at a District college and the percentage of units with "W, I and NC" grades reaches or exceeds 50 percent.

Students on probation at one District college shall be on probation at all colleges within the District. All probationary students shall be notified of their status and counseling services shall be made available.

Disqualification Status: The approved disqualification policy states that a student in the District who is on academic or progress probation shall be disqualified whenever he or she meets one of two conditions:

1. **Academic Disqualification**

Any student on academic probation for two consecutive semesters shall be academically disqualified. However, students on academic probation whose most recent semester GPA equals or exceeds 2.0 shall not be disqualified but shall be continued on academic probation.

2. **Progress Disqualification**

Any student on progress probation for two consecutive semesters shall be disqualified for lack of satisfactory progress. However, students on progress probation whose most recent semester work indicates less than 50 percent of "W, I or NC" entries shall not be disqualified but shall be continued on progress probation.

Students on disqualification at one District college shall be disqualified at all District colleges. Students shall be notified of disqualification status near the beginning of the semester that it shall take effect but, in any case, no later than the start of the Fall Semester.

Upon notification of eligibility for disqualification, students shall be informed of appeal procedures and of counseling and other appropriate services. If circumstances warrant, exceptions may be made and reinstatement granted at the discretion of and under the conditions established by the Probation and Disqualification Review Committee.

*Spring grades will not be used in computing the GPA for the graduation ceremony, but will be used in determining the final GPA for the diploma.

Animals and/or Pets

Animals and/or pets of any kind or description are not allowed on or within college property. This restriction also applies to animals and/or pets confined in any vehicle parked on College property. This does not apply to the use of guide, signal or service dogs for assisting persons with disabilities.

Attendance

Class Attendance: Regular and prompt attendance is expected of every student. Instructors may drop students who incur excessive absences. Excessive absences could lead to a lower grade, even a failing grade.

It is especially important that students attend the first class meeting of every class in which they are registered since a full period of instruction will begin the first day of the semester. Instructors may drop students who miss the first class meeting to make room for students who may wish to enroll. Registered students who must miss the first class should notify their instructors through the appropriate area center prior to the first meeting to avoid being dropped from the class. Special programs like the Weekend College may have a mandatory first-class meeting.

Each instructor will determine the attendance policy for his or her class and its implication for successful completion of the course. The instructor will explain to students during the first class meeting the policy for attendance and grading to be used in the course.

It is the student's responsibility to officially drop classes that he or she is no longer attending (see the Withdrawal from Class Policy). If a student stops attending class, but does not officially withdraw from the course by telephoning (714) 438-8250, he or she could receive a failing grade.

Continuous Attendance: Defined as the completion of at least one course during a regular semester in an academic year.

Auditing

Students may request the instructor to audit courses under the following conditions:

1. The student is ineligible to enroll for credit because he/she has taken it the maximum number of times.
2. Admission of audit students will not result in a credit student being denied access.

Students who audit will be expected to participate in class

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activities with the exception of examinations. The cost to audit a course is \$15 per unit in addition to other required college fees and refunds follow the same dates as the credit calendar. The audit fee is subject to change.

Awarding College Credit

Coastline recognizes courses completed at other accredited colleges and experiences outside of the traditional classroom setting. Accordingly, college credit is awarded in the following areas:

Advanced Placement Credit: Credit may be given for Advanced Placement courses completed in high school. Call the Admissions office for specific courses and appropriate scores at (714) 241-6176.

College-Level Examination Program (CLEP): Coastline recognizes examination programs and awards credit based on the subject area and the individual's test score. The appropriate number of units will be posted to the student's transcript upon completion of 12 units at Coastline. CLEP scores will not count for the associate in arts degree under Options II or III. Also, they will not count toward CSU or IGETC certification.

GENERAL EXAMINATIONS: By successfully completing the general examinations with a score of 490 or higher, a student may earn up to 30 ungraded units applicable to the associate in arts degree under Options I as follows:

General Title	Application Toward A.A. Degree	units
English Composition (with essay)	Group A (English Language)	6.0
Natural Science	Group B (Natural Sciences/Mathematics)	6.0
Mathematics	Group B (Natural Sciences/Mathematics)	6.0
Humanities	Group C (Arts and Humanities)	6.0
Social Science	Group D (Social Sciences)	6.0

SUBJECT EXAMINATIONS: By successfully completing a subject examination with a score of 50 or higher, a student may earn three ungraded units applicable to the associate in arts (A.A.) degree under Option I.

Some four-year colleges and universities accept only certain tests within CLEP for transfer credit. Check with the specific transfer institution for further details.

College units: Coastline recognizes college credit, except sectarian courses, earned at any institution of higher education which is accredited by one of the regional accrediting associations of schools and colleges as identified by the Council on Postsecondary Accreditation.

Cooperative Work Experience Education (CWEE): Students pursuing any vocational major at Coastline may earn elective credit for learning on the job through a planned program of goal setting, site visits and evaluations. Concurrent enrollment in Coastline's vocational classes is required. For

further information, contact the CWEE office at (714) 546-7600, ext. 16406.

Credit by Examination: \$25 per course. Students with appropriate post high school experience may petition for "Credit by Examination" and receive college credit in courses reflecting this experience, providing the:

- 1) student is in good standing;
- 2) course is appropriate for credit by examination;
- 3) course is listed in the college catalog and
- 4) appropriate instructor, currently teaching the classroom course, is willing to assist the student in completing "Credit by Examination."

The appropriate number of units will be posted to the student's transcript upon completion of 12 units at Coastline. This credit will be designated "Credit by Examination" and will be awarded the grade of "CR" if the student successfully passes the examination; the grade of "NC" will be assigned if the student fails the examination.

Individuals who successfully complete a sequential skill course through "Credit by Examination" will receive credit for prerequisite skill courses as follows:

- a. The course objective must reflect psycho/motor skill development. Examples include typing, shorthand, stenography and word processing.
- b. The grade of "CR" will be assigned for each prerequisite course. Manipulation tests may be repeated without restriction. Academic courses cannot be repeated during a single semester.

Distance Learning: Coastline's Distance Learning Department offers a comprehensive selection of distance learning courses for students to complete their educational goals. Distance learning courses are offered through a variety of teaching methods: Telecourses, cable, independent study/CD-ROM, CODEC-interactive videoconferencing, and Internet/Web-based. Distance learning courses meet nearly all requirements for an associate degree or for transfer to the CSU or UC systems. For more information, call (714) 241-6216, or on the Web at: <http://dl.ccc.cccd.edu>.

Foreign College Units: Coastline is unable to evaluate foreign transcripts. International students are encouraged to utilize the Credentials Evaluation Service provided by the International Research Foundation, Inc. This agency is familiar with educational systems throughout the world and can properly evaluate international transcripts.

Although the agency charges a fee for the service, the expense is usually much less than repeating the courses at an American institution of higher education. Coastline will accept the official evaluation and will count the units and/or degrees toward the student's educational program. Call the Counseling office for information at (714) 241-6162.

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Independent Study: Students whose past experiences and present activities provide an accepted alternative method for completing course objectives may petition for Independent Study:

- 1) If the course is offered during the petition semester;
- 2) If the course is appropriate for this method of instruction and
- 3) If the petition is approved by the specific instructor teaching the class, the discipline dean and the vice president of instruction.

Licensure Credit: \$20 per license. Credit will be awarded for a current license issued by the state of California (or equivalent California agency), in areas where a program is offered at one of the California community colleges, toward an associate in arts degree.

A maximum of 30 units of licensure credit will be posted to the student's transcript upon completion of 12 units at Coastline. This credit may constitute the major required for the A.A. degree under Option I (Occupational Program) if the credit awarded equals a minimum of 18 units. Some of the typical license areas include:

Barber, Certified Public Accountant, Certified Professional Secretary, Certified Shorthand Reporter, Commercial Pilot, Cosmetologist, Dental Assistant, Land Surveyor, Law Enforcement Officer, Licensed Vocational Nurse, Psychiatric Technician, Real Estate Broker, Registered Nurse or Respiratory Therapy Technician

Military Credit: Six units of general elective credit will be awarded for a minimum of one year of active service. In addition, credit will be awarded for work at military service schools according to the standards established in the American Council on Education (ACE) Guide. Equivalent course and unit credit will be awarded United States Air Force Institution (USAFI) courses which parallel Coastline offerings. In addition, credit will be awarded for the college-level GED test in the same manner as the CLEP General Examination listed below. Copies of DD214, DD295 or SMART transcript and appropriate military documentation such as certificates must accompany the Military Evaluation Form obtained from the Admissions office. The determined number of units (**up to a maximum of 40 units**) will be posted to the student's transcript upon completion of 12 units at Coastline. In agreement with Service Members Opportunity Colleges (SOCNAV), Coastline has agreed to award college credit to military personnel graduating and completing the following programs: General Studies in Nuclear Power and Electronics Technology. See Technical and Career Education section for details.

Telecourses: Instructional Television courses provide a practical alternative to classroom instruction. Each semester, 20-30 different telecourses are broadcast over local and cable networks. Telecourses use an "independent study" mode of

learning. Students purchase their textbooks and instructional handbook from the Coastline Bookstore, watch the televised lessons, complete the reading assignments and mail in their quizzes or projects. Students also attend two review Sessions (mid-term and final) and take two written exams (mid-term and final). Successful telecourse students are usually highly self-disciplined and enjoy the challenge of self-paced learning. Call the Distance Learning office for information at (714) 241-6216.

Special Notes for Awarding of Credit:

1. Duplication of Credit—Students will not receive duplicate credit for experiences in similar subject areas. For example, English credit will not be awarded for the CLEP test if credit has been earned in a similar English course.
2. Transfer Credit—Students planning to transfer credit awarded by Coastline for experience other than classroom attendance should contact the specific transfer institution, since each college has a different policy regarding experiential credit.
3. Maximum Credit—Students may receive a maximum of 40 units through experiential learning—including military, CLEP, licensure and/or Assessment of Prior Learning (APL)—credit toward the 60-unit A.A. degree requirement. At least 12 units must be completed at Coastline.
4. Processing Petitions—Call the Counseling office for information regarding the awarding of credit for other than classroom college units at (714) 241-6162.

Classification of Students

Students are classified as follows:

Freshman: A student who has completed fewer than 30 units.

Sophomore: A student who has completed 30 or more units

Full-time Credit Students: A student carrying 12 units or more of work.

Full-time Noncredit Student: A student attending 24 class hours per week.

Part-time Student: A student carrying fewer than 12 units of work.

Graduate Student: A student who has been awarded the A.A. or higher degree by a recognized collegiate institution.

Code of Conduct

Students enrolled at Coastline assume an obligation to conduct themselves in accordance with the laws of the state of California, the California Education Code, and the policies and procedures of the Coast Community College District. The Code of Conduct has been established by the District Board of Trustees to provide notice to students of the type of conduct that is expected of each student. Being under the influence of drugs and/or alcohol, or the existence of other mental impairment does not diminish or excuse a violation of the Code of Conduct.

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A Coastline student found in violation of any of the following District or campus-related regulations will be subject to the maximum sanction of expulsion:

- aiding, abetting or inciting (3.1)
- false report of emergency (3.2)
- any action resulting in serious injury or death (3.3, 3.10)
- infliction of mental harm upon any District community member (3.4)
- possession of weapons (3.5)
- rape/sexual assault (3.6)
- sale of alcohol or narcotics (3.7, 3.8)
- repeat suspension (3.9)

A Coastline student found in violation of the following District or campus-related regulations may be expelled, placed on probation or given a lesser sanction:

- abusive behavior (4.1)
- assault/battery (4.3)
- cheating/plagiarism (4.4)
- continued misconduct (4.6)
- damaging or stealing library materials (4.22)
- destroying property (4.7)
- discrimination (4.8)
- disrupting the educational process (4.9)
- disruptive behavior (4.10)
- disturbing the peace (4.11)
- failure to appear before a District official when directed to do so (4.12)
- failure to comply or identify (4.13)
- failure to obtain permits before participation in an organized protest (4.13)
- failure to repay debt or return District property (4.15)
- fighting (4.16)
- forgery (4.17)
- gambling (4.18)
- harassment (4.19)
- hateful behavior (4.20)
- lewd conduct (4.21)
- misrepresentation (4.23)
- misuse of college identification (4.24)
- possession of alcohol, narcotics or prohibited substances (4.25, 4.26)
- sexual harassment of the threat of sexual assault (4.27, 4.30)
- smoking where prohibited (4.28)
- theft (4.29)
- unauthorized entry or trespass (4.31)
- unauthorized possession of property (4.32)
- unauthorized tape recording or use of electronic devices (4.33, 4.36)
- unauthorized use of alcoholic beverages (4.34)
- unauthorized use of District keys (4.35)
- unauthorized use of property or services (4.37)
- unreasonable demands (4.38)
- violation of District computer usage policy, computer theft

- or other computer crime (4.5)
- violation of driving regulations (4.39)
- violation of health and safety regulations (4.40)
- violation of local, state or federal law, or violation of posted District rules (4.41, 4.42)

Copies of the Coast Community College District Student Code of Conduct and Disciplinary Procedures, which includes complete definitions of the above violations, are available in the Dean of Student Services' office. Copies are available in Vietnamese upon request.

Course Repetition

Course repetition is prohibited by state law as described in California Administrative Code, Title V. However, exceptions are allowed as follows:

1. If grades of "D, F, or NC" were received for prior course completions, students may repeat those courses at Coastline, OCC or GWC without any special approval.
2. If the grade earned was "A, B, C or CR," a college committee will review the repeat petition for appropriate action based on unusual circumstances.
3. Classes which carry the designation AB may be taken two times, and AD may be taken four times. However, students cannot be concurrently registered in more than one section of the same course.

Upon completion of the repeated course, the student must file the "Petition to Remove D or F" in the Admissions office. The student's academic transcript shall then be annotated reflecting their recomputed GPA and omitting the prior unsatisfactory grade(s) of "D and/or F." However, previously recorded coursework will not be removed or otherwise changed on the student's permanent record.

A course in which the student received a grade of "D, F, NC and/or W" may be repeated only once. Students wishing to repeat a course more than one time may appeal for extenuating circumstances by filing a "Petition to Repeat a College Credit Class" **prior** to registration. Petition forms are available in the Coastline Admissions and Records office.

Expenses

Enrollment Fees: \$18 per unit. The enrollment fee is subject to change by the state legislature.

College Services Charge (formerly Student Services Charge): \$6 per semester. This charge underwrites many student services, classes and programs. It is not mandatory. A portion of each \$6 charge goes to instructional grants and student scholarships. Information about specific programs funded by this charge and requests for waiver of the charge are available and granted only in the Admissions and Records office during the registration period. *Waivers must be secured in advance and submitted at the time of a student's initial enrollment.*

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Housing: Coastline maintains no dormitories. Housing transactions must be made individually.

Materials Fees: Students may need to purchase materials for classes, as follows:

1. Required instructional materials of continuing value outside of the classroom **must** be paid for by the student. These are tangible materials that are essential to satisfy course objectives, have value to the student outside the classroom, belong to the student and may be taken home. These materials include, but are not limited to, such items as textbooks, workbooks, syllabi, computer discs, tools, uniforms and canvases. They also include materials, such as clay, that are transformed into materials of lasting value.

NOTE: Some classes carry a fee for required instructional materials. These fees are for the types of materials described above. When such fees are indicated, the materials for which the fees are levied are supplied at district costs and are sold as a convenience to students. However, students may choose not to pay the fee indicated and provide the materials themselves. Students are warned that they will not be able to complete the requirements of a course if they do not purchase or provide required instructional materials.

2. Students are **advised** to provide certain instructional materials of an optional nature. These are materials that enhance a student's learning experience in the classroom, but are not essential to completion of course objectives.

Parking Fee: \$10 per Fall/Spring Semester. \$5 for Summer Session. See "Parking Regulations" in this section for more information.

Health Services Fee: All students enrolling in one or more courses are required to pay the Health Services Fee of \$7. This is a mandatory fee unless the student presents a waiver. Students who qualify for a waiver are:

- Low-income students as determined by the Financial Aid office in accordance with the income criteria to be eligible

to receive a Board of Governors Grant (BOGG A, B, or C). Call (714) 241-6239 for information.

- Students who depend solely upon prayer for healing in accordance with the teachings of a bona fide religious sect, denomination or organization. Call (714) 241-6160 for information.
- Students enrolled only in courses of two weeks or less in duration.
- Students enrolled only in non-credit courses.
- Students enrolled in an approved Study Abroad Program.
- Students enrolled in an approved apprenticeship training program.

NOTE: Students who have paid the \$12 health fee at Orange Coast or Golden West Colleges for the current semester are exempt.

Textbooks: Students may need to buy textbooks as determined by their instructors. Total cost will vary from approximately \$50 per class to \$600 per semester for full-time students. In some cases, secondhand textbooks are available at a reduced price. Textbooks may be purchased in the Bookstore located at the College Center or online at: <http://www.coastline.bookstore.com>

Grading

Student performance in courses is indicated by one of several grades. Grades which carry grade point value (GPA), and which are used in determining the grade point average, are as follows:

Symbol— Definition	Grade points per unit
A— Excellent	4
B— Good	3
C— Satisfactory	2
D— Passing, less than satisfactory	1
F— Failing	0

To determine your GPA, divide the total number of grade points by the total number of units *attempted* for the grades of "A, B, C, D, F" ("CR and NC" are not used in this calculation). Credit/no credit classes are not computed into GPA, but

HOW TO CALCULATE YOUR GPA (example):

Class	GPA units (Units Attempted)	Grade Received	Units Earned	Grade Points Per Unit	Total Grade Points Earned
Biology 100	3	A	3	4	12
Biology 101	1	A	1	4	4
Psychology 100	3	B	3	3	9
Mathematics 115	4	C	4	2	8
Art 100	3	B	3	3	9
History 100	3	F	0	0	0
TOTALS	17				42

$$42 \div 17 = 2.47 = \text{GPA}$$

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successful completion gives additional units of credit.

Most universities require a minimum 2.0 GPA for transfer. Coastline's requirements for graduation include a minimum 2.0 GPA.

The following grades are not part of the GPA computations:

Symbol—Definition	Grade Points/Units
CR— Credit, at least satisfactory progress, equivalent to a “C” or higher grade	unit credit granted
NC— No credit, less than satisfactory progress, equivalent to a “D” or lower grade.....	no units granted
I— Incomplete	no units granted
IP— Course still in progress	no units granted
RD— Delay in reporting grade.....	no units granted
NG— Zero-unit class	no units granted
W— Withdrawal	no units granted

Students are encouraged to complete courses with letter grades since many four-year colleges and universities place a limit on the number of units acceptable with credit grades.

It is possible, however, to be evaluated under a “CR/NC” grading system, which removes the pressure commonly associated with an “A-F” grading system. Some classes are offered on a credit/no credit grading system only. All other classes have an optional grading system of either “A-F or CR/NC.” Under the optional grading system:

1. Students must select the “CR/NC” option prior to completion of the first 30 percent of the course.
2. Students must select the “CR/NC” option by sending in a postcard by the appropriate deadline. These cards are sent to all students with their confirmation packet. They are also available at any of the area offices.
3. A “CR” protects the GPA for those students desiring general education experiences outside their major and should be avoided as a substitute for a letter grade in a major field of study.
4. Most four-year colleges and universities require at least a 2.0 GPA in community college work for admission of transfer students. Transfer students are encouraged to request letter grades in their classes.

Examinations: Final examinations are **required in all graded courses**. Exceptions to this policy may occur in certain physical education activity courses. Students must be in attendance at Coastline for the entire length of the course and must take the final examination to receive credit.

Incomplete Grades: Incomplete academic work for justifiable reasons at the end of the term may result in an “I” symbol being entered in the student’s transcript (permanent record). The “I” may be made up no later than one year following the end of the term in which it was assigned. Students are notified by the College regarding the conditions necessary to receive a grade. An “I” not made up within the one-year limit shall be

changed to the alternate grade assigned by the instructor at the time the “I” was issued.

NOTE: Students are not permitted to enroll in a course in which they were assigned an “I” grade. Incompletes must be agreed upon by both the student and the instructor.

Grades: Grades will be accessible through the touch-tone telephone system, by calling (714) 438-8249.

Liability

Throughout the academic year, some classes will meet at off-campus locations. The College will not provide transportation to these sites, and students enrolled in these classes are responsible for making their own transportation arrangements. Coastline personnel may assist in coordinating this transportation and/or may recommend travel time, routes, carpooling, etc.; however, the student does not have to follow these recommendations. The Coast Community College District (CCCD) is in no way responsible, nor does it assume liability, for any injuries or losses resulting from this non-sponsored transportation. If you ride with another student, that student is not an agent of, nor driving on behalf of the District. Under the California Code of Regulations, Subchapter 5, Section 55450, if you participate in a voluntary field trip or excursion, you hold the CCCD, its officers, agents and employees harmless from all liability or claims that may arise out of or in connection with your participation in this activity.

Parking Regulations

Permit Required: Parking permits are required at the Costa Mesa, Huntington Westminster, and Garden Grove Centers. Any motorized vehicle requiring registration with the California Department of Motor Vehicles (DMV) must have a current parking permit affixed to the left rear (driver’s side) bumper or hung, in clear view, from the interior rear view mirror. Motorcycles (mopeds) will have the permit affixed to the left front fork. Cars without permits properly displayed will be cited. Vehicles may park only in spaces or areas designated for vehicle parking. **PURCHASE OF A PARKING PERMIT DOES NOT GUARANTEE A PARKING SPACE ON CAMPUS.** Current semester permits are available at registration. Daily parking permits can be obtained from the office at each area site. Coastline parking permits are not valid at Golden West or Orange Coast Colleges.

Parking Areas: Designated parking areas are color coded:

- Yellow (Faculty and Staff) permit required
- White Grid (Motorcycles only) permit required
- Blue (Handicapped—DMV) permit required
- Unmarked white stalls—open for permit parking

All designated permit parking areas will be enforced Monday-Friday, 8 a.m.-10 p.m.

Responsibilities for Penalties: The registered owner of any vehicle on a Coastline site shall be held responsible for any

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liability or damage claims including parking or other traffic violation penalties arising in connection with the possession and/or operation of the vehicle on the Coastline site.

Liability: Coastline is not responsible and assumes no liability for damage or theft of any vehicle or its contents.

Lost, Stolen, Damaged Permits or Sold Vehicles:

Replacement of lost, damaged or permits sold with the vehicle will be \$10. Stolen permits are to be reported to the Admissions office.

Parking, Traffic Rules and Regulations:

ARTICLE 1—ENFORCEMENT

Authorization is granted to Coastline Community College Safety/Security from the West Orange County Municipal Court to issue parking citations within the confines of any Coastline Community College site. These parking and traffic rules and regulations will be in effect 24 hours a day.

Parking Regulation/Citation Penalties:

SECTION

- | NO. | REGULATION |
|------|--|
| 401 | No parking is allowed in any area that is not designated for student parking. BAIL: \$17 |
| 402 | Vehicles parking within a stall shall not overlap the lines that designate the stall. BAIL: \$17 |
| 403 | No persons shall park or leave standing a vehicle on any roadway, landscaped area, driveway, road or field without prior approval of the Public Safety Department. BAIL: \$17 |
| 404 | Motorized cycles and bicycles must be parked in designated motorcycle and bicycle parking areas. BAIL: \$17 |
| 405 | No vehicle shall be backed into diagonal parking stalls. BAIL: \$17 |
| 406 | No person shall park or leave standing a motor vehicle blocking traffic lanes on any campus roadway or parking lot. BAIL: \$27 |
| 407A | No person shall park or leave standing any vehicle in any area where the curb is painted RED and/or is marked "NO PARKING." BAIL: \$27 |
| 407B | When signs or markings prohibiting and/or limiting parking are erected or placed upon any street, road or area, no person shall park or leave standing any vehicle upon such street, road or area in violation of any such sign or marking. BAIL: \$27 |
| 409 | No person shall park in any area marked in blue and identified as "Handicapped Parking" unless a valid handicapped placard/license plate/permit is properly displayed on or within the vehicle. BAIL: \$42 |

- 410 Except as otherwise noted in these regulations, no person shall park in an area posted or marked "STAFF" unless a valid annual, semester or temporary STAFF parking permit is properly displayed on or within the vehicle. BAIL: \$17
- 411 No person shall park any vehicle in any manner or fashion so as to create a traffic hazard. BAIL: \$17
- 412 No person shall park on campus without a valid parking permit that is properly displayed either on the left rear bumper or hung from the rear view mirror. BAIL: \$17
- 413 Failure to appropriately display "Day Pass." BAIL: \$17
- 208 No vehicle will remain parked overnight without approval from the Office of Public Safety, and no person will sleep in or remain overnight in any vehicle parked on campus. BAIL: \$17

Complete copies of the parking regulations can be obtained from the Public Safety office or by calling (714) 546-7600, ext. 16497 for more information.

Prerequisites, Corequisites and Other Limitations on Enrollment

All prerequisites or corequisites identified in Coastline's catalog and class schedule were established according to state laws as outlined in the Coast Community College District's Model Plan. The following information is provided in compliance with those laws.

Except for district priority registration procedures for continuing students and courses or programs with prerequisites or corequisites, all Coastline classes are open to enrollment on a first-come, first-served basis until they are filled to maximum capacity.

Definitions: ' **Coerequisite**, means a condition of enrollment that a student is **required** to meet in order to demonstrate current readiness for enrollment in a course or educational program. ' **Corequisite**, means a condition of enrollment consisting of a course that a student is **required** to simultaneously take in order to enroll in another course. ' **Advised**, means a condition of enrollment that a student is **advised, but not required**, to meet before or in conjunction with enrollment in a course or educational program.

Challenging Limitations on Enrollment

Closed classes without prerequisites or corequisites: For courses which do not have prerequisites or corequisites, students may petition directly with the instructor, completing an in-class registration form.

Closed classes with prerequisites or corequisites: For courses which do have prerequisites or corequisites, students must have completed all prerequisites or corequisites. Students who have not met the appropriate prerequisites or corequisites

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and who complete in-class registration may not be officially enrolled or may be involuntarily dropped from the course.

Open courses with prerequisites or corequisites: Students may challenge prerequisites or corequisites based on the types of challenges listed below which are established by law. *It is the student's responsibility, however, to provide satisfactory evidence that the challenge should be upheld.* "Prerequisite/Corequisite Challenge Petition" forms are available in the Admissions office. Students wishing to challenge prerequisites or corequisites should first speak with the Dean of Student Services. They must then complete the petition form and submit it, along with supporting documentation, to the Admissions office. Petitions will be approved or denied within five working days. If approved, the petitioner will be allowed to enroll in the course of choice. If the desired course is already closed when the challenge is filed, the challenge shall be resolved prior to the beginning of the registration for the next term. If the challenge is upheld, the student shall be permitted to enroll if space is available when the student registers for that subsequent term.

Authorized Grounds for Challenge (Title V—Section 55201): Colleges are required to notify students about the types of challenges that are established by law, and to advise students of the circumstances under which they are encouraged to make a challenge.

Any prerequisite or corequisites may be challenged by a student on one or more of the grounds listed below. The student shall bear the initial burden of showing with documentation that grounds exist for the challenge. Challenges shall be resolved in a timely manner and, if the challenge is upheld, the student shall be permitted to enroll in the course or program in question. Grounds for challenge are:

1. The prerequisite or corequisite has not been established in accordance with the District's process for establishing prerequisites and corequisites;
2. The prerequisite or corequisite is a violation of this article;
3. The prerequisite or corequisite is either unlawfully discriminatory or is being applied in an unlawfully discriminatory manner;
4. The student has the knowledge or ability to succeed in the course or program despite not meeting the prerequisite or corequisite;
5. The student will be subject to undue delay in attaining the goal of his or her educational plan because the prerequisite or corequisite course has not been made reasonably available; and
6. Such other grounds for challenge as may be established by the district governing board.

Coastline has established all prerequisites or corequisites in full compliance with the District's process for establishing prerequisites and corequisites. The existing prerequisites and corequisites are not in violation of state law. The District has

not established any grounds for challenge other than those already permitted by law. Therefore, students are not advised to challenge a prerequisite or corequisite based on items 1, 2 or 6 above. Coastline students are encouraged to submit their official transcripts as documentation of prerequisite or corequisite completion at the time of registration. The transcripts will usually indicate which completed coursework from other colleges is equivalent to the prerequisite or corequisite. This action will avoid the need to file the Prerequisite/Corequisite Challenge Petition.

Student Rights to Appeal: If a challenge is denied based upon the determination of one person and not a committee, the student has the opportunity to appeal to the Dean of Student Services.

Refunds

Eligibility for a refund occurs for one of the following reasons: an overpayment, a registration problem, a residence restriction, a canceled class, or withdrawal from a class(es). The student must withdraw from class(es) by the refund (RFND) date printed on the confirmation of enrollment (OFFICIAL STUDENT PROGRAM) to be eligible for a refund of fees.

If the student is eligible for a refund, a refund request form will **automatically be mailed**, based on the following schedule:

1. During the fourth week of the semester
2. During the tenth week of the semester
3. After the semester has ended.

In order to receive a refund for parking, the student must return the parking sticker when the refund request form is submitted within, the refund deadline.

Students must complete the form and return it to the Admissions office for processing. Request forms will not be available in the Admissions office. **There are no immediate refunds available.**

This policy, in accordance with state regulations and district policy, will apply to any fees paid during the registration process.

Residence Requirements

California Residence: Generally, California residence is established by one of the following:

1. If the applicant is under the age of 18, his or her parents must have had legal residence within California for 12 consecutive months preceding the first day of the semester.
2. If the applicant is 18, but not yet 19 years of age, the applicant and the applicant's parents must have had legal residence within California for 12 consecutive months preceding the first day of the semester.
3. If the applicant is 19 years of age or older, the applicant must have had legal residence within the state of California

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for 12 consecutive months preceding the first day of the semester.

Non-California Residents: An individual who does not meet the California residency requirements may be admitted to Coastline under the following conditions:

1. Students who are not residents of California as of the day immediately preceding the first day of classes, in any given semester or summer session, will be required to pay an out-of-state tuition fee.
2. Active military personnel are exempt from nonresident tuition fees provided they are in California for a purpose other than attending a state-supported institution of higher education.
3. Dependents (natural or adopted child, stepchild, or spouse) of a member of the armed forces of the United States stationed in California on active duty shall be entitled to resident classification only for the purpose of determining the amount of tuition and fees. If that member of the armed forces on active duty is thereafter transferred to a location outside the state, or retires from active duty, the student dependent shall not lose his or her resident classification until he or she has resided in the state the minimum time necessary to become a resident. (Title V, Section 68074)
4. Minors (under 18 years of age and not married) will be required to pay the out-of-state tuition fee if their parents or legal guardians reside outside the state, even though such minors may have lived in California for one year or more.
5. Students who are financially dependent on their parents or legal guardians will be required to pay out-of-state tuition if their parents or legal guardians reside outside the state, even though such students may have lived in California for one year or more.
6. Students who have paid the out-of-state tuition fee and find it necessary to withdraw from college will be given refunds according to the refund policy.

Nonresident Tuition Exemptions:

1. Nonresident active duty military personnel stationed in California for a purpose other than that of attending a state-supported institution of higher learning.
2. Dependents of active military personnel stationed in California.
3. In accordance with AB540, students other than a nonimmigrant alien who attended a California high school for a minimum of three years, graduated from a California high school, or attained the equivalent, may be eligible for an exemption from the nonresident tuition fee. Persons without lawful immigration status are required to file an affidavit to verify that they have filed an application to legalize his or her immigration status, or will file an application as soon as they are eligible to do so.

International Students: Coastline is authorized by the United States Immigration Naturalization service to enroll International Students (F-1).

The faculty, students and staff of Coastline believe that our international students provide an ethnic and cultural diversity to the college and help increase the awareness and understanding of students from other countries and cultures. Conversely, we provide an opportunity for our international students to study in the United States and learn about us and our culture. Coastline uses more than 30 instructional sites in the community as classroom locations. Based on this, foreign students are reminded to make appropriate arrangements for transportation to and from classes.

Interested international students should request applications for admissions from: The Admissions and Records office, Coastline Community College, 11460 Warner Avenue, Fountain Valley, CA 92708-2597.

The following are entrance procedures for international students requesting F-1 status:

- Our rolling admissions process allows for acceptance to Coastline during the Fall and Spring Semesters and Summer Session. Applicants outside the U.S. should apply at least two months prior to the start of the term. Approximate start dates: fall, in early-August; spring, in early-February; and summer, in mid-June. We recommend early application for the best selection of classes.
- International applicants must complete an International Student Admission Packet and file that application with the Immigration Technician. A \$30 application fee, in U.S. dollars must be submitted with the application.
- All evidence of high school graduation or higher must be submitted. The transcripts of the original records must be accompanied by a notarized English translation.
- All applicants must demonstrate knowledge of the English language sufficient to enable them to profit from instruction. A score of 500 on the Test of English as a Foreign Language (TOEFL) is required for admission. To make arrangements to take the TOEFL, write to: TOEFL, Educational Testing Service, P.O. Box 592, Princeton, New Jersey, 08540. International students must designate Coastline (Institution Code 004086) as the recipient of the test results. NOTE: International Students who score 450-499 on the TOEFL are eligible for admissions to Coastline's intensive English as a Second Language (ESL) Institute.
- International students must submit all prior college transcripts along with a notarized English translation of completed courses and their grades.
- International applicants must include a statement of financial support.
- International students must provide proof of private health insurance during their entire course of studies at Coastline,

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meeting the minimum requirements.

- International students must complete 12.0 or more units each semester with at least a 2.0 GPA while pursuing their selected academic goal.
- The Bureau of Citizenship and Immigration Services (BCIS) restricts international students from off-campus employment. International students must get approval from the BCIS and the vice president of student services and economic development before they can be legally employed off-campus.
- International students pay nonresident tuition during their entire attendance at Coastline.

Admission materials received from international applicants remain active for 12 months after their submission. If the international applicant does not register during that 12-month period, the materials are destroyed.

Aliens: Aliens with the types of visas listed below, otherwise eligible for admission, may enroll for a maximum of 6.0 units provided they are proficient in English and have visas that do not expire before the end of the term for which they are enrolling.

A— Career Diplomat

E— Foreign Investor

G— International Treaty Organization Representative and Dependents

H— Temporary Worker and Dependents

I— Foreign Press

J— Exchange Visitor

K— Fiancé(e)

L— Intra-Company Transferee and Dependents

An alien who is precluded from establishing domicile in the United States shall not be classified as a resident unless and until he or she has been granted a change in status by the INS to a classification which permits establishing domicile and has met other residency requirements.

Coast Community College District Residence: In order to attend Coastline, an applicant must meet the California residence requirements.

This notice has been prepared in accordance with Education Code Section 25505.5 and shall remain in effect until further written notice.

Student Grievance Procedures

Coastline extends to all students the right to petition for redress of grievances. The right to petition may be initiated at any time when a student has a grievance against any employee, policy or procedure of Coastline. Grievance petitions are available in the Dean of Student Services' office.

Student Records

The Admissions office is responsible for registering students and maintaining active and permanent records. Coastline

complies with the provisions of the Family Rights and Privacy Act of 1974 (Buckley Amendment) which gives the student the right to see the official school record and restricts distribution of those records.

Active Records: All requests for changes to a student's current class program or information on file should be made through the Admissions office, (i.e., adds to program, withdrawals from class, name and address changes, etc.).

Cumulative Folders: The Admissions office maintains a cumulative folder on each student who has requested transcripts from institutions of prior attendance. The folder, containing copies of high school and college transcripts, is available to the student for review and/or for counseling appointments.

Transcripts: Transcripts of academic work taken at Coastline will be sent upon written request from the student. The first two requests for transcripts will be honored free of charge. Each additional transcript costs \$3. An extra fee of \$5 will be charged to students who request records to be sent within 24 hours.

Additional Fees: Verification of enrollment \$3, early grade letter \$2.

Student Right to Know

In compliance with the Student Right-to-Know and Campus Security Act of 1990 (Public Law 101-542), Coastline makes its completion and transfer rates available to all current and prospective students at the following Web site: <http://srtk.cccco.edu/index.asp>. A copy of this information may be obtained by calling Coastline's Public Relations office at (714) 241-6154.

Students' Rights

The Coast Community College District and Coastline are committed to the concept and principles of providing all persons with equal opportunity in employment and education by prohibiting discrimination based on race, color, gender, sexual orientation, religion, national origin, age, disability, or marital status. This commitment applies to every aspect of education and personnel policies and practices in the treatment of employees, students and the general public.

Rights of Students with Disabilities: Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990 prohibit discrimination on the basis of disability against persons in programs or activities receiving or benefiting from federal assistance. Thus, in postsecondary education settings, Section 504 mandates "reasonable accommodation" for adults with professionally documented physical or learning disabilities. Any person with a disability who believes

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that he or she has been discriminated against on the basis of disability should contact: **Pat Arlington**, Americans with Disabilities Act (ADA) officer, (714) 241-6173 or **Carolyn Loy**, Equal Employment officer, (714) 241-6146.

Sexual Harassment: It is the policy of the Coast Community College District to provide an educational, employment and business environment free of unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct or communications constituting sexual harassment as defined and otherwise prohibited by state and federal statutes. It shall be a violation of this policy for anyone who is authorized to recommend or take personal or academic action affecting a student or employee, or who is otherwise authorized to transact business or perform other acts or services on behalf of or for the Coast Community College District, to engage in sexual harassment as stated in the definition. Within the Coast Community College District, sexual harassment is prohibited regardless of the status and/or relationships the affected parties may have.

Contact one of the following college administrators:

Rendell Drew, Dean, Student Services, (714) 241-6257;
Carolyn Loy, Equal Employment Officer, (714) 241-6146;
or **Stacey Hunter Schwartz**, Sexual Harassment Prevention Coordinator, (714) 241-6214 for further information.

Study Load

College work is measured in terms of the “unit.” In a lecture course, a college unit is normally defined as one hour of lecture and two hours of homework per week. In a laboratory course, three hours in the classroom per week with no outside work constitutes one unit of work.

Coastline recognizes 19 units as a maximum load during the Fall and Spring Semesters and nine units during the Summer Session. (Full-time student status is achieved by completing 12 or more units during the Fall or Spring Semesters and six or more units during the Summer Session.) Students wishing to carry more than the maximum load must petition through the Counseling office and must have a cumulative GPA of 3.0 at all colleges attended. Petitions for overload must be submitted to the Counseling office at least one week prior to the beginning of the semester.

Withdrawal From Class

A student who has officially registered assumes the responsibility for completing each course in which she or he has registered. If a student withdraws from a course, **it is the student’s responsibility to officially notify the Admissions office by calling the touch-tone telephonic system at (714) 438-8250.**

The following policies apply when dropping a class:

1. **No transcript entry** will be made on the transcript for students who officially withdraw prior to the end of the

fourth week of the term for full semester classes (including television and independent study courses), the third week of the term for eight-week classes, and 30 percent of the class for all other courses.

2. A **“W” grade** will be assigned for students who officially withdraw prior to the end of the twelfth week of the term for full semester classes (including television and independent study courses), the sixth week of the term for eight-week classes and 75 percent of the class for all other courses.

Failure to withdraw under one of the conditions described above will result in either an “NC or F” grade on the official college transcript.

Courses



Cheryl Stewart, Coastline's librarian, teaches a library resource course, designed to help students develop research skills using Coastline's Virtual Library.

Course Numbering System

Courses Numbered 001-099: Introductory, developmental, special interest and some technical courses (not transferable to CSU or UC). English 099AB, Math 010, 020 and 030 are applicable to the Option 1 associate degree; other courses numbered below 100 cannot be counted toward the 60 units of credit required for an associate degree. These courses do carry college credit and thus can be used to determine eligibility for full-time or financial aid status.

Courses Numbered 100-299: Transfer courses to the California State University. Courses transferable to the University of California are noted under the appropriate course descriptions. Depending upon the courses selected, the student's major, and the specific four-year college/university, these courses will meet various baccalaureate program requirements. Courses numbered 100-199 are usually first-year courses; those numbered 200-299 are usually second-year courses and normally require a prerequisite.

Courses Numbered 300-399: Highly specialized courses that may be student-negotiated for transfer to baccalaureate-granting institutions, depending upon the courses selected, the student's major and the specific transfer college/university.

Courses Numbered 400 and Above: Noncredit courses.

Special Topics: Special topics courses offer indepth study of topics not covered in the existing curriculum. Course content and units of credit are determined by the department. Special Topics may be designed as lecture or laboratory. Consult the Schedule of Classes for specific offerings.

Correct Use of English

All courses at Coastline are taught in English. Clear and correct use of English, both on tests and on written assignments, is expected of all students. All students, especially those planning to transfer to a four-year institution, are urged to take a course in English composition as soon as possible.

Critical Thinking

The major role of education in America is to produce an individual who can contribute to society as a well-informed member of a democracy. Competence in critical thinking empowers the student with an ability to distinguish opinion from fact and belief from knowledge. Evaluative skills learned through elementary inductive and deductive reasoning have applications in problem solving in all aspects of everyday existence. Therefore, all examinations, assignments and activities at Coastline reflect academic rigor by requiring critical thinking on the part of the student.

ACCOUNTING

ACCOUNTING 100—Introduction to Accounting **3.0 Units**
Practical accounting/bookkeeping principles applied to personal services by professional individuals and firms and the small retail operator. Familiarization with accounting forms and practical accounting procedures in completing the accounting cycle. *Transfer Credit: CSU*

ACCOUNTING 101—Financial Accounting **4.0 Units**
A course utilizing theory and techniques of accounting. Those concepts essential to administration of a business enterprise; analyzing and recording financial transactions; preparation, analysis and interpretation of financial statements; international accounting issues. *Transfer Credit: CSU; UC (CAN BUS SEQ A) • ADVISORY: Accounting 100*

ACCOUNTING 102—Managerial Accounting **4.0 Units**
Foundation acquired in Accounting 101 will be further developed through application of basic principles. Analysis of accounting statements and reports, management use of accounting data, concepts of cost accounting, budgetary control and responsibility accounting and tax of business decisions are introduced. *Transfer Credit: CSU; UC (CAN BUS SEQ A) • ADVISORY: Accounting 101*

ACCOUNTING 105—Introduction to Computer Accounting **3.0 Units**
Learn professional accounting/bookkeeping principles and fundamentals necessary for managing standard accounting/financial transactions of a business enterprise. Includes familiarization with accounting forms, journals, procedures, terminology and analysis techniques integral to the understanding of and completion of a typical accounting cycle. This course prepares students for learning worksheet reconciliation techniques and indepth analysis techniques required for participation in computerized accounting activities. *Transfer Credit: CSU • ADVISORY: Accounting 100*

ACCOUNTING 110—Computer Accounting Using PeachTree Accounting Software **3.0 Units**
Learn to maintain the bookkeeping/accounting activities of a business through automated systems. Students will learn how to analyze and computerize typical daily business transactions relating to sales, expense, inventory, payroll, fixed asset purchases and capital structure. Prepares the student to function capably in a retail, construction or service business environment. *Transfer Credit: CSU • ADVISORY: Accounting 105 and Computer 122*

ACCOUNTING 168—Microcomputer Payroll Preparation **1.0 Unit**
Methods of computing wages, salaries and payroll records using a microcomputer. This course emphasizes the complete payroll process from calculation to preparing government tax reports. *Transfer Credit: CSU • ADVISORY: Accounting 100*

ACCOUNTING 169—Microcomputer Bookkeeping **1.0 Unit**
Provides data entry experience on microcomputers using a computerized bookkeeping system while reinforcing accounting concepts. No prior microcomputer experience necessary. *Transfer Credit: CSU • ADVISORY: Accounting 100 or 101*

ACCOUNTING 214—Federal/State Income Tax 1 **3.0 Units**
A review of the underlying theory and application of federal and state income tax laws and regulations. This course provides experience in preparation of individual and small business income tax returns. Actual forms are provided and used when possible. *Transfer Credit: CSU*

ACCOUNTING 215—Federal/State Income Tax 2 **3.0 Units**
This course covers advanced federal income tax topics affecting individuals, investors, and small business owners. Major topics covered include threshold requirements for certain types of income, limitations on deductions for individuals, advanced Schedule C Operations, depreciation, business losses and limitations, passive activities, acquisition and disposition of business property, and real estate transactions. *Transfer Credit: CSU • ADVISORY: Accounting 214 or equivalent*

ACCOUNTING 281-284—Cooperative

Work Experience

1.0-4.0 Units

To enhance each Cooperative Work Experience participant's opportunity for success in the field of Accounting by bridging the gap between educational theory and on-the-job practices through individualized performance objectives related to the student's career or occupational goal in Accounting. *Transfer Credit: CSU* • PREREQUISITE: Be employed or volunteer in the field of Accounting 5 hours per week per 1.0 unit of Cooperative Work Experience • CO-REQUISITE: Be enrolled in a total of 7.0 units including Cooperative Work Experience

AMERICAN SIGN LANGUAGE

AMERICAN SIGN LANGUAGE 110AB—

American Sign Language 1

3.0 Units

Introduction, through lecture and discussion, to the American Manual Alphabet and American Sign Language, designed to provide basic conversational skills in the language used by most deaf people in the United States. *Transfer Credit: CSU*

AMERICAN SIGN LANGUAGE 111AB—

American Sign Language 2

3.0 Units

Continuing practice, through lecture and discussion, with the American Manual Alphabet and American Sign Language, including an introduction to the culture of deaf people and a comparison of various sign language systems used in the United States of American. *Transfer Credit: CSU* • ADVISORY: American Sign Language 110AB

ANTHROPOLOGY

ANTHROPOLOGY 100—Cultural Anthropology

3.0 Units

An introductory study of the structure and process of culture. The major features of culture and the methods of anthropological research and theoretical orientations are examined. Examples of cultural variations, including traditional as well as modern societies, are discussed. *Transfer Credit: CSU; UC* • (CAN ANTH 4)

ANTHROPOLOGY 120—Introduction to Archeology

3.0 Units

History, contemporary theory, field and lab methodology and dating techniques in modern archeology studied through Old and New World cultural progress. Emphasis on a conceptual approach to data interpretation. *Transfer Credit: CSU; UC* • (CAN ANTH 6) • ADVISORY: Anthropology 100

ANTHROPOLOGY 150—World Cultures

3.0 Units

This course surveys the cultures of the world to provide a foundation for understanding current global developments and the human behavior dynamics when cultural differences are encountered. Practical communication skills for use in culturally diverse settings will also be emphasized. *Transfer Credit: CSU*

ARABIC

ARABIC 180A—Elementary Arabic 1A

2.5 Units

Arabic 180A, formerly Arabic 101, is an introductory course in Arabic. Arabic 180A introduces fundamental concepts of the standard, classical Arabic used as the *lingua franca* of some two dozen countries in the world. Comprehension of written and spoken Arabic will be emphasized, as will pronunciation and simple conversation. Popular media and literary selections will be used to offer currency, and study of the customs and cultures of the Arab peoples will enhance students' global awareness. Arabic 180A is equivalent to the first half of Arabic 180. *Transfer Credit: CSU; UC*

ARABIC 180B—Elementary Arabic 1B

2.5 Units

Arabic 180B is a continuation of Arabic 180A. Arabic 180B enhances the fundamental abilities developed in Arabic 180A both to comprehend and converse in ordinary, standard classical/literary Arabic. Strengthens reading and writing skills through correspondence, popular media, and literary selections, while also noting customs and cultures of the Arabic-speaking world. Arabic 180B is equivalent to the second half of Arabic 180. *Transfer Credit: CSU; UC* • PREREQUISITE: Arabic 180A or equivalent competency.

ARABIC 182AB—Conversational Arabic

1.0 Unit

Conversational course emphasizing pronunciation, production, and comprehension of spoken Arabic, using vocabulary and grammar learned in elementary Arabic courses, augmented by structures unique to colloquial dialects, such as Lebanese, Egyptian, Gulf, etc. *Transfer Credit: CSU* • PREREQUISITE: Arabic 180 or 180B.

ARABIC 185A—Elementary Arabic 2A

2.5 Units

Advanced beginning course continuing Arabic 180 or Arabic 180B, emphasizing listening, comprehension, reading, grammar, speaking and writing skills in elementary standard classical/literary Arabic, and introducing features of the life and culture associated with Arabic language and inherent in Arabic-speaking countries, including discussions of the cultural origins of linguistic expression and studies of systems of cultural transmission through the arts, sciences, and religion. Correspondence, popular media, and literary selections will be discussed and the philosophical bases of Arabic cultures surveyed. Arabic 185A is equivalent to the first half of Arabic 185. *Transfer Credit: CSU; UC credit limitations*. See counselor. • PREREQUISITE: Arabic 180 or 180B.

ARABIC 185B—Elementary Arabic 2B

2.5 Units

Continuation of Arabic 185A. Arabic 185B continues to develop skills in reading, writing, and speaking literary (classical) Arabic. Basic grammar and vocabulary learned in first-year Arabic will be enhanced, and listening and speaking opportunities provided. Further practice and review will be encouraged with audiotapes and special readings. Listening assignments may be made. Short compositions, expository writings, and themed writings will be assigned. Arabic 185B is equivalent to the second half of Arabic 185. Schedule description: Continuation of Arabic 185A, developing further skills in reading, writing, and speaking literary Arabic. Basic listening skills, vocabulary, and grammar will be enhanced, reading sophistication enhanced, and a variety of writing opportunities offered. *Transfer Credit: CSU; UC credit limitations*. See counselor. • PREREQUISITE: Arabic 180 or 185A.

ARABIC 190—Introduction to Arabic Culture and Geography

1.0 Unit

Brief overview in English of the history, geography, economic and political systems and culture of the Arabic-speaking countries, by means of lectures, films and guest speakers. *Transfer Credit: CSU*

ARABIC 280—Intermediate Arabic 1

4.0 Units

Intermediate course in Modern Standard Arabic which stresses reading, writing, listening and speaking. Basic grammatical structures learned in beginning courses will be expanded and students will be able to communicate in the language in the past, present and future, answering questions, refuting statements and reporting information from another source. Students will be exposed to a greater amount of cultural information, watching movies, hearing songs and listening to guest lecturers when available. Arabic 280A and 280B equal Arabic 280. *Transfer Credit: CSU; UC* • PREREQUISITE: Arabic 185, 185B, or equivalent competency.

ARABIC 280A—Intermediate Arabic 1A

2.0 Units

Intermediate course in Modern Standard Arabic which stresses reading, writing, listening and speaking. Basic grammatical structures learned in beginning courses will be expanded and students will be able to communicate in the language in the past, present and future, answering questions, refuting statements and reporting information from another source. Students will be exposed to a greater amount of cultural information, watching movies, hearing songs and listening to guest lecturers when available. Arabic 280A and 280B equal Arabic 280. *Transfer Credit: CSU; UC. (Must be taken with 280B for UC credit.)* • PREREQUISITE: Arabic 185, 185B, or equivalent competency.

ARABIC 280B—Intermediate Arabic 1B **2.0 Units**

Continuing intermediate course in Modern Standard Arabic which stresses reading, writing, listening and speaking. Basic grammatical structures learned in beginning courses will be expanded and students will be able to communicate in the language in the past, present and future, answering questions, refuting statements and reporting information from another source. Students will be exposed to a greater amount of cultural information, watching movies, hearing songs and listening to guest lecturers when available. Arabic 280A and 280B equal Arabic 280. *Transfer Credit: CSU; UC. (Must be taken with 280A for UC credit.)* • PREREQUISITE: Arabic 280A or equivalent competency.

ARABIC 285—Intermediate Arabic 2 **4.0 Units**

Second half of the Intermediate Modern Standard Arabic series, which stresses reading, writing, listening, and speaking. Basic grammatical structures learned in beginning and early intermediate courses will be expanded, and students will be able to communicate in the language about the past, present, and future, answering questions, refuting statements, and reporting information from another source. Students will learn Arabic morphological structures in greater depth and will be exposed to a greater amount of cultural information, watching movies, hearing songs, and listening to guest lecturers when available. Arabic 285A and 285 equal Arabic 285. *Transfer Credit: CSU; UC* • PREREQUISITE: Arabic 280, 280B, or equivalent competency.

ARABIC 285A—Intermediate Arabic 2A **2.0 Units**

Beginning of the second half of the Intermediate Modern Standard Arabic series, which stresses reading, writing, listening, and speaking. Basic grammatical structures learned in beginning and early intermediate courses will be expanded, and students will be able to communicate in the language about the past, present, and future, answering questions, refuting statements, and reporting information from another source. Students will learn Arabic morphological structures in greater depth and will be exposed to a greater amount of cultural information, watching movies, hearing songs, and listening to guest lecturers when available. Arabic 285A and 285 equal Arabic 285. *Transfer Credit: CSU; UC. (Must be taken with 285B for UC credit.)* • PREREQUISITE: Arabic 280, 280B, or equivalent competency.

ARABIC 285B—Intermediate Arabic 2B **2.0 Units**

Continuation of the second half of the Intermediate Modern Standard Arabic series, which stresses reading, writing, listening, and speaking. Basic grammatical structures learned in beginning and early intermediate courses will be expanded, and students will be able to communicate in the language about the past, present, and future, answering questions, refuting statements, and reporting information from another source. Students will learn Arabic morphological structures in greater depth and will be exposed to a greater amount of cultural information, watching movies, hearing songs, and listening to guest lecturers when available. Arabic 285A and 285 equal Arabic 285. *Transfer Credit: CSU; UC. (Must be taken with 285A for UC credit.)* • PREREQUISITE: Arabic 285A or equivalent competency.

ART

ART 100—History and Appreciation of Art 1 **3.0 Units**

A multi-cultural survey of art from prehistoric times to the Renaissance period, stressing the basic principles and history of art. Also, introduction to form and content and the media and methods of the visual arts. Illustrated lectures, reading and study of related exhibitions. *Transfer Credit: CSU; UC* • (CAN ART SEQ A/CAN ART 2)

ART 101—History and Appreciation of Art 2 **3.0 Units**

A multi-cultural survey of art beginning with the Renaissance and concluding with contemporary art. Illustrated lectures, reading and study of current exhibits. *Transfer Credit: CSU; UC* • (CAN ART SEQ A/CAN ART 4)

ART 102—Contemporary Art History **3.0 Units**

This is a slide/lecture course dealing with the nature of twentieth century art and its origins in the late nineteenth century. Emphasis is placed on examining how art reflects history from the perspective of both Eastern and Western Civilization, how style communicates the ideas of the artist and his culture and how symbols, techniques, materials and subjects are used and expanded in twentieth-century artistic expression. *Transfer Credit: CSU; UC*

ART 103—Asian Art History **3.0 Units**

A survey of the major Asian cultures focusing on India, China, Japan, Southeast Asia, the Islamic World and those areas under the sphere of influence. Class covers major religious (Buddhist, Hindu, Shinto, Islam, etc.), philosophical (Confucian, Daoist, etc.), and political currents that affected artistic production in these religions. Discussion of major art forms includes media and their uses including painting, printmaking, sculpture, architecture, and the so-called “minor arts.” Also, contemporary trends in Asian art, Western influence and borrowing, Asian art in Southern California, and local sites for “experiencing” Asian traditions/culture. Multi-cultural and Group C. *Transfer Credit: CSU; UC* • ADVISORY: Art 100 and 101 recommended

ART 104—The History of Impressionist and Post-Impressionist Art **3.0 Units**

This is a slide/lecture course dealing with the culture and nature of the Impressionist and Post-Impressionist art movements that began in France in the late 19th Century and continued into the early 20th century. Emphasis is placed on examining how art reflects history from the perspective of both Eastern and Western Civilization, in particular how 19th century Japanese art and culture helped form Impressionism, how style communicates the ideas of the artist and his/her society, and how symbols, techniques, materials and subject matter are used and expanded in Impressionist and Post-Impressionist artistic expression. *Transfer Credit: CSU; UC* • ADVISORY: Art 100 and/or 101 recommended, or knowledge of art historical movements

ART 105—Women Artists in History **1.5 Units**

A survey of women artists in history from antiquity to the twentieth century. Stresses basic principles and history of art. Illustrated lectures, readings and study of related exhibitions. *Transfer Credit: CSU; UC*

ART 106—History and Culture of Computer Art **2.0 Units**

This is a slide/lecture course dealing with the nature and origins of computer-generated art and the impact the computer culture has had in both first world and developing countries. Emphasis is placed on examining how digital imagery reflects history from the perspective of both Eastern and Western Civilization; how style communicates the ideas of the artist and his or her culture and how symbols, techniques, materials, and subjects are used and expanded in artistic expression through digital imagery. *Transfer Credit: CSU; UC* • ADVISORY: Art 100 and 101 or 102 or knowledge of art historical movement

ART 107AD—Art Gallery Production **3.0 Unit**

Students will participate in a learning experience that will provide an opportunity to develop skills and knowledge acquired in Coastline’s community art galleries while enhancing an opportunity for success in art careers through educational theory. Students will curate shows, install art works, engage in public relations, catalog art works, and interface with professional artists. Symbiotic relationships existing among factions of the art community will be explored. *Transfer Credit: CSU*

ART 108AB—Service-Learning in the Arts **3.0 Units**

Students will participate in a service-learning experience which will provide an opportunity to develop skills and knowledge acquired in Coastline’s Community Art Gallery while enhancing an opportunity for success in art careers through educational theory. *Transfer Credit: CSU*

- ART 109—The History and Appreciation of Italian Renaissance Art** **3.0 Units**
A survey of Italian art from the end of the Gothic period through the Renaissance. Discussion of major art forms from the period including painting, sculpture, and architecture. The multicultural influences that formed Italian Renaissance art will be examined. Emphasis will be placed upon how Renaissance art reflected the culture in terms of symbols, techniques, materials, and subject matter. Also included in the course content is an examination of how Renaissance ideas influenced and formed other European cultures and the subsequent Baroque era. Illustrated lecture, reading, assignments and study of related exhibitions. *Transfer Credit: CSU; UC* • ADVISORY: Art 101
- ART 110A—Color and Design: Two-Dimensional** **1.5 Units**
The first half of a two-part course in design. Introduction to the use of basic elements and principles of two-dimensional design. Awareness of the creative process both for the viewer as well as the designer. Compositional analysis of student and master works through written and verbal critiques. Creation of authentic designs utilizing black and white and color media. Continuing survey of design in historical, social and multi-cultural contexts. For general education and Art/Design majors. *Transfer Credit: CSU; UC* • (CAN ART 14 when taken with Art 110B)
- ART 110B—Color and Design: Two-Dimensional** **1.5 Units**
The second half of a two-part course in color and design using the basic elements and principles. This course continues compositional analysis of student and professional works through written and verbal critiques; creation of authentic forms utilizing shape, volume, space, mass, time, and motion; and a continuing review of three-dimensional design in historical, social, and multicultural contexts. For General Education and Art/Design Majors. *Transfer Credit: CSU; UC* • (CAN ART 14 when taken with Art 110A) • ADVISORY: Art 110A
- ART 111A—Three-Dimensional Form** **1.5 Units**
This course explores three-dimensional (3-D) forms, space manipulation and color interactions with an emphasis on three-dimensional design presentations, through the use of a variety of material and tools. Awareness of the creative process for viewer and artist is emphasized as well as formal analysis for both professional and student works through written and verbal critiques. Included is a survey of three-dimensional design in historical, social, and multi-cultural contexts. Generation of authentic models utilizing learned art elements will be stressed for General Education and Art Design majors. *Transfer Credit: CSU; UC* • (CAN ART 16 when taken with Art 111B) • ADVISORY: Art 110A and 110B
- ART 111B—Three-Dimensional Form** **1.5 Units**
The second half of a two part course in dimensional design using the basic elements and principals. This course continues compositional analysis of student and professional works through written and verbal critiques; creation of authentic forms utilizing shape, volume, space, mass, time, and motion; and a continuing review of three dimensional design in historical, social, and multi cultural contexts. *Transfer Credit: CSU; UC* • (CAN ART 16 when taken with Art 111A) • ADVISORY: Art 111A
- ART 112—Interior Design** **3.0 Units**
Principles of interior design/decorating applied to planning interiors that satisfy individual and family needs, values and lifestyles. Selection of home furnishings (traditional, transitional and current adaptations) and contemporary design in furniture, wall coverings, fabrics, floor coverings, lighting, accessories, efficient floor planning and furniture arrangement. *Transfer Credit: CSU* • (CAN FCS 18)
- ART 116—Sign and Window Painting** **2.0 Units**
A survey of basic letterforms to be used in the production of hand-lettered signs: free-standing, window and paper. Orientation is to career art and calligraphy students. *Transfer Credit: CSU* • ADVISORY: one semester of calligraphy
- ART 117AB—Life Drawing** **1.5 Units**
A comprehensive course in drawing from the model, which involves the student in working from observation, emphasizing composition, proportion, and anatomy, using line texture, value, modeling, gesture, and contour drawing principles. The technical application of diverse drawing materials and techniques will be included. *Transfer Credit: CSU; UC* • ADVISORY: Art 110A and Art 120AB
- ART 118—Freehand Sketching** **2.0 Units**
Beginning freehand sketching for persons with little or no previous art experience. Emphasis is on controlling the shapes and directions of three-dimensional objects leading to the use of drawing for visual communication or preparation for additional art classes. *Transfer Credit: CSU; UC*
- ART 119—Applied Sketching Techniques** **2.0 Units**
Review of fundamental elements of freehand drawing and art and the introduction of more advanced techniques and concepts to help the student develop the ability to progress to more difficult and interesting forms of drawing. Previous art experience or completion of prior art course is not required. *Transfer Credit: CSU*
- Art 120—Drawing** **3.0 Units**
A course in drawing of natural and artificial forms from observation, emphasizing composition and proportion, using line, texture, value and various methods of shading. Drawing principles emphasizing value and technical application of diverse drawing materials and techniques, including charcoal, ink, and colored media. *Transfer Credit: CSU; UC*
- ART 120A—Drawing 1** **1.5 Units**
The first part of a two-part course in drawing of natural and artificial forms from observation, emphasizing composition and proportion, using line, texture, value and various methods of shading. Takes the student from the basics of drawing through finishing, preserving and displaying works. *Transfer Credit: CSU; UC* • (CAN ART 8 when taken with Art 120B)
- ART 120B—Drawing 2** **1.5 Units**
Second part of a two-part course in drawing principles emphasizing composition, value and technical application of diverse drawing materials and techniques including charcoal, ink and colored media. *Transfer Credit: CSU; UC* • (CAN ART 8 when taken with Art 120A) • ADVISORY: Art 120A
- ART 121AB—Life Drawing 1** **3.0 Units**
Figure drawing from the model. Study of visual language of drawing of the figure. Introduction to anatomy. Criticisms and demonstrations by the instructor. *Transfer Credit: CSU; UC* • ADVISORY: Art 120B or demonstrated ability to draw
- Art 122—Painting** **3.0 Units**
A comprehensive course in beginning painting. Involves the student in selection of image, color theory and color mixing, methods, materials and techniques of painting, with emphasis in oil and acrylic painting. The concept and creative process of making art will be examined in historical and multi-cultural contexts. This course is required for Art Majors and includes written and verbal critique and analysis *Transfer Credit: CSU; UC* • ADVISORY: Art 110A and 120A.
- ART 122A—Painting 1** **1.5 Units**
First part of a comprehensive two-part course in beginning painting. Involves the student in selection of image, color theory and color mixing, methods, materials and techniques of painting, with emphasis on oil and acrylic painting. *Transfer Credit: CSU; UC* • (CAN ART 10 when taken with Art 122B) • ADVISORY: Art 110A and 120A
- ART 122B—Painting 2** **1.5 Units**
Second of a two-part course in beginning painting. Further comprehensive study of painting, with emphasis on oil and acrylic painting. Images will be naturalistic and abstract and include lecture, discussion and demonstration of historical and contemporary technique. *Transfer Credit: CSU; UC* • (CAN ART 10 when taken with Art 122A) • ADVISORY: Art 122A

- ART 123—Perspective Drawing** **1.5 Units**
Study of the representation of three-dimensional space on the two dimensional plane. Covers diverse methods used by various cultures throughout history. Develops the skills to apply the methods of linear perspective. This includes one, two and multiple-point perspective, circles, inclined planes and shadows. *Transfer Credit: CSU; UC • ADVISORY: Art 120A, Art 120B*
- ART 124—Calligraphic Art of Non-European Countries** **0.5 Units**
An introduction and historic survey of lettering styles of non-European countries. The focus will be on Chinese, Japanese, Vietnamese, Islamic, and Hebrew lettering styles and techniques. *Transfer Credit: CSU*
- ART 125—Calligraphy 1** **1.5 Units**
Techniques and application of calligraphic lettering using pen and ink with emphasis on basic alphabets. Demonstrations, lectures and studio work. *Transfer Credit: CSU*
- ART 126—The Portraiture of Frida Kahlo** **0.5 Units**
Study the fascinating portraiture of Hispanic artist Frida Kahlo, whose mercurial personal life and cultural heritage deeply influenced her art. Includes biographical and technical lecture, study of the creative process in making art and individual research. Students will create a drawn or painted portrait in the manner of Kahlo. *Transfer Credit: CSU • ADVISORY: Art 120A*
- ART 127AB—Portrait Drawing and Painting** **2.0 Units**
Introduces the fundamentals of drawing and painting the head and torso using a variety of drawing media, including charcoal, ink and colored media, and oil or acrylic painting. Lecture and exploration of both historical and contemporary portraiture to produce naturalistic and abstracted work. Emphasizes awareness of the creative process and attention to composition, value, form, and color usage. Includes written and verbal critiques. *Transfer Credit: CSU; UC*
- ART 128—Survey of Watercolor** **1.5 Units**
A survey of watercolor painting stressing concepts, techniques and personal expression. Compositional and painting concepts as related to watercolor. Techniques and skills including basic washes, dry brush, resists and masking. Development of student's personal expression in watercolor. Brief survey of watercolor history. *Transfer Credit: CSU; UC • ADVISORY: Art 120A and 120B*
- ART 132AD—Beginning Brush Painting (Flower)** **1.5 Units**
Study the concepts in the significance of paper and brush and the history and folklore of floral studies. Learn the brush strokes used for line, texture, shading and washes to capture the beauty of flowers. *Transfer Credit: CSU*
- ART 133AD—Chinese Landscape Painting 1** **1.5 Units**
Learn the brush strokes used for line, texture, shading and washes to capture the beauty of mountains and water. Travel in spirit to the land of Shangri-la and explore history and folklore. *Transfer Credit: CSU*
- ART 134AD—Chinese Animal/Bird Painting 1** **1.5 Units**
Learn the brush strokes used for line, texture, shading and washes to capture the beauty of animals and birds. Explore history and folklore of animals, birds and marine life. *Transfer Credit: CSU*
- ART 135AB—Survey of Chinese Brush Painting** **2.0 Units**
Focus on Chinese culture through hands-on practice of brush strokes. Designed to lead a beginner from how to hold a brush to producing finished compositions in florals, animals and landscape. Detailed instructions on the use of materials, colors, brushes and the rice paper, seals and Chinese mounting technique. Painting subjects include orchid, bamboo, camellia, amaryllis, peony, panda, horse and landscape. *Transfer Credit: CSU; UC*
- ART 136AB—Chinese Brush Painting 1** **1.5 Units**
Study of the essence of Chinese culture. Basic introduction to oriental brush, ink and colors. Concepts in design and composition. Selection from the basic subjects: four gentlemen (bamboo, orchid, plum, bird), floral and animal studies. Includes techniques in mounting. *Transfer Credit: CSU; UC*
- ART 137—History and Appreciation of Chinese Art and Culture** **2.0 Units**
A survey of the history, culture and development of Chinese painting and calligraphy with an overview and critique of the works of master painters from each Chinese dynasty. The course will include nature study techniques and skills related to picture formation and composition. Emphasis on calligraphy strokes pertinent to brush painting. *Transfer Credit: CSU; UC • ADVISORY: Completion of one semester of Chinese brush painting*
- ART 138AB—Watercolors With Oriental Brush** **1.5 Units**
Brush, the tool for all media, was invented in China. Its expert use has been developed as the main tool for communication and expression for 2000 years. Learn the variety of brushes used for line, texture, shading and washes and how to deliver strokes with dynamic vitality. Composition includes flower, landscape, animal and abstract expressions. *Transfer Credit: CSU*
- ART 139AB—Watercolors on Rice Paper** **1.5 Units**
Rice paper offers unique potential for watercolors through its absorbency. Learn which colors are most effective on rice paper, the merit and usage of raw and sized rice paper, how to achieve color intensity, contrast and harmony, how to apply even wash for gradation of shades, the technique of rubbing, how to wrinkle paper for special texture and how to use the back side of the paper for special effects. *Transfer Credit: CSU*
- ART 140A—Crafts** **1.5 Units**
The first half of a two-part course in creative three-dimensional design including projects involving fibers, fabrics, leather and jewelry, silversmithing and lost wax casting. *Transfer Credit: CSU • ADVISORY: Art 110A and 110B or portfolio exhibiting the ability to design*
- ART 140B—Crafts** **1.5 Units**
The second part of a two-part course in crafts with emphasis on creative design involving projects in leaded glass, silk screen printing, jewelry and copper enameling. *Transfer Credit: CSU • ADVISORY: Art 140A or portfolio exhibiting the ability to design*
- ART 145—Airbrush Painting 1** **1.5 Units**
Basic airbrush techniques. Exploring opportunities using the airbrush to solve various art problems relating to illustration, graphic arts, fine arts, technical illustration and photography. Air brushes provided. *Transfer Credit: CSU*
- ART 147AB—Jewelry Design** **1.5 Units**
This course explores jewelry making, space manipulation, surface treatment, and color interactions with an emphasis on jewelry design presentation, through the use of a variety of materials and tools. Awareness of the creative process for viewer and artist is emphasized as well as formal analysis for both cultural, professional, and student works through written and verbal critiques. Generation of authentic designs utilizing learned art elements will be stressed for General Education and visual art/design majors. *Transfer Credit: CSU • ADVISORY: Art 110A or Art 111A*
- ART 148AB—Woodworking** **1.5 Units**
An introductory course in woodworking. Handtools, machine safety, plan development, lumber identification, wood joinery, and finishing techniques are the areas to be examined. *Transfer Credit: CSU*
- ART 149AB—Furniture Making** **1.5 Units**
An advanced course in woodworking. Project design, furniture making techniques, cabinet construction, drawer construction, joinery, and wood finishing techniques are the areas to be explored. *Transfer Credit: CSU • PREREQUISITE: Art 148AB*
- ART 150A—Ceramics 1** **1.5 Units**
Hand-building techniques in the design, forming, glazing and firing of ceramic materials. Introduction to the use of the potter's wheel. *Transfer Credit: CSU; UC • (CAN ART 6 when taken with Art 150B)*
- ART 150B—Ceramics 2** **1.5 Units**
Continuation of Art 150A. Hand-building techniques in the design, forming, glazing and firing of ceramic materials. Use of the potter's wheel for instruction on basic shapes. *Transfer Credit: CSU; UC • (CAN ART 6 when taken with Art 150A) • ADVISORY: Art 150A*

- ART 160AB—Sculpture 1** **3.0 Units**
Modeling from the human form including techniques, concepts, composition and casting. *Transfer Credit: CSU; UC • (CAN ART 12) • ADVISORY: Art 121AB*
- ART 161AB—Sculpture 2** **3.0 Units**
A continued study in the principles and concepts of sculpture through the creative use of techniques and materials in carving, modeling, mold-making and casting. *Transfer Credit: CSU; UC • ADVISORY: Art 160AB*
- ART 165—Papermaking as Art Form** **2.0 Units**
The techniques of papermaking. Creation of two and three dimensional forms and shapes using handmade paper made from recycled paper, organic material, lint and cotton rags. Emphasis on the use of paper as a medium for individual expression. *Transfer Credit: CSU*
- ART 170—Printmaking Relief** **1.5 Units**
Theory and execution of fine art woodcuts, wood engravings, linoleum cuts, multiple color relief prints, with emphasis on creative images. *Transfer Credit: CSU; UC • ADVISORY: Art 110B*
- ART 175—Mural Painting** **3.0 Units**
This course explores two-dimensional forms, space manipulation, and color interactions with an emphasis on two-dimensional design presentations on a large scale, through the use of a variety of materials and tools. Awareness of the creative process, for both the viewer and artist, is strengthened by formal analysis of a variety of murals through written and verbal critiques. Included is a survey of mural art in historical, social and multi-cultural contexts. Production of authentic murals utilizing learned art elements will be stressed. *Transfer Credit: CSU; UC*
- ART 180—Fiber Arts** **2.0 Units**
Elements of design and color for fibers. Basic applied designs on the woven surfaces of fabric and canvas. Non-woven construction methods utilizing a variety of fibers. *Transfer Credit: CSU*
- ART 182—Cultural Fiber Design** **2.0 Units**
A survey of cultural fiber designs representative of different world geographic areas. The origins and characteristic designs are explored by using a variety of needle techniques. *Transfer Credit: CSU*
- ART 190—Multimedia With Painter 6.0** **3.0 Units**
Experience Painter's infinite paintbox. Use Photoshop's filters in conjunction with 3D textures, plus a vast array of media to manipulate photographs or create fine art and drawings from scratch. Design Web pages, create interface designs and learn to use Painter on the World Wide Web (WWW). *Transfer Credit: CSU • PREREQUISITE: Art 202*
- ART 193—Digital Color** **1.5 units**
This course introduces the principles of digital color as it pertains to color management systems, color models, calibration, service bureaus, image scanning, digital prepress, the print process, and in the creation of successful digital color screen or print publications. *Transfer Credit: CSU*
- ART 194—Computer Animation: 3D Motion Graphics** **3.0 Units**
Creative development of animated images through the utilization of three-dimensional motion concepts and techniques using a computer-animation system. Concept development of animation projects from storyboards through a finished video tape-recorded product. Composition analysis of student and professional works through written and verbal critiques, continuing survey of animation design in historical, social, and multicultural contexts. For general education, visual art, and multimedia majors. *Transfer Credit: CSU • ADVISORY: Art 110AB, Art 113AB, Art 120AB, Art 121AB, Art 133 and BC 110AB*
- ART 202—Introduction to Computer as Medium** **3.0 Units**
In this basic "hands-on" computer class, the three most commonly used digital graphic design programs, Adobe Illustrator, Adobe Photoshop, and QuarkXPress, will be explored as design and visual communication tools. *Transfer Credit: CSU*
- ART 203—Graphic Design Principles** **3.0 Units**
Fundamentals of graphic design techniques as applied to creative solutions for printed and electronic media. Project work designed to build skills in preparation for computer-assisted design. Compositional analysis of student and master designs through written and verbal critiques. Continuing survey of design in historical, social, and multi-cultural contexts. For general education, visual art, and multimedia majors. *Transfer Credit: CSU • ADVISORY: Art 110AB, Art 111AB and Art 215*
- ART 205—Digital Design with Painter and Photoshop** **3.0 Units**
This course will emphasize the use of the computer as an additional medium with which to create images. The extensive drawing and digital image manipulation capabilities of the computer will be explored through the use and integration of images created in Corel Painter and Adobe Photoshop. Projects assigned will use the capabilities of each program as well as the integration properties of both. *Transfer Credit: CSU*
- ART 206—Publication Design Using QuarkXpress** **3.0 Units**
In this advanced course creative graphic design skills are utilized in the creation of such projects as brochures, magazine layouts, and newsletters. An emphasis will be placed on the integration of digital images, illustrations and typography into well-designed projects. A knowledge of Adobe Illustrator, Adobe Photoshop, and QuarkXpress is required. *Transfer Credit: CSU • ADVISORY: Art 202 and Art 205*
- Art 207—Prepress and Graphic File Output** **3.0 units**
This course is designed to cover the traditional as well as digital file output to print. Basic printing techniques and paper will be covered as they apply to the prepress and printing processes. Topics will include trapping, use of color, output devices, file formats, color separations, color proofing, and service bureau operation. Exercises and projects will use the programs Adobe Illustrator, Adobe Photoshop, and QuarkXpress. *Transfer Credit: CSU • ADVISORY: Art 202, 205, and 206*
- ART 208—Portfolio Presentation for Digital Imaging** **2.0 Units**
This class is primarily for the student interested in generating an appropriate portfolio for the presentation of computer-generated and/or assisted art work to potential employers, galleries, and four-year colleges. This nine-week course will cover the basics of being an artist. Topics covered include creating a viable/marketable resume; research galleries, schools and art-related jobs; professional reproductions of your art work using both digital and 35 mm photography, fine and commercial art world etiquette. *Transfer Credit: CSU • ADVISORY: Adobe Illustrator or Photoshop*
- ART 209—Interactive Media** **3.0 units**
This course teaches the fundamentals of non-linear multimedia development. Basic presentations will be created using Macromedia Director. Client contact, problem solving and the creative process will be covered. Pre-production support materials such as storyboards, presentation testing, and flow charting will be required. Use of various production tools will also be addressed. *Transfer Credit: CSU*
- ART 210AD—Picture Framing** **1.5 Units**
Principles of picture framing: framing prints, photographs, oil paintings, watercolors, stitchery, needlepoint, etc. Selection of the correct framing for art work, using the correct frame, backing and molding. *Transfer Credit: CSU*
- ART 211—Electronic Illustration** **3.0 Units**
Generating Postscript images is the focus of this course. These vector based images can then be used as stand-alone artwork or be integrated with Desktop Publishing files, allowing a high resolution output. It offers the professional artist the required digital skills needed for employment or advancement in his/her artistic pursuits. *Transfer Credit: CSU • PREREQUISITE: Art 202*
- ART 212—Electronic Paint** **3.0 Units**
The course focus is on the creation of raster images, using scanned images, photographs, and other digital references as a basis for image manipulation and fine art painting. It offers the professional artist a comprehensive package of Photoshop skills needed for employment and/or advancement. *Transfer Credit: CSU • PREREQUISITE: Art 202; ADVISORY: Art 190 or Art 205*

ART 214AB—Figure Composition	3.0 Units	ART 226—Cartooning	1.5 Units
Advanced course in figure drawing and painting, stressing the figure in a specific environment. Emphasis to be on compositional elements, experimentation and contemporary issues. <i>Transfer Credit: CSU; UC</i>		Introduction to the fundamentals of cartooning. Includes a variety of concepts, techniques, and a range of materials. Examines the creative process of a cartoon from concept to finished product. For general education, visual art, and multimedia majors. <i>Transfer Credit: CSU</i>	
• ADVISORY: Art 110A and B, 120A and B, and 121AB			
ART 215—Typography, Computer Enhanced	3.0 Units	ART 228AB—Watercolor 1	1.5 Units
Introduction to the principles of typography with emphasis on typeface identification, selection, and combination. Investigation of typography and letter forms as an element of design whose purpose is to communicate. Exploration of typography in a historical, social, and multi-cultural context to create logotypes and original typographic forms. Computer knowledge recommended. <i>Transfer Credit: CSU</i>		Painting in watercolor. Lectures and demonstrations related to the techniques and history of watercolor painting. This is the first part of a two-part watercolor course. <i>Transfer Credit: CSU; UC</i>	
• ADVISORY: Art 110A and Art 202 and Art 203		• ADVISORY: Art 120A and 120B	
ART 220—Anatomy for Artists	2.5 Units	ART 229AB—Watercolor 2	1.5 Units
A course designed to develop a recognition and appreciation of muscle and skeletal structure, anatomical proportion and their application to drawing. Use of skeletal and live models and drawing practice to integrate knowledge. Includes analysis of master drawings and sculpture. <i>Transfer Credit: CSU; UC</i>		Lectures and demonstrations related to advanced techniques and composition of watercolor painting. The second part of a two-part watercolor painting course. <i>Transfer Credit: CSU; UC</i>	
• ADVISORY: Art 121AB recommended		• ADVISORY: Art 228AB	
ART 221AB—Life Drawing 2	3.0 Units	ART 230AB—Landscape Painting 1	1.5 Units
Advanced drawing from non-draped and costumed models stressing composition and interpretation of the model leading to development of a personal style. Further study of master draughtsman. <i>Transfer Credit: CSU; UC</i>		Drawing, composition and painting of landscape and seascape in watercolor, acrylic or oil. Painting on location. Individual instruction supplemented by demonstrations, criticism and painting in the studio. Illustrated lectures on the history of landscape painting. This is the first part of a two-part landscape painting course. <i>Transfer Credit: CSU; UC</i>	
• ADVISORY: Art 121AB		• ADVISORY: Art 122B	
ART 222A—Painting 3	1.5 Units	ART 231AB—Landscape Painting 2	1.5 Units
First part of an advanced course in painting concepts with further emphasis on refining technique, image selection and creativity. Discussion of historical and contemporary art techniques and artists, with emphasis on oil and acrylic painting. <i>Transfer Credit: CSU; UC</i>		Drawing, composition and painting of landscape and seascape in watercolor, acrylic, or oil. Painting on location. Individual instruction supplemented by demonstrations, criticism and painting in the studio. Illustrated lectures on the history of landscape painting. This is the second part of a two-part landscape painting series. <i>Transfer Credit: CSU; UC</i>	
• ADVISORY: Art 122B		• ADVISORY: Art 230AB	
ART 222B—Painting 4	1.5 Units	ART 232AD—Plein Air Painting	1.5 Units
Second part of a two-part course in advanced painting, with advanced content, concepts and emphasizing contemporary issues in art. <i>Transfer Credit: CSU; UC</i>		Painting outdoors, on site in oil, watercolor, or acrylic. Study of painting light on form in nature to convey the outdoor experience. Use of values and intensities of color as light, combined with composition and atmospheric perspective. Presented as a series of challenges with demonstrations and critics. <i>Transfer Credit: CSU; UC</i>	
• ADVISORY: Art 222A		• ADVISORY: Art 120, or Art 228AB and Art 229AB, or Art 122	
ART 224—Figure Painting	3.0 Units	ART 233—Chinese Brush Character Design	1.5 Units
Course in painting the figure from live models. Progress from limited to full color, emphasizing the relationship of light and color to form and develop compositional skills using various approaches. Analysis of historical and cultural influences on painting styles and techniques with regard to the development of figurative painting. Identification of culturally based concepts as they apply to content and influence design and composition. <i>Transfer Credit: CSU; UC</i>		Introduction to aesthetics, brush technique and compositional rules for writing of Chinese characters in “k’ai-shu” regular and “ts’ao-shu” styles. Traditional work of famous calligraphers will be presented. Students will learn to write their signature, date and subject title and poetry in Chinese to enhance oriental paintings. This class will encourage development of brush style in linework and will complement the study of Chinese brush painting. <i>Transfer Credit: CSU; UC</i>	
• ADVISORY: Art 221AB			
ART 223AB—Figure Painting 1	1.5 Units	ART 235—Chinese Brush Painting 2	1.5 Units
Beginning class in painting the figure from the live model. Progresses from limited color to full color and focuses on the analysis of light and color in relation to the human form. Includes experimentation with various technical approaches. <i>Transfer Credit: CSU; UC</i>		Practice of the three main schools in Chinese brush painting: flower and bird, landscape, animal/figure. Students will explore subjects’ spiritual and cultural significance as well as practice the strokes. <i>Transfer Credit: CSU; UC</i>	
• ADVISORY: Art 121AB and Art 122AB		• ADVISORY: Art 136AB	
ART 224AB—Figure Painting 2	1.5 Units	ART 236—Chinese Brush Painting 3	1.5 Units
A continuing course in painting the figure from the model progressing from limited color to full color, analyzing styles and techniques of past and present, relating the figure to the environment to create complete compositions and exploring new possibilities for personal expression. <i>Transfer Credit: CSU; UC</i>		Advanced studies of the various schools of Chinese brush art. Emphasis on techniques and styles of composition using various painting subjects in both black/white and color. <i>Transfer Credit: CSU; UC</i>	
• PREREQUISITE: Art 223AB; ADVISORY: Art 221AB		• ADVISORY: Art 235	
ART 225—Calligraphy 2	1.5 Units	ART 237AB—Chinese Flower Paintings	3.0 Units
Advanced topics in calligraphy selected from historic alphabets such as humanistic Bookhand, Rustic, Uncial, Carolingian, Gothic, Versals, Italic and Legend. Introduction to design, use of color, book design and commercial process. <i>Transfer Credit: CSU</i>		This class offers an artistic way to experience life and nature, with indepth studies on ten magnificent flowers: Iris, Poppy, Lotus, Begonia, Chrysanthemum, Night-Blooming Cereus, Peony, Hydrangea, Cattleya Orchid, and Magnolia. Each subject has a particular rhythm accompanied with a natural peaceful feeling — a natural blend of strength and grace. Students will learn the strokes to do design and composition, the enchanting background of each of the subjects, and their spiritual meaning in Chinese culture. They will also share a state of mind with inner joy of tranquility. There is an incredible amount of detailed, stroke-by-stroke information. <i>Transfer Credit: CSU; UC</i>	
• ADVISORY: Art 125			

- ART 238AD—Chinese Flower Painting 2** **Units**
Learn the brush strokes used for line, texture, shading and washes to capture the beauty of flowers. Students will learn the strokes to do design and composition, the enchanting background of each of the subjects, and their spiritual meanings in Chinese culture. *Transfer Credit: CSU; UC*
- ART 240—Mixed Media Techniques** **1.5 Units**
The course will emphasize the creative process in painting by combining the media of watercolor, pastel, charcoal, acrylic, ink and collage. Original works of art will be created utilizing the combination of various medias used by the Great Masters of art. Art history and field trip included. *Transfer Credit: CSU; UC • ADVISORY: Art 222B*
- ART 245—Airbrush Painting 2** **1.5 Units**
Advanced airbrush techniques. Opportunities using the airbrush to solve sophisticated art problems relating to illustration, graphic arts, fine arts, technical illustration and photography. *Transfer Credit: CSU • ADVISORY: Art 145*
- ART 249AD—Stained Glass** **1.5 Units**
Design and construction of panels, lamps, boxes. Instruction in “lead came” and “Tiffany foil.” Lectures on history and process. Student must supply small tools and materials. *Transfer Credit: CSU*
- ART 250A—Ceramics 3** **1.5 Units**
Advanced Hand-building techniques in the design, forming, glazing and firing of ceramic materials. Advanced use of the potter’s wheel. Emphasis on individual creativity. *Transfer Credit: CSU; UC • ADVISORY: Art 150B*
- ART 250B—Ceramics 4** **1.5 Units**
Further emphasis on advanced wheel-throwing and hand-building techniques. Concentration on individual skill. Improvement to provide means of personal expression in the medium of clay. *Transfer Credit: CSU; UC • ADVISORY: Art 250A*
- ART 260AB—The History and Appreciation of Tuscan Art** **3.0 Units**
A multicultural survey of Tuscan Art from the prehistoric Etruscan period through the Ancient Roman, Byzantine, Medieval, Renaissance, and Baroque periods. Discussion of major art forms from the periods including painting, sculpture, and architecture. The multicultural influences that formed Tuscan Art will be examined. Emphasis will be placed upon how Tuscan Art reflected the culture in terms of symbols, techniques, materials, and subject matter. Also included in the course content is an examination of how Tuscan Art influenced and formed other European cultures. Illustrated lectures, field trips, reading, and study of related exhibitions. *Transfer Credit: CSU; UC • ADVISORY: Art 101 and/or Art 109*
- ART 265AB—Methods and Materials of Italian Masterworks** **3.0 Units**
A multicultural, multi-century survey of Italian art masterpieces with emphasis on how the works were actually created and by whom. Includes exposure to such techniques as mural, fresco, oil and egg tempera painting, mosaic-making, renaissance drawing technique, and religious and secular sculpture and architecture. Also gives insights into daily Italian life at various times in history. Contains a studio art component: students will experience working in some of the media covered. Prior art study not required. *Transfer Credit: CSU; UC • ADVISORY: Art 120A (optional)*
- ART 270AB—Weaving/Dyeing 1** **1.5 Units**
This class will explore basic dye technology on both fiber and fabric. Basic weaving techniques on frame looms and table looms, as well as card weaving will be explored. Free expression of each student’s ideas, finishing and presentation of work will be emphasized. *Transfer Credit: CSU*
- ART 271AB—Weaving/Dyeing 2** **1.5 Units**
This class will explore further dye technology on both fiber and fabric. Pattern weaves will be explored, tartan weaves will be studied and an expanded fabric project will be developed. Free expression of each student’s ideas, finishing and presentation of work will be emphasized. *Transfer Credit: CSU • ADVISORY: Art 270AB*
- ART 272AB—Harness Loom Weaving** **1.5 Units**
Designing and weaving decorative and functional fabrics. Methods of preparing the harness loom. The procedures learned on the 20-inch table loom are directly applicable to full-sized floor looms. Emphasis on fabric structure, color and design. Looms will be provided in the classroom. *Transfer Credit: CSU*
- ART 273AB—Harness Loom Weaving 2** **1.5 Units**
This class will explore advanced use of the harness loom for designing and weaving decorative and functional fabrics. Also included, are four-harness loom projects, pattern drafting, loom controlled laces, block theory and tapestry studies. *Transfer Credit: CSU • PREREQUISITE: Art 272AB; ADVISORY: Art 270AB, Art 271AB and Art 272AB*
- ART 280AD—Figure Painting/Watercolor** **1.5 Units**
Painting the figure in water media emphasizing observation, analysis and personal interpretation of the model. Techniques of watercolor and color theory as applied to figure painting. History, established concepts and experimental approaches. Critiques. *Transfer Credit: CSU; UC • ADVISORY: Art 224B and Art 228AB*
- ART 282—Drawing With Pastels** **1.5 Units**
Introduction to drawing with pastels emphasizing the creative process while developing the skill fundamentals such as composition, color theory and craftsmanship. Lecture and demonstration of portraits, still life, landscapes and florals. Art history and field trip included. *Transfer Credit: CSU; UC • ADVISORY: Art 120B*
- ART 283—Drawing with Pastels 2** **1.5 Units**
Second part of a two-part course in pastels, both soft and oil pastels. The course will emphasize the creative process while developing the skills fundamentals such as composition, color theory and craftsmanship. Lecture and demonstration of portraits, still life, landscapes and floral. Art history and field trip included. *Transfer Credit: CSU; UC • ADVISORY: Art 282*
- ART 290—Techniques of the Great Masters of Art** **1.5 Units**
The course will emphasize the creative process in painting by studying the techniques of the Great Masters of Art from Renaissance to Contemporary periods. Original works of art will be created utilizing techniques of Great Masters such as Rembrandt, Rubens, Renoir, Monet, Matisse, Picasso, Pollock and Bonnard. *Transfer Credit: CSU; UC • ADVISORY: Art 222B*
- ART 292—Techniques of the Old Masters of Art** **1.5 Units**
This course will emphasize the creative process in painting by studying the techniques of the Old Masters of Art of the Renaissance (1500-1860). Original works of art will be created utilizing dramatic effects of chiaroscuro, sfumato and craquelure and studying Rembrandt, van Eyck, da Vinci and van Ruisdahl. *Transfer Credit: CSU; UC • ADVISORY: Art 222B*
- ART 294—Techniques of the Impressionists** **1.5 Units**
This course will emphasize the creative process in painting by studying the techniques of the Impressionists (1860-1905). Original works of art will be created utilizing techniques of Impressionists, e.g., “plein air” painting, palette knife, pointillism, wet-on-wet and impasto. Students will study Picasso, Renoir, Degas, Monet, Cassatt, Seurat and van Gogh. *Transfer Credit: CSU; UC • ADVISORY: Art 222B*
- ART 400—Arts and Crafts** **0.0 Unit**
An arts and crafts course designed for older adults. Development and maintenance of visual and manual acuity using art media. Emphasis on creative self-expression and an appreciation for various art forms.
- ART 410—Exploration in Needlework** **0.0 Unit**
Expand needle art knowledge and techniques to create heirloom quality work. Counted thread, dimensional embroidery, tape/woven lace, picot and needle lace edging and open canvas work will be explored.

ASTRONOMY

ASTRONOMY 100—Introduction to Astronomy 3.0 Units

Origin, characteristics and evolution of the solar system, the stars, the galaxies and the universe. Historical milestones in the science of astronomy from ancient astronomers to the space probes of today. Consideration of the future of astronomical research and current theories in astronomy. *Transfer Credit: CSU; UC*

ASTRONOMY 100L—Astronomy Laboratory 1.0 Unit

A beginning astronomy laboratory course for non-science majors. In this course the scientific method is applied to the analysis of experimental astronomical data. *Transfer Credit: CSU* • **ADVISORY:** Astronomy 100 or concurrent enrollment

AUDIO-VIDEO

AUDIO-VIDEO 100—Introduction to Becoming an Audio-Video Technician 2.0 Units

This course provides an overview of the audio-video (AV) industry and the courses included in the AV program. Students who complete the course successfully will be knowledgeable about industry trends, opportunities, and resources that are available to AV technicians. They will be able to identify and describe the basic functions of cabling, interconnections, and system components used in the audio, video, rental and staging, and system integration sectors of the industry. They will also be proficient in using the technology required to take the on-line courses included in the program. *Transfer Credit: CSU*

BANKING AND FINANCIAL SERVICES

BANKING AND FINANCIAL SERVICES 352—Real Estate Loan Processing 3.0 Units

This course will prepare the student for an entry-level position as a real estate loan processor. The content will include conventional and government loan processing and completion of required documentation following established industry standards and requirements.

BANKING AND FINANCIAL SERVICES 356—Real Estate Loan Underwriting 3.0 Units

This course will prepare the student with prior loan processing experience for employment as a Real Estate Loan Underwriter. Course content will include conventional and government loan underwriting. • **ADVISORY:** Banking and Financial Services 352

BIOLOGY

BIOLOGY 001AD—Biology Tutoring 0.5 Units

This course is designed to improve students' understanding of biology through tutorial assistance based on identified student needs. Open entry throughout the semester. (NOT APPLICABLE TO A.A. DEGREE)

BIOLOGY 100—Introduction to Biology 3.0 Units

Biology for non-science majors. A general study of the basic concepts of biology including the human body and the environment. Emphasis on the characteristics of plant and animal life, human body systems, health, genetics and the interaction of organisms in their environment. *Transfer Credit: CSU; UC*

BIOLOGY 101—Introduction to Biology—Lab 1.0 Unit

Biology lab for non-science majors. A general study of plant and animal life processes to acquaint the non-biology major with basic biological concepts and instruments in the laboratory. *Transfer Credit: CSU; UC credit limitations.* See counselor. • **ADVISORY:** Biology 100 or concurrent enrollment in Biology 100

BIOLOGY 105—Introduction to Anatomy and Physiology 3.0 Units

This course includes a systematic introduction of the fundamental physical/chemical principles, basic biological concepts and fundamentals of anatomy and physiology. Designed for non-science majors and allied health programs. *Transfer Credit: CSU; UC credit limitations.* See counselor.

BIOLOGY 110—Applied Botany 3.0 Units

A study of plants and their relationship to man. Plant classification, structure, function and the environmental effects on plant growth will be emphasized. *Transfer Credit: CSU*

BIOLOGY 115—Introduction to Study of Insects 3.0 Units

A multidisciplinary survey of insects in literature, art, music, movies, food, house plants, history, phobias, photography and introductory school projects. An appreciation for the diversity and impact of insects on our lives. For the non-science major. *Transfer Credit: CSU*

BIOLOGY 120—Biology of Aging 3.0 Units

This course will explore normal vs. abnormal changes in aging and the human ability to adapt. Each body system will be reviewed, focusing on how age changes relate to the development of disorders and disease in later life. Methods of assisting older persons in adapting to acute and chronic illness and in health promotion and maintenance will be discussed. *Transfer Credit: CSU*

BIOLOGY 125—Marine Mammals 3.0 Units

An exploration of the life and habitat of the citizens of the water planet; whales, dolphins, pinnipeds, sea otters, sea cows and polar bears. The physiology, reproductive ecology, intelligence, behavior, conservation and management of aquatic mammals will be explained. Field trips to multiple locations as students provide own transportation. *Transfer Credit: CSU; UC*

BIOLOGY 170—Human Anatomy 4.0 Units

Introduction to the structure and design of the human body. Includes structural components and body system interactions. Students will participate in the laboratory, which will include dissection of the cat. Appropriate for students interested in human anatomy; satisfies requirements for nursing, physical therapy and physical education majors. *Transfer Credit: CSU; UC credit limitations.* See counselor.

BIOLOGY 200—Pharmacology 3.0 Units

Basic principles of pharmacology; classification of drugs, methods and routes of administration, distribution, absorption, excretion; desired and toxic effects; indication and contraindication for use. *Transfer Credit: CSU* • **PREREQUISITE:** Completion of Human Physiology (Coast Community College District Course Biol 175)

BUILDING INSPECTION TECHNOLOGY

BUILDING INSPECTION TECHNOLOGY 281-284—Cooperative Work Experience 1.0-4.0 Units

To enhance each Cooperative Work Experience participant's opportunity for success in the field of Building by bridging the gap between educational theory and on-the-job practices through individualized performance objectives related to the student's career or occupational goal in Building. *Transfer Credit: CSU* • **PREREQUISITE:** Be employed or volunteer in the field of Building 5 hours per week per 1.0 unit of Cooperative Work Experience • **CO-REQUISITE:** Be enrolled in a total of 7.0 units including Cooperative Work Experience

BUILDING INSPECTION TECHNOLOGY 300—Introduction to the International Building Code 3.0 Units

The student will gain insight into building laws founded on broad-based performance principles and will become familiar with the proper use of the International Building Code. This includes administrative, occupancy, types of construction, materials, fire resistive standards, exiting and detailed regulating provisions of the document.

BUILDING INSPECTION TECHNOLOGY 301—Residential/Construction Blueprint Reading 3.0 Units

Analysis of blueprints as they apply to residential/commercial construction; architectural graphic representations and their symbols for materials of construction; basic drafting principles related to working drawings.

BUILDING INSPECTION TECHNOLOGY 302—California Administrative Code 3.0 Units

This course will give the student the ability to apply the California Code of Regulations (Title 24) as it pertains to various types of buildings. Special emphasis will be placed on the handicapped and energy regulations. • **ADVISORY:** Knowledge of building construction

BUILDING INSPECTION TECHNOLOGY 303—**Fire and Life Safety 3.0 Units**

A comprehensive course designed to give the students an understanding of the fire and life safety requirements as regulated by the International Building Code. Important aspects of this course are regulation of building areas, heights, location on property fire resistance, exits, and fire suppression systems.

• ADVISORY: Building Inspection Technology 300

BUILDING INSPECTION TECHNOLOGY 304—**Concrete and Masonry Inspection 3.0 Units**

All facets of concrete, masonry and gunite inspection are covered in this course. In addition to code requirements students will learn field testing of concrete, understand special mix designs, quality control of materials and type and placement of reinforcing steel. • ADVISORY: Building Inspection Technology 301

BUILDING INSPECTION TECHNOLOGY 305—**Steel and Wood Frame Inspection 3.0 Units**

This class will concentrate on the International Building Code chapters concerning wood and steel framing, roofing and reroofing, drywall, stucco, plaster, plastics, soil classification and foundation investigation. • ADVISORY: Building Inspection Technology 300

BUILDING INSPECTION TECHNOLOGY 306—**Electrical Inspection 3.0 Units**

Basic safety and the use of electricity. Includes basic wiring methods used in residential and commercial buildings in conjunction with the latest edition of the National Electrical Code. Application of the principles of inspection to the details of electrical construction.

BUILDING INSPECTION TECHNOLOGY 307—**Mechanical Inspection: Heating and Air Conditioning 3.0 Units**

Interpretation of the Uniform Mechanical Code as it pertains to heating and air conditioning installations; includes venting, heater and air conditioning selection; gas, electrical and solar installation specifications. • ADVISORY: Knowledge of building construction

BUILDING INSPECTION TECHNOLOGY 308—**Plumbing Inspection 3.0 Units**

Plumbing code interpretation for inspectors and installers necessary for correct selection of material, sizing of pipe and installation.

BUILDING INSPECTION TECHNOLOGY 312—**Construction Estimating 3.0 Units**

Fundamentals of Construction Estimating takes a comprehensive approach to estimating, offering readers a well-rounded, up-to-date perspective on the estimating process. It is designed for entry level courses and focuses on the process of utilizing the latest technology to compile cost estimates for general contractors.

BUSINESS

BUSINESS 100—Introduction to the New Economy 3.0 Units

Update traditional introductory business curriculum with new business models, impact of the Internet and other changes brought about by technology. *Transfer Credit: CSU*

BUSINESS 110—Legal Environment of Business 3.0 Units

Introduction to basic business law, basic principles of American law, sources of law, the courts and the court system(s). Specific coverage of the law of contracts, torts, administrative agencies and agency, as well as Constitutional law as it pertains to business. Discussion(s) of the regulatory, economic and political environment of business. *Transfer Credit: CSU; UC*

BUSINESS 120—Personal Financial Planning 3.0 Units

Update traditional introductory business curriculum with new business models, impact of the Internet and other changes brought about by technology. *Transfer Credit: CSU*

BUSINESS 150—Marketing in the New Economy 3.0 Units

Practical, fast-paced introduction to contemporary marketing principles as applied in an increasingly Internet-driven marketplace. Students analyze market characteristics, evaluate product and service strategies, build marketing plans, study what works and what doesn't. Topics include: pricing, promotion, and distribution; Web-based storefronts and other e-Commerce channels; product introduction, branding, and packaging; consumer, industrial, and government markets. *Transfer Credit: CSU*

BUSINESS 222—Small Business Operation and Management 3.0 Units

An introductory study of small business in the American economy including current trends and opportunities. Emphasis is on retailing and analysis of business operation and management control techniques. Students will construct an actual business plan, including a loan package. *Transfer Credit: CSU*

BUSINESS 281-284—Cooperative Work Experience 1.0-4.0 Units

To enhance each Cooperative Work Experience participant's opportunity for success in the field of Business by bridging the gap between educational theory and on-the-job practices through individualized performance objectives related to the student's career or occupational goal in Business. *Transfer Credit: CSU*
• PREREQUISITE: Be employed or volunteer in the field of Business 5 hours per week per 1.0 unit of Cooperative Work Experience • CO-REQUISITE: Be enrolled in a total of 7.0 units including Cooperative Work Experience

BUSINESS 370—Basics of Investments 1.0 Unit

This course presents an evaluation of the best investment opportunities today. Includes methods for analyzing and evaluating current issues in economics to assist in predicting the right time to make a specific investment.

BUSINESS 410—Workforce Preparation: Resume and Interview Techniques 0.0 Units

Individuals seeking a new employment or advancement will receive tips, techniques, information and assistance with the creation of effective resumes and with preparation for positive and confident employment interviews.
• ADVISORY: Registration with Orange County One-Stop Center.

BUSINESS 411—Workforce Preparation: Job Search in a Changing Market 0.0 Units

Individuals seeking new employment or advancement will receive updated information related to successful job search techniques.

BUSINESS COMPUTING

BUSINESS COMPUTING 040AB (Formerly Computer 040AB) A Starting Point for Computers 0.5 Units

Learn the basic differences between computers and their accessories. Learn how to assess your personal needs and match them to the types of equipment, software, and other services that are available. This course is intended for beginners looking for a place to start with a computer. (NOT APPLICABLE TO A.A. DEGREE)

BUSINESS COMPUTING 050AB (Formerly Computer 050AB) Computer Basic Skills 1.0 Unit

Slow-paced hands-on introduction to word processing techniques and using e-mail and the Internet. No typing required. (NOT APPLICABLE TO A.A. DEGREE)

BUSINESS COMPUTING 051AB (Formerly Computer 051AB) Word Processing 1.0 Unit

Slow-paced hands-on continued skill building in word processing. Includes form letters envelopes, borders. Typing required. (NOT APPLICABLE TO A.A. DEGREE) • ADVISORY: Business Computing 050AB

BUSINESS COMPUTING 052AB**(Formerly Computer 052AB)****Computer Basic Skills 2** **1.0 Unit**

Slow-paced hands-on introduction to additional basic skills using various software programs. Typing not required but helpful. (NOT APPLICABLE TO A.A. DEGREE) • ADVISORY: Business Computing 050AB

BUSINESS COMPUTING 055AB**(Formerly Computer 055AB)****Spreadsheets 1** **1.0 Unit**

Slow-paced hands-on introduction to spreadsheets for home or small business use. No typing required. (NOT APPLICABLE TO A.A. DEGREE) • ADVISORY: Business Computing 050AB

BUSINESS COMPUTING 058AB**(Formerly Computer 058AB)****Easy Windows Basics** **1.0 Unit**

An overview of basic Windows operations. Students will quickly begin using windows features to open and close programs, save files, organize data, customize the desktop, explore Multimedia, and use communications. (NOT APPLICABLE TO A.A. DEGREE)

BUSINESS COMPUTING 060AB**(Formerly Computer 060AB)****Database 1** **1.0 Unit**

Slow-paced hands-on introduction to database. Store, find, and sort data for home or small business use. No typing required. (NOT APPLICABLE TO A.A. DEGREE) • ADVISORY: Business Computing 050AB

BUSINESS COMPUTING 064AD**(Formerly Computer 064AD)****Easy Computer Projects** **1.5 Units**

Students learn how to use a computer and a color DeskJet printer to create practical and useful items. General themes are Seasonal/Social Projects; Household/Everyday Projects; Business Projects; and Correspondence/Craft Projects. Projects will include, but are not limited to calendars, newsletters, signs, labels, databases, and other computer/printer products. (NOT APPLICABLE TO A.A. DEGREE) • ADVISORY: Business Computing 050AB or 058AB

BUSINESS COMPUTING 065AB**(Formerly Computer 065AB)****Word Processing Projects 1** **1.0 Unit**

Reinforce basic word processing skills. Complete business-like projects on computer. Typing required. (NOT APPLICABLE TO A.A. DEGREE) • ADVISORY: Business Computing 050AB

BUSINESS COMPUTING 066AB**(Formerly Computer 066AB)****Spreadsheet Projects 1** **1.0 Unit**

Reinforce basic spreadsheet skills. Complete business-like projects on computer. (NOT APPLICABLE TO A.A. DEGREE) • ADVISORY: Business Computing 055AB

BUSINESS COMPUTING 067AB**(Formerly Computer 067AB)****Database Projects 1** **1.0 Unit**

Reinforce basic data base skills. Complete business-like projects on computer. (NOT APPLICABLE TO A.A. DEGREE) • ADVISORY: Business Computing 060AB

BUSINESS COMPUTING 077AB**(Formerly Computer 077AB)****Easy Scanning** **1.0 Unit**

Scan pictures and 3-D objects; insert images into flyers, e-mail messages, and more. (NOT APPLICABLE TO A.A. DEGREE)

BUSINESS COMPUTING 080AB**(Formerly Computer 080AB)****Introduction to the Internet** **1.0 Unit**

A slow-paced “hands-on” introduction to the computer and the Internet, including terminology, operation, and navigation on the Internet and e-mail using Microsoft® Internet Explorer. Intended for beginning students. (NOT APPLICABLE TO A.A. DEGREE)

BUSINESS COMPUTING 085AB**(Formerly Computer 085AB)****Easy E-Mail** **1.0 Unit**

Slow-paced, hands-on approach to creating, sending, and organizing your e-mail including attachments. Intended for beginning users of e-mail. (NOT APPLICABLE TO A.A. DEGREE)

BUSINESS COMPUTING 095**(Formerly Computer 095)****Marketing Your Resume Online** **1.0 Unit**

Students use the computer to market work skills online, to post a resume, and to organize job search. Create Web and ASCII resumes and cover letter. (NOT APPLICABLE TO A.A. DEGREE) • ADVISORY: Basic computer knowledge and typing skills

BUSINESS COMPUTING 100AB**(Formerly Computer 100AB)****Introduction to Computers** **3.0 Units**

“Hands on” introduction only to computers including terminology, basic operations, and learning to use the basics of Microsoft’s word processing, spreadsheets, database, and presentation software (or a similar suite of software applications). *Transfer Credit: CSU* • ADVISORY: Basic Typing Skills

BUSINESS COMPUTING 101**(Formerly Computer 101)****AppleWorks/ClarisWorks Short Course** **1.0 Unit**

Learn the basics of word processing, database, spreadsheets, drawing, and painting—all in a single program. *Transfer Credit: CSU* • ADVISORY: Typing experience helpful

BUSINESS COMPUTING 102**(Formerly Computer 102)****Disk Operating Systems 1** **1.5 Units**

“Hands-on” introduction to the IBM PC DOS 6.0 operating system, including file naming, wildcards, copying, deleting, renaming, comparing, printing and creating files. Also includes disk formatting and introduction to subdirectories, batch files and Microsoft Windows. *Transfer Credit: CSU*

BUSINESS COMPUTING 104AD**(Formerly Computer 104AD)****Microsoft Windows 1** **1.5 Units**

This course provides an overview of the Windows operating system to enable the student to quickly begin using computer programs in association with the Windows environment. Topics covered in this overview include: program opening and closing, file saving and storage, file editing, program launching, working with folders and files, performing desktop customization, using Multimedia, communications, and other related topics. *Transfer Credit: CSU*

BUSINESS COMPUTING 107A**(Formerly Computer 107A)****Keyboarding on Computer 1** **1.5 Units**

Introduction to learning to touch-type on the computer. Good for personal or business use. *Transfer Credit: CSU* • ADVISORY: Concurrent enrollment in Business Computing 305AD is recommended

BUSINESS COMPUTING 107B**(Formerly Computer 107B)****Keyboarding on Computer 2****1.5 Units**

Develop your typing speed and accuracy. Learn to type simple letters, memos, and more. For personal or business use. *Transfer Credit: CSU • ADVISORY:* It is recommended that students enroll in Business Computing 305AD to build keyboarding speed or Business Computing 300L to finish projects on the computer.

BUSINESS COMPUTING 108**(Formerly Computer 108)****Data Entry****1.0 Unit**

Data entry exercises on microcomputers. Skill and speed development will be accomplished through keying of characters, numerals and the preparation and handling of source documents. (Student will become familiar with common business forms and vocabulary through the use of source documents.) *Transfer Credit: CSU • ADVISORY:* Typing speed of 30 words per minute

BUSINESS COMPUTING 109AB**(Formerly Computer 109AB)****Keyboarding Speed and Accuracy****1.0 Units**

This course assumes that the student has had previous typing/keyboarding experience and wishes to increase keyboarding speed and improve accuracy. Emphasis is on techniques of typing and skill development through prescribed drills and timed writings. *Transfer Credit: CSU • ADVISORY:* Prior computer typing experience with a minimum typing speed of 25 words per minute

BUSINESS COMPUTING 110AB**(Formerly Computer 110)****Introduction to Macintosh****1.5 Units**

This is a hands-on introductory course to the Macintosh Operating System. This course will cover using the operating system, customizing your computer environment, backing up, and using utilities to maintain your computer in a healthy state. *Transfer Credit: CSU*

BUSINESS COMPUTING 111**(Formerly Computer 111)****Troubleshooting the Macintosh Computer****3.0 Units**

Gain an indepth look at the Macintosh operating system – including the System and Finder – as well as individual components and how they function. Learn how to identify components most likely to fail and apply strategies for isolating problems that complicate repair. Learn step-by-step techniques for pinpointing, diagnosing, and solving hardware and software malfunctions found in Macintosh computers. *Transfer Credit: CSU*

BUSINESS COMPUTING 112**(formerly Office Automation Careers 112)****Office Organization****1.0-3.0 Units**

Provides a practical approach to mastering the basics in the home or business office of the future. Experience using the computer, 10-key calculator and other automated office equipment. Other topics covered include FAX, electronic mail, current filing rules, proofreading techniques and phone etiquette. *Transfer Credit: CSU • ADVISORY:* Concurrent enrollment in a typing class or ability to type 25 words per minute

BUSINESS COMPUTING 113**(Formerly Computer 113)****Desktop Publishing 1: Macintosh****3.0 Units**

This course provides the foundation in desktop publishing that students will need in the workplace. The course includes creating flyers, invoices, catalogs, and brochures; it also includes designing mastheads, handling in-line graphics, using printer's crop marks, and creating newsletters. Major features of the course include text and graphics incorporation from other programs, page layout, printing, and style sheets. Students will create new projects weekly. *Transfer Credit: CSU • PREREQUISITE:* Business Computing 110AB

BUSINESS COMPUTING 114**(formerly Office Automation Careers 114)****Administrative Procedures and Technology****3.0 Units**

This multi-disciplinary class covers office systems, information management, communications, technology, and administrative procedures. Designed to teach applied systems thinking to students pursuing both administrative support and information management careers. Support SCANS skills. *Transfer Credit: CSU • ADVISORY:* Typing speed of 30 words per minute and concurrent enrollment in Business Computing 305AD

BUSINESS COMPUTING 120**(Formerly Computer 120)****Microsoft Excel 1****1.5 Units**

Use Microsoft Excel to create professional worksheets that include formulas, range names, MS Excel Wizards, printing techniques, data analysis and file management. *Transfer Credit: CSU ADVISORY:* Business Computing 104AD, Basic Mathematical Skills and Keyboarding Skills at 25 wpm

BUSINESS COMPUTING 121**(Formerly Computer 121)****Microsoft Excel 2****1.5 Units**

Includes "hands-on" instruction on how to chart worksheet data; choose the appropriate type of chart and visual elements for professional presentations that will display analyses of investments, projects or other financial decisions. Learn to create automatic functions and use multiple summary functions to create reports. Emphasis will be on linking, embedding and consolidating worksheets as well as designing a list or database. Includes database manipulation to extract specific criteria. An introduction to creating and editing visual basic applications (macros) to automate frequently used procedures. This course is offered in both Windows (PC) and Macintosh platforms. *Transfer Credit: CSU • ADVISORY:* Business Computing 120

BUSINESS COMPUTING 122**(Formerly Computer 122)****Excel for Accounting****3.0 Units**

Learn to create presentation-ready worksheets and graphic charts used for presenting accounting information. Emphasis will be placed on creating simple and complex formulas and preparing accounting-related reconciling schedules and customized financial information reports used as supplements to those generated by standard accounting software. Learn techniques for audit-checking and analyzing information obtained from accounting software. *Transfer Credit: CSU • ADVISORY:* Accounting 105

BUSINESS COMPUTING 124**(Formerly Computer 124)****Using Adobe Acrobat****1.5 units**

Adobe Acrobat is the essential tool for universal document exchange. It is a reliable, efficient, and effective way to share information electronically. Acrobat lets you convert any document into an Adobe Portable Document Format (PDF) file, with its original appearance preserved, and then distributed for viewing and printing on any system. *Transfer Credit: CSU*

BUSINESS COMPUTING 126**(Formerly Computer 126)****Macintosh OS X Basics****1.0 Units**

Slow-paced, hands-on introduction to Mac OS X. Learn to harness the power of OS X and make the transition from OS 9. *Transfer Credit: CSU*

BUSINESS COMPUTING 127**(Formerly Computer 127)****Advanced Macintosh OS X****1.5 Units**

Learn more advanced features of Macintosh OS X, which is based on the UNIX architecture. Topics include OS X utilities, security and multiple users, networking, and telecommunication as it relates to OS X, terminal (the UNIX Window), and customization of the system. *Transfer Credit: CSU • ADVISORY:* Business Computing 126

BUSINESS COMPUTING 128**(Formerly Computer 128)****AppleScript****1.0 Units**

Learn to use AppleScripts to control applications and share data between programs. This powerful tool will allow the student to increase his or her productivity greatly by automating repetitive tasks. Some applications that support AppleScripts are Adobe Illustrator, Adobe Photoshop, File Maker Pro, Microsoft Internet Explorer, Microsoft Word, Netscape Navigator, and QuarkXpress. *Transfer Credit: CSU*

BUSINESS COMPUTING 130**(Formerly Computer 130)****Microsoft Publisher****3.0 Units**

Learn to create electronic publications that could be used to create a Web site for a small business. This hands-on course using Microsoft Publisher to design, build, edit and enhance publications includes creating brochures, pamphlets, forms, newsletters, mail-outs and electronic publications. *Transfer Credit: CSU* • ADVISORY: Business Computing 100AB, 146, 147, and keyboarding skills at 25 wpm

BUSINESS COMPUTING 147**(Formerly Computer 147)****Beginning Microsoft Word****1.5 Units**

Microsoft Word for the beginning computer user. Topics include creating, printing, saving, and editing. Additional topics include formatting characters and paragraphs, using Help, formatting and maintaining documents, creating and printing labels, envelopes, and invitations. *Transfer Credit: CSU* • ADVISORY: Business Computing 109AB

BUSINESS COMPUTING 148**(Formerly Computer 148)****Microsoft Word 2****1.5 Units**

Advanced training and practice with Microsoft Word based on the fundamentals learned in Business Computing 147. Topics include glossaries, style sheets, merging, form letters, tables and charts, math functions and creating tables of contents. *Transfer Credit: CSU* • ADVISORY: Business Computing 147

BUSINESS COMPUTING 148A**(Formerly Computer 148A)****Microsoft Word/Long Documents****1.5 Units**

Useful Microsoft Word long document features including merge, multiple page documents, text manipulation within and between documents, header/footer and footnote/endnote creation and revision, page and section numbering, advanced editing features, special features, paper selection, basic personal merged phone book, and special projects. Preparation for Microsoft Office User Specialist (MOUS) Core Exam. *Transfer Credit: CSU* • ADVISORY: Business Computing 147

BUSINESS COMPUTING 148B**(Formerly Computer 148B)****Microsoft Word/Graphics****1.5 Units**

For students who will be preparing documents containing graphics, WordArt, drawings, tables, and charts. Use of the Internet and Word topics are covered. Preparation for Microsoft Office User Specialist (MOUS) Core Exam. *Transfer Credit: CSU* • ADVISORY: Business Computing 147

BUSINESS COMPUTING 148C**(Formerly Computer 148C)****Microsoft Word/Power Word****1.5 Units**

Microsoft Word/Power Word features include templates, auto formats, macros, styles, sorting and selecting, outlines, master documents and subdocuments, fill-in forms, working with shared documents, and creating specialized tables and indexes (table of contents, index, table of figures, and table of authorities). Microsoft Office User Specialist (MOUS) Expert Exam practice. *Transfer Credit: CSU* • ADVISORY: Business Computing 148A and 148B

BUSINESS COMPUTING 150AB**(Formerly Computer 150AB)****Microsoft Office Professional 1****3.0 Units**

An introduction to Office Professional applications—Microsoft Word, Excel, Access, PowerPoint, and Outlook. This hands-on course includes projects that feature integrating data between applications to form documents. *Transfer Credit: CSU* •

BUSINESS COMPUTING 151**(Formerly Computer 151)****MS Office Professional 2****3.0 Units**

Hands-on continuation of Microsoft Office Professional with emphasis on continued exploration of collaborative documents created with Word, Excel, PowerPoint and Access. Includes mail merging, sound, video clips, printing and macros. *Transfer Credit: CSU* • ADVISORY: Business Computing 150AB and Business Computing 104AD or 106 and strong abilities using Microsoft Windows

BUSINESS COMPUTING 152**(Formerly Computer 152)****MS Office-Level 3: Support****1.5 Units**

Installing and troubleshooting MS Office software. Topics include directory structure, shared libraries, DLL's, INI's, preferences, add-ins, and Windows registration database. Uninstalling techniques and resources are discussed. *Transfer Credit: CSU* • ADVISORY: Business Computing 150

BUSINESS COMPUTING 153**(Formerly Computer 153)****Internet for Office Professionals****1.5 Units**

Hands-on lecture designed especially for office professionals needing to use the Internet. Emphases include using the Internet, E-Mail, browsing the World Wide Web, making travel arrangements, commercial activities such as banking, shopping for products and services, office management utilizing shipping and tracking tools, locating government and business information, conducting employee searches, posting jobs, and creating and posting a very simple Web page. *Transfer Credit: CSU* • ADVISORY: Keyboarding skills at 25 words per minute

BUSINESS COMPUTING 160**(Formerly Computer 160)****GIS (Geographic Information Systems) for Business****3.0 Units**

An introduction to Geographic Information Systems as it applies to everyday business applications. Learn how to use data that is related spatially to make good business decisions. Utilize basic GIS systems, operating assumptions, and methodology that include automated map making and data bases. *Transfer Credit: CSU* • ADVISORY: Keyboarding skills at 25 WPM

BUSINESS COMPUTING 167**(Formerly Computer 167)****Visual Basic****3.0 Units**

A self-paced class in Visual Basic that teaches the basics of application development. Includes using the Toolbox, setting controls, changing properties, using the command button and creating and using sub-procedures with Visual Basic for Applications. *Transfer Credit: CSU* • PREREQUISITE: Business Computing 171; ADVISORY: Keyboarding skills at 25 WPM

BUSINESS COMPUTING 168A**(Formerly Computer 168A)****FrontPage Web Page Design I****3.0 Units**

A beginning through intermediate level step-by-step, hands-on course, learning to use MS FrontPage Editor for Web page design. Emphasis include using templates, WebBot components, Web page design criteria, using tables, hypertext links, frames, interactive HTML forms and forms handlers, and image maps. Schedule Description: A beginning through intermediate level step-by-step, hands-on course, learning to use MS FrontPage Editor for Web page design. Projects include using templates, forms frames, and graphics and creating a Web site. *Transfer Credit: CSU*

BUSINESS COMPUTING 168B**(Formerly Computer 168B)****FrontPage Web Page Design 2****3.0 Units**

A continuation of FrontPage Web Page Design I. Learn to use MS FrontPage Editor for Web page design. Emphasis include publishing a Web site, creating a search Web page, forms, processing Web pages on a server, integrating a database, working with HTML code, cascading style sheets, charts and e-Commerce. *Transfer Credit: CSU* • **PREREQUISITE:** Business Computing 168A

BUSINESS COMPUTING 169**(Formerly Computer 169)****Internet for Educators****1.0 Unit**

Designed to provide K-14 instructors with an introduction to how the Internet can be used to enrich learning. Students will learn how to access the Internet and use Netscape Navigator menus and toolbars, use search engines to locate Web sites and resources, facilitate easy access to sites through well-organized bookmarks, find and create student projects, integrate Web resources and projects into classroom lessons, organize the classroom for Internet use, and locate and subscribe to listservs and newsgroups. Copyright, security, and analysis of content integrity will also be covered. *Transfer Credit: CSU* • **ADVISORY:** Business Computing 104AD, 110AB or ability to use MS Windows

BUSINESS COMPUTING 170**(Formerly Computer 170)****Using the Internet****1.5 Units**

Learn to research topics and find information using the Internet. Access World Wide Web servers, gopher servers, news servers and library databases. Send and receive e-mail. Discuss security and netiquette. Compare service providers and discuss modem requirements. *Transfer Credit: CSU* • **ADVISORY:** Business Computing 104AD or 110AB or the ability to use Microsoft Windows

BUSINESS COMPUTING 171**(Formerly Computer 171)****Web Page Design****3.0 Units**

Web Design/XHTML 1 introduces students to the foundations of Web design, including planning, creating, and publishing a Web site. It emphasizes coding at the HTML/XHTML level rather than using a WYSIWYG (What You See Is What You Get) editor. The course also covers some critical issues related to Web design often overlooked in such classes (e.g., background information about the Internet and World Wide Web, copyright issues, etc.) *Transfer Credit: CSU* • **ADVISORY:** Business Computing 168A, Business Computing 168B, Digital Graphics Applications 166A, Business Computing 170

BUSINESS COMPUTING 171B**(Formerly Computer 171B)****Web Page Design II****1.5 Units**

Hands-on lecture continuing Web Page Design I elements. Emphases include using animation, sound, video, royalty-free music issues, introduction to Java by example, frames, linked windows, cgi-scripting, image maps, basic forms, Web page maintenance, and managing larger presentations. *Transfer Credit: CSU* • **ADVISORY:** Business Computing 170 AND 171A

BUSINESS COMPUTING 171C**(Formerly Computer 171C)****XML—Extended Markup Language****3.0 Units**

The Internet is causing a revolution in how we represent, retrieve, and process information. This has given us a universally accessible database, but in the form of an unorganized collection of documents. XML is changing how data is represented. Learn how to represent, retrieve, and process information from the Internet using XML. Features publishing structured documents on the Web, learning methods for querying and updating structured Web documents, and learning sound techniques for writing Web data queries. *Transfer Credit: CSU* • **PREREQUISITE:** Business Computing 171A and Business Computing 171B and Business Computing 174A and Business Computing 174B

BUSINESS COMPUTING 172**(Formerly Computer 172)****Corporate Web Manager****1.5 Units**

Duties of an organization's Web manager, including policies, costs and management of a Web site. *Transfer Credit: CSU* • **ADVISORY:** Business Computing 171

BUSINESS COMPUTING 173**(Formerly Computer 173)****Internet Research I****1.5 Units**

Hands-on lecture using various search techniques and resources to quickly locate information on the Internet. Emphases include using Internet access tools, data formats and media, search engines, subject guides, library catalogs, commercial and government resources. Learn the secrets that the experts use to efficiently locate people and data. *Transfer Credit: CSU* • **ADVISORY:** Business Computing 170 and keyboarding skills at 25 words per minute

BUSINESS COMPUTING 174A**(Formerly Computer 174A)****JavaScript for Nonprogrammers****3.0 Units**

A continuing Web page design course for beginning to intermediate level people who know how to create Web pages but who may know next to nothing about programming. Includes many scripts that can be typed into Web pages or grabbed straight from other Web pages using an online companion for JavaScript. Utilizes plain English and only those programming terms that are necessary for an understanding of how to work with JavaScript. *Transfer Credit: CSU* • **ADVISORY:** Business Computing 170, 171B and keyboarding skills at 25 wpm

BUSINESS COMPUTING 174B**(Formerly Computer 174B)****JavaScript 2****3.0 Units**

A continuation of JavaScript for Non-Programmers, this is a comprehensive hands-on coverage of both client and server side Java Scripting. Individuals learn to create interactive and dynamic user interfaces and integrate databases with Web sites. *Transfer Credit: CSU* • **ADVISORY:** Business Computing 174A and keyboarding skills at 25 WPM

BUSINESS COMPUTING 175**(Formerly Computer 175)****Microsoft Access****1.5 Units**

Improve your productivity by learning how to quickly and easily retrieve information that is an essential part of your daily work. Hands-on introduction to Microsoft Access 2 for Windows, including database planning, creating, editing, querying, forms, printing, expansion, attaching, and importing data from a different source. Emphasis will be on learning to use the built-in Microsoft Wizards to quickly generate all of the essential objects of a database which will organize data in a consistent and logical order. *Transfer Credit: CSU* • **ADVISORY:** Business Computing 150AB, 104AD or strong ability to use Microsoft Windows

BUSINESS COMPUTING 176**(Formerly Computer 176)****MS Access, Level 2****1.5 Units**

Hands-on continuation to Microsoft Access for Windows, emphasizing relational database design, maintenance, integrity, customized forms, printing, and an overview of macros and modules using Visual Basic for MS Applications. *Transfer Credit: CSU* • **ADVISORY:** Business Computing 175

BUSINESS COMPUTING 177**(Formerly Computer 177)****Access for e-Commerce****3.0 Units**

Access for e-Commerce is a hands-on course designed for Web developers to create Web sites that can display, insert, update, and delete data from a database such as Access. A data-driven Web site can be posted to a computer with Personal Web Server or to the Internet. Features three programming appendices: Java, ActiveX, and Microsoft Visual Studio Suite. *Transfer Credit: CSU* • **ADVISORY:** Digital Graphics Applications 165, Digital Graphics Applications 166 and Business Computing 174A and keyboarding skills at 25 WPM

BUSINESS COMPUTING 178**(Formerly Computer 178)****Help Desk****1.5 Units**

Techniques and procedures for computer help desk personnel. Sources of technical information. Software for tracking and reporting support calls.

*Transfer Credit: CSU***BUSINESS COMPUTING 179****(Formerly Computer 179)****Learning FileMaker Pro****3.0 Units**

FileMaker Pro is the graphical user interface database software that allows you to create solutions for today's personal and business needs. With powerful features, broad platform support, and an easy-to-use interface, learn how to create databases to track and manage people, projects, and information. This class will also cover integrating databases with the Web. *Transfer Credit: CSU*

BUSINESS COMPUTING 180**(Formerly Computer 180)****Introduction to Multimedia****2.0 Units**

The course defines multimedia and how it will affect the way we live, learn, work and play. Various real-world applications will be examined, including business presentations, tutorial and interactive training, education, games and entertainment on CD-ROM. *Transfer Credit: CSU* • ADVISORY: Experience using Macintosh and/or IBM Personal Computers

BUSINESS COMPUTING 181**(Formerly Computer 181)****Multimedia Essentials****3.0 Units**

This is a hands-on course which defines the individual building blocks involved in multimedia. An emphasis will be placed on the integration of elements into a multimedia production. Both hardware and software issues will be discussed as well as the role multimedia plays on the Internet. *Transfer Credit: CSU* • ADVISORY: Experience using Macintosh and/or IBM Personal Computers

BUSINESS COMPUTING 185**(Formerly Computer 185)****Microsoft PowerPoint****1.5 Units**

Create powerful, effective, professional presentations using Microsoft PowerPoint for Windows. Hands-on introduction to Microsoft PowerPoint for Windows, including creating, organizing ideas, editing, communicating ideas and printing presentations. Emphasis will be on learning to use the built-in Microsoft Wizards and drawing tools to quickly generate an electronic presentation utilizing charts, slides, text, color and clipart. *Transfer Credit: CSU* • ADVISORY: Business Computing 150AB, 104AD or strong ability to use Microsoft Windows

BUSINESS COMPUTING 195**(Formerly Computer 195)****Strategic Internet Marketing****1.5 Units**

Use the Internet as a competitive weapon! Learn strategies for using the Internet to successfully market your products and services. Includes proven techniques for planning and implementing your own Internet marketing strategy. Use expert advice to make enlightened decisions for implementing your own marketing plan. *Transfer Credit: CSU* • ADVISORY: Keyboarding skills at 25 WPM

BUSINESS COMPUTING 196**(Formerly Computer 196)****Starting Your Own Internet Business****1.5 Units**

Learn how to successfully plan an e-commerce business. Obtain expert advice on how to avoid the common mistakes that many others have made and how to get your site noticed. This course includes writing a formal business plan. *Transfer Credit: CSU* • ADVISORY: Keyboarding skills at 25 WPM

BUSINESS COMPUTING 197**(Formerly Computer 197)****E-Commerce—Constructing An Online Business****3.0 Units**

This course is designed for individuals, entrepreneurs, and small businesses who want to create a presence on the Internet by offering their products and/or services through online transactions. This will be a hands-on course which includes setting up an e-commerce business. *Transfer Credit: CSU*

• ADVISORY: Knowledge of basic HTML and Web design experience

BUSINESS COMPUTING 198**(Formerly Computer 198)****Introduction to ASP (Active Server Pages)****1.5 Units**

Active Server Pages (ASP) is an introductory hands-on course designed for Web developers to generate server-side Web applications with browser-neutral content. Includes ASP, simple applications, using the ASP object model and the objects it comprises. *Transfer Credit: CSU* • PREREQUISITE: Business Computing 170 and Business Computing 171 ADVISORY: Keyboarding skills at 25 WPM

BUSINESS COMPUTING 200**(Formerly Computer 200)****Active Server Pages (ASP)****3.0 Units**

Active Server Pages (ASP) is a hands-on course designed for Web developers to generate server-side Web applications with browser-neutral content.

Includes MS Internet Information Server, ASP, IIS object model, and the objects it comprises. *Transfer Credit: CSU* • ADVISORY: Keyboarding skills at 25 WPM

BUSINESS COMPUTING 201**(Formerly Computer 201)****Desktop Publishing Internship****1.5 units**

Students will work within the identified college departments or a local business, creating business cards, flyers, brochures, graphics, logos, newsletters, and performing other desktop publishing or prepress duties.

*Transfer Credit: CSU***BUSINESS COMPUTING 202****(Formerly Computer 202)****ColdFusion****3.0 Units**

ColdFusion is a popular Web server and development environment. ColdFusion will encompass simple database-query applications and move to full-featured electronic-commerce systems. Included are ColdFusion tools, ColdFusion Markup Language (CFML), SQL, and the Verity search language. *Transfer Credit: CSU*

BUSINESS COMPUTING 203**(Formerly Computer 203)****Managing Web Teams****1.5 Units**

This course will introduce participants to the unique supervisory issues of identifying, motivating, and organizing creative/technical people. Students will learn how to build effective creative teams to meet departmental and company objectives. *Transfer Credit: CSU*

BUSINESS COMPUTING 207**(Formerly Computer 207)****Web Security****1.5 Units**

This course will discuss the various topics important to Web and to general network security. It will cover basic client environment security, server-side security, firewalls, Java and CGI script security and security as it relates to transporting information via the Web. The class is designed for those concerned about security on the Web or a network and for those who manage the Web for an organization. *Transfer Credit: CSU*

BUSINESS COMPUTING 210**(Formerly Computer 210)****Introduction to PowerCADD****3.0 Units**

This course presents the fundamentals of the program PowerCADD, the premier two-dimensional Computer-Aided Drafting and Design program for the Power Macintosh. The student will be able to create projects ranging in difficulty from simple to more complex designs. Wild Tools, a program integrated with PowerCADD, providing some of the most advanced vector tools available, is included in the instruction. *Transfer Credit: CSU*

• ADVISORY: Business Computing 110AB, and Digital Graphics Applications 112

BUSINESS COMPUTING 214**(formerly Office Automation Careers 214)****Advanced Office Administration****3.0 Units**

Essentials of office management, organization, decision-making skills, problem-solving, personnel issues emphasizing human behavior, effective interpersonal communications and motivation of employees, office automation, and measurement of office productivity. *Transfer Credit: CSU* • ADVISORY: Office Automation Careers 114 plus 5 years advanced office experience

BUSINESS COMPUTING 281-284**(Formerly Computer 281-284)****Cooperative Work Experience****1.0-4.0 Units**

To enhance each Cooperative Work Experience participant's opportunity for success in the field of Computers by bridging the gap between educational theory and on-the-job practices through individualized performance objectives related to the student's career or occupational goal in Computers. *Transfer Credit: CSU* • PREREQUISITE: Be employed or volunteer in the Computer field 5 hours per week per 1.0 unit of Cooperative Work Experience • CO-REQUISITE: Be enrolled in a total of 7.0 units including Cooperative Work Experience

BUSINESS COMPUTING 300L**(Formerly Computer 300L)****Computer Laboratory****0.5 Unit**

Provides Computer lab time on IBM PCS and Macs. Instructors provide limited individual attention due to the variety of software used in the lab. • ADVISORY: Concurrent enrollment in a Coastline course

BUSINESS COMPUTING 305AB**(Formerly Computer 305AB)****Computer Lab Internship****3.0 Units**

This course includes (a) methods of maintaining Computers in labs and (b) the duties and responsibilities of lab assistants. Students actually assist in the labs to accomplish both goals. • ADVISORY: Pass the test about following lab instructions

BUSINESS COMPUTING 305AD**(formerly Office Automation Careers 305AD)****Keyboarding Skills Laboratory****0.5 Unit**

An instructor-directed lab for students wishing to build typing speed; type resumes; or complete typing, machine transcription, office procedures or class-related assignments. • ADVISORY: Ability to use an electric typewriter or computer keyboard or concurrent enrollment in an Office Automation Careers machine transcription or office procedures class

BUSINESS COMPUTING 306AB**(Formerly Computer 306AB)****Web Page Internship****1.5 Units**

Create and post Web pages for a specific department, instructor, agency, or company. Enhance Web sites with tips and tricks discussed in class. • ADVISORY: Business Computing 171

BUSINESS COMPUTING 400—Computer Basics**0.0 Units**

Slow-paced, hands-on introduction to basic computer skills. Topics covered will include use of hardware, software peripherals and the use of the Internet. This course is designed for older adults.

CHEMISTRY

CHEMISTRY 001AD—Chemistry Tutoring**0.5 Units**

This course is designed to improve students' understanding of chemistry through tutorial assistance based on identified student needs. Open entry throughout the semester. (NOT APPLICABLE TO A.A. DEGREE)

CHEMISTRY 100—Chemistry and Living**3.0 Units**

Analysis of problems of current concern to the individual relating to his/her surroundings and the role that chemistry plays both in these problems and in their possible solutions. *Transfer Credit: CSU*

CHEMISTRY 105—Chemistry Explorations for Teachers**2.0 Units**

A class in basic scientific principles and methods related to chemistry. Emphasis is on developing a molecular understanding of the world, and applying the scientific method to understanding everyday phenomena. Course is designed to introduce future elementary and middle school teachers to the central ideas of chemistry through a series of laboratory experiments, hands-on exercises and discussions. Topics have been chosen to ensure coverage of the content in state and national science education standards. *Transfer Credit: CSU*

CHEMISTRY 110—Introduction to Chemistry**5.0 Units**

A lab science course in principles of inorganic, organic, and biochemistry for transfer and for A.A. Degree programs in nursing, dietetics, paramedical and other allied health fields. Not for students planning to take Chemistry 130. *Transfer Credit: CSU; UC credit limitations.* See counselor. • ADVISORY: "C" or better in Elementary Algebra

CHEMISTRY 130—General Chemistry Preparatory**4.0 Units**

An introduction to both the principles and calculations of chemistry and lab techniques, especially for those students who will be continuing with future chemistry courses. *Transfer Credit: CSU; UC credit limitations.* See Counselor. • ADVISORY: "C" or better in Intermediate Algebra

CHEMISTRY 180—General Chemistry A**4.0 Units**

A basic course in the principles of inorganic chemistry with special emphasis on chemical calculations and structure. *Transfer Credit: CSU; UC* • ADVISORY: Completion of Chemistry 130 or a recent high school chemistry course with a grade of C, and completion of Math 030 or a recent high school course in intermediate algebra with a grade of C or appropriate placement on a math placement assessment.

CHEMISTRY 180L—General Chemistry Lab A**1.0 Unit**

A basic course in the principles of inorganic chemistry with special emphasis on chemical calculations and structure. *Transfer Credit: CSU; UC* • ADVISORY: Completion of Chemistry 130 or a recent high school chemistry course with a grade of C, and completion of Math 030 or a recent high school course in intermediate algebra with a grade of C or appropriate placement on a math placement assessment; CO-REQUISITE: Chemistry 180 (may be waived by demonstration of satisfactory completion of AP Chemistry, Chemistry 180)

CHEMISTRY 185—General Chemistry B**4.0 Units**

A basic course in the principles of inorganic chemistry with special emphasis on solution chemistry, chemical equilibrium, and quantitative relationships. *Transfer Credit: CSU; UC* • ADVISORY: Completion of Chemistry 180

CHEMISTRY 185L—General Chemistry Lab B**1.0 Unit**

A basic laboratory course in the principles of inorganic chemistry and lab techniques with special emphasis on solution chemistry, chemical equilibrium, and quantitative relationships. *Transfer Credit: CSU; UC* • CO-REQUISITE: Chemistry 185 (may be waived by demonstration of satisfactory completion of AP Chemistry, Chemistry 185)

CHINESE

CHINESE 058—Chinese for Business and International Relations **2.0 Units**

Introduction to fundamental skills of spoken Chinese, developing ability to communicate using vocabulary and structures especially serviceable in international travel and business. Emphasis is on development of aural/oral skills through practical “situational dialogues” mimicking likely encounters that students will have. Finding one’s way; changing currency; discussing issues of finance and international affairs in a simple manner; using telephones and taking telephone messages; and making reservations for lodging, eating, and transportation will be among the situations presented. Student participation is encouraged, and an intensive format may be employed to expedite learning.

CHINESE 180—Elementary Chinese **5.0 Units**

This course is designed to develop the student’s fundamental ability to both comprehend and converse in daily spoken Chinese. Early reading and writing skills are introduced, as well as Chinese customs and culture. *Transfer Credit: CSU; UC credit limitations.* See counselor. • **ADVISORY:** Students who have completed two years of high school Chinese with a grade of “C” or better should enroll in Chinese 185.

CHINESE 180A—Elementary Chinese 1A **2.5 Units**

This course is designed to develop the student’s fundamental ability to both comprehend and converse in daily spoken Chinese. Early reading and writing skills are introduced, as well as Chinese customs and culture. Chinese 180A is equal to the first half of Chinese 180. Chinese 180A and 180B are equivalent to Chinese 180. *Transfer Credit: CSU; UC credit limitations.* See Counselor. • **ADVISORY:** Students who have completed two years of high school Chinese with a grade of “C” or better should enroll in Chinese 185.

CHINESE 180B—Elementary Chinese 1B **2.5 Units**

This course reviews and expands the student’s ability to comprehend and converse in daily spoken Chinese. There is a continued emphasis on grammar, vocabulary, pronunciation, reading and writing. An introduction to Chinese customs and culture is continued. Chinese 180B is equal to the second half of Chinese 180. Chinese 180A and 180B are equivalent to Chinese 180. *Transfer Credit: CSU; UC credit limitations.* See counselor. • **PREREQUISITE:** Chinese 180A

CHINESE 182AB—Conversational Chinese **1.0 Unit**

Speaking, understanding, reading and writing Chinese (Mandarin), with emphasis on tradition and customs of China. *Transfer Credit: CSU* • **PREREQUISITE:** Chinese 180 or 180B

CHINESE 185—Elementary Chinese 2 **5.0 Units**

Continuation of Chinese 180. Designed to develop the student’s fundamental ability to both comprehend and converse in daily spoken Chinese. Sentence patterns, vocabulary and pronunciation are emphasized. Reading and writing skills are continuously introduced as well as appreciation and understanding of Chinese customs and cultures in China, Taiwan and elsewhere. Chinese 180 and 185 together constitute the beginning level of the language. *Transfer Credit: CSU; UC credit limitations.* See Counselor. • **PREREQUISITE:** Chinese 180 or 180B

CHINESE 185A—Elementary Chinese 2A **2.5 Units**

Continuation of Chinese 180. Designed to develop the student’s fundamental ability to both comprehend and converse in daily spoken Chinese. Sentence patterns, vocabulary and pronunciation are emphasized. Reading and writing skills are continuously introduced as well as appreciation and understanding of Chinese customs and cultures in China, Taiwan and elsewhere. Chinese 180 and 185 together constitute the beginning level of the language. *Transfer Credit: CSU; UC credit limitations.* See Counselor. • **PREREQUISITE:** Chinese 180 or 180B

CHINESE 185B—Elementary Chinese 2B **2.5 Units**

Continuation of Chinese 185A. Designed to develop the student’s fundamental ability to both comprehend and converse in daily spoken Chinese. Sentence patterns, vocabulary and pronunciation are emphasized. Reading and writing skills are continuously introduced as well as appreciation and understanding of Chinese customs and cultures in China, Taiwan and elsewhere. Chinese 180 and 185 together constitute the beginning level of the language. *Transfer Credit: CSU; UC credit limitations.* See Counselor. • **PREREQUISITE:** Chinese 185A

CHINESE 190—Chinese Culture and Contemporary Issues **3.0 Units**

An overview in English of the history, geography, economic and political systems, and culture of China, old and new. *Transfer Credit: CSU*

CHINESE 280—Intermediate Chinese 1 **4.0 Units**

Chinese 280 is a continuation of Chinese 185 or Chinese 185B; it is designed to develop further the abilities students have attained to comprehend and converse daily in spoken and written Chinese at an intermediate level. Reading and writing skills are stressed and enhanced. Cultural notes, authentic reading materials, literary selections, and grammar beyond the phrasal level present new concepts to stimulate vocabulary acquisition, to provoke expressive ability, and to generate communicative competency. Cultural and philosophical aspects of the Chinese-speaking world will also be discussed. *Transfer Credit: CSU; UC* • **PREREQUISITE:** Chinese 185 or 185B

CHINESE 285—Intermediate Chinese 2 **4.0 Units**

Chinese 285 is a continuation of Chinese 280 or of Chinese 280B; it is designed to develop further the abilities students have attained to comprehend and converse, to read and to write with everyday Chinese at an intermediate level. Reading and writing skills are stressed and enhanced in this last of the basic-skills language sequence for Chinese. Cultural notes, authentic reading materials, literary selections, and grammar beyond the phrasal level present new concepts to stimulate vocabulary acquisition, to provoke expressive ability, and to generate communicative competency. Cultural and philosophical aspects of the Chinese-speaking world will also be addressed. *Transfer Credit: CSU; UC* • **PREREQUISITE:** Chinese 280 or 280B

CLOTHING AND TEXTILES

CLOTHING AND TEXTILES 300AB—

Clothing Construction 1 **2.0 Units**

Techniques of sewing for the beginner. Includes fabric and pattern selection and consumer buying; demonstrations of sewing methods and laboratory work on simple projects and garments. Students to provide own field trip transportation.

CLOTHING AND TEXTILES 301AB—

Clothing Construction 2 **2.0 Units**

A continuation of Clothing and Textiles 300AB. Includes additional construction and fitting techniques and stretch sewing on knits. • **ADVISORY:** Clothing and Textiles 300AB

CLOTHING AND TEXTILES 302AD—

Alterations and Restyling **2.0 Units**

Basic analysis and techniques related to fitting and altering ready-to-wear garments. Students will develop increased skills using basic clothing repair and restyling techniques, time management, consumer choices and application of design principles.

COMMUNICATIONS

COMMUNICATIONS 100—Introduction to

Mass Communications

3.0 Units

A study and analysis of the major media—newspapers, magazines, radio, and television—covering how they function and affect society. *Transfer Credit: CSU; UC*

COMMUNICATIONS 400—Speechreading

0.0 Unit

This is a dual program designed specifically to meet the needs of those who have acquired hearing loss and to increase awareness and effective supportive skills of the normal hearing family member(s) and/or friends. Excellent program for parents of children with hearing loss.

COMPUTER SCIENCE

COMPUTER SCIENCE 100—

Introduction to Business Information Systems

3.0 Units

Introduction to the concepts of electronic data processing systems and their application in problem solving and management decision-making in business, science and industry. Includes an overview of computer terminology, computer system components, program development and maintenance issues, programming languages, data communications, data management, application and systems software, office automation and computers' impact on society. *Transfer Credit: CSU • (CAN BUS 6)*

COMPUTER SERVICES TECHNOLOGY

COMPUTER SERVICES TECHNOLOGY 102—

Cabling—Copper

3.0 Units

Indepth hands-on study of copper cable installation including Coaxial, Unshielded Twisted Pair, and Shielded Twisted Pair. Students will also design and document cable layouts for a variety of situations. *Transfer Credit: CSU*

COMPUTER SERVICES TECHNOLOGY 103—

Cabling—Fiber Optic

1.5 Units

Indepth study of fiber optic cable installation, including the steps required to install cable, prepare cable ends, install connectors, inspect connectors, make both fusion and mechanical splices, test cable systems, interpret test results, and certify, commission, and troubleshoot installed cable systems. *Transfer Credit: CSU • ADVISORY: CST 102.*

COMPUTER SERVICES TECHNOLOGY 115—

PC Preparation for Networks

3.0 Units

Study of MS-DOS commands and Windows user interface including DOS directory structure, memory utilization, TSR's, batch files, device drivers, hardware configuration and Windows menus, configuration, shortcuts and simple user tools and terminology to provide a solid foundation for the study of network operating systems. *Transfer Credit: CSU • ADVISORY: At least one hands-on computer course using IBM PCS or compatibles*

COMPUTER SERVICES TECHNOLOGY 116—

A+ Core

3.0 Units

The A+ core class maps to CompTIA's A+ core exam. This class serves as an introduction to PC hardware as well as a look at the advanced hardware topics covered on the A+ exam. It provides a hands-on study of PC hardware including the motherboard, I/O devices, memory, floppy and hard drives, DCSI, modems, printers, networking, PDAs and laptops. *Transfer Credit: CSU • ADVISORY: CST 115*

COMPUTER SERVICES TECHNOLOGY 117—

A+ OS

3.0 Units

Hands-on advanced computer operating system course that provides information in preparation for the A+ OS exam. Topics include configuration, installation, upgrade, troubleshooting, preventive maintenance, customer integration, and network and Internet management and security. *Transfer Credit: CSU • ADVISORY: CST 116*

COMPUTER SERVICES TECHNOLOGY 118—Network +

1.5 Units

This course covers the OSI model, TCP/IP protocols and addressing, remote connectivity, network security and troubleshooting. This course prepares students to take the CompTIA Network+ certification exam. *Transfer Credit: CSU • ADVISORY: CST 115, CST 116 and CST 117*

COMPUTER SERVICES TECHNOLOGY 119—Internet +

1.5 Units

This course provides students with a baseline of technical knowledge needed in a variety of Internet-related careers. It also provides entry-level skill development for maintaining Internet/Intranet infrastructure and services. Students are prepared for the CompTIA I-Net + certification exam. *Transfer Credit: CSU • ADVISORY: CST 118 and CST 128.*

COMPUTER SERVICES TECHNOLOGY 122—

Technical Documentation

1.5 Units

Effective writing techniques to document installations of hardware, software and networks. Basic requirements of technical proposals. Reporting and summarization of problem reports. *Transfer Credit: CSU • ADVISORY: One hands-on computer course*

COMPUTER SERVICES TECHNOLOGY 123—

TCP/IP For CCNA

1.5 Units

This is an introductory course designed to give the students the information and skills necessary to set up an IP addressing scheme. The class will cover such topics as TCP/IP theory and development, common troubleshooting problems, and diagnostic tools. *Transfer Credit: CSU • ADVISORY: CST 118*

COMPUTER SERVICES TECHNOLOGY 124—

TCP/IP For CCNP

1.5 Units

This is an advanced course designed to give students the information and skills necessary to set up complex IP addressing schemes. The class will cover such topics as CIDR, VLSM, NAT, and DHCP. *Transfer Credit: CSU • ADVISORY: CST 123*

COMPUTER SERVICES TECHNOLOGY 128—

Introduction to Networking

3.0 Units

An indepth survey of the field of PC networking with an emphasis on terminology, general administration duties and options associated with the various components (hardware and cabling, network software, application software, topologies). The class will examine career opportunities in the Networking field, along with Coastline's certificate program and other Networking certifications. *Transfer Credit: CSU • ADVISORY: CST 115 or concurrent enrollment or successful completion of DOS test*

COMPUTER SERVICES TECHNOLOGY 131—

Network Needs Analysis, Design and Installation

3.0 Units

Indepth study of the selection of network systems and operating systems. Course includes extensive hands-on practice installing local area networks (LANs) including network boards, cables and operating software. A variety of work stations and peripherals will be networked. *Transfer Credit: CSU • ADVISORY: CST 128*

COMPUTER SERVICES TECHNOLOGY 133—

Network Troubleshooting

3.0 Units

Explore and implement problem-solving techniques and approaches that lead to solutions for hardware Local Area Network (LAN) troubles; isolate problems while observing faults to discern LAN failure; establish maintenance plans for servicing LAN hardware components. *Transfer Credit: CSU • ADVISORY: CST 129 or CST 150 and CST 131*

COMPUTER SERVICES TECHNOLOGY 134—

Network Application and Security Management

3.0 Units

Hands-on course about Network Application and Security Management using Windows NT and Novell. Topics include Proxy Server, TCP/IP, Licensing, Software Piracy Issues, Disaster Recovery Planning, Viruses, and more. *Transfer Credit: CSU • ADVISORY: CST 129 or CST 150*

**COMPUTER SERVICES TECHNOLOGY 148—
Planning, Implementing, Managing and Maintaining
a MS Windows Server 2003 1.5 Units**

This course provides students with the knowledge and skills to manage and maintain a Microsoft Windows Server 2003 networked environment. (Microsoft course #2209, Test #70-292) •*Transfer credit: CSU* •ADVISORY: CST 161

**COMPUTER SERVICES TECHNOLOGY 149—
Updating Systems Engineer Skills from MS Windows 2003 1.5 Units**

This course provides students with the knowledge and new skills that they need to plan and maintain a Microsoft Windows Server 2003 networked environment. This course builds on CST 148. (Microsoft Course #2210, Test #70-296.) •*Transfer Credit: CSU* •ADVISORY: CST 161

**COMPUTER SERVICES TECHNOLOGY 150—
NetWare Administration 3.0 Units**

This course is designed to provide students with basic knowledge about implementing NetWare using its management tools. *Transfer Credit: CSU* •ADVISORY: CST 118 and CST 128

**COMPUTER SERVICES TECHNOLOGY 155—
Integrating NetWare and NT 1.5 Units**

Hands-on course that reviews the fundamentals of NT's networking features and teaches the students how to integrate Windows NT into an existing IntranetWare network. *Transfer Credit: CSU* •ADVISORY: CST 129 or CST 150, CST 160, CST 161, CST 162.

**COMPUTER SERVICES TECHNOLOGY 161—
Supporting Windows 2000 Professional Server 3.0 Units**

This course is designed to provide the students with the skills to install, configure, maintain, and optimize the Microsoft Windows 2000 Professional and Server operating systems. *Transfer Credit: CSU* •ADVISORY: CST 160

**COMPUTER SERVICES TECHNOLOGY 162—
Microsoft Windows NT Server 3.0 Units**

Indepth study of Microsoft NT Server including installation and configuration, domains, managing groups and users, trust relationships, directory replication, security, TCP/IP, network resources, optimizing server performance, and multi-platform integration. *Transfer Credit: CSU* •ADVISORY: CST 135, CST 160, CST 161

**COMPUTER SERVICES TECHNOLOGY 163—
Managing a 2000 Network Environment 3.0 Units**

This course provides students with the knowledge and skills necessary to administer a Windows 2000 network using the Internet and TCP/IP networking/standards as well as the .NET server products. *Transfer Credit: CSU* •ADVISORY: CST 161. (Microsoft course #2126, exam 70-218).

**COMPUTER SERVICES TECHNOLOGY 164—
Designing Windows 2000 Network Security 3.0 Units**

The student will learn how to design a security solution, a Public Key Infrastructure (PKI), and Windows 2000 network services security. Designing a security design solution includes creating an audit policy, a security policy, and an authentication strategy. Designing PKI includes designing Certification Authority (CA) hierarchies, identifying certificate server roles, managing certificates, integrating with third-party CAs, and mapping certificates. Designing Windows 2000 network services security includes designing Windows 2000 DNS security, Windows Remote Installation Services (RIS) security, Windows 2000 Simple Network Management Protocol (SNMP) security, and Windows 2000 Terminal Services security. *Transfer Credit: CSU* •ADVISORY: CST 168.

**COMPUTER SERVICES TECHNOLOGY 165—
Managing and Maintaining a MS Windows Server 2003 3.0 Units**

This course provides students with the knowledge and skills that are required to manage accounts and resources, maintain server resources, monitor server performance, and safeguard data in a Microsoft Windows Server 2003 environment. (Microsoft Course #2273, Test #70-290) •*Transfer Credit: CSU* •ADVISORY: CST 128

**COMPUTER SERVICES TECHNOLOGY 167—
Windows 2000 Network Infrastructure 3.0 Units**

This course is designed for professionals who will be responsible for installing, configuring, managing and supporting a network infrastructure that uses the Windows 2000 Server products. *Transfer Credit: CSU* •ADVISORY: CST 161

**COMPUTER SERVICES TECHNOLOGY 168—
Implementing/Administering Windows 2000
Directory Services 3.0 Units**

This course is designed to provide students with the knowledge and skills necessary to install, configure, and administer Microsoft Windows 2000 Active Directory services with emphasis on implementing Group Policy and performing the Group Policy-related tasks required to centrally manage users and computers. *Transfer Credit: CSU* •ADVISORY: CST 161 and CST 167

**COMPUTER SERVICES TECHNOLOGY 169—
Designing a Windows 2000 Networking Infrastructure 3.0 Units**

This course provides students with the information and skills needed to create a networking services infrastructure design that supports the required network applications. (Microsoft Course #1562). ADVISORY: CST 167. *Transfer Credit: CSU*

**COMPUTER SERVICES TECHNOLOGY 170—
MS Internet Information Server 3.0 Units**

Authorized, hands-on Microsoft Internet Information Server course that covers installation, configuration, and support of the IIS as well as related Intranet connectivity topics. Microsoft course 735. *Transfer Credit: CSU* •PREREQUISITE: CST 165. ADVISORY: CST 161, CST 162

**COMPUTER SERVICES TECHNOLOGY 172—
Microsoft SQL Server 3.0 Units**

Installing, configuring, administering and troubleshooting the Microsoft SQL Server client/server database management system. *Transfer Credit: CSU* •ADVISORY: CST 161

**COMPUTER SERVICES TECHNOLOGY 173—
Microsoft Exchange 2000 Administration 3.0 Units**

This course provides students with the knowledge and skills necessary to install, configure, and manage Exchange 2000 Server. (Microsoft Course #1572, prepares students for exam #70-224) *Transfer Credit: CSU* •ADVISORY: CST 161

**COMPUTER SERVICES TECHNOLOGY 175—
Designing MS2000 Directory Services Infrastructure 1.5 Units**

This course gives students the skills necessary to design an MS Windows 2000 Directory Services infrastructure in an enterprise environment, including business and administration needs, delegation of authority, domain design, and site topology. Microsoft Course #1561B. *Transfer Credit: CSU*

**COMPUTER SERVICES TECHNOLOGY 195—
(Formerly Computer Services Technology 320)
Fundamentals of Solaris Administration 3.0 Units**

This course teaches students to use the UNIX OS commands and basic Solaris Operating Environment commands including file system navigation, file permissions, the vi text editor, command shells, and basic network commands. Sun Micro Course #SA-118. •*Transfer Credit: CSU* •ADVISORY: CST 117, CST 128

**COMPUTER SERVICES TECHNOLOGY 196—
(Formerly Computer Services Technology 321)
Solaris Administration 1 3.0 Units**

This course provides the student with information about the essential tasks of stand alone installation, file system management, backup procedures, process control, user administration, and device management. Sun Micro course #SA-238. •*Transfer Credit: CSU* •ADVISORY: CST 195

- COMPUTER SERVICES TECHNOLOGY 197—**
(Formerly Computer Services Technology 322)
Sun Administration II **3.0 Units**
 This course provides students with the skills necessary to administer Sun workstations running the Solaris operating system in a network environment including installation, maintenance of Sun systems, configuration and troubleshooting of the NFS environment and configuration of the NIS environment. (Sun course SA-288) • *Transfer Credit: CSU* • ADVISORY: CST 195
- COMPUTER SERVICES TECHNOLOGY 201A—**
Cisco Essentials **3.0 Units**
 Authorized Cisco level one training course covering OSI model, IP numbering, cabling, topology, and industry specifications. *Transfer Credit: CSU* • ADVISORY: CST 128 and CST 135
- COMPUTER SERVICES TECHNOLOGY 202A—**
Router Configuration **3.0 Units**
 Authorized Cisco level two training course covering router set-up, protocol, configuration, and maintenance. *Transfer Credit: CSU* • ADVISORY: CST 128, CST 135, CST 201A or CST 201B
- COMPUTER SERVICES TECHNOLOGY 203—**
Cisco Lan Design **3.0 Units**
 Authorized Cisco level three training course covering LAN design, VLAN operations, media, topology, LAN switching, routing, traffic patterns and documentation. *Transfer Credit: CSU* • PREREQUISITE: CST 202A
- COMPUTER SERVICES TECHNOLOGY 204—**
Cisco WAN Design **3.0 Units**
 Authorized Cisco level four training course covering LAN switching, WAN switching, WAN design, Point-to-Point connectivity, ISDN, and frame Relay. *Transfer Credit: CSU* • PREREQUISITE: CST 203
- COMPUTER SERVICES TECHNOLOGY 205—**
Advanced Cisco Routing **3.0 Units**
 Authorized Cisco Networking Academy semester 5 course. Semester 5 focuses on advanced routing and using Cisco routers in LANs and WANs typically found at medium to large network sites. *Transfer Credit: CSU* • ADVISORY: CST 204 or CCNA.
- COMPUTER SERVICES TECHNOLOGY 206—**
Cisco Remote Access **3.0 Units**
 This course is designed to give the students the information and skills necessary to setup and configure Remote Access using Cisco routers. Topics include: Cisco products, assembling WAN components, configuring asynchronous connections, PPP, PAP, ISDN, DDR, X.25, frame relay, NAT and AAA. *Transfer Credit: CSU* • ADVISORY: CST 204 or CCNA.
- COMPUTER SERVICES TECHNOLOGY 207—**
Cisco Lan Switch Configuration **3.0 Units**
 This course is designed to give the students the information and skills necessary to setup and configure Cisco Lan Switches. Topics include: Switching concepts, VLANs, Catalyst 5000 switches, ATM, source-route bridging and Spanning tree. *Transfer Credit: CSU* • ADVISORY: CST 204 or CCNA.
- COMPUTER SERVICES TECHNOLOGY 208—**
Cisco Internetwork Troubleshooting **3.0 Units**
 Authorized Cisco Networking Academy semester eight course with lecture and hands-on lab covering Internetwork troubleshooting techniques. Students will download “broken” configurations and use tools learned in the class to correct the problems. *Transfer Credit: CSU* • PREREQUISITE: CST 205, CST 206, and CST 207
- COMPUTER SERVICES TECHNOLOGY 213—**
Cisco Network Design **1.5 Units**
 This course teaches students the steps needed to design an Internetwork that meets customer needs. Students will design a LAN and WAN using techniques that meet the objectives for the Cisco Certified Design Associate (CCDA) exam. *Transfer Credit: CSU* • ADVISORY: CST 204
- COMPUTER SERVICES TECHNOLOGY 230—**
Security Essentials **3.0 Units**
 This is an entry-level course in Network Security. The class addresses the various aspects of designing and implementing a secure network. Some of the topics included are Basics of Security, Encryption, Virus Detection, and Prevention Firewalls. *Transfer Credit: CSU* • ADVISORY: CST 118 and CST 119
- COMPUTER SERVICES TECHNOLOGY 232—**
Anti-Hacking: Understanding the Hacker **3.0 Units**
 Part one of an Anti-Hacking course. This class was created to educate the student as to how hackers attack, the tools available to the hackers, the methods used by hackers to enter areas that are not for public access, and how hackers cover their tracks so the average system administrator will not know a hacker has gained access to the network. The course introduces hacking in the following operating systems: Windows 95/98, MEHome/XPHome/NT/2000, Novel, Unix, network hacking, Firewalls, Web server, Internet users, and some advanced techniques. *Transfer Credit: CSU* • ADVISORY: CST 117 and CST 118
- COMPUTER SERVICES TECHNOLOGY 237—**
Network Security and Cisco Firewalls **1.5 Units**
 This course is designed to teach the basics of Cisco PIX Firewall. It will include such topics as PIX and Router Security features, IOS Image, Natting, and various Firewall topics. *Transfer Credit: CSU*
- COMPUTER SERVICES TECHNOLOGY 238—**
Intrusion Detection Systems **1.5 Units**
 This course uses a combination of lecture and hands-on training to demonstrate the use of network and host-based Intruder Detection Systems to set up a ‘Defense in Depth’. The class will also consider the use of Honeypots as a defensive tool. *Transfer Credit: CSU* • ADVISORY: CST 128 and CST 230 and CST 232.
- COMPUTER SERVICES TECHNOLOGY 240—**
Firewalls and Access Control Lists **3.0 Units**
 This class uses firewalls to demonstrate how to protect a network against intruders. It will look at hardware and software firewalls. It will also explain the limitations of firewalls and how to use other security tools to design a defense in depth. *Transfer Credit: CSU* ADVISORY: CST 128 and CST 230 and CST 232
- COMPUTER SERVICES TECHNOLOGY 244—**
Computer Forensics **1.5 Units**
 Introduction to the tools and techniques needed for a Computer Forensics response to a ‘hacked’ network or computer. Class will cover such topics as how to recognize tracks left behind after a computer crime, and steps to follow when acquiring, authenticating, and analyzing data on a compromised system. *Transfer Credit: CSU* • ADVISORY: CST 123 and CST 230 and CST 232
- COMPUTER SERVICES TECHNOLOGY 246—**
Wireless Small Office Home Office Security (SOHO) **1.5 Units**
 Introductory course exploring wireless security for the Small Office Home Office. Includes planning, design and implementation of a secure wireless network. Wireless cards and Access Points are provided. By using the designs and best practices learned in this course you will be able to implement a secure wireless network. *Transfer Credit: CSU* • ADVISORY: CST 128

COMPUTER SERVICES TECHNOLOGY 247—

Wireless Business Security **1.5 Units**
 This course continues where CST 146 (Wireless SOHO Security) left off. It will demonstrate techniques and technologies needed to design and implement a secure wireless network for a medium to large business. Students will also learn how to perform security monitoring and testing. *Transfer Credit: CSU*
 • ADVISORY: CST 128 and CST 146

COMPUTER SERVICES TECHNOLOGY 252—

Cisco Security Virtual Private Networks (VPNs) **1.5 Units**
 Students will learn how to implement VPNs on Cisco firewalls and routers. This course uses the same equipment as the Cisco Firewall class and continues on from where the course ends. Lecture and hands-on experience in structured labs will supply students with the skills to design, implement, maintain and troubleshoot a VPN. *Transfer Credit: CSU* • ADVISORY: Recommended preparation: CCNA, CST 118, and CST 119.

COMPUTER SERVICES TECHNOLOGY 258—

Linux Networking and Security **3.0 Units**
 Introductory course exploring the Linux operating system including theory and hands-on application of topics covering command line utilities, graphical tools, networking protocols and services, user and group management, system permissions, and security. *Transfer Credit: CSU* • ADVISORY: CST 118.

COMPUTER SERVICES TECHNOLOGY 281-284—

Cooperative Work Experience **1.0-4.0 Units**
 To enhance each Cooperative Work Experience participant's opportunity for success in the field of Computer Services Technology by bridging the gap between educational theory and on-the-job practices through individualized performance objectives related to the student's career or occupational goal in Computer Services Technology. *Transfer Credit: CSU* • PREREQUISITE: Be employed or volunteer in the field of Computer Services Technology 5 hours per week per 1.0 unit of Cooperative Work Experience • CO-REQUISITE: Be enrolled in a total of 7.0 units including Cooperative Work Experience

COMPUTER SERVICES TECHNOLOGY 307—

Internship—Campus Cisco **1.5 Units**
 This course provides hands-on experience replacing images, installing Windows OS, removing cabling, setting up hubs, resetting switches and routers. The objective of this course is to teach students to set up the various Cisco labs. • PREREQUISITE: Instructor Approval; ADVISORY: CST 117 and CST 161 and CST 204.

COMPUTER SERVICES TECHNOLOGY 310—

Introduction to JAVA for Sun Microsystems **3.0 Units**
 This course is designed to give students the knowledge to develop programming skills in the areas of object orientated and Java technology including writing simple programs, and read, and edit source codes. Sun Micro Course #SL-110. • ADVISORY: CST 117, CST 128

COMPUTER SERVICES TECHNOLOGY 311—

Migrating to OO Programming with Java Tech **1.5 Units**
 This course teaches basic object-oriented (OO) concepts and object-oriented analysis and design as they relate to Java Technology. Sun Micro Course #SL-210. • ADVISORY: CST 310

COMPUTER SERVICES TECHNOLOGY 390L—

Network Laboratory **0.5 Unit**
 Supervised computer lab time on networked IBM PCS for students wishing additional hands-on practice. • ADVISORY: Concurrent enrollment in a Coastline Computer Services Technology networking class

COMPUTER SERVICES TECHNOLOGY 392L—

Network Laboratory 2 **0.5-1 Unit**
 Intermediate supervised computer lab time on Cisco Routers and Switches for students wishing additional hands-on practice. • ADVISORY: Enrollment in Cisco Networking Academy

COMPUTER SERVICES TECHNOLOGY 393L—

Network Laboratory 3 **0.5-1 Unit**
 Advanced supervised computer lab time on Cisco Routers and Switches for students wishing additional hands-on practice. • ADVISORY: Enrollment in Cisco Networking Academy

COUNSELING**COUNSELING 085—Career Assessment and Guidance** **0.5 Unit**

An open-entry/open-exit course. Designed for students to be assessed for both employment skills and basic skills. Emphasis on developing an educational plan based upon assessment results and guidance assistance in preemployment application preparation. (NOT APPLICABLE TO A.A. DEGREE)

COUNSELING 100—Career/Life Planning **1.0 Unit**

An introduction to career/life planning including an exploration of interests, skills, values, personality traits, past experiences and life stages. Students will develop a career/life plan using gathered self-information, decision-making strategies and an awareness of psychological, sociological and physiological factors related to career/life satisfaction. *Transfer Credit: CSU*

COUNSELING 101—(Same as Human Services 101)**Helping Theories and Intervention Skills** **3.0 Units**

The purpose of this course is to provide an overview of the major helping theories and practices. Emphasis will be placed upon enabling students to develop theoretical foundations and intervention helping strategies. *Transfer Credit: CSU*

COUNSELING 105—Succeeding in College **3.0 Units**

This course is designed to increase success in achieving educational, career, and life goals. It includes information on learning styles and strategies, time management, decision making, goal setting, college resources and services, memory techniques, note-taking, test-taking, and other success techniques. Students will develop educational and career plans. *Transfer Credit: CSU; UC*

COUNSELING 110—Career Exploration **1.0 Unit**

Investigation of employment opportunities, occupational classifications, education and training programs. Emphasis on assisting the student to engage in a personalized exploration of career options and requirements for entry, re-entry, change or advancement in the work world. *Transfer Credit: CSU*

COUNSELING 120—Job Search Strategies **2.0 Units**

Meeting the challenges of the current employment environment. Emphasis on traditional and non-traditional coordinated job search strategies and labor market trends. These include application and resume preparation, mailable cover letters and thank-you notes, interview techniques, follow-up procedures and employment-offer evaluation. *Transfer Credit: CSU*

COUNSELING 125AD—Career Dimensions **1.0 Unit**

Provides students desiring success in the work world the opportunity to increase personal and interpersonal skills and attitudes in the pursuit of career goals. (This class will qualify veterans enrolling in cooperative work experience for Veterans Administration benefits.) *Transfer Credit: CSU*

COUNSELING 130—Accounting/Office Careers **1.0 Unit**

Provides individual, self-paced office job training for the 15 most common entry-level jobs available. Student selects from accounts payable/receivable, payroll, purchasing, stock control, stenographic/secretarial, billing clerk and more. Also explore job market, salaries and skills needed. *Transfer Credit: CSU*

DANCE

DANCE 101AD—Modern Dance 1.0-2.0 Units

A basic course in the fundamentals of beginning modern dance techniques. Offers a preparation of the human body as an instrument for dance. *Transfer Credit: CSU; UC* • ADVISORY: Intermediate level: beginning modern dance or equivalent experience

DANCE 102AD—Performance Studies in Modern Dance 1.0 Unit

Beginning/intermediate level course offering accelerated individual instruction in Modern dance technique. *Transfer Credit: CSU* • PREREQUISITE: Successful completion of Dance 101AD or equivalent experience

DANCE 105AD—Strength and Conditioning 1.0 Unit

This course is designed to develop flexibility, strength, and coordination. It will introduce exercises based on specific conditioning techniques applicable to dance. *Transfer Credit: CSU; UC*

DANCE 106AD—Corrective Alignment 1.0 Unit

A course based on exercises and concepts developed by Joseph H. Pilates. The course will utilize mat work and will focus on exercises for improving body alignment, strength, coordination and breathing. *Transfer Credit: CSU; UC*

DANCE 110AD—Ballet 1.0-2.0 Units

A course in basic ballet techniques including barre, and center work. Schedule indicates beginning or intermediate level. Course includes French terminology and musicality. *Transfer Credit: CSU; UC* • ADVISORY: Beginning level: none; Intermediate level: beginning ballet or equivalent experience

DANCE 111AD—Introduction to Classical Dance 1.0 Unit

An introductory course in a classical technique for the very beginning ballet dancers. Includes basic ballet terminology, positions and movements. *Transfer Credit: CSU; UC*

DANCE 112AD—Advanced Classical Technique 1.0 Unit

An advanced course in classical technique. Longer and more complex combinations with increased use of arms and head. *Transfer Credit: CSU; UC* • ADVISORY: Dance 110AD or equivalent experience

DANCE 113AD—Classical Ballet Variations 1.0 Unit

Students will learn solo variations and group dances drawn from traditional ballet. *Transfer Credit: CSU*

DANCE 114AD—Classical Turns and Jumps 1.0 Unit

An intermediate level class concentrating on various classical turning and jumping techniques alone and in combination. • PREREQUISITE: Successful completion of Dance 110AD *Transfer Credit: CSU*

DANCE 116AD—Jazz Workshop 1.0 Unit

An instructor-choreographed class with emphasis on jazz dance. Includes learning, rehearsing, and performing several choreographic works. Beginning and intermediate levels. *Transfer Credit: CSU*

DANCE 120AD—Jazz Technique 1.0-2.0 Units

A course in the fundamentals of jazz technique. Beginning and intermediate levels. *Transfer Credit: CSU; UC* • ADVISORY: Intermediate level: beginning jazz or equivalent experience

DANCE 122—Commercial Video Performance Styles 1.0 Unit

Designed to continue jazz dance using critical analysis of in-class video to emphasize auditioning and performing techniques in the current entertainment industry. *Transfer Credit: CSU* • ADVISORY: Dance 120AD

DANCE 124AD—Performance Studies in Jazz 1.0 Unit

Beginning/intermediate level course offering accelerated individual instruction in Jazz technique. *Transfer Credit: CSU* • PREREQUISITE: Successful completion of Dance 120AD or equivalent

DANCE 125AD—Tap Dance 1.0-2.0 Units

Fundamentals of tap dance evolving into more complex steps and combinations. Includes advanced rhythms and techniques. *Transfer Credit: CSU; UC* • ADVISORY: Intermediate level: beginning tap or equivalent experience

DANCE 126AD—Introduction to Percussive Dance 1.0 Unit

Designed to introduce and develop movement principles and skills necessary to improve in the percussive movement for dance. *Transfer Credit: CSU*

DANCE 130AD—Broadway Tap Styles 1.0 Unit

An exploration of percussive dance in the style of Broadway figures such as Gene Kelly and Fred Astaire. *Transfer Credit: CSU*

DANCE 133AD—Ethnic Dance 1.0-2.0 Units

Instruction in the dance movement and techniques of selected ethnic groups from around the world with emphasis on skill development and cultural relationships regarding dance. Progression from basic through more complex techniques. Field trips will be required. May include coursework with emphasis on any selected ethnic group such as European folk dance, Mexican folk dance, Middle-Eastern dance, American clogging, Asian classical dance, etc. *Transfer Credit: CSU; UC* • ADVISORY: Intermediate level: beginning level or equivalent

DANCE 140AD—Performance Jazz Ensemble 1.0 Unit

A course designed to provide performance experience for the intermediate jazz dancer. Includes learning, rehearsing, and performing one or more routines. *Transfer Credit: CSU* • PREREQUISITE: Audition and/or successful completion of Dance 120AD and 257AD or equivalent

DANCE 141AD—Dance Techniques in Modern Jazz 1.0 Unit

Instructor-choreographed course with emphasis on integrating modern jazz techniques. Includes learning, rehearsing, and performing one or more routines. *Transfer Credit: CSU; UC* • PREREQUISITE: Successful completion of Dance 101AD or equivalent

DANCE 150AB—Improvisation 1.0 Unit

Directed opportunity to explore the application of human movement to dance motivated by music, words, design and ideas. *Transfer Credit: CSU; UC*

DANCE 155AB—Creative Movement for Children 2.0 Units

Movement fundamentals, rhythms, games and creative dance. Exploration and techniques leading to improvement of perception and locomotor skills for teachers, parents and leaders of children's groups. *Transfer Credit: CSU*

DANCE 160AD—Choreography 2.0 Units

Learn the fundamentals of dance composition and experience the process of creating dance choreographies. *Transfer Credit: CSU; UC* • ADVISORY: One year of technical training in ballet, jazz or modern dance or permission of instructor

DANCE 165AD—Dance Theater Production 3.5 Units

Provides the student with the opportunity to participate in live dance theater production and be involved in all phases of choreography, rehearsal, technical preparation, publicity and performance. *Transfer Credit: CSU; UC* • ADVISORY: Audition

DANCE 256AD—Tap Dance Repertoire 1.0 Unit

An instructor-choreographed course with emphasis on tap dance. Includes learning, rehearsing and performing one or more routines. *Transfer Credit: CSU; UC* • ADVISORY: Intermediate tap or equivalent

DANCE 257AD—Jazz Repertoire 1.0 Unit

An instructor-choreographed class with emphasis on jazz dance. Includes learning, rehearsing and performing one or more choreographies. *Transfer Credit: CSU; UC* • ADVISORY: Intermediate jazz or equivalent

DANCE 258AD—Ballet Repertoire 1.0 Unit

Includes learning, rehearsing and performing three to four dances taken from classical ballet repertoire or choreographed by the instructor. *Transfer Credit: CSU; UC* • ADVISORY: Intermediate ballet or equivalent

DANCE 259AD—Modern Dance Repertoire 1.0 Unit

An instructor-choreographed class with emphasis on modern dance. Includes learning, rehearsing and performing one or more choreographies. *Transfer Credit: CSU; UC* • ADVISORY: Intermediate modern dance or equivalent

DANCE 260AB—Ethnic Dance Repertoire 1.0 Unit

An instructor-choreographed course with emphasis on folk dance of Europe, the Middle East and the Americas. Includes learning, rehearsing and performing various dances. *Transfer Credit: CSU; UC* • ADVISORY: Dance 133AD or equivalent

DIGITAL GRAPHICS APPLICATIONS

DIGITAL GRAPHICS APPLICATIONS 072—

(Formerly Computer 072)

Easy Photoshop

1.0 Unit

Slow-paced hands-on introduction to creating and altering pictures on the computer using Photoshop software. (NOT APPLICABLE TO A.A. DEGREE)
• ADVISORY: Computer literate

DIGITAL GRAPHICS APPLICATIONS 075AB—

(Formerly Computer 075AB)

Easy Graphics

1.0 Unit

Slow-paced, hands-on introduction to drawing on the computer and placing pictures in business cards, letterhead, award certificates, flyers and greeting cards. (NOT APPLICABLE TO A.A. DEGREE)

DIGITAL GRAPHICS APPLICATIONS 076AB—

(Formerly Computer 076AB)

Easy Elements—Working with Pictures

1.0 Unit

Slow-paced, hands-on basics of working with pictures using Photoshop Elements. Learn how to touchup, resize, transform, print, and send pictures with this popular program. (NOT APPLICABLE TO A.A. DEGREE)
• ADVISORY: Business Computing 050AB

DIGITAL GRAPHICS APPLICATIONS 078AB—

(Formerly Computer 078AB)

Easy CorelDRAW

1.0 Unit

Slow-paced, hands-on introduction to using CorelDRAW to create illustrations containing text, objects, and special effects. (NOT APPLICABLE TO A.A. DEGREE)

DIGITAL GRAPHICS APPLICATIONS 112—

(Formerly Computer 112)

Introduction to Graphics Using Canvas

3.0 Units

This course provides the foundation for more advanced graphics classes, offering instruction in both raster and vector (paint and draw) environments, an introduction to layers, Bezier curves, creation of textures, the use of clip art, and use of a scanner and digital camera. Adobe Photoshop, Adobe Illustrator, and other graphic packages are used. Students work from previously prepared photos and clip art but will use some of their own photos as well. *Transfer Credit: CSU* • ADVISORY: Business Computing 110AB

DIGITAL GRAPHICS APPLICATIONS 115—

(Formerly Computer 115)

Working with QuarkXpress

3.0 Units

The student will learn basic and intermediate QuarkXpress techniques for handling text and graphics, multiple page documents, and designing various publications: such as letters, letterhead, flyers, brochures, newsletters, catalogs, magazine covers, and advertisements. In addition, students will learn about type and desktop publishing techniques, Quark shortcuts to produce projects in less time, use of color, and preparing a document for printing. Working knowledge of a Macintosh or PC is recommended. *Transfer Credit: CSU*
• ADVISORY: Business Computing 110AB and 111 and Digital Graphics Applications 075AB or 112

DIGITAL GRAPHICS APPLICATIONS 115B—

(Formerly Computer 115B)

Beyond the Basics with QuarkXpress

3.0 Units

The student will learn intermediate and advanced QuarkXpress techniques. Projects will include folded brochures, booklets, books with indexes and a table of contents, advertisements, forms, and newsletters. In addition, students will learn advanced techniques for managing their workflow including using scripts to automate repetitive tasks. A working knowledge of QuarkXpress basics is recommended. *Transfer Credit: CSU* • ADVISORY: Digital Graphics Applications 115

DIGITAL GRAPHICS APPLICATIONS 116A—

(Formerly Computer 116A)

Adobe Photoshop 1

3.0 Units

Introduces basic tools and techniques to explore the graphics capabilities of Adobe Photoshop. Learn how selection and editing tools are used to manipulate graphics and photographs by duplicating, deleting, replacing or changing image elements. Create original images and produce multi-layered graphics from existing photographs. Create eye catching display graphics, color correct and repair old photos. No art background required. *Transfer Credit: CSU* • ADVISORY: Digital Graphics Applications 112 or Business Computing 113

DIGITAL GRAPHICS APPLICATIONS 116B—

(Formerly Computer 116B)

Adobe Photoshop 2

3.0 Units

The course will take the student beyond the basic skills of Adobe Photoshop 1. Web page components including 3D buttons, background textures, and seamless tiles will be created. Photographic manipulation, including mood changes, photographic retouching and repairing, and electronic plastic surgery, will be explored. Photoshop's channels will be explored and used to create exciting special effects for print and Web media. *Transfer Credit: CSU* • ADVISORY: Digital Graphics Applications 112 and Digital Graphics Applications 116A

DIGITAL GRAPHICS APPLICATIONS 116C—

(Formerly Computer 116C)

Adobe Photoshop 3

3.0 Units

The course will take the student beyond the skills studied in Adobe Photoshop 2. Study more effects such as complex texture creation, text techniques, fabric pattern design, and 3-D picture frames. Advanced photo retouching and color correction techniques will be applied to images. Investigate the principles used in reducing file size for quick loading Web pages. *Transfer Credit: CSU* • PREREQUISITE: Business Computing 110AB, Digital Graphics Applications 112, Digital Graphics Applications 116A and 116B

DIGITAL GRAPHICS APPLICATIONS 116-1—

(Formerly Computer 116-1)

Photoshop 6 Upgrade

1.5 Units

This class covers the many new features of Photoshop 6.0. It is recommended for any student who has previously completed the Photoshop 116A and 116B classes and wishes to use the Photoshop 6.0 upgrade. *Transfer Credit: CSU*
• ADVISORY: Digital Graphics Applications 116A

DIGITAL GRAPHICS APPLICATIONS 118A—

(Formerly Computer 118A)

Adobe Illustrator A

3.0 Units

This course is primarily designed for the student wishing to master the basics of Adobe Illustrator. Topics covered include the working environment using appropriate tools or filters for illustrations; applying strokes and color fills; creating and editing paths; using layers, transformation effects, and gradients; working with images; and creating basic object shapes. Hands-on environment with lecture. No artistic background is required. *Transfer Credit: CSU*
• ADVISORY: Business Computing 110AB and Digital Graphics Applications 112 or equivalent

DIGITAL GRAPHICS APPLICATIONS 118B—

(Formerly Computer 118B)

Adobe Illustrator B

3.0 Units

This course is primarily designed for students wishing to expand their basic knowledge and enhance their skills using Adobe Illustrator. Topics covered include using Illustrator's effect and appearance features, expanded text techniques, special effects filters, stylized palettes, transformation tools, and preparing illustrations for the Web. Hands-on environment with lecture. No artistic background is required. *Transfer Credit: CSU* • ADVISORY: Digital Graphics Applications 118A or equivalent

DIGITAL GRAPHICS APPLICATIONS 119B—**(Formerly Computer 119B)****Creating Movies with iMovie 1.5 Units**

This course introduces participants to creating digital movies using digital video, digital still images, and sound on a Macintosh with iMovie software.

Transfer Credit: CSU

DIGITAL GRAPHICS APPLICATIONS 123—**(Formerly Computer 123)****Web Graphics 1.5 units**

This course will introduce the concept of Web graphics. Learn about the Web file formats, low-bandwidth graphics, browser-safe colors, and transparent artwork for the Web. *Transfer Credit: CSU* • ADVISORY: Business Computing 171

DIGITAL GRAPHICS APPLICATIONS 125—**(Formerly Computer 125)****Web Sites with Adobe GoLive 3.0 units**

Professional Web authoring and site management GoLive assists in design, production, and management so one can create professional dynamic-database-driven Web sites. GoLive offers industry-leading site layout and management functionality. *Transfer Credit: CSU*

DIGITAL GRAPHICS APPLICATIONS 130—**Adobe Web Tech****3.0 Units**

Introduction to the Web design process including the integrated use of Adobe's Web design products: GoLive, Photoshop, Illustrator, Acrobat, and InDesign. • *Transfer credit: CSU*

DIGITAL GRAPHICS APPLICATIONS 149—**(Formerly Computer 149)****Word Desktop Publishing 3 Units**

Expand your basic Microsoft Word 2000 skill by learning to use clipart, WordArt, symbols, decorative fonts, Microsoft Draw, borders and shading, text boxes, watermarks, and templates. Import digital photos, photo images, and clipart. Understand the desktop publishing process. Learn how to use a scanner, laser printer, and color printer. Design letterheads, labels, envelopes, business cards, compact disc covers, personal calendars, stationery on standard and odd-sized paper, certificates, flyers, brochures, newsletters, name badges, Web pages, PowerPoint documents, and greeting cards. *Transfer Credit: CSU* • ADVISORY: Business Computing 107A and Business Computing 107B or Business Computing 109AB or Typing Speed of 35 WPM or higher and Business Computing 147

DIGITAL GRAPHICS APPLICATIONS 165AB—**(Formerly Computer 165AB)****Computer Photo Editing 3.0 Units**

Learn how to attach digital images to e-mail or enhance pictures that you have scanned or captured with a digital camera. *Transfer Credit: CSU*

• ADVISORY: Keyboarding skills at 25 WPM

DIGITAL GRAPHICS APPLICATIONS 166A—**(Formerly Computer 166A)****Software Topics—Macromedia Dreamweaver 3.0 Units**

To be competitive, Web site developers need to stay current in the newest Web technology tools. Learn to use Macromedia Dreamweaver 3.0 to produce visually appealing Web sites with concise editable code while allowing you to use the most advanced features seen on the Web today. *Transfer Credit: CSU*

• ADVISORY: Business Computing 171

DIGITAL GRAPHICS APPLICATIONS 166B—**(Formerly Computer 166B)****Software Topics—Macromedia Fireworks 3.0 Units**

To be competitive, Web site developers need to stay current in the newest Web technology tools. Learn to use Macromedia Fireworks to produce Web-ready animations. *Transfer Credit: CSU* • ADVISORY: Business Computing 171

DIGITAL GRAPHICS APPLICATIONS 166C—**(Formerly Computer 166C)****Software Topics—Macromedia Flash 3.0 Units**

To be competitive, Web site developers need to stay current in the newest Web technology tools. Learn to use Macromedia Flash 4.0 to produce Web-ready animations. *Transfer Credit: CSU*

DIGITAL GRAPHICS APPLICATIONS 166E—**(Formerly Computer 166E)****Integrating Dreamweaver, Fireworks and Flash 1.5 Units**

Learn how to seamlessly integrate Web graphics design and Web site development into professional Web sites using Macromedia's Dreamweaver, Fireworks, and Flash. Create, edit, and animate Web graphics in Fireworks, add advanced interactivity, and optimize your images. Create and deliver low-bandwidth animations, presentations, and Web sites with Flash then integrate them into Dreamweaver. *Transfer Credit: CSU* • CO-REQUISITE: Digital Graphics Applications 116A, 166B, 166C, or equivalent; ADVISORY: Business Computing 104AD

DIGITAL GRAPHICS APPLICATIONS 166F—**(Formerly Computer 166F)****Flash II 3.0 Units**

Design effective Web sites for the Internet using Flash animations and multimedia that are controlled by ActionScript programs. This course will enable Web developers to create enhanced Flash-driven Web sites that go beyond simple Flash animations. *Transfer Credit: CSU* • ADVISORY: Digital Graphics Applications 166A, 166B, 166C

DIGITAL GRAPHICS APPLICATIONS 190—**(Formerly Computer 190)****Multimedia With Fractal Painter 3.0 Units**

Experience Painter's infinite paintbox. Use Photoshop's filters in conjunction with 3D textures, plus a vast array of media to manipulate photographs or create fine art and drawings from scratch. Design Web pages, create interface designs and learn to use Painter on the WWW. Learn how to record algorithm sessions as you work; play back your files in a higher resolution to take to print. Utilize frames to construct a storyboard and create an artistic movie. *Transfer Credit: CSU* • ADVISORY: Digital Graphics Applications 112 and 116A

ECOLOGY

ECOLOGY 100—Human Ecology**3.0 Units**

Provides students with an understanding of the biological implication of man's interplay with the planet. The course is focused on the biological prospects of the future as viewed by examining the biosphere and biogeochemical cycles. Future predictions and current topics will be analyzed in relationship to planet management. *Transfer Credit: CSU; UC*

ECOLOGY 105—Ecosystems**3.0 Units**

Provides students with an understanding of how the collective activities of mankind affect the plant, animal and microorganism species living in various ecosystems. The course will focus on identifying specific problems found in most common types of ecosystems, and on the practical solutions available to restore these ecosystems. *Transfer Credit: CSU; UC*

ECONOMICS

ECONOMICS 100—Problems and Issues 3.0 Units

Provides an introduction to the concepts, problems and tools of the science of economics. Topics include inflation, unemployment and the business cycle; deficits and fiscal policy; money and banking; economic growth; international trade and the balance of payments; the price system and demand growth; international government in the economy; the role of large corporations and the problem of monopoly and selected problems such as agriculture, pollution, labor-management negotiations, poverty and pollution. *Transfer Credit: CSU, UC credit limitations.* See counselor.

ECONOMICS 180—Principles of Economics (MACRO) 3.0 Units

This course examines and analyzes the economic problems of recession, unemployment and inflation. The focus of this investigation centers on business cycles, the measurement of output and income in the economy, the determination of the equilibrium level of national income, money creation and the banking system, monetary and fiscal policy options, international trade and finance and the effects of the public debt. The particular interactions of the domestic and international economies are studied throughout the course. *Transfer Credit: CSU; UC • (CAN ECON 2)*

ECONOMICS 185—Principles of Economics (MICRO) 3.0 Units

This course offers an introduction to the concepts and tools of economic analysis. The course studies price theory including supply and demand, marginal analysis, utility, cost and revenue concepts, perfect and imperfect competition, production and factor markets. Economic principles are applied to the analysis of such problems as industrial organization, the environment, public choice and the distribution of income. *Transfer Credit: CSU; UC • (CAN ECON 4)*

EDUCATION

EDUCATION 099—Introduction to Tutoring 0.5 Unit

This course prepares students to conduct effective tutoring sessions for adults. Students learn how to assess student's needs, set short-term goals, plan lessons, and conduct tutoring sessions.

EDUCATION 100—Teacher Aide 1.0 Unit

Designed to provide the training for volunteers/paid staff who desire to serve as aides in public or private schools in the K-12 grades. An overview of needs, growth and development of children in K-12; instructional materials development, school and district procedures; use of audio-visual equipment; library procedures and systems; playground activities supervision; preparation for school district examination. *Transfer Credit: CSU*

EDUCATION 101—Basic Literacy-Tutor-Training 1.0 Unit

The basic reading tutor program in conjunction with The Literacy Volunteers of America prepares students to become one-on-one tutors in four techniques of teaching reading: language experience, sight words, phonics, patterned words and how to apply all of these. Tutors learn how to test students, how to plan lessons, set teaching goals and motivate students. *Transfer Credit: CSU*

EDUCATION 102—Bilingual Education Externship 2.0 Units

An externship class at a designated K-12 public school site as directed/supervised by a master bilingual teacher. The experiences combine structured bilingual assistant/aide duties and formalized lecture to analyze the role and responsibilities of bilingual teacher assistants/aides. *Transfer Credit: CSU • ADVISORY: Education 100, Social Science 101, History 122, 124 or 130, Spanish 182AB, 190, 192 or 194 and Vietnamese 18A*

EDUCATION 103—Introduction to Computers in Education: Technology Proficiencies for Teachers 1 2.0 Units

Based on the Technology Standard for a California K-12 Preliminary Teaching Credential. The class focuses on the proficiencies credential candidates are required to master *before* they can be issued a preliminary Multiple or Single Subject Credential. The curriculum and course represent a working partnership between the California Technology Assistance Project (CTAP), Region IX and Coast Community College District's TEACH3 Program. Students enrolled in the class will complete a portfolio in all the state mandated proficiencies and will receive certification as a Preliminary (Level I) Technology Proficient Educator. All skills are transferable between the Macintosh and Windows environments. *Transfer Credit: CSU • CO-REQUISITE: Suggested but not required, Education 104*

EDUCATION 104—Introduction to Teaching and Learning in Diverse Contemporary Classrooms 1.0 Units

Introductory class for Potential Teachers. The course will address the qualities of an effective teacher, components and purposes of an effective professional portfolio, and critical issues in diverse contemporary classrooms. Students will initiate the development of a reflective practitioner workbook, begin their electronic professional portfolio, and learn about their own learning needs and styles. 10 hours of arranged fieldwork /observation included. *Transfer Credit: CSU • ADVISORY: Eligibility for English 100*

EDUCATION 110—Learning Theory and Instructional Design 3.0 Units

Students will learn to apply the principles of learning theory and instructional design to make instruction more effective, efficient and appealing. *Transfer Credit: CSU • ADVISORY: Business Computing 181 and Psych 100*

EDUCATION 120—Orientation to Expert Learning 1.0 Unit

This course is designed to start students on the path to becoming "expert learners." Students will be introduced to and practice applying a model for self-regulated learning. Students will also create a Personal Learner Profile to enable them to make informed decisions about selecting future course delivery formats (e.g., traditional classroom courses, Weekend College, telecourses, Internet-based courses, Fast Track program, etc.). *Transfer Credit: CSU*

EDUCATION 121—Expert Learning 2.0 Units

This course is designed for students enrolled in Cluster A of STAR, an accelerated A.A. degree program. This course focuses on students' acquisition of expert learner skills in the areas of time management, text comprehension and summarization, classroom note-taking, and graphic organizers. *Transfer Credit: CSU*

EDUCATION 122—Expert Learning 2 2.0 Units

This course is designed for students enrolled in Cluster B of STAR, an accelerated A.A. degree program. This course focuses on students' acquisition of expert learner skills in the areas of test preparation, writing skills, and advanced graphic organizers. *Transfer Credit: CSU • PREREQUISITE: Education 121.*

EDUCATION 180—Family, School, and Community Partnerships 3.0 Units

An introductory course for prospective teachers about current family, school, and community partnership models and approaches which foster two-way partnerships with families and communities of diverse backgrounds from primary grades through high school. This course covers historical, legal, social, and political perspectives regarding educational access and equity for diverse student populations found in contemporary classrooms; students learn about building relationships with ethnically and linguistically diverse families and communities. Includes ten hours of arranged fieldwork/observation. *Transfer Credit: CSU*

EDUCATION 200—The Teaching Profession 3.5 Units

Designed for students considering teaching as a career or for those interested in a class that focuses on issues facing teachers and students in today's schools. The course examines opportunities, requirements, responsibilities, and rewards in teaching as well as skills needed and problems often encountered in the classroom. Additional focus on educational philosophies and sociology of education. Includes tutoring training and 40 hours of assigned fieldwork. Meets the new California Commission on Teacher Credentialing requirement that students who are considering a teaching career have early and frequent opportunities to engage in field experiences that are linked with college/university coursework. *Transfer Credit: CSU; UC* • ADVISORY: Eligibility for English 100

ELECTRICAL MAINTENANCE**ELECTRICAL MAINTENANCE 281-284—****Cooperative Work Experience 1.0-4.0 Units**

To enhance each Cooperative Work Experience participant's opportunity for success in the field of Electrical Maintenance by bridging the gap between educational theory and on-the-job practices through individualized performance objectives related to the student's career or occupational goal in Electrical Maintenance. *Transfer Credit: CSU* • PREREQUISITE: Be employed or volunteer in the field of Electrical Maintenance 5 hours per week per 1.0 unit of Cooperative Work Experience • CO-REQUISITE: Be enrolled in a total of 7.0 units including Cooperative Work Experience

ELECTRICAL MAINTENANCE 300—**Introduction to Electronics 3.0 Units**

Basic concepts of DC and AC circuits. Topics include reading schematics, component identification, measurement techniques, and magnitude conversion. • ADVISORY: Intermediate Algebra

ELECTRICAL MAINTENANCE 301—**Application of Basic Electronics 3.0 Units**

Fundamentals and basic principles of electronic devices used in Industry. Operation and troubleshooting of power supplies, motors, and electronic interfaces and an introduction to binary circuits. • ADVISORY: Intermediate Algebra

ELECTRICAL MAINTENANCE 302—**Programmable Logic Controllers 3.0 Units**

Introduction to Programmable Logic Controllers (PLCs). This course reviews the evolution of PLC's and their advantages over relay logic. The course discusses PLC internal hardware, input/output devices (sensors, switches, counters, contactors, etc.), programming (ladder logic), communications, system considerations, maintenance, troubleshooting and upgrading. The programming discussions include binary arithmetic, Boolean algebra, math and logic instructions. • ADVISORY: Electrical Maintenance 301

ELECTRICAL MAINTENANCE 303—**Electrical Equipment 3.0 Units**

Electrical principles and their application to industrial electrical equipment repairs including methods, practices and repair technologies. • ADVISORY: Electrical Maintenance 300 or equivalent

ELECTRICAL MAINTENANCE 304—**Control System Automatic 3.0 Units**

Principles and practical application pertaining to instrumentation including automatic control systems, sensors and actuators. • ADVISORY: Electrical Maintenance 300 or equivalent

ELECTRICAL MAINTENANCE 305—**Electric Motor Control 3.0 Units**

An introduction to the methods used to control electric motors. The course includes electrical interlocking, speed control and methods of grounding. Additionally, the course teaches the student electrical symbols and diagram reading. • ADVISORY: Electrical Maintenance 300, 301

ENGLISH**ENGLISH 001AD—English Tutoring 0.5 Unit**

This course is designed to improve students' understanding of English grammar and composition through tutorial assistance based on identified student needs. Open entry throughout the semester. (NOT APPLICABLE TO A.A. DEGREE)

ENGLISH 002—Mastering the English/Math SAT 1 2.0 Units

The structure and subject matter of the SAT I will be reviewed in a series of lectures and interactive discussion sections, with various strategies for approaching different types of questions presented at appropriate points. Three practice tests will be administered and reviewed. (NOT APPLICABLE TO A.A. DEGREE)

ENGLISH 020AD—Basic Grammar 1.0 Unit

An individualized, comprehensive basic grammar course covering sentence structure, parts of speech punctuation, and syntax. Emphasis is placed on grammatical structure and correct usage. Students will use audio tapes, workbooks, worksheets and/or computer-assisted instruction. Students will complete a diagnostic assessment during the first class session. (NOT APPLICABLE TO A.A. DEGREE)

ENGLISH 022-1AD—Avoiding Sentence Errors 0.5 Unit

Students will learn how to identify a complete sentence. Then, they will learn how to identify and eliminate sentence errors (fragments, comma splices, and run-on sentences). (NOT APPLICABLE TO A.A. DEGREE)

ENGLISH 022-2AD—Avoiding Punctuation Errors 0.5 Unit

Students will learn how to identify and correct punctuation errors. (NOT APPLICABLE TO A.A. DEGREE)

ENGLISH 022-3—Making Subjects and Verbs Agree 0.5 Unit

This course is designed to improve students' understanding of subject/verb agreement. In English, the two major forms of agreement are that between subject and verb and that between pronoun and antecedent. Students will learn how to identify and eliminate subject/verb and pronoun agreement errors. (NOT APPLICABLE TO A.A. DEGREE)

ENGLISH 022-4—Choosing Words Correctly 0.5 Unit

This course is designed to improve students' word choice skills. Topics include synonyms, antonyms, homonyms, inappropriate and sensitive language, and commonly misspelled and confused words. (NOT APPLICABLE TO A.A. DEGREE)

ENGLISH 022-5—Parts of Speech: A Review 0.5 Unit

This course is designed to improve students' understanding of the parts of speech. Topics include verbs, nouns, adjectives, prepositions, articles, conjunctions, and interjections. (NOT APPLICABLE TO A.A. DEGREE)

ENGLISH 022-6—Pronouns: A Review 0.5 Unit

This course is designed to improve students' understanding of pronouns. Topics include personal pronouns, personal pronouns with ownership, other pronouns, reflexive pronouns, pronouns and gender, pronouns and number, the use of pronouns, possessive pronouns and adjectives, and making nouns and pronouns agree in sentences. (NOT APPLICABLE TO A.A. DEGREE)

ENGLISH 022-7—Plurals and Possessives: What's the Difference? 0.5 Unit

This course is designed to improve students' understanding of, and the difference between, plurals and possessives. Topics include forming plurals, plurals with -s and -es, unusual plurals, and irregular plurals; forming possessives; using apostrophes; using possessives and possessive pronouns and adjectives. (NOT APPLICABLE TO A.A. DEGREE)

ENGLISH 022-8—Verb Forms: A Review 0.5 Unit

This course is designed to improve students' understanding of verb forms. Topics include two kinds of verbs, principal and auxiliary verbs; parts of verbs; verbs and verb tenses; verb recognition; regular and irregular verbs; and confusing verbs. (NOT APPLICABLE TO A.A. DEGREE)

ENGLISH 022-9—Understanding the Writing Process 0.5 Unit

This course is designed to improve students' understanding of the writing process. Topics include brainstorming and prewriting, gathering information, planning and organizing, revising and editing, and giving and receiving feedback. (NOT APPLICABLE TO A.A. DEGREE)

ENGLISH 022.10—Writing on the Job in the 21st Century 0.5 Unit

This course is designed to improve students' understanding of writing for the workplace. Topics include writing business forms, writing notes and short memos, writing directions, writing business letters, writing meeting documents, and writing reports. (NOT APPLICABLE TO A.A. DEGREE)

ENGLISH 030AD—Basic Writing 1 1.0 Unit

An individualized basic writing skills course, including grammar, spelling, sentence sense and structure, punctuation and paragraph sense and structure. The emphasis will also be on writing clear, unified paragraphs on assigned topics. (NOT APPLICABLE TO A.A. DEGREE)

ENGLISH 038—Study Skills 0.5 Unit

Learning to study is more important than acquiring bodies of information. In learning to study you are learning to think and live. Students will learn the meaning of study, and the fundamental requirements of study, including concentration, scheduling, reading, listening, and notetaking, memorization, taking examinations, and actively putting one's knowledge to use. (NOT APPLICABLE TO A.A. DEGREE)

ENGLISH 039AD—Basic Reading 1.0 Unit

An individualized, self-paced reading program designed to develop and improve basic reading skills in comprehension, main idea, facts and details, conclusions, judgments, inferences, vocabulary and critical thinking. The student will be given an assessment evaluation on the first day of class. (NOT APPLICABLE TO A.A. DEGREE)

ENGLISH 040AD—Reading Skills 0.5 Unit

An individualized, self-paced, computerized reading program designed to develop, improve, or refresh reading skills in comprehension, main idea, facts and details, conclusions, judgments, inferences, vocabulary, and critical thinking. The student will complete a diagnostic assessment at the first session. (NOT APPLICABLE TO A.A. DEGREE)

ENGLISH 041AD—Writing Skills 0.5 Unit

An individualized, self-paced, computerized writing program designed to develop, improve, or refresh writing skills including grammar, spelling, sentence structure, capitalization, punctuation, and syntax. The student will complete a diagnostic assessment at the first session. (NOT APPLICABLE TO A.A. DEGREE)

ENGLISH 080—English Assessment for Student Success 0.5 Unit

An individualized assessment course to determine current reading and writing skill levels. Emphasis will be on short term, computerized, prescriptive development in these two areas as preparation for the college English placement test or for pre-employment mastery of these skills. (NOT APPLICABLE TO A.A. DEGREE)

ENGLISH 098AB—Basic English Writing 3.0 Units

Students will write various types of paragraphs as well as review the basics of paragraph writing, grammar and mechanics. • PREREQUISITE: Achieve qualifying score on the English Placement Test or pass English 020AD

ENGLISH 099AB—Fundamentals of Composition 3.0 Units

Students will analyze the writing process and composition principles with an emphasis on expository writing practice in extended paragraphs and essays. Students will also review grammar, sentence structure, and punctuation in order to express ideas clearly. This course is recommended preparation for English 100 (Freshman Composition). • PREREQUISITE: English 098AB-Basic English Writing or achieve a qualifying score on the English Placement Test

ENGLISH 100—Freshman Composition 3.0 Units

The basic principles and process of written composition will be applied through examinations and assigned essays. The process of choosing and shaping a thesis and writing an extended, well-developed essay will be stressed. Practice in research and production of a research paper will be included. *Transfer Credit: CSU; UC* • (CAN ENGL 2) • PREREQUISITE: English 099AB-Fundamentals of Composition or achieve a qualifying score on the English Placement Test

ENGLISH 102—Critical Reasoning, Reading and Writing 3.0 Units

This course is designed to develop critical thinking, reading and writing skills beyond the level achieved in English 100. This course focuses on critical thinking skills, close textual analysis and expository writing. Students apply critical thinking skills through readings derived from themes and works in various disciplines and cultures. Students also apply critical thinking skills in writing expository argumentative essays. *Transfer Credit: CSU; UC* • PREREQUISITE: English 100-Freshman Composition

ENGLISH 104—Mastering College Skills 3.0 Units

Explanation, demonstration and application of a variety of skills necessary for college success. Includes time management, organizational procedures, techniques for note taking, critical reading, vocabulary expansion and spelling mastery. Also covered are strategies for test taking and memory improvement. *Transfer Credit: CSU* • ADVISORY: Concurrent enrollment in a course that requires note taking is desirable

ENGLISH 105—Business English 3.0 Units

English for careers focuses on real-world English skills that contribute to good workplace communication. It includes English principles you already know, those you learned in the past and forgot, and those you wish you had learned. Students study grammar, English usage, punctuation, spelling, vocabulary, and dictionary use from the businessperson's viewpoint. Emphasis is placed on finding and correcting types of errors people make while speaking and writing. *Transfer Credit: CSU*

ENGLISH 106—Concepts: Critical Reading and Reasoning 3.0 Units

Students will analyze the concepts of the reading process with an emphasis on critical reading and reasoning. Students will also review basic reading tenets of main idea, inference, details, sequence, conclusion, and context. *Transfer Credit: CSU*

ENGLISH 108—Library Resources and Research 1.0 Unit

How to use today's information resources for success in education, career, and personal life. Course includes strategies for research and reports. Emphasis will be on identifying appropriate resources from the ever-expanding world of information, including print, electronic, World Wide Web, and other media. *Transfer Credit: CSU; UC*

ENGLISH 133—Beginning Fiction Writing 3.0 Units

This is a fiction fundamentals course designed for students who want to learn how to write short stories and novels. Its emphasis is on foundation work such as character development and the creation of effective plots, setting, scenes, and dialogue. *Transfer Credit: CSU*

ENGLISH 135—Business Writing 3.0 Units

Theory and practice in composing and writing effective communications. Topics will be selected from a variety of business situations. Emphasis will be placed on extensive discussion, practice and critique. Topics will include the communication process, word selection, sentence and paragraph structure and preparation of letters, memos, reports and resumes. *Transfer Credit: CSU* • PREREQUISITE: English 099AB-Fundamentals of Composition or English 105-Business English or achieve qualifying score English Placement Test

ENGLISH 140—Introduction to Literature 3.0 Units

The primary purpose of this survey-level course is to acquaint the student with a variety of literary, poetic, dramatic, and rhetorical devices so that the student can interact with literature in a meaningful way. *Transfer Credit: CSU; UC*

ENGLISH 144—The International Short Story **3.0 Units**

Designed for the General Education student, this course is an introduction to the modern short story, emphasizing multicultural stories from countries throughout the world. Each story will be studied with regard to character, plot, theme, point of view, setting, tone, style, and other literary devices as they function within the context of the particular story. In addition, each story will be analyzed to understand the particular culture from which it comes. *Transfer Credit: CSU; UC* • ADVISORY: English 100 is recommended

ENGLISH 145—American Literature: The Short Story **3.0 Units**

Designed for the General Education student, this course is an introduction to the American short story, emphasizing major American writers from the nineteenth and twentieth centuries and from various cultures in modern/contemporary America. Included is a view of each historical period and mindset and the study of character, plot, theme, point of view, setting, tone, style, and other literary devices as they function within the context of the particular story. *Transfer Credit: CSU; UC* • ADVISORY: English 100 is recommended

ENGLISH 164—Theater History and Appreciation **3.0 Units**

Designed for the General Education student, this course is an introduction to dramatic literature and an examination of the process of play production. Included is a view of each period of dramatic literature in the context of history and mind set, the study of characterization and theme, and examination of the creative process. *Transfer Credit: CSU; UC*

ENGLISH 177—Children's Literature **3.0 Units**

A survey of classic and contemporary literature for pre-school through adolescent children, with an emphasis on selection, analysis and techniques of guiding children's reading. *Transfer Credit: CSU* • ADVISORY: English 100

ENGLISH 180—Shakespeare **3.0 Units**

Analysis and interpretation of the plays of Shakespeare, representing his comedies, histories, tragedies and romances. Includes analysis of structure, plot, characterization, staging and the use of language in a minimum of six plays. *Transfer Credit: CSU; UC*

**ENGLISH 401—Life History 1: Telling Your Story
In Writing, Audio Tape, and Video** **0.0 Unit**

This course is designed for students wishing to develop and document their life history and experiences through a journal-writing process. Includes sections on childhood, neighborhood, schooling, travel experiences, parents and siblings, parenthood, and careers.

**ENGLISH 402—Life History 2: Completing Your Story
In Writing, Audio Tape, and Video** **0.0 Unit**

This course is designed to assist students in exploring their own personal history. An oral history will be developed using audio and/or video tapes.

**ENGLISH 403—Life History 3: Presenting Your Story
In Writing, Audio Tape, and Video** **0.0 Unit**

Completing the presentation of your life history/project—a follow-up to the Life History series. An opportunity to utilize techniques gained from the life History courses to personalize and polish your life history presentation. • ADVISORY: English 401 and 402.

ENGLISH 404—Life History 4: Oral and Video Life Stories **0.0 Unit**

A course on the processes involved in recalling and reviewing of one's life history and preserving these memories for children, grandchildren and others. Includes writing techniques, use of computer, audio and video taping, use of photographs and an introduction to genealogy. • ADVISORY: Completion of English 400, 401 or 402, or instructor's approval

ENGLISH 412—Spelling Techniques **0.0 Unit**

An individualized, comprehensive program for those who have always had problems with spelling, as well as for those who need only a brush-up on difficult words. Students will use audio tapes, workbooks, worksheets, and computer assisted instruction. Students will complete a diagnostic assessment during the first class session.

ENGLISH 415—Vocabulary Building **0.0 Unit**

A basic individualized program stressing vocabulary building techniques. Emphasis is on using context clues, listening skills, and study of roots, prefixes, and suffixes. Students will use audio cassettes, computer lessons, and workbooks. Students will complete a diagnostic assessment during the first class session.

ENGLISH 420—Basic Grammar **0.0 Unit**

An individualized, comprehensive basic grammar course covering sentence structure, parts of speech, punctuation, and syntax. Emphasis is placed on grammatical structure and correct usage. Students will use audio tapes, workbooks, worksheets and/or computer-assisted instruction. Students will complete a diagnostic assessment during the first class session.

ENGLISH 430—Basic Writing **0.0 Unit**

An individualized basic writing skills course, including grammar, spelling, sentence sense and structure, punctuation, and paragraph sense and structure. The emphasis will also be on writing clear, unified paragraphs on assigned topics. Students will complete a diagnostic assessment during the first class session.

ENGLISH 438—College Study Skills **0.0 Unit**

An individualized program which provides instruction in skills necessary for academic survival. Areas covered will include study habits, time management, reading skills, reading comprehension, speed reading, how to mark a textbook, how to take notes, listening skills, test taking skills, memory techniques, and using the library. Students will complete a diagnostic assessment during the first class session.

ENGLISH 439—Basic Reading **0.0 Unit**

An individualized, self-paced reading program designed to develop and improve basic reading skills in comprehension, main idea, facts and details, conclusions, judgments, inferences, vocabulary, and critical thinking. The student will complete a diagnostic assessment during the first class session.

ENGLISH AS A SECOND LANGUAGE INSTITUTE

**ENGLISH AS A SECOND LANGUAGE 022AD—
ESL: Sentence Structure 2** **0.5 Unit**

An intensive intermediate-level grammar course for non-native English speakers. A survey of common sentence structures in American English. Emphasis on developing proficiency and fluency in constructing grammatically correct English sentences. Concurrent enrollment in English As a Second Language 024AD and 026AD is recommended. (NOT APPLICABLE TO A.A. DEGREE) • PREREQUISITE: Acceptance into English As a Second Language Program; placement determined by completion of multiple measures assessment

**ENGLISH AS A SECOND LANGUAGE 024AD—
ESL: Reading and Writing 2** **0.5 Unit**

An intensive intermediate-level reading comprehension and writing course for non-native English speakers. Emphasis on developing vocabulary and communication skills necessary for effective reading and writing in English. Concurrent enrollment in English As a Second Language 022AD and 026AD is recommended. (NOT APPLICABLE TO A.A. DEGREE) • PREREQUISITE: Acceptance into English As a Second Language Program; placement determined by completion of multiple measures assessment

ENGLISH AS A SECOND LANGUAGE 026AD—**ESL: Listening and Conversation 2 0.5 Unit**

An intensive intermediate level course in English listening comprehension and oral communication for non-native English speakers. Emphasis on skills necessary to comprehend spoken English and to speak English fluently and accurately in conversation. Concurrent enrollment in English As a Second Language 022AD and 024AD is recommended. (NOT APPLICABLE TO A.A. DEGREE) • PREREQUISITE: Acceptance into English As a Second Language Program; placement determined by completion of multiple measures assessment

ENGLISH AS A SECOND LANGUAGE 029—**Citizenship Education for ESL Students 1.0 Unit**

A competency-based course designed to aid adults in becoming naturalized citizens. Students enrolled in English as a Second Language citizenship classes can prepare for the naturalization examination administered by the federal government. The course deals with the rights, privileges and responsibilities of citizenship in the United States. (This course has the approval of the Orange County Department of Education.) (NOT APPLICABLE TO A.A. DEGREE)

ENGLISH AS A SECOND LANGUAGE 032—**ESL: Sentence Structure 3 0.5 Unit**

An intensive high intermediate level grammar course for non-native English speakers. A survey of common sentence structures in American English. Emphasis on developing proficiency and fluency in constructing grammatically correct English sentences. Concurrent enrollment in English As a Second Language 034 is recommended. (NOT APPLICABLE TO A.A. DEGREE) • PREREQUISITE: Acceptance into English As a Second Language Program; placement determined by completion of multiple measures assessment

ENGLISH AS A SECOND LANGUAGE 034—**ESL: Reading and Writing 3 0.5 Unit**

An intensive high intermediate level reading comprehension and writing course for non-native English speakers. Emphasis on developing vocabulary and communication skills necessary for accurate reading and writing in English. Concurrent enrollment in English As a Second Language 032 is recommended. (NOT APPLICABLE TO A.A. DEGREE) • PREREQUISITE: Acceptance into English As a Second Language Program; placement determined by completion of multiple measures assessment

ENGLISH AS A SECOND LANGUAGE 042AD—**ESL: Sentence Structure 2 4.0 Units**

An intensive intermediate-level grammar course for non-native English speakers. A survey of common sentence structures in American English. Emphasis on developing proficiency and fluency in constructing grammatically correct English sentences. (NOT APPLICABLE TO A.A. DEGREE) • ADVISORY: Concurrent enrollment in English As a Second Language 044AD and 046AD

ENGLISH AS A SECOND LANGUAGE 044AD—**ESL: Reading and Writing 2 4.0 Units**

An intensive intermediate-level reading comprehension and writing course for non-native English speakers. Emphasis on developing vocabulary and communication skills necessary for effective reading and writing in English. (NOT APPLICABLE TO A.A. DEGREE) • ADVISORY: Concurrent enrollment in English As a Second Language 042AD and 046AD

ENGLISH AS A SECOND LANGUAGE 046AD—**ESL: Listening and Conversation 2 4.0 Units**

An intensive intermediate-level course in English listening comprehension and oral communication for non-native English speakers. Emphasis on skills necessary to comprehend spoken English and to speak English fluently and accurately in conversation. (NOT APPLICABLE TO A.A. DEGREE) • ADVISORY: Concurrent enrollment in English As a Second Language 042AD and 044AD

ENGLISH AS A SECOND LANGUAGE 132AB—**ESL: Sentence Structure 4 3.0 Units**

An intensive advanced-level English grammar course for non-native English speakers. A survey of American English sentence structures. Emphasis on developing proficiency and fluency in constructing grammatically correct English sentences. Concurrent enrollment in English As a Second Language 134AB and 136AB is recommended. *Transfer Credit: CSU* • PREREQUISITE: Acceptance into English As a Second Language Program; placement determined by completion of multiple measures assessment

ENGLISH AS A SECOND LANGUAGE 134AB—**ESL: Reading and Writing 4 3.0 Units**

An intensive advanced-level reading comprehension and essay writing course for non-native English speakers. Emphasis on developing communication skills necessary for accurate reading and writing for academic purposes. *Transfer Credit: CSU; UC* • PREREQUISITE: Acceptance into English As a Second Language Program; placement determined by completion of multiple measures assessment

ENGLISH AS A SECOND LANGUAGE 136AB—**ESL: Listening and Conversation 4 3.0 Units**

An intensive advanced-level course in English listening comprehension and oral communication for non-native English speakers. Emphasis on skills necessary to comprehend spoken English and to speak English fluently and accurately in conversation. Concurrent enrollment in English As a Second Language 132AB and ESL 134AB is recommended. *Transfer Credit: CSU* • PREREQUISITE: Acceptance into English As a Second Language Program; placement determined by completion of multiple measures assessment

ENGLISH AS A SECOND LANGUAGE 142AB—**ESL: Sentence Structure 3 4.0 Units**

An intensive high intermediate-level grammar course for non-native English speakers. A survey of common sentence structures in American English. Emphasis on developing proficiency and fluency in constructing grammatically correct English sentences. *Transfer Credit: CSU* • ADVISORY: Concurrent enrollment in English As a Second Language 144AB

ENGLISH AS A SECOND LANGUAGE 144AB—**ESL: Reading and Writing 3 4.0 Units**

An intensive high intermediate-level reading comprehension and writing course for non-native English speakers. Emphasis on developing vocabulary and communication skills necessary for accurate reading and writing in English. *Transfer Credit: CSU* • ADVISORY: Concurrent enrollment in English As a Second Language 142AB

ENGLISH AS A SECOND LANGUAGE 152AB—**ESL: Sentence Structure 4 4.0 Units**

An intensive advanced-level English grammar course for non-native English speakers. A survey of American English sentence structures. Emphasis on developing proficiency and fluency in construction of grammatically correct English sentences. *Transfer Credit: CSU* • ADVISORY: Concurrent enrollment in English As a Second Language 154AB and 156AB

ENGLISH AS A SECOND LANGUAGE 154AB—**ESL: Reading and Writing 4 4.0 Units**

An intensive advanced-level reading comprehension and essay writing course for non-native English speakers. Emphasis on developing communication skills necessary for accurate reading and writing for academic purposes. *Transfer Credit: CSU*

ENGLISH AS A SECOND LANGUAGE 156AB—**Listening and Conversation 4 4.0 Units**

An intensive advanced-level course in English listening comprehension and oral communication for non-native English speakers. Emphasis on skills necessary to comprehend spoken English and to speak English fluently and accurately in conversation. *Transfer Credit: CSU* • ADVISORY: Concurrent enrollment in English As a Second Language 152AB and 154AB

ENGLISH AS A SECOND LANGUAGE 408—

ESL: Preparation 0.0 Unit

A beginning course in English grammar, conversation, reading and writing for students with little or no knowledge of the English language. Emphasis on basic sentence structures and simple, practical conversation skills.

• **PREREQUISITE:** Acceptance into English As a Second Language Program; placement determined by completion of multiple measures assessment

ENGLISH AS A SECOND LANGUAGE 412—

ESL: Sentence Structure 1 0.0 Unit

An intensive beginning English grammar course for non-native English speakers. A survey of simple sentence structures in American English. Emphasis on developing proficiency and fluency in constructing grammatically correct English sentences. Concurrent enrollment in English As a Second Language 414 and 416 is recommended. • **PREREQUISITE:** Acceptance into English As a Second Language Program; placement determined by completion of multiple measures assessment

ENGLISH AS A SECOND LANGUAGE 414—

ESL: Reading and Writing 1 0.0 Unit

An intensive advanced beginning course in English reading and writing for non-native English speakers. Emphasis on developing vocabulary and communication skills necessary for survival in the United States. Concurrent enrollment in English As a Second Language 412 and 416 is recommended.

• **PREREQUISITE:** Acceptance into English As a Second Language Program; placement determined by completion of multiple measures assessment

ENGLISH AS A SECOND LANGUAGE 416—

ESL: Listening and Conversation 1 0.0 Unit

An intensive beginning-level course in English listening comprehension and oral communication for non-native English speakers. Emphasis on skills necessary to comprehend spoken English and to speak English fluently and accurately. Content focuses on topics related to American citizenship.

ENGLISH AS A SECOND LANGUAGE 435—

ESL: Advanced Pronunciation 0.0 Unit

A pronunciation and communication course for non-native English speakers of intermediate to advanced level English proficiency. Emphasis on highly accurate pronunciation and comprehension of American English speech patterns and communication skills necessary for common business and social situations. • **PREREQUISITE:** Acceptance into English As a Second Language Program; placement determined by completion of multiple measures assessment

ENVIRONMENTAL STUDIES

ENVIRONMENTAL STUDIES 100—

Introduction to Environmental Science 3.0 Units

Environmental Science for non-science majors. Features armchair field trips on the development of natural resources and related environmental problems, with emphasis on energy resources. Includes real field trips to a geothermal power plant, a solar power plant, a wind farm, a Superfund cleanup project, and the headquarters of the South Coast Air Quality Management District.

Transfer Credit: CSU

ESCROW

ESCROW 300—Escrow 1/Procedures 3.0 Units

Covers basic escrow procedures for various types of real estate transactions, preparation of documents and the legal and ethical responsibilities of the escrow officer and escrow holder.

FOODS AND NUTRITION

FOODS AND NUTRITION 175—Nutrition and Aging 2.0 Units

Fundamentals of foods and nutrition and food topics related to the health and well being of older adults. *Transfer Credit: CSU*

FOODS AND NUTRITION 176AD—

International Foods 0.5-2.0 Units

Introduction to food and food preparation techniques from around the world. Examines regional food and the relationship to local culture. *Transfer Credit: CSU*

FOODS AND NUTRITION 400—Healthful Eating 0.0 Unit

A non-technical treatment of foods and nutrition and food topics as related to the health and well-being of older adults.

FRENCH

FRENCH 058—French for Business and

International Relations 2.0 Units

Introduction to fundamental skills of spoken French, developing ability to communicate using vocabulary and structures especially serviceable in travel and business. Emphasis is on development of aural/oral skills through practical “situational dialogues” mimicking likely encounters that students will have.

Finding one’s way; changing currency; discussing issues of finance and international affairs in a simple manner; using telephones and taking telephone messages; and making reservations for lodging, eating, and transport will be among the situations presented. Student participation is encouraged, and an intensive format may be employed to expedite learning.

FRENCH 060—Practical French, Beginning 2.0 Units

Introduces the student to fundamental skills of spoken French and to simple written words and documents. Students will learn correct pronunciation, basic structural patterns, and necessary vocabulary to enable them to carry on a simple conversation, to understand signs and instructions, and to read simple documents.

FRENCH 061—Practical French, Continuing 2.0 Units

Continuing course in the fundamental skills of spoken and basic written French. Students will refine correct pronunciation and basic structural patterns and will acquire vocabulary necessary to understand and carry on simple conversations in French. They will be introduced to print media and will come to understand simple documents written in French. • **ADVISORY:** French 060 or equivalent competency.

FRENCH 144—Introduction to the Short Story in French 3.0 Units

Introduction to the modern short story in France and the francophone world, emphasizing the uniqueness of the genre. The course will present features that make the stories of the various countries and traditions similar, and it will demonstrate distinctive ways in which each of those countries has realized the traditional genre. Stories will be analyzed with regard to plot, character, theme, point of view, setting, tone, style, and other literary devices. In addition, each story’s particular linguistic features and sociocultural context will be examined. *Transfer Credit: CSU* • **PREREQUISITE:** One semester, minimum, of college-level French

FRENCH 180—Elementary French 1 5.0 Units

Introduction to French language, culture and thought with emphasis upon listening, comprehension, speaking, reading and basic writing skills. Students will become acquainted with fundamental sounds, forms and structures of French and will be aware of the cultural and linguistic backgrounds of Francophone countries. *Transfer Credit: CSU; UC credit limitations.* See counselor.

FRENCH 180A—Elementary French 1A **2.5 Units**

Introduction to French language, culture and thought with emphasis upon listening, comprehension, speaking, reading and basic writing skills. Students will become acquainted with fundamental sounds, forms and structures of French and will be aware of the cultural and linguistic backgrounds of Francophone countries. French 180A is equal to the first half of French 180. *Transfer Credit: CSU; UC credit limitations.* See counselor.

FRENCH 180B—Elementary French 1B **2.5 Units**

This course is designed to enhance the fundamental abilities developed in students in Introductory Elementary French to comprehend and to converse in ordinary, standard colloquial French. Reading and writing skills are strengthened, and customs and cultures of the Francophone world are noted. French 180B is equal to the second half of French 180. *Transfer Credit: CSU; UC credit limitations.* See counselor. • **PREREQUISITE:** French 180A or equivalent competency

FRENCH 182AB—Conversational French **1.0 Unit**

A conversational course using vocabulary and grammar of elementary French. *Transfer Credit: CSU* • **PREREQUISITE:** French 180 or 180B or equivalent competency

FRENCH 183—Review of Elementary French **1.0 Unit**

This course is designed to improve the student's fundamental skills in both comprehension and communication through writing in basic French. A review of vocabulary and grammar will be provided through interactive lessons. Audio and video materials in French will be included to continue development of listening and reading comprehension skills. *Transfer Credit: CSU*

FRENCH 184AB—Introduction to French Phonetics and Phonology **3.0 Units**

A study and practice of the sounds of French, emphasizing pronunciation, sound patterns, and a history of the development of vocabulary and intonation. Course uses poetry, folk tales, and other literary devices, emphasizing pronunciation, production, and comprehension of spoken French, including vocabulary and sound systems unique to colloquial dialects. *Transfer Credit: CSU* • **PREREQUISITE:** One semester, minimum, of college-level French

FRENCH 185—Elementary French 2 **5.0 Units**

Advanced beginning course emphasizing listening, comprehension, reading, grammar and writing skills in elementary French and introducing features of the life and culture of France and French-speaking countries. *Transfer Credit: CSU; UC credit limitations.* See counselor. • **PREREQUISITE:** French 180, 180B or equivalent competency

FRENCH 185A—Elementary French 2A **2.5 Units**

Advanced beginning course continuing French 180 or 180B, emphasizing listening, comprehension, reading, grammar and writing skills in elementary French and introducing features of the life and culture of France and francophone countries. *Transfer Credit: CSU; UC credit limitations.* See counselor. • **PREREQUISITE:** French 180, 180B or equivalent competency

FRENCH 185B—Elementary French 2B **2.5 Units**

Advanced beginning course continuing French 185A, emphasizing listening, comprehension, reading, grammar, speaking and writing skills in elementary French and introducing features of the life and culture of France and francophone countries. French 185B is equal to the second half of French 185. French 185A and 185B are equivalent to French 185. *Transfer Credit: CSU; UC credit limitations.* See counselor. • **PREREQUISITE:** French 185A or equivalent competency

FRENCH 186AD—Topics in French **1.0 Unit**

Discussion in French using controversial and topical issues as vehicles. Students will be offered two options to enlarge their vocabularies and to increase their abilities to present their own ideas: One option will provide opportunities for listening to and evaluating the ideas of others and for speaking in a spontaneous manner; this is the speaking/listening option; a second option will provide Internet opportunities for reading others' work and writing in response; this is the reading/writing option. *Transfer Credit: CSU*

• **ADVISORY:** French 185, French 182AB or equivalent competency

FRENCH 190—Introduction to French Culture and Geography 1 **1.0 Unit**

Brief overview in English of the history, geography, economic and political systems and culture of the French-speaking people and countries. *Transfer Credit: CSU*

FRENCH 191—French Culture and Geography 2 **1.0 Unit**

In depth study of related aspects of France and the French, including culture and cultural traits, tourism, geology and geography, politics and government, demographics, agriculture and industry, all examined both with relation to historical development and to current status. *Transfer Credit: CSU*

• **ADVISORY:** French 190 or equivalent knowledge

FRENCH 198AD—Current Issues in French Culture and Communication **2.0 Units**

Course emphasizing fluency and comprehension improvement in French, using vocabulary and grammar learned in elementary French courses, augmented by structures unique to colloquial dialects, to understand and produce written French in a number of contexts. Current issues of importance to French and francophone society will be studied, with the aim of improving linguistic and cultural competence. *Transfer Credit: CSU* • **PREREQUISITE:** one semester, minimum, of college-level French

FRENCH 260—French Short Story and Novel **3.0 Units**

French fictional literature, both historical and contemporary, for intermediate to advanced-level students. Course is designed to excite and augment student awareness of French fiction through readings, analyses and discussions in French. *Transfer Credit: CSU; UC* • **ADVISORY:** French 185 or equivalent competency

FRENCH 261—French Drama and Poetry **3.0 Units**

French theater and poetry, both historical and contemporary, for intermediate to advanced-level students. Course is designed to challenge and enrich student knowledge through readings, discussions and media presentations in French. Emphasis is placed upon improvement of speaking, reading and comprehension skills through studies and practice of drama and poetry. *Transfer Credit: CSU; UC* • **ADVISORY:** French 185 or equivalent competency

FRENCH 280—Intermediate French 1 **4.0 Units**

Continuation of French 185, designed to develop further the student's ability to read, write, comprehend, and converse in daily spoken and written French at an intermediate level. The course emphasizes the improvement of reading and writing proficiency as the basis for improved speaking and listening skills. Cultural notes, authentic reading materials, literary selections, and grammar practice are offered to broaden the vocabulary and to improve communicative competence. Sociocultural, psycholinguistic, and philosophical trappings of the French language and francophone cultures are discussed. French 280A plus French 280B = French 280 sequence. *Transfer Credit: CSU; UC* • **PREREQUISITE:** French 185 or at least two semesters of college-level French

FRENCH 280A—Intermediate French 1A **2.0 Units**

Continuation of French 185 or 185B, designed to develop further the student's ability to read, write, comprehend, and converse in daily spoken and written French at a third-semester, or intermediate, level. The course emphasizes the improvement of reading and writing proficiency as the basis for improved speaking and listening skills. Cultural notes, authentic reading materials, literary selections, and grammar practice are offered to broaden the vocabulary and to improve communicative competence. Sociocultural, psycholinguistic, and philosophical trappings of the French language and francophone cultures are discussed. French 280A is the first half of a French 280A plus French 280B = French 280 sequence. *Transfer Credit: CSU; UC (credit limitations—See Counselor)* • **PREREQUISITE:** French 185 or two semesters of college-level French

FRENCH 280B—Intermediate French 1B **2.0 Units**

Continuation of French 280A, designed to develop further the student's ability to read, write, comprehend, and converse in daily spoken and written French at a fourth-semester, or intermediate, level. The course emphasizes the improvement of reading and writing proficiency as the basis for improved speaking and listening skills. Cultural notes, authentic reading materials, literary selections, and grammar practice are offered to broaden the vocabulary and to improve communicative competence. Sociocultural, psycholinguistic, and philosophical trappings of the French language and francophone cultures are discussed. French 280B is the second half of a French 280A plus French 280B = French 280 sequence. *Transfer Credit: CSU; UC (credit limitations—See Counselor)* • PREREQUISITE: French 280A or three semesters of college-level French

FRENCH 285—Intermediate French 2 **4.0 Units**

Continuation of French 280, designed to develop further the student's ability to read, write, comprehend, and converse in daily spoken and written French as it is produced in France and in other francophone countries. The course emphasizes improvement of intermediate-level reading and writing proficiencies as the bases for improving speaking and listening skills and as the sources for enhancement of inter-cultural understanding. *Transfer credit: CSU; UC* • Prerequisite: French 280 or at least three semesters of college-level French.

FRENCH 290—Francophone Culture and Civilization **1.0 Unit**

Survey of the arts, cultures, histories, economies, and civilizations of the varied areas comprising the francophone world, dating from before their contact with France and the French to the present time. The course will develop language competencies such as reading and writing and will enhance students' listening and speaking skills, offering them practice in hearing and using forms of French commonly heard outside France. Authentic materials originating from francophone cultures will be used to stimulate group discussions on a variety of topics ranging from current events to global issues. *Transfer Credit: CSU* • PREREQUISITE: French 180 or equivalent competency

FRENCH 291—Introduction to Methods in Translation and Interpretation in French **3.0 Units**

Introduction to historical methodologies of and modern theories defining the practice of translation and interpretation in French, offering a multi-faceted foundation for the study of multi-lingual, multi-cultural presentations of information, as well as a context for studying strategies and an opportunity to use theoretical/research background in audiovisual, technical, commercial, legal, and literary domains. *Transfer credit: CSU* • ADVISORY: Advance-level competence in French.

GEOGRAPHY

GEOGRAPHY 050AD—World Geography **1.0 Unit**

Physical and cultural geography of world regions. Class sessions will highlight important geographical features and their effects on the people who live in these regions. (NOT APPLICABLE TO A.A. DEGREE)

GEOGRAPHY 100—Introduction to Geography **3.0 Units**

A study of the physical and cultural features of various regions of the world. Examines the relationship between the physical environment and cultural, political and economic development. The tools of geographical analysis will be used to study current and potential world problems. *Transfer Credit: CSU; UC*

GEOGRAPHY 109—Geography of the United States **1.0 Unit**

An overview and study of the geographical (both physical and cultural) concepts of specified areas of the United States and its people. Emphasis on typical and unique places of interest in the United States. *Transfer Credit: CSU*

GEOGRAPHY 125—Meteorology **3.0 Units**

A study of the earth's atmosphere and atmospheric processes; temperature, pressure, moisture, air mass movement, clouds, fronts, storms, icing, fog and their impact on man's environment. The course also covers acquisition and interpretation of weather station instruments, weather maps and weather forecasting. Weather station instruments will be monitored during the course. *Transfer Credit: CSU; UC*

GEOGRAPHY 131—Regional Geography: North/Anglo America **1.0 Unit**

A study of the physical and cultural characteristics by region in the United States, including Alaska, Hawaii and Canada with emphasis on typical places of interest. *Transfer Credit: CSU; UC credit limitations*. See counselor.

GEOGRAPHY 132—Regional Geography: Central America and the Caribbean **1.0 Unit**

A study of the physical and cultural characteristics of Central America and the Caribbean with emphasis on typical places of interest. *Transfer Credit: CSU; UC credit limitations*. See counselor.

GEOGRAPHY 133—Regional Geography: South America **1.0 Unit**

A study of the physical and cultural characteristics by region in South America with emphasis on typical places of interest. *Transfer Credit: CSU; UC credit limitations*. See counselor.

GEOGRAPHY 134—Regional Geography: Australia, New Zealand and the South Pacific **1.0 Unit**

A study of the physical and cultural characteristics by region in Australia, New Zealand and selected island groupings with emphasis on typical places of interest. *Transfer Credit: CSU; UC credit limitations*. See counselor.

GEOGRAPHY 135—Regional Geography: Orient and Southeast Asia **1.0 Unit**

A study of the physical and cultural characteristics by region in the Orient and Southeast Asia with emphasis on typical places of interest. *Transfer Credit: CSU; UC credit limitations*. See counselor.

GEOGRAPHY 136—Regional Geography: Middle East and Southern Asia **1.0 Unit**

A study of the physical and cultural characteristics by region in the Middle East and Southern Asia with emphasis on typical places of interest. *Transfer Credit: CSU; UC credit limitations*. See counselor.

GEOGRAPHY 137—Regional Geography: Africa **1.0 Unit**

A study of the physical and cultural characteristics by region in Africa with emphasis on typical places of interest. *Transfer Credit: CSU; UC credit limitations*. See counselor.

GEOGRAPHY 138—Regional Geography: Western Europe **1.0 Unit**

A study of the physical and cultural characteristics by region in Western Europe with emphasis on typical places of interest. *Transfer Credit: CSU; UC credit limitations*. See counselor.

GEOGRAPHY 139—Regional Geography: Soviet Union and Eastern Europe **1.0 Unit**

A study of the physical and cultural characteristics by region in the Soviet Union and Eastern Europe with emphasis on typical places of interest. *Transfer Credit: CSU; UC credit limitations*. See counselor.

GEOGRAPHY 150—California Geography **3.0 Units**

A study of California's topography, natural resources and economic patterns with emphasis on current problems related to geographic factors. *Transfer Credit: CSU; UC*

GEOGRAPHY 180—Physical Geography **3.0 Units**

A study of the physical elements of geography and their integrated patterns of world distribution with particular attention to the earth as a planet, its structural features, landforms, oceanography, meteorological and climatological phenomena. *Transfer Credit: CSU; UC* • (CAN GEOG 2)

GEOGRAPHY 185—Cultural Geography **3.0 Units**

A study of the patterns of human occupation and land use over the earth's surface and their correlation with the natural environment. Particular emphasis will be given to population characteristics and distribution and agricultural and industrial economies. *Transfer Credit: CSU; UC* • (CAN GEOG 4)

GEOGRAPHY 400—Regional Geography **0.0 Unit**

The human adventure of life in different world regions with their unique history and cultural contributions will be reviewed and analyzed. Geography, economics and their interrelationship with the United States will be emphasized. This program is intended for senior citizens.

GEOLOGY**GEOLOGY 100—General Geology** **3.0 Units**

A study of the composition and structure of the earth and the internal and external processes that modify the crust and the surface. Rock and mineral formation, geologic hazards, resource discovery and uses will be covered.

Transfer Credit: CSU; UC credit limitations. See counselor.

GEOLOGY 110—Physical Geology **3.0 Units**

A beginning course in physical geology for science and engineering majors.

Detailed study of the earth's processes, internal and external structures, rocks and minerals and environmental issues. One required weekend field trip.

Transfer Credit: CSU; UC

GEOLOGY 125—Rocks and Minerals **3.0 Units**

The detailed study of the identification, origin, use and methods of prospecting for varied rocks and minerals. Field trips as necessary. A major foci of the course is matter; its states and symmetry. *Transfer Credit: CSU*

GEOLOGY 130—Geology of California **3.0 Units**

This course is designed to acquaint the student with the physical and historical geology of California. Topics include the interrelationship of geology with agriculture, transportation, construction, mining, oil and gas industry, recreation and public welfare. *Transfer Credit: CSU; UC*

Transfer Credit: CSU; UC

GEOLOGY 140—Introduction to Geology **3.0 Units**

For non-science majors: topics include causes and effects of diminishing natural resources and geologic phenomena (earthquakes, volcanoes, etc.); relation of geologic phenomena to earth as a dynamic system; man-made problems such as pollution and waste disposal. Possible field trips. *Transfer Credit: CSU; UC*

Transfer Credit: CSU; UC

GEOLOGY 141—Geology Lab **1.0 Unit**

Laboratory study of basic physical geology. Emphasizes skills needed for identification of minerals and rocks, interpretation of land surface features based on topographic maps and the understanding of folding, faulting and rock relationships through interpretation of geologic maps. *Transfer Credit: CSU; UC credit limitations.* See counselor. • ADVISORY: Geology 140 or concurrent enrollment

GERMAN**GERMAN 108AB—Conversational German** **1.0 Unit**

A conversational course using vocabulary and grammar of elementary German in conversation, pronunciation and oral practice. *Transfer Credit: CSU*

• ADVISORY: German 180A

GERMAN 180—Elementary German 1 **5.0 Units**

Introduction to German language, culture, and thought, with emphasis upon listening, comprehending, speaking, reading, and basic writing skills to develop control of fundamental sounds, forms, and structures of German and to become acquainted with the cultural and linguistic backgrounds of Germanophone countries. German 180 is equal to the combination of German 180A plus German 180B. *Transfer Credit: CSU; UC credit limitations.* See counselor.

GERMAN 180A—Elementary German 1A **2.5 Units**

Introduction to German language, culture, and thought, with emphasis upon listening, comprehending, speaking, and elementary reading and writing to develop awareness and elementary control of fundamental sounds, forms, and structures of German and to become acquainted with German culture and dialects. German 180A is equal to the first half of German 180. *Transfer Credit: CSU; UC credit limitations.* See counselor.

GERMAN 180B—Elementary German 1B **2.5 Units**

Continuing introduction to German language, culture, and thought, with

emphasis upon listening, comprehending, speaking, and elementary reading and writing to develop awareness and elementary control of fundamental sounds, forms, and structures of German and to become acquainted with German culture and dialects. German 180B is equal to the second half of German 180. *Transfer Credit: CSU; UC credit limitations.* See counselor.

• PREREQUISITE: German 180A

GERMAN 203—Fundamentals of German 3 **2.0 Units**

Intermediate course in speaking, understanding, reading and writing German; study of grammar, vocabulary and pronunciation and of customs and culture of German-speaking countries. *Transfer Credit: CSU* • PREREQUISITE: German 180 or 180B

GERMAN 204—Fundamentals of German 4 **2.0 Units**

Advanced intermediate course in speaking, comprehending, reading and writing German; study of grammar, vocabulary and pronunciation and of customs and culture of German-speaking countries. *Transfer Credit: CSU*

• PREREQUISITE: German 203 or equivalent competency

GERONTOLOGY**GERONTOLOGY 105—Safety Security for Seniors** **1.0 Unit**

Designed to provide training for individuals who wish to be certified to enter the households of elderly persons to perform assessments for safety and security. *Transfer Credit: CSU*

GERONTOLOGY 120—Professional Issues in Gerontology **3.0 Units**

This multi disciplinary course addresses the current issues relevant to the older adult population and those working with this population. Biological, psychological, and sociological issues that affect the aged such as health, housing, legislation, education, safety, employment, and grief are covered. Professional issues such as ethics, job burnout, and dealing with loss are also discussed. Emphasis is placed on meeting these needs in the local area with an investigation of community resources. *Transfer Credit: CSU* • ADVISORY: Sociology 120

GERONTOLOGY 121A—Basic Course for Activity**Professionals—Part 1****3.0 Units**

Fundamental knowledge of therapeutic activity practice with institutionalized adults. Students will learn to function effectively as members of the health care team whose common objective is to improve the quality of life for the dependent adult. The first part of a two-part course in activity practice. *Transfer Credit: CSU*

GERONTOLOGY 121B—Basic Course for Activity**Professionals—Part 2****3.0 Units**

Fundamental knowledge of therapeutic activity practice with institutionalized adults. Students will learn to function effectively as members of the health care team whose common objective is to improve the quality of life for the dependent adult. The second part of a two-part course in activity practice. *Transfer Credit: CSU* • ADVISORY: Gerontology 121A

GERONTOLOGY 122A—Advanced Course for**Activity Professionals—Part 1****3.0 Units**

An advanced activity course that includes information required by practitioners to assume managerial responsibilities for activities designed for senior adults. Activity planning, implementation and management skills, along with activity department leadership responsibilities, are the topics covered. *Transfer Credit: CSU* • ADVISORY: Gerontology 121B

GERONTOLOGY 122B—Advanced Course for Activity**Professionals—Part 2****3.0 Units**

The second part of a two-part advanced course in activity practice, including topics such as community relations, use of volunteers, communication skills and fund raising. *Transfer Credit: CSU* • ADVISORY: Gerontology 122A

GERONTOLOGY 123—Activity Leadership**2.0 Units**

Provides the information needed to run activities programs, including regulations and programming activities and management and supervision of employees. Provides the 36- hour certificate of attendance required to meet State Title 22 guidelines for RCFE or skilled nursing facilities. *Transfer Credit: CSU*

GERONTOLOGY 124—Aging and Public Policy 3.0 Units

Cultural and global perspectives of aging and their impact on policy development are examined. Compares and contrasts cultural and global views towards aging and caregiving; philosophical foundations of policy development; social support services networks; retirement income policies; housing options; health care options available and chronic care and community-based services. *Transfer Credit: CSU*

GERONTOLOGY 130—Techniques in Working with the Frail Elderly 3.0 Units

Specifically targeted for students interested in working in the field of aging as an aide in adult day care, assisted living, or residential care facilities; or homemaker agencies; or as care givers for family members. Provides indepth practical information on how to work with elderly clients who are frail due to advanced age or dementia. *Transfer Credit: CSU*

GERONTOLOGY 190AD-195AD—Issues in Gerontology 0.5-3.0 Units

A topical course covering current issues of concern to those in the field of gerontology. Topics vary each semester. *Transfer Credit: CSU*

GERONTOLOGY 200—Ombudsman/Advocacy Skills 2.0 Units

Designed to provide comprehensive training for those who wish to advocate for the frail elderly residing in long-term care facilities. Emphasis is on residents' rights, complaint investigation, problem resolution and regulations. Also offers an overview of the elder care network and the resources available to the elderly and their families. *Transfer Credit: CSU*

GERONTOLOGY 273—Careers in Gerontology — A Field Practicum 3.0 Units

A focus on career options in the field of gerontology. Bridges the gap between educational theory and on-the-job practices through a placement in the field of gerontology. *Transfer Credit: CSU* • PREREQUISITE: Be employed or volunteer in the field of Gerontology a total of 40 hours during the semester.

GERONTOLOGY 281-284—Cooperative Work Experience 1.0-4.0 Units

To enhance each Cooperative Work Experience participant's opportunity for success in the field of Gerontology by bridging the gap between educational theory and on-the-job practices through individualized performance objectives related to the student's career or occupational goal in Gerontology. *Transfer Credit: CSU* • PREREQUISITE: Be employed or volunteer in the field of Gerontology 5 hours per week per 1.0 unit of Cooperative Work Experience • CO-REQUISITE: Be enrolled in a total of 7.0 units including Cooperative Work Experience

GERONTOLOGY 400—Health/Wealth/Security 0.0 Unit

An overview of the topics which concern adults in their later years—good physical health through fitness and nutrition, financial security and consumer skills.

GERONTOLOGY 415—Issues in Aging 0.0 Unit

A non-credit topical course covering current issues of concern to those in the aging community. Topics vary each semester.

GERONTOLOGY 420—Memory Enhancement 0.0 Unit

A course designed to introduce the student to a variety of memory techniques. The course provides the means for practicing and applying these techniques to individual learning situations. This course will also discuss factors that can affect memory, especially as it relates to the aging process.

GREEK**GREEK 180A—Elementary Greek 1** 2.5 Units

Introductory course in speaking, understanding, reading, and writing Greek, including study of grammar, vocabulary, and pronunciation of modern Greek. The course also introduces the history, cultures, and customs of Greece, and the role of Greece as the center of classical Western Civilization. *Transfer Credit: CSU; UC Credit limitations—See Counselor*

GREEK 180B—Elementary Greek 2 2.5 Units

Introductory course in speaking, understanding, reading, and writing Greek, including study of grammar, vocabulary, and pronunciation of modern Greek. The course also introduces the history, cultures, and customs of Greece, and the role of Greece as the center of classical Western Civilization. *Transfer Credit: CSU; UC Credit limitations—See Counselor* • PREREQUISITE: Greek 180A

HEALTH EDUCATION**HEALTH EDUCATION 100—Health** 3.0 Units

Examination of personal and community health issues and problems. Provides basic information for healthful living, stressing positive health behavior and personal responsibility. Areas of emphasis include: life cycle changes, emotional and sexual adjustment, disease prevention and control, personal fitness, nutrition, stress, substance use and abuse, environmental and consumer health. *Transfer Credit: CSU; UC*

HEALTH EDUCATION 110—First Aid and CPR 1.0 Unit

Stresses injury prevention, early medical care, first aid for common injuries and life-saving skills, including CPR. Successful completion qualifies students for the American Red Cross standard first aid card. *Transfer Credit: CSU; UC*

HEALTH EDUCATION 120AB—Creating Your Wellness Lifestyle 0.5-1.0 Unit

Skills and strategies for promoting the total well-being of the person, including physical fitness, nutritional awareness, coping with stress through relaxation and taking responsibility for one's health. Decisions affecting individual and social health will be emphasized. *Transfer Credit: CSU*

HEALTH EDUCATION 175—Health in Later Years 2.0 Units

Physical and emotional aspects of healthful living in the later years. Emphasis on the healthy changes that occur during the aging process, ways of coping with these changes, and preventative measures to maximize good health. *Transfer Credit: CSU*

HEALTH EDUCATION 400—Health in Later Years 0.0 Unit

Physical and emotional aspects of healthful living in later years. Emphasis on health changes that occur during the aging process, ways of coping with these changes and preventative measures to maximize good health. This course is designed for the layman and is presented in non-medical, non-technical language.

HEBREW**HEBREW 108AB—Conversational Hebrew** 1.0 Unit

Designed for conversational skill development for more effective communication in Hebrew for practical application. Emphasis will be placed on situational dialogue. *Transfer Credit: CSU* • PREREQUISITE: Hebrew 180A or equivalent competency

HEBREW 180A—Elementary Hebrew 1A 2.5 Units

Introductory course in speaking, understanding, reading, and writing standard Hebrew. Study of vocabulary, writing system (script and manuscript) and grammar, augmented by structures unique to colloquial dialects and Biblical use. Course includes some discussion of Judaic culture. *Transfer Credit: CSU*

HEBREW 180B—Elementary Hebrew 1B 2.5 Units

Continuation of introduction to speaking, understanding, reading and writing standard Hebrew. Study of vocabulary, writing system (script and manuscript) and grammar, augmented by structures unique to colloquial dialects and Biblical use. Course includes some discussion of Judaic culture. Hebrew 180B is the second part of the Hebrew 180A plus 180B combination comprising the full course of Hebrew 180. *Transfer Credit: CSU* • PREREQUISITE: Hebrew 180A or one semester of college-level Hebrew

HEBREW 190—Introduction to Jewish Culture and Geography 1.0 Unit

Brief overview, in English, of the history, religion, geography, economic and political systems, culture and traditions of the Jewish people. *Transfer Credit: CSU*

HEBREW 203—Fundamentals of Hebrew 3 2.0 Units

Intermediate course in speaking, understanding, reading and writing Hebrew; study of grammar, vocabulary and pronunciation and of customs and culture of Israel. *Transfer Credit: CSU* • PREREQUISITE: Hebrew 180B or equivalent competency

HISTORY

HISTORY 108—Science and Culture 3.0 Units

A survey of significant scientific and cultural events/discoveries that profoundly changed Western society's view of the universe, culture and society itself. *Transfer Credit: CSU; UC*

HISTORY 115—Latin American History and Culture 3.0 Units

Introductory course in Latin American history and culture covering Mexico, the Caribbean area, Central America, and South America with an emphasis on the social institutions, economic influences, and political developments of these countries and cultures. This interdisciplinary course will then focus on the socialization processes, value structures, and complex economic and political issues of the area. *Transfer Credit: CSU; UC* • ADVISORY: Social Science 101

HISTORY 120—Women in American History 3.0 Units

The course will examine the traditional and developing roles of women in American history. Emphasis will be on the nineteenth century struggle to gain equal status legally, the struggle of the twentieth century woman to solidify and build on these gains, comparisons of the images developed through literature and mass media with the realities of women's lifestyles and women's contributions to economic, political and social change particularly in the twentieth century. *Transfer Credit: CSU; UC*

HISTORY 122—Latino History and Culture 3.0 Units

Introductory course on Latino history and culture as influenced by the Mexican/Latino heritage and the ramifications of life in the United States mainstream society. This interdisciplinary course focuses on the socialization process of the Chicano/Latino and its intricate value structure. *Transfer Credit: CSU; UC* • ADVISORY: Social Science 101

HISTORY 124—Southeast Asian History and Culture 3.0 Units

Introductory course on Southeast Asian history and culture and the ramifications of life in the United States mainstream society. This interdisciplinary course focuses on the socialization process of the Vietnamese and its intricate value structure. *Transfer Credit: CSU; UC*

HISTORY 128—History of Modern China 3.0 Units

A survey of Chinese civilization from the seventeenth century to the present. Emphasis on the impact and consequences of China's contact with western nations; focused primarily on 20th century issues and problems. *Transfer Credit: CSU; UC*

HISTORY 130—History of Multicultural America 3.0 Units

A survey of representative groups originating in Europe, Asia (including the American Indian), the Americas, the Pacific and Africa and their contributions to American culture. *Transfer Credit: CSU; UC*

HISTORY 140—Great Americans 1.0 Unit

Indepth biographical study of a select group of great Americans to discover their leadership characteristics as related to their contribution to American historical development. *Transfer Credit: CSU*

HISTORY 150—History of California 3.0 Units

This course covers the development of California from the earliest times to the present, analyzing the different cultures which have inhabited this region and the diverse societies they have created. Topics include the impact of the natural environment, the relationship between California and the nation, the growth of differences between Northern and Southern California, the role of myth and dreams in the evolution of the state, and the impact of social diversity, including but not limited to categories such as race, ethnicity, class, and gender. *Transfer Credit: CSU; UC*

HISTORY 155—The American West 3.0 Units

An interpretation of the American West focusing on exploration, settlement and development. Emphasis on the roles played by native Americans, Spaniards, Mexicans, Black Americans and Anglo Americans. *Transfer Credit: CSU; UC*

HISTORY 160—World History to 1500 3.0 Units

This course traces the economic, political, social, and cultural evolution of civilizations in Asia, the Near East, Europe, Africa, and the Americas from antiquity to 1500 CE. The course covers the origin and early development of human civilization in each region as well as unique cultural traditions and the beginnings of interaction between the different societies. *Transfer Credit: CSU*

HISTORY 165—World History from 1500 3.0 units

This course traces the economic, political, and cultural evolution of civilizations in Asia, the Near East, Europe, Africa, and the Americas from 1500 to present. Covers the varied impact of industrialization, the growth of global trade, the complex political interactions between different societies, and the development of unique cultural traditions. *Transfer Credit: CSU*

HISTORY 170—U.S. History to 1876 3.0 Units

A comprehensive examination of history of the United States from the beginnings of exploration to the end of the Civil War and Reconstruction. It will cover the political, economic, diplomatic, social and cultural aspects of American life. *Transfer Credit: CSU; UC* • (CAN HIST 8, CAN HIST SEQ B)

HISTORY 175—U.S. History Since 1876 3.0 Units

A comprehensive examination of history of the United States from Reconstruction to the present time. Covers the political, economic, diplomatic, social and cultural aspects of American life. *Transfer Credit: CSU; UC* • (CAN HIST 10, CAN HIST SEQ B)

HISTORY 180—Western Civilization to 1550 3.0 Units

A study of the development of present day Western culture from the earliest beginnings to 1550; emphasis on the impact of philosophical, social and economic factors on Western Civilization. *Transfer Credit: CSU; UC* • (CAN HIST 2)

HISTORY 185—Western Civilization Since 1550 3.0 Units

A study of the development of Western culture from 1550 to the present. *Transfer Credit: CSU; UC* • (CAN HIST 4)

HUMAN SERVICES

HUMAN SERVICES 100—Introduction to Human Services 3.0 Units

A comprehensive survey of the development and scope of the human services field. With a global sensitivity, covers the history of human services, current theories and models of helping, ethics, administration and careers in human services. *Transfer Credit: CSU*

HUMAN SERVICES 101

(Same as Counseling 101)

Helping Theories and Intervention Skills 3.0 Units

The purpose of this course is to provide an overview of the major helping theories and practices. Emphasis will be placed upon enabling students to develop theoretical foundations and intervention helping strategies. *Transfer Credit: CSU*

HUMAN SERVICES 102—Introduction to Crisis Intervention 3.0 Units

The course examines crisis theory, types of crises, crisis intervention strategies, and referral procedures. Topics will include: ethical and cultural issues, death and dying, substance abuse, suicide, victimization, AIDS and HIV, and post traumatic stress disorder. Students will become familiar with the assumptions of crisis theory and how it shapes the interventions. *Transfer Credit: CSU*

HUMAN SERVICES 103—Introduction to Stress Management 1.5 Units

The course examines stress management in the helping professions and its relationship to health, disease, motor performance, and life quality. Everyday stressors and intervention strategies for managing stress effectively are analyzed. *Transfer Credit: CSU*

HUMAN SERVICES 272—Practicum (Field Placement) 2.0 Units

In this course, through online and community agencies, students through supervised participation will learn the work of human services delivery. The course will emphasize: student self-awareness and self-esteem; interviewing and communication skills; the relationship of theory and practice; and agency and client systems. *Transfer Credit: CSU*

HUMAN SERVICES 273—Practicum (Field Placement) 3.0 Units

In this course, through online and community agencies, students through supervised participation will learn the work of human services delivery. The course will emphasize: student self-awareness and self-esteem; interviewing and communication skills; the relationship of theory and practice; and agency and client systems. *Transfer Credit: CSU*

HUMANITIES

HUMANITIES 100—Introduction to the Humanities 3.0 Units

Survey of historical movements beginning with the Greeks and concluding with the Twentieth Century in the arts/humanities of Western Civilization. Considers religious, intellectual, social and political values as they directly influence artistic expressions. *Transfer Credit: CSU; UC*

HUMANITIES 110—Humanities Through the Arts 3.0 Units

A survey of cultural achievement as expressed through the art mediums of music, literature, drama, film, painting, sculpture and architecture. Emphasis will be on the history, techniques, interpretation and evaluation of individual works of Western art. *Transfer Credit: CSU; UC*

HUMANITIES 114—Critical Studies in Humanities 3.0 Units

This course provides students with the unique opportunity to combine the resources of classroom learning at an institution like CCC with the hands-on experience of a European student tour. In this wonderful forum for students to utilize all of the “Learning Methods,” participants will engage in lecture and discussion sessions in preparation for an excursion that will introduce them to Europe’s greatest art treasures and historical artifacts firsthand. Political history, art history, and cultural exploration will constitute most of the subject matter, but students will have additional opportunities to explore various countries of Europe according to their own interests. Guided by the course instructor and a professional multilingual tour courier, participants will experience local culture to the fullest through bus tours, city walking tours, museums, castles, palaces, ruins, theater, concerts, and so on, as appropriate. *Transfer Credit: CSU*

HUMANITIES 130—History and Appreciation of the Cinema 3.0 Units

Historical development of film in America as an art form and as a business. *Transfer Credit: CSU; UC*

INTERNATIONAL BUSINESS

INTERNATIONAL BUSINESS 100—Survey of Global Business 3.0 Units

For entrepreneurs with opportunities in world trade, this course presents indispensable concepts and skills. Emphasis on impact and use of the Internet and other contemporary technology for global research, communication and operations. No prior experience with Internet required. Topics include foreign investment analysis, foreign exchange and financial markets, government influence on trade, and methods to plan, staff, and manage an international business. *Transfer credit: CSU*

INTERNATIONAL BUSINESS 115—Global Marketing 3.0 Units

This course presents the problems of marketing in the international marketplace and how marketers approach and solve them. The course focuses on concepts and principles by teaching the theory and practice of international marketing through the use of practical examples and actual case studies of international, both United States and foreign, marketing organizations. Studies include: international marketing position of the United States, market entry strategies, analysis of foreign markets, culture and marketing, product design, pricing, distribution, promotion and sales. *Transfer Credit: CSU*

INTERNATIONAL BUSINESS 135—Basics of Exporting 1.5 Units

Marketing, organization, regulation, terms of access, documentation, shipment and financing involved with international movement of merchandise; trade patterns by countries and commodities. This course covers the different aspects of exporting and affords the student a working knowledge of the various terms and techniques essential to exporting. *Transfer Credit: CSU*

INTERNATIONAL BUSINESS 140—Basics of Importing 1.5 Units

An overview of the steps involved in importing a product or service from beginning to end. Course includes an introduction to the United States Customs Service, what customs brokers do, duty rate structure and determination, basic laws affecting imports, currency exchange and letters of credit. Practical advice about storage and transportation of shipments after they have cleared customs will also be shared. *Transfer Credit: CSU*

INTERNATIONAL BUSINESS 150—Export Licensing and Regulations (Advanced Topics in Exporting) 0.5 Unit

This course examines United States requirements for the licensing of

exports and foreign market entry requirements. Topics included are the Commodity Control List (CCL) and Export Control Commodity Numbering (ECCN), validated licenses and general licenses, license applications, license amendments, general distribution licenses, reexports, international import requirements, shipping tolerances, export clearance and enforcement and the services of the Bureau of Export Administration (BXA) in Newport Beach. *Transfer Credit: CSU*

INTERNATIONAL BUSINESS 173—Introduction to Doing Business in Northern and Central Europe 1.0 Unit

This course outlines cultural, legal, commercial, and regulatory issues relating to conducting business with Northern and Central Europe, including a discussion of the pattern of business in Northern and Central Europe. The course will discuss the low-context style of communication that predominates in Northern Europe and the impact of Central Europe’s reintegration into the International Business Community. Countries include Germany, Switzerland, Austria, Holland, Belgium, Scandinavia, and Central European nations. *Transfer Credit: CSU*

INTERNATIONAL BUSINESS 175—Introduction to Doing Business in Mediterranean Europe 1.0 Unit

This course outlines cultural, legal, commercial, and regulatory issues relating to conducting business with Southern Europe, including a discussion of the pattern of business in the Mediterranean countries. The course will discuss the history of the European Union and its impact on the countries featured. Countries include France, Spain, Portugal, Italy, Greece, and Turkey. *Transfer Credit: CSU*

INTERNATIONAL BUSINESS 180—Introduction to Doing Business in Latin America 1.0 Unit

This course examines the trade and investment climate in Mexico, Central and South America, and the Caribbean Islands. The course also includes analysis of the North American Free Trade Agreement (NAFTA) and Mercosur, the South American Customs Union. The course includes the study of the commercial history of Latin America and its business practices. *Transfer Credit: CSU*

INTERNATIONAL BUSINESS 186—Introduction to Doing Business in Korea and Japan 1.0 Unit

This course examines the trade and investment climate in Korea and Japan. The course includes the study of the commercial history of Korea and Japan in the post World War II era. The course also discusses Korean and Japanese direct investments in the United States, as well as case studies of U.S. employees and suppliers of North American subsidiaries of Korean and Japanese corporations. The course also features an analysis of the commercial relationships between Korea and Japan and with Asia, Europe and the Americas. *Transfer Credit: CSU*

INTERNATIONAL BUSINESS 190—Introduction to Doing Business in English Speaking Countries 1.0 Unit

This course outlines cultural, legal, commercial, and regulatory issues relating to conducting business with English-speaking countries, including a discussion of the uniqueness of the pattern of business in the United States, Canada, the United Kingdom, Ireland, Australia, and New Zealand. The course will discuss the heritage of common law as it relates to commerce and the low-context style of communication that predominates in these countries. *Transfer Credit: CSU*

INTERNATIONAL BUSINESS 200—Computerized International Market Research 1.5 Units

Introduction to the research and assembly of international marketing data utilizing electronic sources of information. Sources include the U.S. Department of Commerce’s National Trade databank and the World Wide Web. *Transfer Credit: CSU*

INTERNATIONAL BUSINESS 281-284—Cooperative Work Experience 1.0-4.0 Units

To enhance each Cooperative Work Experience participant’s opportunity for success in the field of International Business by bridging the gap between educational theory and on-the-job practices through individualized performance objectives related to the student’s career or occupational goal in International Business. *Transfer Credit: CSU* • PREREQUISITE: Be employed or volunteer in the field of International Business 5 hours per week per 1.0 unit of Cooperative Work Experience • CO-REQUISITE: Be enrolled in a total of 7.0 units including Cooperative Work Experience

ITALIAN

ITALIAN 180—Elementary Italian 1 5.0 Units

Beginning course designed to develop students' fundamental ability to both comprehend and converse in daily spoken Italian. The course emphasizes listening, speaking, reading and writing skills and introduces basic aspects of the life and culture of Italy. *Transfer Credit: CSU; UC credit limitations.* See counselor. • ADVISORY: Students who have completed two years of high school Italian with a grade of "C" or better should enroll in Italian 185.

ITALIAN 180A—Elementary Italian 1A 2.5 Units

Beginning course designed to develop students' fundamental ability to both comprehend and converse in daily spoken Italian. The course emphasizes listening, speaking, reading and writing skills and introduces basic aspects of the life and culture of Italy. Equivalent to the first half of Italian 180. *Transfer Credit: CSU; UC credit limitations.* See counselor. • ADVISORY: Students who have completed two years of high school Italian with a grade of "C" or better should enroll in Italian 185.

ITALIAN 180B—Elementary Italian 1B 2.5 Units

Second half of beginning course designed to develop students' fundamental ability to both comprehend and converse in daily spoken Italian. The course emphasizes listening, speaking, reading and writing skills and introduces basic aspects of the life and culture of Italy. Equivalent to the second half of Italian 180. *Transfer Credit: CSU; UC credit limitations.* See counselor. • PREREQUISITE: Italian 180A

ITALIAN 182AB—Conversational Italian 1.0 Unit

Conversational course in Italian designed to promote comprehension, build vocabulary and review specific grammar points through readings and oral exercises. *Transfer Credit: CSU* • ADVISORY: Italian 180A

ITALIAN 185—Elementary Italian 2 5.0 Units

Continuation of Italian 180 or Italian 180B, emphasizing acquisition of proficiency in listening comprehension, fluency in speaking, and competence in writing and reading. Cultural traditions including an introduction to Italian folkways, arts, architecture, literature, drama, dance, geography, history, government, and religions will be *emphasized*. *Transfer Credit: CSU; UC credit limitations.* See counselor. • PREREQUISITE: Italian 180 or 180B

ITALIAN 185A—Elementary Italian 2A 2.5 Units

A continuation of elementary level coursework, augmenting basic skills in reading, speaking, understanding, and writing simple Italian. Italian 185A is equivalent to the first half of Italian 185, the second level of elementary Italian language *studies*. *Transfer Credit: CSU; UC credit limitations.* See counselor. • PREREQUISITE: Italian 180, 180B or equivalent competency

ITALIAN 185B—Elementary Italian 2B 2.5 Units

Advanced elementary course in speaking, listening, reading, and writing Italian to achieve simple competence in production, perception, and comprehension. Study of grammar, vocabulary, pronunciation, literature, the media, customs, and culture of Italy. Practice of writing using Italian *stylistics*. *Transfer Credit: CSU; UC credit limitations.* See counselor. • PREREQUISITE: Italian 185A or equivalent competency

ITALIAN 186AB—Topics in Italian 1.0 Unit

An intermediate conversational Italian course, using selections of short stories by contemporary Italian authors as vehicles for presenting relevant topics. *Transfer Credit: CSU* • PREREQUISITE: Italian 185, 185A or equivalent competency

ITALIAN 190—Introduction to Italian Culture and Geography 1.0 Unit

Brief overview in English of the geography, history, economic and political systems and culture of Italy. *Transfer Credit: CSU*

ITALIAN 195—Survey of Italian Culture and Geography 3.0 Units

A study in English of the geography, history, culture, political and economic system of Italy, including Italian literature, art and music. *Transfer Credit: CSU; UC*

JAPANESE

JAPANESE 180—Elementary Japanese 1 5.0 Units

This course is designed to develop the student's fundamental ability to both comprehend and converse in daily spoken Japanese. Early reading and writing skills are introduced, as well as the Japanese customs and *culture*. *Transfer Credit: CSU; UC credit limitations.* See counselor. • ADVISORY: Students who have completed two years of high school Japanese with a grade of "C" or better should enroll in Japanese 185.

JAPANESE 180A—Elementary Japanese 1A 2.5 Units

This course is designed to develop the student's fundamental ability to both comprehend and converse in daily spoken Japanese. Early reading and writing skills are introduced, as well as Japanese customs and cultures. Japanese 180A is equal to the first half of Japanese 180. *Transfer Credit: CSU; UC credit limitations.* See counselor. • ADVISORY: Students who have completed two years of high school Japanese with a grade of "C" or better should enroll in Japanese 185.

JAPANESE 180B—Elementary Japanese 1B 2.5 Units

This course reviews and expands the student's fundamental ability developed in introductory elementary Japanese to comprehend and converse in daily spoken Japanese. Reading and writing skills are strengthened. An introduction to Japanese customs and culture is continued. Japanese 180B is equal to the second half of Japanese 180. *Transfer Credit: CSU; UC credit limitations.* See counselor. • PREREQUISITE: Japanese 180A

JAPANESE 182AB—Conversational Japanese 1.0 Unit

A conversational course using vocabulary and grammar studied in elementary Japanese courses. *Transfer Credit: CSU* • PREREQUISITE: Japanese 180A

JAPANESE 185—Elementary Japanese 2 5.0 Units

Advanced beginning course continuing Japanese 180 or 180B emphasizing listening, speaking, grammar, reading, comprehension, writing skills in elementary Japanese and introducing features of the history, life, and culture of Japan through readings, discussions, audio cassettes, and video *presentations*. *Transfer Credit: CSU; UC credit limitations.* See counselor. • PREREQUISITE: Japanese 180 or 180B

JAPANESE 185A—Elementary Japanese 2A 2.5 Units

Advanced beginning course continuing Japanese 180 or 180B emphasizing listening, speaking, grammar, reading, comprehension, writing skills in elementary Japanese and introducing features of the history, life, and culture of Japan through readings, discussions, audio cassettes, and video presentations. Japanese 185A is equal to the first half of Japanese 185. Japanese 185A and 185B are equivalent to Japanese 185. *Transfer Credit: CSU; UC credit limitations.* See counselor. • PREREQUISITE: Japanese 180 or 180B

JAPANESE 185B—Elementary Japanese 2B 2.5 Units

Advanced beginning course continuing Japanese 185A emphasizing listening, speaking, grammar, reading, comprehension, writing skills in elementary Japanese and introducing features of the history, life, and culture of Japan through readings, discussions, audio cassettes, and video presentations. Japanese 185B is equal to the second half of Japanese 185. *Transfer Credit: CSU; UC credit limitations.* See counselor. • PREREQUISITE: Japanese 185A

JAPANESE 186AB—Topics in Japanese 1.0 Unit

A conversational Japanese course using vocabulary and grammar studied in the intermediate level of Japanese fundamentals. The topics will be a continuation of Japanese 182AB and suggested topics may be selected by students and the instructor. *Transfer Credit: CSU* • ADVISORY: Japanese 180, 180B or 185A

JAPANESE 190—Introduction to Japanese Culture and Geography 1.0 Unit

Brief overview in English of the history, geography, economic and political systems and culture of the Japanese people and country. *Transfer Credit: CSU*

JAPANESE 195—Survey of the Culture and Geography of Japan 3.0 Units

Study in English of geography and topography, history, socio-economic and political systems and cultural and religious traditions of Japan. *Transfer Credit: CSU; UC*

JAPANESE 399AD—Special Topics**1.0-3.0 Units**

A conversational Japanese course using vocabulary and grammar studied in the intermediate level of Japanese fundamentals. The topics will be a continuation of Japanese 182AB or 186AB and suggested topics may be selected by students and the instructor. • **PREREQUISITE:** Japanese 180, 180B, 182AB or 185A

KOREAN**KOREAN 180—Elementary Korean 1****5.0 Units**

Introduction to Korean language, culture, and thought, with emphasis upon listening, comprehension, reading, speaking, and basic writing skills. Students will become acquainted with fundamental sounds, forms, and structures of Korean, and they will master simple writing and reading in the Korean alphabet. Cultural and linguistic features unique to Korea and to its language will augment student appreciation of the Korean language. *Transfer Credit: CSU; UC credit limitations.* See counselor.

KOREAN 180A—Elementary Korean 1A**2.5 Units**

Introduction to Korean language, culture, and thought, with emphasis upon listening, comprehension, reading, speaking, and basic writing skills. Students will become acquainted with fundamental sounds, forms, and structures of Korean, and they will master simple writing and reading in the Korean alphabet. Cultural and linguistic features unique to Korea and to its language will augment student appreciation of the Korean language. Korean 180A is equivalent to the first half of Korean 180. Korean 180A and Korean 180B together comprise Korean 180. *Transfer Credit: CSU; UC credit limitations.* See counselor.

KOREAN 180B—Elementary Korean 1B**2.5 Units**

Continuation of introductory course in Korean language, culture, and thought, with emphasis upon listening, comprehension, reading, speaking, and basic writing skills. Students will become acquainted with fundamental sounds, forms, and structures of Korean, and they will master simple writing and reading in the Korean alphabet. Cultural and linguistic features unique to Korea and to its language will augment student appreciation of the Korean language. Korean 180B is equivalent to the second half of Korean 180. Korean 180A and Korean 180B together comprise Korean 180. *Transfer Credit: CSU; UC credit limitations.* See counselor. • **PREREQUISITE:** Korean 180A

KOREAN 182AB—Conversational Korean**1.0 Unit**

A conversational course using vocabulary and grammar of elementary Korean. *Transfer Credit: CSU* • **PREREQUISITE:** Korean 180, Korean 180B or equivalent competency

KOREAN 185—Elementary Korean 2**5.0 Units**

This course is a continuation of Korean 180 or Korean 180B and is designed to further the student's ability to comprehend and converse in Korean. Fluency in reading, writing, and speaking will be emphasized. Some composition writing with correct spelling will be also expected. The basic textbook will be augmented by supplementary literature. *Transfer Credit: CSU; UC* • **PREREQUISITE:** Korean 180 or Korean 180A and Korean 180B

KOREAN 185A—Elementary Korean 2A**2.5 Units**

This course is a continuation of Korean 180 or 180B and is designed to further the student's ability to comprehend and converse in Korean. Fluency in reading, writing, and speaking will be emphasized. Some composition writing with correct spelling will also be expected. The basic textbook will be augmented by supplementary literature. *Transfer Credit: CSU; UC* • **PREREQUISITE:** Korean 185A is equal to the first half of Korean 185.

KOREAN 185B—Elementary Korean 2B**2.5 Units**

This course is a continuation of Korean 185A and is designed to further the student's ability to comprehend and converse in Korean. Fluency in reading, writing, and speaking will be emphasized. Some composition writing with correct spelling will also be expected. The basic textbook will be augmented by supplementary literature. Korean 185B is equal to the second half of Korean 185. *Transfer Credit: CSU; UC* • **PREREQUISITE:** Korean 180 or Korean 180B or Instructor's consent

KOREAN 190—Introduction to Korean Culture and Geography 1**1.0 Unit**

Brief overview in English of the history, geography, economic and political systems, and culture of Korea and its people, including an examination of the Korean-American experience, culture, and the socioeconomic impact of Korean immigration in America. *Transfer Credit: CSU*

LEADERSHIP**LEADERSHIP 140—Leadership Development****3.0 Units**

An introductory participatory course designed for individuals wanting to improve their current leadership and management skills. Emphasis is on assessing leadership skills, analyzing management styles, evaluating interactions among leaders, followers and situations, communicating within groups, reducing conflicts, setting goals, delegating tasks, utilizing parliamentary procedure and conducting effective meetings through the Student Advisory Council. Students are required to participate in the Student Advisory Council and practice skills taught in this course. *Transfer Credit: CSU*

LEADERSHIP 145—Leadership Development**3.0 Units**

An introductory participatory course designed for individuals wanting to improve their current leadership and management skills. Topics include knowing what leadership is, challenging the process, inspiring a shared vision, enabling others to act, modeling the way, recognizing contributions and accomplishments and becoming a caring and effective leader through involvement in the Student Advisory Council. Other topics include evaluating personal leadership and management skills, solving problems creatively, communicating supportively, gaining power and influence, managing conflict and motivating others. Students are required to participate in the Student Advisory Council and practice skills taught in this course. *Transfer Credit: CSU*

LEADERSHIP 150—Leadership Development**3.0 Units**

An introductory participatory course designed for individuals wanting to improve their current leadership and management skills. Topics include reviewing leadership myths and communication realities, studying the different phases of group development, analyzing the various task and social dimensions within groups, evaluating both competitive and cooperative group climates and moving from defensive to supportive group environments. Additional topics include evaluating leadership roles within groups, analyzing defective and effective decision-making and problem-solving techniques, reviewing power and conflict management strategies, handling difficult people and becoming an effective leader through the Student Advisory Council (student government). Students are required to participate in the Student Advisory Council and practice skills taught in this course. *Transfer Credit: CSU*

LEADERSHIP 155—Leadership Development**3.0 Units**

An introductory participatory course designed for individuals wanting to improve their current leadership and management skills. Topics include assessing the connection between leadership and communication, comparing various communication styles and leadership approaches and analyzing the similarities and differences among leadership, power, influence and motivation. Additional topics include evaluating leadership characteristics and qualities within individuals, small groups and large organization. Students practice their creative leadership skills through the Student Advisory Council student government. Students are required to participate in the Student Advisory Council and practice skills taught in this course. *Transfer Credit: CSU*

LEGAL ASSISTANT

SEE PARALEGAL STUDIES

LIBRARY/INFORMATION SCIENCE

LIBRARY/INFORMATION SCIENCE 100—Introduction to the Virtual Library 1.0 Unit
Introduction to electronic information resources and services available through the Coastline Virtual Library. Students will develop basic research skills, such as creating a search topic, developing a search strategy, using electronic search tools, and distinguishing between the different types of resources available. Students will learn to apply critical thinking skills to the research process. Knowledge and skills from this course will provide a foundation upon which future research skills may be built. *Transfer Credit: CSU*

MANAGEMENT AND SUPERVISION

MANAGEMENT AND SUPERVISION 100—Organization and Management 3.0 Units
An introduction to organizations and the theory and practice of management. Emphasis on organizational functions, design and decision making and the application of leadership and managerial skills in various organizational environments. *Transfer Credit: CSU*

MANAGEMENT AND SUPERVISION 101—Management/Employee Communication 3.0 Units
Developing speaking, listening and writing skills for managers/supervisors consistent with good human relations principles. *Transfer Credit: CSU*

MANAGEMENT AND SUPERVISION 102—Human Relations 3.0 Units
Explores the influence of individual differences, interpersonal dynamics and culture on human relations. Focus is on learning to apply the principles of these social sciences as skills. Emphasis is on improving working relationships and dealing with a variety of people and situations. *Transfer Credit: CSU*

MANAGEMENT AND SUPERVISION 104—Human Resource Management 3.0 Units
Students are introduced to current human resource management practices in the following areas: equal opportunity and affirmative action, personnel planning and recruiting, job analysis, interviewing techniques and testing, compensation and benefits, career planning, human resource strategic planning, and employee development and training. *Transfer Credit: CSU*

MANAGEMENT AND SUPERVISION 120—Introduction to Successful Selling 3.0 Units
Analysis and application of the behavioral sciences as related to selling. Emphasizes the fundamentals of communications, economics, marketing and management for concepts and principles that are basic to selling. Theory and practice of creative techniques used in making effective oral and written sales presentations. *Transfer Credit: CSU*

MANAGEMENT AND SUPERVISION 170—Customer Relations Services 1.5 Units
Techniques in performing basic contact activities involving sales support, upgrading selling, customer consultation and satisfaction. Emphasis on interpersonal skills, interview techniques, managing objections, presentation skills, gaining customer commitment and written proposals. *Transfer Credit: CSU*

MARINE SCIENCE

MARINE SCIENCE 100—Introduction to Marine Science 3.0 Units
A general study of the marine environment. Examines the chemical, biological and geological properties of the sea, the sea as a natural resource and its geopolitical and economic impact. *Transfer Credit: CSU; UC*

MARINE SCIENCE 100L—Marine Sciences Oceanography Laboratory 1.0 Unit
An orientation to marine science research process, techniques, equipment, institutions, and training/education centers. Investigations of physical and chemical properties of the sea, conditions of the air/sea/land interface, review of biological taxonomy and classification, study of longitude, latitude, ocean basin geography and geology. Evaluation of the sea as a physical, chemical biological and recreational resource. Analyses of human efforts to control pollution, manage fisheries and monitor the ocean world. *Transfer Credit: CSU*

MARINE SCIENCE 105—Marine Biology 4.0 Units
A study of the marine environment, interaction of species, populations and communities. Taxonomy of marine plants and animals through invertebrates, fish, reptiles, birds and mammals. *Transfer Credit: CSU; UC* • ADVISORY: Marine Science 100

MATHEMATICS

MATHEMATICS 001AD—Mathematics Tutoring 0.5 Unit
Designed to improve students' understanding of mathematical concepts and procedures through tutorial assistance based on identified student needs. Open entry throughout the semester. (NOT APPLICABLE TO A.A. DEGREE)

MATHEMATICS 002—Mastering the SAT I 2.0 Units
The structure and subject matter of the SAT I will be reviewed in a series of lectures and interactive discussion sections, with various strategies for approaching different types of questions presented at appropriate points. Three practice tests will be administered and reviewed. (NOT APPLICABLE TO A.A. DEGREE)

MATHEMATICS 003AD—Basic Mathematics 1.0 Unit
An individualized beginning math program covering addition, subtraction, multiplication, and division of whole numbers, fractions, decimals, and percents. The program also covers ratio and proportions, percentage, square, square root, algebra, and geometry. Students will complete a diagnostic assessment during the first class session. This is an open-entry/open-exit course. (NOT APPLICABLE TO A.A. DEGREE)

MATHEMATICS 004AD—Math Skills 0.5 Unit
An individualized, self-paced, computerized math program designed to develop, improve, or refresh math skills for college placement exams, job placement, or general math usage. The student will complete a diagnostic assessment at the first session. (NOT APPLICABLE TO A.A. DEGREE)

MATHEMATICS 005—Beginning Mathematics 2.0 Units
Beginning Math involves the fundamental operations of arithmetic and consumer application, including operations on whole numbers, fractions, decimals, percents, descriptive statistics and geometry. (NOT APPLICABLE TO A.A. DEGREE) • ADVISORY: Take Math Placement Test

MATHEMATICS 007—Business Mathematics 3.0 Units
Focuses on business applications such as bank services, investments, payroll, business and consumer loans, taxes and insurance, depreciation and financial statements. (NOT APPLICABLE TO A.A. DEGREE) • ADVISORY: Take Math Placement Test

MATHEMATICS 008—Pre-Algebra 2.0 Units
Review of arithmetic functions and introductory operations of algebra, including real numbers, algebraic expressions, solving equations/inequalities and operations on polynomials with emphasis on factoring polynomials. (NOT APPLICABLE TO A.A. DEGREE) • PREREQUISITE: Mathematics 005-Beginning Mathematics, Mathematics 007—Business Mathematics, or achieve qualifying score on Math Placement Test

MATHEMATICS 010—Elementary Algebra 4.0 Units
Numerical and algebraic operations including number systems, linear and quadratic equations, polynomials, factors, roots and exponents and applications. • PREREQUISITE: Math 008-Pre-Algebra with a grade of "C" or better or achieve qualifying score on Math Placement Test

MATHEMATICS 020—Plane Geometry 3.0 Units
Construction, congruence, proof, geometric inequalities, parallel lines, perpendicular lines, planes, coordinate geometry, circles and similarity. • PREREQUISITE: Math 010-Elementary Algebra with a grade of "C" or better or achieve qualifying score on Math Placement Test

MATHEMATICS 030—Intermediate Algebra 4.0 Units
Review of elementary algebra, linear and quadratic equations; curve plotting, exponents, radicals, logarithms, progressions, binomial theorem, variation, permutations, combinations, systems of equations and determinants; with applications. • PREREQUISITE: Math 010-Elementary Algebra with a grade of "C" or better or achieve qualifying score on Math Placement Test

- MATHEMATICS 070—Intermediate Algebra and Trigonometry** **5.0 Units**
 Topics covered will be functions, linear and quadratic equations, curve sketching, exponents, rational expressions, rational exponents, logarithms, systems of equations, determinants, Cramer’s rule, conic sections, trigonometric and inverse trigonometric triangles, and complex numbers. This is an intense and fast-paced course designed for students intending to continue into precalculus. *Transfer Credit: CSU* • PREREQUISITE: Math 010 • ADVISORY: Math 020
- MATHEMATICS 080—Math Assessment for Student Success** **0.5 Unit**
 An individualized assessment course to determine current math skill level. Emphasis will be on short term, computerized, prescriptive development in math as preparation for the college math placement text or for pre-employment mastery of math. (NOT APPLICABLE TO A.A. DEGREE)
- MATHEMATICS 100—Quantitative Reasoning: A Liberal Art Math Class** **3.0 Units**
 This course will focus on the mathematics involved in current issues, topics and applications that directly affect students’ lives. Topics may include personal finance, environmental issues, the social sciences, politics and voting, business and economics, graph theory, fractals, art and music. *Transfer Credit: CSU* • PREREQUISITE: Math 030-Intermediate Algebra with a grade of “C” or better or achieve qualifying score on Math Placement Test
- MATHEMATICS 103—Activity-Based Probability and Statistics for Elementary Teachers** **3.0 Units**
 This course is designed for prospective teachers. It is an activity-based exploration of statistics aligned with the California State Mathematics Standards for K-12. Topics include data representation and analysis, randomization and sampling, measures of central tendency and dispersion, hypothesizing and statistical inference. *Transfer Credit: CSU* • PREREQUISITE: Math 030-Intermediate Algebra with a grade of “C” or better or achieve qualifying score on Math Placement Test
- MATHEMATICS 104—Math for Elementary Teachers 1** **3.0 Units**
 This course will build fluency and understanding of basic mathematical concepts and develop reasoning, problem solving, and communication skills. It includes mathematical modeling, technology, group work, projects, and observing and/or teaching in local elementary schools. Course 1 covers whole numbers, integers, rational numbers, real numbers, number theory, ratio and proportion. *Transfer Credit: CSU; UC* • PREREQUISITE: MATH 030-Intermediate Algebra with a grade of “C” or better or achieve qualifying score on Math Placement Test
- MATHEMATICS 105—Technical Mathematics** **4.0 Units**
 A mathematical course designed for students in technical curriculum, vocational certificate programs, or for those who need general mathematical skills with emphasis on technical applications. Topics include algebra, geometry, trigonometry, functions, inequalities, variations and numerical computations. *Transfer Credit: CSU* • PREREQUISITE: One year of high school mathematics or eligibility for Math 010-Elementary Algebra
- MATHEMATICS 106—Math for Elementary Teachers 2** **3.0 Units**
 This course will build fluency and understanding of basic mathematical concepts and develop reasoning, problem solving, and communication skills. It includes mathematical modeling, technology, group work, projects, and observing and/or teaching in local elementary schools. Course 2 covers data analysis, probability, geometry, measurement, algebra, and coordinate geometry. *Transfer Credit: CSU; UC* • PREREQUISITE: MATH 030-Intermediate Algebra with a grade of “C” or better or achieve qualifying score on Math Placement Test
- MATHEMATICS 115—College Algebra** **4.0 Units**
 Basic concepts of algebra, equations and inequalities along with functions and graphs, polynomial and rational functions, exponential and logarithmic functions, systems, matrices and determinants, linear programming conic sections, sequences, series and combinatorics. *Transfer Credit: CSU; UC* • PREREQUISITE: Math 030-Intermediate Algebra with a grade of “C” or better or achieve qualifying score on Math Placement Test
- MATHEMATICS 120—Trigonometry** **3.0 Units**
 Topics include circular functions, trigonometric identities, inverse functions, triangles, vectors, applications and imaginary and complex numbers. *Transfer Credit: CSU* • PREREQUISITE: Math 020-Plane Geometry and Math 030-Intermediate Algebra (each with a grade of “C” or better) or achieve qualifying score on Math Placement Test
- MATHEMATICS 140—Survey of Calculus** **4.0 Units**
 Topics include functions, graphs, limits, derivative, exponential and logarithmic functions, integration, applications, multivariables, differential equations, polynomials and trigonometric functions. *Transfer Credit: CSU; UC credit limitations.* See counselor. • PREREQUISITE: Math 030-Intermediate Algebra with a grade of “C” or better or achieve qualifying score on Math Placement Test
- MATHEMATICS 150—Finite Mathematics with Applications** **3.0 Units**
 Topics include sets, logic, number bases, number theory, mathematical systems, equations, graphs, probability, statistics and matrices with appropriate applications. *Transfer Credit: CSU; UC* • (CAN MATH 12) • PREREQUISITE: Math 030-Intermediate Algebra with a grade of “C” or better or achieve qualifying score on Math Placement Test
- MATHEMATICS 160—Introduction to Statistics** **3.0 Units**
 Topics covered include collection of data, sampling, probability, hypothesis testing, variance and correlation for applications in the natural sciences, social sciences, business and management. *Transfer Credit: CSU; UC* • PREREQUISITE: Math 030—Intermediate Algebra with a grade of “C” or better or achieve qualifying score on Math Placement Test
- MATHEMATICS 170—Precalculus Mathematics** **5.0 Units**
 Topics include algebra review, complex numbers, sequences and series, polynomial rational, exponential, logarithmic, trigonometric and inverse functions, vectors, analytic geometry, linear systems, matrices, elementary theory of equations and polar coordinates. This course is designed for those students planning to study calculus. *Transfer Credit: CSU; UC* • (CAN MATH 16) • PREREQUISITE: Math 120-Trigonometry with a grade of “C” or better or achieve a qualifying score on Math Placement Test
- MATHEMATICS 180—Calculus with Analytic Geometry 1** **5.0 Units**
 Elements of analytic geometry and an introduction to differential and integral calculus. Application is critical to this course. There is a prerequisite requirement for this course. *Transfer Credit: CSU; UC credit limitations.* See counselor. • (CAN MATH SEQ B, CAN MATH SEQ C/CAN MATH 18) • PREREQUISITE: Math 120-Trigonometry or Math 170-Precalculus Mathematics (with a grade of “C” or better in either course) or achieve a qualifying score on math Placement Test
- MATHEMATICS 185—Calculus with Analytic Geometry 2** **5.0 Units**
 Techniques of integration, vectors, partial differentiation and multiple integration; with applications. *Transfer Credit: CSU; UC* • (CAN MATH SEQ B, CAN MATH SEQ C/CAN MATH 20) • PREREQUISITE: Math 180-Calculus with Analytic Geometry 1 with a grade of “C” or better or achieve a qualifying score on Math Placement Test
- MATHEMATICS 280—Calculus with Analytic Geometry 3** **5.0 Units**
 Techniques of differential and integral calculus, analysis of functions of several variables: differential equations, infinite series, Green’s theorem and surface integral. *Transfer Credit: CSU; UC* • (CAN MATH SEQ C/CAN MATH 22) • PREREQUISITE: Math 185-Calculus with Analytic Geometry 2 with a grade of “C” or better or achieve a qualifying score on Math Placement Test
- MATHEMATICS 285—Linear Algebra and Differential Equations** **5.0 Units**
 Introduction to linear algebra and linear differential equations, matrices, determinants, vector spaces and linear systems of algebraic and differential equations. *Transfer Credit: CSU; UC* • (CAN MATH 24) • PREREQUISITE: Math 280-Calculus with Analytic Geometry 3 with a grade of “C” or better or achieve a qualifying score on math Placement Test

MATHEMATICS 403—Basic Math **0.0 Unit**

An individualized beginning math program covering addition, subtraction, multiplication, and division of whole numbers, fractions, decimals, and percents. The program also covers ratios and proportions, percentage, square, square root, algebra, and geometry. Students will complete a diagnostic assessment during the first class session.

MUSIC**MUSIC 051—Reading Music** **2.0 Units**

A basic course for students who are new to music reading and performance. Introduction to notation of rhythm, pitch, dynamics, tempo and character of music. Emphasis on notation of classical music, twentieth century music, computer music, popular music and music of other cultures. (NOT APPLICABLE TO A.A. DEGREE)

MUSIC 060AD—Adventures in Singing **0.5 Unit**

Introduction to choral singing for those with little or no previous choral experience. Includes training in voice production, developing choral skills and ear training. (NOT APPLICABLE TO A.A. DEGREE)

MUSIC 100—History and Appreciation of Music **3.0 Units**

Study of the major genres, forms, styles and historical periods in music since the Middle Ages. Emphasis on listening techniques, appreciation of classical and popular music and recognition of styles, composers and periods. *Transfer Credit: CSU; UC*

MUSIC 101—Introduction to the Symphony **3.0 Units**

Designed to expose students to symphonic performances in Southern California. Class meetings will include attendance at concerts, critiques of those concerts attended and previews of future performances. Attendance at assigned concerts is mandatory. A payment of approximately \$60 will be collected at the first class to cover the cost of tickets. Bus transportation will be provided. *Transfer Credit: CSU*

MUSIC 102—Latin American Music **3.0 Units**

A music appreciation course that studies the relationship between the folk, popular, and art music styles of Latin America and those of the United States. Emphasis is placed on the various genres of music and dance in Latin America (e.g., samba, mariachi, reggae) and their influence on the popular music styles of the United States, jazz and rock. *Transfer Credit: CSU; UC*

MUSIC 103—Music Cultures of the World **3.0 Units**

This course will give the student an appreciation of the elements of music through recorded or performed examples from each of the continents of the world. Emphasis is given to the music of the Americas, Asia, and Africa and the folk music of Europe as well as the primary composers of the Western classical tradition. Schedule description: A music appreciation course focusing on music from cultures around the world. *Transfer Credit: CSU; UC*

MUSIC 104—History of Popular Music in America **3.0 Units**

A study of the major popular musical styles of American music from 1840 to the present, with an emphasis on their definition, differentiation, interaction, influence, development, and transformation. Many performers and musical styles will be examined through lectures, demonstrations, and audio or visual presentations. *Transfer Credit: CSU; UC*

MUSIC 110AB—Voice 1 **2.0 Units**

Voice production and use of the vocal mechanism, breath control, developing interpretative skills, introduction to vocal literature. Class and individual performance opportunities. *Transfer Credit: CSU; UC*

MUSIC 111AB—Voice 2 **2.0 Units**

Continuation of Voice 1. Expanded repertoire to include a broader range of literature. Class and individual performance opportunities. *Transfer Credit: CSU; UC* • ADVISORY: Music 110AB

MUSIC 115AD—Community Chorale **2.0 Units**

A performing chorus for singers with music-reading skills and previous choral experience. Representative choral literature from all periods. *Transfer Credit: CSU; UC*

MUSIC 116—Coastline Choral Ensemble **2.0 Units**

A small choral ensemble that will give advanced singers an opportunity to perform a variety of choral works in conjunction with the Coastline Chorale. Representative choral music from all periods and styles. Students are expected to be available for scheduled public performances. *Transfer Credit: CSU; UC* • ADVISORY: Music 115AD

MUSIC 120A—Piano 1 **1.0 Unit**

Beginning course in piano for persons with no keyboard experience, or for students seeking refresher training. The course is an introduction to keyboard techniques, including reading music notation, playing by ear, major scales and keyboard harmony. Thirty to forty minutes of daily practice is essential for satisfactory progress. *Transfer Credit: CSU; UC* • ADVISORY: Piano available for regular practice

MUSIC 120B—Piano 1 **1.0 Unit**

Continuation of Music 120A. Reading music at the keyboard and playing by ear in all major keys. Scales and keyboard harmony necessary for the development of these abilities. Thirty to forty minutes of daily practice is necessary for satisfactory progress. *Transfer Credit: CSU; UC* • ADVISORY: Music 120A

MUSIC 130AB—Beginning Guitar **2.0 Units**

For the beginning player, or a player with no prior professional instruction. Studies include basic chord forms, scales and music theory. Focus is on music styles of the last 40 years and is very “rock” oriented. Students learn songs of their choice as part of the curriculum. Student must provide own acoustic or electric guitar. Daily practice is necessary for satisfactory progress. *Transfer Credit: CSU; UC*

MUSIC 131AB—Intermediate Guitar **2.0 Units**

Continuation of Guitar 130AB, with emphasis on second position, related chords and their inversions, right hand and left hand technique for all styles of playing, scales and arpeggios. Continued development of repertoire, both solo and ensemble. Student must provide own acoustic or electric guitar. *Transfer Credit: CSU; UC* • ADVISORY: Music 130AB

MUSIC 132AB—Electric Guitar Styles **2.0 Units**

Study of the electric guitar and its contribution to music. Trace the development and techniques of the electric guitar from the 12 bar shuffle blues patterns to the modern uses of distortion. Study chords, scales, improvisation, theory and playing techniques as they relate to this revolutionary instrument. Songs by popular artists will be learned as examples of the many different playing styles. Rock music from forty years ago through tomorrow will be used as a foundation for study. Individual student suggestions of music are encouraged and will be used depending on overall difficulty. *Transfer Credit: CSU; UC* • PREREQUISITE: Have own guitar; ADVISORY: Highly recommend completion of Music 130AB prior to attending this class

MUSIC 140AD—Coastline Jazz Ensemble **2.0 Units**

This course is designed for a group of intermediate or advanced musicians who desire to learn and perform contemporary jazz, swing, Latin and rock music. Emphasis is placed on interpretation of style, phrasing, articulation, tone, dynamics and ensemble balance. Improvisation and ensemble music will be rehearsed each meeting with possible performances during the course. *Transfer Credit: CSU; UC* • ADVISORY: Ability to read music and instrumental expertise

MUSIC 145AD—Community Show Band **2.0 Units**

A performing band for those with music reading and performing skills on their instruments. Ensemble skills and musicianship will be developed through studying and playing the standard band repertoire. *Transfer Credit: CSU* • ADVISORY: Instrumental expertise

MUSIC 148—Instrumental Performance Ensemble **0.5 Unit**

Designed to benefit all age groups and ability levels from intermediate to advanced. Ensemble skills and musicianship will be developed through the study of literature designed especially for performances in conjunction with radio and television. *Transfer Credit: CSU; UC* • **ADVISORY:** Ability to read music. Some performance experience helpful

MUSIC 151—Theory and Musicianship 1 **3.0 Units**

A basic theory course designed as a foundation for an understanding of music theory. Review of symbols and basic music reading. Introduction to basic diatonic melody and harmony. Ear-training, triads, scales and basic harmonic analysis. *Transfer Credit: CSU; UC*

MUSIC 152—Theory and Musicianship 2 **3.0 Units**

A continuation of Music 151. More advanced studies in music theory to build understanding of musical structure and harmony. Seventh chords, secondary dominants, modulation, altered and chromatic harmony. Advanced sight reading, melodic and harmonic dictation. *Transfer Credit: CSU; UC* • **ADVISORY:** Music 151

MUSIC 210AB—Broadway Theatre Vocal Workshop **2.0 Units**

A vocal workshop course with an emphasis on examination, performance practice, and improvisation of a variety of Broadway Theatre repertoire in solo and ensemble settings. Students will implement character portrayal, improvisation, microphone technique, and staging into their in-class performance and be critiqued by the instructor and fellow classmates on their interpretation. Students will prepare a synopsis and historical outline on repertoire studied. This course will aid in preparing students for local and professional Musical Theatre auditions. *Transfer Credit: CSU* • **ADVISORY:** Music 110AB and Music 111AB

MUSIC 400—Rhythm and Music **0.0 Unit**

A music course for older adults emphasizing rhythm, music appreciation and student participation in music activities.

OFFICE AUTOMATION CAREERS

SEE BUSINESS COMPUTING

PARALEGAL STUDIES

LAW 100—Introduction to Paralegal Studies **3.0 Units**

Introductory course covering the relationship between paralegals and attorneys and clients. Topics include structure of the profession, federal and state court systems, ethical standards, legal terminology, investigation techniques, research, case and statute analysis, overview of legal practice areas and communication. • *Transfer Credit: CSU*

LAW 105—Civil Litigation 1 **3.0 Units**

Learn, analyze and examine the basic principles of civil litigation as applicable to jurisdiction, venue, and preparation of pleadings, discovery, motions, trial preparation and alternative dispute resolution by plaintiffs and defendants in the California court system. *Transfer Credit: CSU* • **ADVISORY:** Law 100 and Law 127 or consent of instructor

LAW 110—Civil Litigation 2 **1.5 Units**

Learn basic principles of civil litigation as applicable to discovery, injunctions, attachments, summary judgment, dispute resolution, and develop and improve legal writing skills and style. *Transfer Credit: CSU* • **ADVISORY:** Law 105 and Law 120 or related work experience and permission of instructor

LAW 115—Criminal Litigation **1.5 Units**

The criminal court system and litigation in criminal cases, constitutional law, criminal law, criminal procedure including investigation, prosecution, discovery, motions, trial preparation and appeal in criminal cases. *Transfer Credit: CSU* • **ADVISORY:** Law 100 and Law 120

LAW 118—Legal Analysis and Briefing **3.0 Units**

Learn the methods and procedures of statutory and case law analysis, including proper briefing and persuasive writing techniques. *Transfer Credit: CSU* • **ADVISORY:** Law 100, Law 127 and Law 128 or consent of instructor

LAW 120—Legal Research **3.0 Units**

Course in legal research methods and writing by examination and analysis of the law, written legal memoranda, and supervised library assignments. Students will have a working knowledge in the use of statutory and case law, secondary sources, and computerized research techniques. *Transfer Credit: CSU* • **ADVISORY:** Law 100 or Law 127 and Law 128

LAW 122—Computer Assisted Legal Research **1.0 Unit**

This course is a continuation of Law 120 solving legal research problems with computer assisted legal research resources. *Transfer Credit: CSU* • **PREREQUISITE:** Law 120 or concurrent registration; **ADVISORY:** Law 118

LAW 127—Legal Procedures 1 **3.0 Units**

Knowledge and skills required of paralegals and legal assistants, including procedures and functions in the court structure and litigation procedures including personal injury and general civil cases, probate, family law, dissolution, adoption, and bankruptcy. *Transfer Credit: CSU*

LAW 128—Legal Procedures 2 **3.0 Units**

Continuation of Law 127, including civil procedures in unlimited and limited courts with emphasis on preparing, filing, and bring to judgment breach of contract, landlord-tenant and personal injury actions, including discovery, law and motion, research, arbitration, calendaring; business entities and formation of small corporations, real estate terminology; criminal law introduction; and skills, techniques and abilities the paralegal will be expected to have in the workplace. *Transfer Credit: CSU* • **ADVISORY:** Law 127 or concurrent enrollment

LAW 130—Law Office Management **1.5 Units**

A study of the systems and procedures for management and administration of large, medium, and small legal entities, including structure and decision process, delegation, personnel selection, job descriptions, office manuals and policies, performance evaluation, file systems, calendar systems, records management, new matters and client conflicts, facilities design, group dynamics, communication, technology, budgets, billing of employees, risk management, ethics, and paralegal employment. *Transfer Credit: CSU* • **ADVISORY:** Law 100, or Law 127 and Law 128

LAW 135—Family Law **1.5 Units**

Topics include organization and jurisdiction of the Family Law Court, marriage, annulment, dissolution, and non-marital property agreements, custody, support, visitation, use of family code and current case law applications, preparation for trial, temporary orders, appeals and judgment enforcement. *Transfer Credit: CSU* • **ADVISORY:** Law 100 or Law 127 or related work experience and permission of instructor

LAW 142—Probate Administration/Estate Planning **3.0 Units**

Organization and jurisdiction of the Probate Court; administration of estates, including gift, income, inheritance and estate taxes, estate litigation and will contests. Conservatorships, guardianships and intestate succession. Wills and other disposition of property, review of probate avoidance mechanisms, trust administration after death and elder law. *Transfer Credit: CSU* • **ADVISORY:** Law 100 or LAW 127

LAW 148—Elder Law **1.5 Units**

Learn substantive and procedural law, and federal, state and administrative regulations, as they pertain to the senior population, including Social Security, Medicare, Medi-Cal/SSI, funding sources, pensions, residential and/or long-term care, and applicable family law statutes. *Transfer Credit: CSU* • **ADVISORY:** Law 100 or 142 or related work experience and permission of instructor.

LAW 150—Corporate/Business Organizations **3.0 Units**

Introduction to the formation, maintenance and dissolution of corporations (C and S, professional, and non-profit), partnerships, sole proprietorships, limited liability companies (federal and state), securities regulations; including corporate reorganizations, stock and asset sales, mergers and consolidations and the simple sale of small business. *Transfer Credit: CSU* • **ADVISORY:** Law 100 and Law 128 or permission of instructor

LAW 152—Conflict Analysis and Resolution **3.0 Units**

This course introduces the student to the basic skills needed to begin evaluating client needs regarding the use of alternative solutions to resolving conflicts and explore the changing climate of litigation-oriented practices, including ethical considerations. • *Transfer Credit: CSU* • **ADVISORY:** Law 100 or permission of Instructor

LAW 155—Bankruptcy Law and Procedures **3.0 Units**

An overview of federal bankruptcy law and procedures for the paralegal; introduction to the functions and working of bankruptcy court, the United States Trustee and bankruptcy counsel, examination of Chapters 7, 11, 13, schedules preparation, creditor representation and bankruptcy research. *Transfer Credit: CSU* • **ADVISORY:** Law 100 and LAW 127, or Law 105 or permission of instructor.

LAW 158—Intellectual Property **1.5 Units**

A study of the requirements and procedures for obtaining and maintaining patent, trademark, and copyright protection under the laws of the United States and foreign laws, including: regulations; formulating search requests; preparing applications, forms, and documents; maintaining records; and protecting information. *Transfer Credit: CSU* • **ADVISORY:** LAW 100

LAW 160—Civil Trials and Evidence **1.5 Units**

Learn basic principles of preparing a civil case for trial, including preparation of a trial notebook, pre-trial and post-trial motions, jury instructions, verdicts, judgments, and the principles of evidence and its preparation for presentation in court. *Transfer Credit: CSU* • **ADVISORY:** Law 105 and Law 120 or related work experience and permission of instructor

LAW 165—Contract and Tort Law **3.0 Units**

The substantive and procedural law of contracts (transactional and litigation) and of tort law principles in intentional tort, negligence and strict liability in tort in a study and instruction developed for paralegals. *Transfer Credit: CSU* • **ADVISORY:** LAW 100

LAW 170—Computer Applications for the Paralegal **3.0 Units**

This course is designed to acquaint paralegals with basic computer use, including software programs utilized by attorneys (word processing, spreadsheets, document databases), law-related public databases, non-law public databases, systems management, research, time and billing, and other applications. *Transfer Credit: CSU* • **ADVISORY:** Law 100 and keyboarding skills at 30 wpm

LAW 281-284—Cooperative Work Experience **1.0-4.0 Units**

To enhance each Cooperative Work Experience participant's opportunity for success in the field of Paralegal by bridging the gap between educational theory and on-the-job practices through individualized performance objectives related to the student's career or occupational goal in Paralegal. *Transfer Credit: CSU* • **PREREQUISITE:** Be employed or volunteer in the field of Paralegal five hours per week per 1.0 unit of Cooperative Work Experience • **CO-REQUISITE:** Be enrolled in a total of 7.0 units including Co-operative Work Experience

LAW 390AB—Legal Clinic Practicum/Ethics **2.0 Units**

Students in the clinic will work directly under the direction and supervision of clinic attorneys and experienced paralegal instructors. Students will interview clinic clients, prepare and monitor client files, set up interview schedules and perform various management duties relating to clinic operations. Students will examine and evaluate the regulation of lawyers, paralegals and the unauthorized practice of law. • **ADVISORY:** Law 100 and Law 127 or permission of instructor

PERSIAN

PERSIAN 180A—Elementary Persian 1A **2.5 Units**

Introduction to Persian language, culture, and thought with emphasis upon listening, comprehension, speaking, reading, and basic writing skills. Students will become acquainted with fundamental sounds, forms, structures, and writing patterns of Persian and will be aware of the cultural and linguistic backgrounds of Farsi speakers throughout the world. Persian 180A is equal to the first half of Persian 180. *Transfer Credit: CSU; UC credit limitations.* See counselor.

PERSIAN 180B—Elementary Persian 1B **2.5 Units**

Continued elementary course in the fundamentals of speaking, listening, reading, and writing Persian to achieve simple mastery of production, perception and comprehension. Study of grammar, vocabulary, pronunciation, literature, the media, customs and culture of Persian-speaking countries. Persian 180B is equivalent to the second half of Persian 180. Persian 180A and 180B are equivalent to Persian 180. *Transfer Credit: CSU; UC credit limitations.* See counselor. • **PREREQUISITE:** Persian 180A or equivalent competency

PHILOSOPHY

PHILOSOPHY 100—Introduction to Philosophy **3.0 Units**

An introduction to the main ideas, methods, and problems of philosophy. Topics will include the nature of philosophy and reality, human nature, Determinism and free will, relationship between mind and body, God, sources of knowledge, personal and social ethics. Multicultural and feminist issues are woven into traditional Western material, including contributions from India (Hinduism and Buddhism), China (Confucianism), and Japan (Zen Buddhism) among others. *Transfer Credit: CSU; UC* • (CAN PHIL 2)

PHILOSOPHY 112—Survey of Modern Philosophy **3.0 Units**

Survey of modern thought, Renaissance to present, including: Galileo, Bruno, Spinoza, Descartes, Hobbes, Locke, Hume, Kant, Hegel, Comte, Wittgenstein, Nietzsche, Kierkegaard, Sartre, Camus, Freud and Jung; liberalism, idealism, positivism, romanticism, existentialism. *Transfer Credit: CSU; UC*

PHILOSOPHY 113—Philosophical Ecology **3.0 Units**

A philosophical course focusing upon the global ecological issues. *Transfer Credit: CSU; UC*

PHILOSOPHY 115—Logic and Critical Thinking **3.0 Units**

The elements of logic and semantics (cogent and fallacious reasoning), deductive and inductive proofs, accurate use of language, analogy, definition and clarity and precision of expression; effect on advertising, politics, religion, managing the news and textbooks; managing world views: indoctrinating, commodities, censorship, distorting history, gulf between theory and practice. *Transfer Credit: CSU; UC* • (CAN PHIL 6)

PHILOSOPHY 120—From Ethics to Making Moral Choices **3.0 Units**

A comprehensive look at major ethical and moral issues of today. *Transfer Credit: CSU; UC* • (CAN PHIL 4)

PHILOSOPHY 140—Organizational Ethics **3.0 Units**

The elements of moral reasoning in businesses, legal, engineering, government, media, social services, scientific research, medical and neonatal unit, financial, and environment professionals and the social responsibilities of professionals in the world in general. *Transfer Credit: CSU; UC*

PHOTOGRAPHY

PHOTOGRAPHY 100—Introduction to Photography and Laboratory **2.0 Units**

Emphasis on camera technique, film processing, printing and presentation of black and white and color photographs. For those interested in photography vocationally and avocationally. Students must provide own adjustable lens camera *Transfer Credit: CSU; UC*

PHOTOGRAPHY 102—Photography Techniques and Appreciation **2.0 Units**

An introductory course in photography which approaches photography as an art form and means of communication as well as a technical skill. Covers basic mechanical principles of the camera and techniques of responding to the content and structure of photographs. Television guests include renowned photographers, museum curators, historians and critics exploring the many dimensions of photography. Specific photographic assignments are designed to expand photographic vision. *Transfer Credit: CSU*

PHOTOGRAPHY 105AB—Basic Non-Laboratory

Photography **3.0 Units**
 Fundamentals of black and white and color photography for personal use. Includes basic information on lenses, filters, film, lighting methods, flash systems and other accessories. Course will also include application of lighting, composition, design and color theory, with shooting sessions and critiques. Recommend students use 35mm camera. *Transfer Credit: CSU*

PHOTOGRAPHY 107AB—Black and White Darkroom **1.0 Unit**

Production of custom quality black and white enlargements from personal negatives. Processing techniques of black and white film. Students purchase their own photographic paper. *Transfer Credit: CSU* • ADVISORY: Photography 105AB or equivalent competency

PHOTOGRAPHY 110—Creative Darkroom Techniques **1.5 Units**

Explores special darkroom techniques which can be employed vocationally or avocationally. Includes high contrast, negative sandwich, texturizing, toning, light tracings and solarization. *Transfer Credit: CSU*

PHOTOGRAPHY 120AB—Special Subjects 1 **2.0 Units**

Introduction to photographic specialty areas including photographing natural and artificial light; photography during inclement weather; photographing people; still life, land, sea and nightscapes; techniques for emphasizing motion; the use of specialized photographic equipment including lenses, filters and flashes; the understanding of special effects photography including multiple exposure, slide manipulation and color theory. Class also includes photography as an art form, a study and a recreation. Recommend students use a 35 mm camera. *Transfer Credit: CSU* • ADVISORY: Basic fundamental knowledge of photography

PHOTOGRAPHY 121AB—Special Subjects 2 **2.0 Units**

Introduction to advanced photographic specialty areas; photography as a career including commercial, portraiture, fashion, wedding and stock photography. Photography as an art including gallery showings, composition, self-promotions, the designing of a photograph, travel and nature photography. Special effects photography emphasizing on "how it is done." Recommend students use a 35 mm camera. *Transfer Credit: CSU* • ADVISORY: Basic fundamental knowledge of photography

PHYSICAL EDUCATION

PHYSICAL EDUCATION 101AD—Personal Fitness

Program **0.5-1.0 Unit**
 Individualized program of exercise, fitness and body weight control to improve muscle strength, endurance, and overall physical fitness to achieve and maintain a healthy body. *Transfer Credit: CSU; UC credit limitations.* See counselor.

PHYSICAL EDUCATION 102AD—Lifetime

Fitness **0.5-1.0 Unit**
 Individualized program for adults to achieve and maintain physical fitness. *Transfer Credit: CSU; UC credit limitations.* See counselor.

PHYSICAL EDUCATION 103AD—Physical

Conditioning **0.5-1.0 Unit**
 Participation in selected activities designed to improve endurance, strength, flexibility and body contour personalized to the needs of individual students by use of circuit and interval training. *Transfer Credit: CSU; UC credit limitations.* See counselor.

PHYSICAL EDUCATION 105AD—Weight

Training **0.5-1.0 Unit**
 A weight training exercise program designed to improve muscle strength, endurance and physical fitness. *Transfer Credit: CSU; UC credit limitations.* See counselor.

PHYSICAL EDUCATION 107AD—Gymnastics **0.5-1.0 Unit**

Rudiments and skills of gymnastics to develop conditioning, tone, balance, strength, endurance and flexibility. *Transfer Credit: CSU; UC credit limitations.* See counselor.

PHYSICAL EDUCATION 108AD—Aerobics 1 **0.5-1.0 Unit**

A program of aerobic exercises designed to achieve optimum cardiovascular conditioning, improve overall flexibility, coordination, endurance and strength and maintain physical fitness. *Transfer Credit: CSU; UC credit limitations.* See counselor.

PHYSICAL EDUCATION 109AD—Cardiovascular

Fitness **0.5-1.0 Unit**
 An intermediate exercise program focusing on cardiovascular fitness and conditioning.

PHYSICAL EDUCATION 112AD—Step Aerobics **0.5-1.0 Unit**

Contemporary workout designed to improve each participant's strength and cardiovascular fitness level through steady-state stepping movements. The student will be exposed to a graduated continuous system of rhythmic stepping at various platform heights, emphasizing strength, flexibility and endurance. *Transfer Credit: CSU; UC credit limitations.* See counselor.

PHYSICAL EDUCATION 114AD—Cross Training **0.5-1.0 Unit**

A multi-dimensional approach to total body fitness. Cross training will encompass aerobics, running and weight training and will provide the student an opportunity to develop and maintain a complete conditioning program which balances cardiovascular conditioning, strength, flexibility and coordination. *Transfer Credit: CSU; UC credit limitations.* See counselor.

PHYSICAL EDUCATION 115AD—Tai Chi

Beginning **0.5-1.0 Unit**
 A Chinese art of gentle movement that teaches coordination of mind, emotions and body harmonized in a unity through physical action. A focus on movement, balance, and concentration for greater health and well-being. *Transfer Credit: CSU; UC credit limitations.* See counselor.

PHYSICAL EDUCATION 116AD—Tai Chi

Intermediate **0.5-1.0 Unit**
 A Chinese art of movement that teaches coordination of mind, emotions, and body, harmonized in a unity through physical action. An intermediate level of Tai Chi skills including movement, balance, and concentration. *Transfer Credit: CSU; UC credit limitations.* See counselor. • ADVISORY: Physical Education 115AD or equivalent competency

PHYSICAL EDUCATION 118AD—Introduction

to Yoga **0.5-1.0 Units**
 This is an overview course in Yoga, an integrated study of health. It includes breathing techniques, yoga postures, meditation and relaxation. Emphasis is on practicing the principles of breathing and deep relaxation to reduce stress and improve flexibility. *Transfer Credit: CSU; UC credit limitations.* See counselor.

PHYSICAL EDUCATION 119AD—Hatha Yoga

0.5-1.0 Units
 Designed to reach a variety of beginning and intermediate yoga postures. Breathing, concentration/meditation and relaxation techniques will be presented as a method of personal development encompassing body, mind, and spirit. *Transfer Credit: CSU; UC credit limitations.*

PHYSICAL EDUCATION 120AD—Swimming

0.5-1.0 Unit
 A basic course to improve swimming skills and increase performance. *Transfer Credit: CSU; UC credit limitations.* See counselor.

PHYSICAL EDUCATION 121AD—Power Yoga

Beginning **0.5-1.0 Unit**
 Power Yoga is an ancient Eastern practice, connecting movement using mind, body, and breathing practice. The course will introduce dynamic movement to keep the body strong, flexible, and relaxed. The practice strengthens the nervous system and refines our process of inner perception. *Transfer Credit: CSU*

PHYSICAL EDUCATION 123—Lifesaving

1.0 Unit
 Combination lecture, demonstration and pool performance course, including all the basic skills required for the American Red Cross Lifesaving Certificate. *Transfer Credit: CSU; UC* • ADVISORY: Ability to swim 500 yards continuously, using crawl, sidestroke, backstroke and breaststroke; surface dive in deep water; standing front dive and tread water for one minute

PHYSICAL EDUCATION 124—Water Safety Instructor

2.0 Units
 American Red Cross water safety instructor training course. Principles and methods of teaching swimming, basic diving, lifesaving and water safety. *Transfer Credit: CSU; UC* • ADVISORY: Current American Red Cross Advanced Lifesaving Certificate

PHYSICAL EDUCATION 125AD—Swimnastics **0.5-1.0 Unit**

Exercise using the resistance and buoyancy of water in a program of physical conditioning for swimmers and non-swimmers alike. *Transfer Credit: CSU; UC credit limitations.* See counselor.

PHYSICAL EDUCATION 136AB—Tennis Beginning **0.5-1.0 Unit**

Fundamentals of tennis including rules, equipment, footwork, strokes and general playing skill development. *Transfer Credit: CSU; UC credit limitations.* See counselor.

PHYSICAL EDUCATION 137AB—Tennis Intermediate **0.5-1.0 Unit**

Continuation of Tennis 1. Includes continued skill development in the volley, lob and smash, consisting of ground strokes and serves as well as singles and doubles game strategy. *Transfer Credit: CSU; UC credit limitations.* See counselor. • ADVISORY: Physical Education 136AB or equivalent competency

PHYSICAL EDUCATION 140AB—Golf Beginning **0.5-1.0 Unit**

Fundamentals of golf, including stance, grip, swing, selection and care of equipment and skill development. Driving range and playing experience will include instruction and tips on driving and fairway shots, putting, chipping and sand shots. *Transfer Credit: CSU; UC credit limitations.* See counselor.

PHYSICAL EDUCATION 141AB—Golf Intermediate **0.5-1.0 Unit**

Continuation of Golf 1. Includes continued skill development with woods and irons, rules, etiquette and scoring. Students must furnish minimum equipment. *Transfer Credit: CSU; UC credit limitations.* See counselor. • ADVISORY: Physical Education 140AB or equivalent competency

PHYSICAL EDUCATION 147AB—Volleyball Beginning **0.5-1.0 Unit**

Fundamentals of volleyball including skill development, rules, selection and care of equipment, drills and team competition. *Transfer Credit: CSU; UC credit limitations.* See counselor.

PHYSICAL EDUCATION 148AB—Volleyball Intermediate **0.5-1.0 Unit**

Continuation of Volleyball 1. Includes continued skill development, offensive and defensive team strategies and tactics and team competition. *Transfer Credit: CSU; UC credit limitations.* See counselor. • ADVISORY: Physical Education 147 or equivalent competency

PHYSICAL EDUCATION 150AD—Ski Conditioning **0.5-1.0 Unit**

An exercise program designed to prepare students for skiing. Course includes proper warm-up techniques, calisthenics and aerobic conditioning. *Transfer Credit: CSU; UC credit limitations.* See counselor.

PHYSICAL EDUCATION 152AD—Skiing **0.5-1.0 Unit**

A basic skiing course for all level skiers. Course includes preparation, skill and technique development and on-the-slopes practice. Students must furnish own transportation and equipment for field trips. *Transfer Credit: CSU; UC credit limitations.* See counselor.

PHYSICAL EDUCATION 153AD—Snowboarding **0.5-1.0 Unit**

A basic course for all level snowboarders. Course includes preparation, skill, and technique development and on-the-slopes practice. Students must furnish own transportation and equipment for field trips. *Transfer Credit: CSU; UC credit limitations.* See counselor.

PHYSICAL EDUCATION 155AD—Cross-Country Skiing **0.5-1.0 Unit**

Fundamental Nordic skills, including techniques, equipment, winter survival, and conditioning. Students must furnish own transportation for field trips. *Transfer Credit: CSU; UC credit limitations.* See counselor.

PHYSICAL EDUCATION 164AD—Bicycling **0.5-1.0 Unit**

Fundamentals of cycling for health, recreation and competition. Course includes selection and care of equipment, cycling skills and techniques, safety factors, time trials, individual and group competition. *Transfer Credit: CSU; UC credit limitations.* See counselor. • Student must furnish own bicycle

PHYSICAL EDUCATION 170AD—Aikido **0.5-1.0 Unit**

A Japanese art of self-defense which is non-aggressive and non-competitive. No physical strength required. Beginning through intermediate skills offered. *Transfer Credit: CSU; UC credit limitations.* See counselor.

PHYSICAL EDUCATION 171AD—Self Defense **0.5-1.0 Unit**

The students will learn skills while practicing and increasing awareness and assertiveness. *Transfer Credit: CSU; UC credit limitations.* See counselor.

PHYSICAL EDUCATION 172AB—Karate Beginning **0.5-1.0 Unit**

Fundamentals of karate, including preparation/conditioning, balance, flexibility and development of skills and techniques. *Transfer Credit: CSU; UC credit limitations.* See counselor.

PHYSICAL EDUCATION 173AB—Karate Intermediate **0.5-1.0 Unit**

Advanced techniques in karate leading toward a black belt ranking. *Transfer Credit: CSU; UC credit limitations.* See counselor. • ADVISORY: Physical Education 172AB

PHYSICAL EDUCATION 174AD—Cardio-Kickboxing **0.5-1.0 Unit**

Increase student's balance and strength while sculpting his/her body and reducing his/her reaction time. Basic movements of kickboxing will be introduced and practiced. *Transfer Credit: CSU; UC credit limitations.* See counselor.

PHYSICAL EDUCATION 190—Physiology of Exercise **2.0 Units**

Course designed for the student who has an interest in health, wellness, fitness, or sports or who is planning a career in the fitness industry. This course will cover the basic principles and functions of the three main systems of the body: cardiovascular-respiratory system, metabolic system, and neuromuscular system. Emphasis will be placed on the body's response to exercise conditioning. *Transfer Credit: CSU; UC*

PHYSICAL EDUCATION 190L—Physiology of Exercise Lab **1.0 Unit**

An introduction to techniques and analysis used to determine the body's responses, adjustments, and adaptations to physical activity. Students will be assigned various lab activities that demonstrate the main concepts presented in PE 190, Physiology of Exercise. Students will demonstrate an understanding of the scientific processes of the neurological, cardiovascular, respiratory, muscular, and metabolic systems. *Transfer Credit: CSU* • PREREQUISITE AND/OR CO-REQUISITE: PE 190

PHYSICAL EDUCATION 400—Individual Activities **0.0 Unit**

Individual conditioning activities to fit the personal health and fitness needs of older adults. This course may be repeated.

PHYSICS

PHYSICS 110—Introduction to Physics **3.0 Units**

The course discusses the fundamental laws of nature. A general overview of Newton's laws, energy and momentum, dynamics of rotation, harmonic motions, wave behavior, fluid properties and other pertinent physical theories, properties and principles. *Transfer Credit: CSU; UC credit limitations.* See counselor. • ADVISORY: Competency in intermediate algebra and trigonometry recommended

PHYSICS 120—Physics 1 **4.0 Units**

The course covers mechanics, waves and thermodynamics. It satisfies the physics requirement of biological science programs (except University of California Programs) and technical programs, except physics, chemistry or engineering. It satisfies requirements as a liberal arts elective. *Transfer Credit: CSU.* • (CAN PHYS SEQ A) • ADVISORY: Mathematics 120 or concurrent enrollment

PHYSICS 125—Physics 2 **4.0 Units**

Continuation of Physics 120. The course covers electricity, magnetism, optics, atomic and nuclear physics. *Transfer Credit: CSU.* • (CAN PHYS SEQ A) • ADVISORY: Physics 120

PHYSICS 185—General Physics 3.0 Units

This course presents the story of a revolution in human thought, the Copernican revolution, that led to the eventual synthesis of the physics of the heavens with that of the earth. The text explores varied phenomena in the world and develops the necessary concepts in calculus along with physical ideas. Topics include kinematics and dynamics in one and two dimensions; Newton's laws of motion; energy and momentum; conservation principles; statics; kinematics and dynamics of rotation; elasticity; Hook's law; simple harmonic motions; wave behavior; interference and standing waves properties of fluids; Pascal's and Bernoulli's principles; temperature, heat, calorimetry, the gas laws; and the laws of thermodynamics. *Transfer Credit: CSU*

• ADVISORY: Mathematics 030, 130 and 140 or 120

POLITICAL SCIENCE

POLITICAL SCIENCE 100—American Government 3.0 Units

An introduction to the principles and problems of government, with particular attention to the American political system at all levels. Emphasis is on the human factor in politics and the realities of government at work. *Transfer Credit: CSU; UC* • (CAN GOVT 2)

POLITICAL SCIENCE 110—Current Issues 3.0 Units

An analysis of crucial current political problems and issues in American society and the world. The study will be directed toward a definition of the issues selected, an assessment of the relevancy and validity of available data and a determination of ideological value conflict. Alternative ways to achieve desired goals and evaluation of problem solutions will be emphasized. *Transfer Credit: CSU; UC*

POLITICAL SCIENCE 120—Shaping Public Policy 1.0 Unit

A practical examination of the American political system at all levels, with emphasis on how an individual or group can participate in the day-to-day shaping of public policy. *Transfer Credit: CSU*

POLITICAL SCIENCE 130—Comparative Government 3.0 Units

Comparative analysis of the structure, institutions, function and patterns of government in major foreign systems, including Latin America, Middle Eastern monarchies, Asia, European governments of nationalism and socialism and developing nationalist governments. *Transfer Credit: CSU; UC*

POLITICAL SCIENCE 140—Middle East in World Politics 3.0 Units

Examines and analyzes the history and politics of the contemporary Middle East. Issues include inter-Arab and Arab-international relations, world powers, Arab-Israeli conflict, oil politics and changing concepts that may reshape the economic and political future of the Middle East. *Transfer Credit: CSU; UC*

PSYCHOLOGY

PSYCHOLOGY 100—Introduction to Psychology 3.0 Units

Fundamentals of human psychology. Using a scientific approach to the study of human behavior, this course examines and integrates physiological, intrapsychic and social/behavioral perspectives on human thought and behavior. Major units include: biological bases of behavior, sensation and perception, motivation, learning and memory, maturation and development, personality and social psychology. *Transfer Credit: CSU; UC* • (CAN PSY 2)

PSYCHOLOGY 115—Child Growth and Development 3.0 Units

Examination of human development from conception through adolescence. Includes the biological, psychological and sociocultural aspects of the maturation process. *Transfer Credit: CSU* • (CAN FCS 14)

PSYCHOLOGY 143—Behavior Modification 2.0 Units

This course is designed to develop an understanding of human behavior through the principles of theory of behavior modification. Methods of analysis as well as specific strategies for behavior change will be considered. Current research to applications of behavior modification techniques will be evaluated. *Transfer Credit: CSU*

PSYCHOLOGY 144—Gestalt Psychology 3.0 Units

Theory and practice of Gestalt psychology and the practice of Gestalt principles. Develops an understanding and critical analysis of psychological processes and promotes increased awareness of personal and interpersonal behavior(s) through individual and group exercises. *Transfer Credit: CSU*

• ADVISORY: Psychology 100

PSYCHOLOGY 145—Nonverbal Behavior 1.5 Units

Fundamentals of nonverbal behavior in human interaction, with emphasis on Western cultural patterns. Includes gesture, spatiality, body positioning, expression, laughter, foundations and developmental patterns of nonverbal dimensions. Examines the use of body language for power, success and relationships. *Transfer Credit: CSU*

PSYCHOLOGY 146—Biofeedback/Stress Management 1 1.5 Units

Fundamentals of biofeedback and other stress management techniques including self-hypnosis and meditation. This course examines the management of personal stress, the stress in others and its relationship to general well-being. *Transfer Credit: CSU*

PSYCHOLOGY 147—Biofeedback/Stress Management 2 1.5 Units

Advanced bio-feedback and stress management techniques. Includes advanced relaxation techniques, reduction of job stress and thought restructuring. *Transfer Credit: CSU* • ADVISORY: Psychology 146 or permission from instructor

PSYCHOLOGY 148—Principles of Human Sexual Behavior 1 3.0 Units

This course offers an analysis of the social, psychological, and biological factors that shape the human sexual experience. Topics include: research methods, sexual behavior, gender issues, sexual orientation, male and female sexual anatomy and physiology, contraception and reproduction, sexually transmitted diseases, and differing social values attached to these topics. *Transfer Credit: CSU; UC*

PSYCHOLOGY 149—Principles of Human Sexual Behavior 2 3.0 Units

Advanced topics in sexual behavior and intimate relationships. Emphasis upon examining comparative, social and clinical sexual research and forming objective conclusions. Popular books and movies will also be scientifically studied. Sexual options will be discussed within the context of research, historical patterns, contemporary social phenomenon and current legal parameters. Both human and animal studies will be discussed. *Transfer Credit: CSU; UC* • ADVISORY: Psychology 148 or equivalent competency

PSYCHOLOGY 150AB—Infant/Parent Education 1.5 Units

Parent and infant interactive activities and parent lecture/discussion topics including: bonding, early learning and language development, home and car safety and babyproofing, teething, selecting child care, common fears and positive infant guidance. *Transfer Credit: CSU*

PSYCHOLOGY 151A—Toddler/Parent Education 1.5 Units

Parent and toddler interactive activities and parent lecture/discussion emphasizing positive management techniques, toddler growth and development and positive parenting principles for younger toddlers (walking to 18 months). *Transfer Credit: CSU*

PSYCHOLOGY 151B—Older Toddler/Parent Education 1.5 Units

Parent and toddler interactive activities and parent lecture/discussions emphasizing positive management techniques, toddler growth and development, sleep and toileting concerns and health and safety issues for older toddlers (19-25 months). *Transfer Credit: CSU*

PSYCHOLOGY 152AB—Preschool Parent Education 1 2.5 Units

Lecture/discussion/observation/activities for parents of preschool age children. Preschoolers attend with parents and participate in music, art and other preschool activities. Parents study growth and development and positive parenting techniques. Topics include ages and stages; elimination; health care; nutrition; safety; emotional; social and personality development; discipline; siblings; television. *Transfer Credit: CSU*

PSYCHOLOGY 153AB—Preschool Parent Education 2 2.5 Units

Lecture/discussion/observation activities for parents of preschool age children. Preschoolers attend with parents and participate in music, art and other preschool activities. Parents study growth and development and positive parenting techniques. Topics include nursery schools, day care, intellectual development, speech and language development, fathers, parents, physical development and sex behavior/gender books. *Transfer Credit: CSU*

PSYCHOLOGY 154AB—Preschool/Parent Education for Working Parents 1.5 Units

Evening parent education class for working parents and their preschool children ages 2 years 6 months to 5 years 6 months emphasizing quality, interactive time. Lecture/discussion topics include discipline, nutrition and Day Care Provider. Active participation in music and art activities includes both parent and preschooler. *Transfer Credit: CSU*

PSYCHOLOGY 155AB—Preschool/Parent Education for Working Parent 2 1.5 Units

Parent education class for working parents and their preschool children aged 2 years 9 months to 5 years 6 months emphasizing quality, interactive time. Lecture/discussion topics include language development, intellectual development and sex topics. Active participation in music and art activities includes both parent and preschooler. *Transfer Credit: CSU*

PSYCHOLOGY 156AD—Preschool/Parent Education for Spanish-speaking Parents 1.5 Units

Class for Spanish speaking parents and their preschool children ages 2 1/2 to 5 1/2 years. Lecture and discussion time for parents includes topic of school readiness. Parents and preschoolers participate in music and art activities. Curso para padres de habla hispana y sus hijos en edad pre-escolar (entre dos y medio y cinco y medio años). Symposium y practica para padres. Actividades preparativas en actitudes escolares, artisticas, y musicales para padres e hijos. Bring proof of children's ages. Must be competent in Spanish language. Trae certificado de nacimiento o de bautismo para hijos. Trae almuerzo. *Transfer Credit: CSU*

PSYCHOLOGY 158AB—Principles and Psychology of Parenting 1 (Birth To 5) 1.5 Units

Principles and practice of effective parenting. Includes research and range of applicable viewpoints covering developing parental process from birth to age five. Explores child/parent growth and behavior. Methods of guidance and democratic family life. Adults only. *Transfer Credit: CSU*

PSYCHOLOGY 159—Preschool/Parent Education 3 2.5 Units

Lecture/discussion/observe/activities for students of parent education enrolling with a second preschooler. Preschoolers attend with parents and participate in music, art, and other preschool activities. Parents study growth and development and positive parenting techniques. Topics include Age and Stages; Elimination; Nutrition; Emotional, Social, and Personality Development; Discipline; Siblings; T.V., Movies and Computers. *Transfer Credit: CSU* • ADVISORY: Psychology 152AB

PSYCHOLOGY 160—Preschool/Parent Education 4 2.5 Units

Lecture/discussion/observation/activities for students of parent education enrolling with a 2nd preschooler. Preschoolers attend with parents and participate in music, art, and other preschool activities. Parents study growth and development and positive parenting techniques. Topics include nursery schools and day care, intellectual development and language development, school readiness, father, family relationships, physical development and sex topics. *Transfer Credit: CSU* • ADVISORY: Psychology 153AB

PSYCHOLOGY 161AB—Preschool/Parent Education: Cooking, Concoctions, and other Science Experiences 1.5 Units

Lecture/Discussion/Observation. Science activities for parents of preschool age children. Preschoolers attend with parents and participate in cooking and other science activities that are geared for preschoolers. Course will include several class field trips. *Transfer Credit: CSU* • ADVISORY: Proof of preschooler's age

PSYCHOLOGY 168—Peer Counselor Training for Adolescents 3.0 Units

This course will instruct the student in the skills necessary to become an effective peer counselor. The primary emphasis will be divided between instruction, demonstration, and practice of peer counseling techniques including active listening and problem solving skills. A second emphasis will focus on issues that face today's adolescents such as sexuality, drug use, suicide, stress management, relationship problems, sexual assault, and eating disorders. *Transfer Credit: CSU*

PSYCHOLOGY 170—Psychology of Aging 3.0 Units

Investigates the lifespan of adults—career choices and changes, marriage, relationships, family issues, aging parents, and retirement. Explores the potential for longer, healthier lives with opportunities and challenges for retirees and the elderly. *Transfer Credit: CSU; UC credit limitations.* See counselor.

PSYCHOLOGY 172—Counselor Training for Older Adults 3.0 Units

Assists adults in working with other older adults in a supportive capacity to help them deal with problems unique to seniors. Students will become aware of the special social, emotional, physical and economic concerns of the elderly and explore various ways of providing support and counseling. *Transfer Credit: CSU*

PSYCHOLOGY 181—Psychological Principles in Business 0.5 Unit

This course includes techniques for analyzing psychological principles in business. Methods of understanding multicultural backgrounds, values, and needs are discussed. *Transfer Credit: CSU*

PSYCHOLOGY 182—Personal Motivation and Achievement 0.5 Unit

The basic elements of motivation will be discussed. Motivational theories, goal direction, decision-making processes, and self-esteem techniques are covered. *Transfer Credit: CSU*

PSYCHOLOGY 400—Psychology of Adjustment 0.0 Unit

Principles of adjustment to the processes of aging. Includes an examination of attitudes, interpersonal relationships, intervention strategies and community resources.

PURCHASING

SEE SUPPLY MANAGEMENT

QUALITY ASSURANCE

This program is no longer offered by Coastline Community College

REAL ESTATE

REAL ESTATE 100—Real Estate Principles 3.0 Units

An introductory course for students who want a general knowledge of all phases of real estate. Required for students who intend to take the California State Real Estate Examination. Topics covered include: real property laws, contracts, land titles, liens, escrows, leases, property management, appraisal, land descriptions, brokerage, sales and financing. *Transfer Credit: CSU*

REAL ESTATE 105—Mortgage Brokering and Lending in California 3.0 Units

Introduces students to the aspects of mortgage brokering operation including office setup, loan processing by computer, lending regulations, types of loans, A to D paper, loan submission, quality control, FICO credit scoring, and loan packaging and shipping. *Transfer Credit: CSU* • ADVISORY: Real Estate 100

REAL ESTATE 110—Real Estate Legal Aspects 3.0 Units

The legal aspects of real estate law as encountered by brokers and others who deal with real property. Includes escrows, sales contracts, trust deeds, landlord-tenant, liens, probate sales, joint tenancy and others. Continuing Education Credit offered by the California Community College Real Estate Education Center *Transfer Credit: CSU* • ADVISORY: Real Estate 100

REAL ESTATE 118—Real Estate Mathematics 3.0 Units

Designed for students who may take licensing exams in real estate. Reviews basic arithmetic through applications of mathematics to all areas of real estate activities. *Transfer Credit: CSU* • ADVISORY: Competence in arithmetic

REAL ESTATE 120—Real Estate Practice 3.0 Units

Introduction to the day-to-day activities performed by a licensed real estate agent. Students will examine various methods of: obtaining clients, prospecting for inventory (listings), types of financing currently available, disclosure requirements. Students will be able to formulate/construct a personal path for success in real estate. *Transfer Credit: CSU* • ADVISORY: Real Estate 100 or California Real Estate License

REAL ESTATE 130—Real Estate Appraisal 1 **3.0 Units**

Principles and methods of appraisal generally used in establishing the market value of real estate, along with the knowledge and skills necessary for application and interpretation. *Transfer Credit: CSU* • **ADVISORY:** Real Estate 100

REAL ESTATE 140—Real Estate Finance **3.0 Units**

Sources of money, money terms, appraisal for real estate, math of real estate as well as appropriate economic and legal terms. Open-end trust deeds, ARM loans, conventional, VA and FHA loans, construction loans. Qualifying the property and borrower. Continuing Education Credit offered by the California Community College Real Estate Education Center. *Transfer Credit: CSU* • **ADVISORY:** Real Estate 100

REAL ESTATE 160—Real Property Management **3.0 Units**

Principles and practices of managing income properties, including types of property management, collections, leases, tenants, purchasing. Elective for Real Estate Broker license requirements. *Transfer Credit: CSU*

REAL ESTATE 165—Computer Skills for Real Estate **1.5 Units**

There is a need in the real estate field for students to be aware, be informed, and have an understanding of use of computers to access information on sales, listings, MLS, financial analysis, financing, presentations, and marketing. This knowledge is important for the real estate professionals to be able to better serve the needs of their clients as well as their own. *Transfer Credit: CSU* • **ADVISORY:** Real Estate 100

REAL ESTATE 175—International Real Estate **3.0 Units**

Comprehensive overview of real property issues, financing and practices affecting the real estate of fifteen countries. Includes cultural issues and government regulations. Samples of the countries covered are Mexico, China, Japan, Canada, Vietnam, South Korea, Great Britain, Brazil and Russia. *Transfer Credit: CSU* • **ADVISORY:** Real Estate 100

REAL ESTATE 281-284—Cooperative Work Experience **1.0-4.0 Units**

To enhance each Cooperative Work Experience participant's opportunity for success in the field of Real Estate by bridging the gap between educational theory and on-the-job practices through individualized performance objectives related to the student's career or occupational goal in Real Estate. *Transfer Credit: CSU* • **PREREQUISITE:** Be employed or volunteer in the field of Real Estate 5 hours per week per 1.0 unit of Cooperative Work Experience • **CO-REQUISITE:** Be enrolled in a total of 7.0 units including Cooperative Work Experience

RELIGIOUS STUDIES

RELIGIOUS STUDIES 105—The Old Testament **3.0 Units**

The literature, history and religion of the Old Testament will be studied with modern archaeological, religious and textual criticism. Particular attention will be given to the Torah (first five books), the historical accounts and the prophets. *Transfer Credit: CSU; UC*

RELIGIOUS STUDIES 106—The New Testament **3.0 Units**

The literature, history and religion of the New Testament. *Transfer Credit: CSU; UC*

RELIGIOUS STUDIES 110—Religions East and West **3.0 Units**

An introduction to the world's ancient and contemporary religions: an overview of all major world religions. The course will address man's basic concerns about the meaning of life. A brief overview of all major world religions is also presented. *Transfer Credit: CSU; UC*

RELIGIOUS STUDIES 130—Life and Times of Jesus **3.0 Units**

The historical period of Jesus, His person, life and teachings will be assessed through analytical readings from the Gospels, archaeological findings and materials from Josephus and the Dead Sea Scrolls. *Transfer Credit: CSU; UC*

RELIGIOUS STUDIES 140—History of Judaism **3.0 Units**

The history of the Jewish people and Judaism from ancient times to modern times. *Transfer Credit: CSU; UC credit limitations.* See counselor.

RELIGIOUS STUDIES 140A—History of Judaism **1.5 Units**

The history of the Jewish people and Judaism from ancient times to the destruction of the Second Temple. *Transfer Credit: CSU; UC credit limitations.* See counselor.

RELIGIOUS STUDIES 140B—History of Judaism **1.5 Units**

The history of the Jewish people and Judaism from 70 C.E. to modern times: the second half of Religious Studies 140. *Transfer Credit: CSU; UC credit limitations.* See counselor.

RELIGIOUS STUDIES 180—Bible as Literature **3.0 Units**

A survey study of the types and styles of biblical literature. Course emphasis will be on the basic and textual patterns underlying the literary characteristics of the poetry, myth, story and other literature types found in the Bible. *Transfer Credit: CSU; UC*

RUSSIAN

RUSSIAN 180—Elementary Russian 1 **5.0 Units**

Course emphasizes the acquisition of elementary proficiency in listening comprehension, speaking, reading and writing. *Transfer Credit: CSU; UC credit limitations.* See counselor.

RUSSIAN 180A—Elementary Russian 1A **2.5 Units**

Course emphasizes the acquisition of elementary proficiency in listening comprehension, speaking, reading and writing. Russian 180A is equivalent to the first half of Russian 180. *Transfer Credit: CSU; UC credit limitations.* See counselor.

RUSSIAN 180B—Elementary Russian 1B **2.5 Units**

Course emphasizes the acquisition of elementary proficiency in listening comprehension, speaking, reading and writing. Russian 180B is equivalent to the second half of Russian 180. *Transfer Credit: CSU; UC credit limitations.* See counselor. • **PREREQUISITE:** Russian 180A

RUSSIAN 182AB—Conversational Russian **1.0 Unit**

Conversational course emphasizing pronunciation, production, and comprehension of spoken Russian, using vocabulary and grammar learned in elementary Russian courses, augmented by structures unique to colloquial dialects. *Transfer Credit: CSU* • **ADVISORY:** Russian 180, 180A, or equivalent competency

SOCIAL SCIENCE

SOCIAL SCIENCE 050AD—Exploring the World **1.0 Unit**

A relevant overview of the geography, economic and political systems and culture of various countries, regions and peoples of the world. Each class will be highlighted by current news articles exploring the topics as they are seen by the world today. (NOT APPLICABLE TO A.A. DEGREE)

SOCIAL SCIENCE 101—Biculturalism and Bilingualism in the United States **2.0 Units**

A general survey introductory course on the bilingual/bicultural people in the United States with special emphasis on the Latino and the Indo-Chinese. Provides students with basic historical, educational, legal and political aspects of bicultural and bilingual education in the United States. The role of public schooling for limited English proficient students is also analyzed. *Transfer Credit: CSU*

SOCIAL SCIENCE 115—Perspectives on Peace Studies **3.0 Units**

A comprehensive study of the social ecology of peace and national security. Describes the problems of seeking peace in a nuclear age; the effects of nuclear weapons on ecosystems as well as on human victims; the interrelationship between weapons technology, national security, arms control and the U.S./Soviet relationship; and the relationship of societal institutions to the quest for peace; and offers avenues for citizen participation in decision-making on peace-related issues. *Transfer Credit: CSU; UC*

SOCIAL SCIENCE 400—Social Studies **0.0 Unit**

Designed as an overview of geography, current affairs and world events. This course examines the political, historic, economic and social factors involved in today's news.

SOCIOLOGY

SOCIOLOGY 100—Introduction to Sociology 3.0 Units

An introduction to the scientific study of human society and social behavior. An analysis of social interrelationships and human group organization, culture, social differentiation and social institutions. *Transfer Credit: CSU; UC*

SOCIOLOGY 110—Marriage and Family 3.0 Units

A study of the nuclear family as a social institution. Examines the process of becoming a family including: dating, courtship, engagement, mate selection, marriage, parenthood and divorce. Crises and challenges facing families today will be examined from a sociological perspective. *Transfer Credit: CSU* • (CAN FCS 12)

SOCIOLOGY 120—Introduction to Gerontology 3.0 Units

A multidisciplinary overview of the biological, psychological and sociological aspects of the aging process. *Transfer Credit: CSU; UC credit limitations. See Counselor.*

SPANISH

SPANISH 055—Spanish for Medical Practitioners 1 1.0 Unit

A beginning conversation course emphasizing the terminology needed in medical situations. Designed to help health professionals and employees of health-care facilities serving Spanish-speaking residents communicate with them in their native language. (NOT APPLICABLE TO A.A. DEGREE)

SPANISH 056—Spanish for Medical Practitioners 2 1.0 Unit

A second-level conversation course emphasizing the terminology needed in medical situations. Designed to help health professionals and employees of health care facilities serving Spanish-speaking patients communicate with them in their native language. (NOT APPLICABLE TO A.A. DEGREE) • ADVISORY: Spanish 055

SPANISH 057AB—Workplace Spanish 1.0 Unit

Beginning Spanish conversation course designed for professionals who in the course of their daily work deal with persons whose primary language is Spanish. (NOT APPLICABLE TO A.A. DEGREE)

SPANISH 060—Practical Spanish, Beginning 3.0 Units

Introduces the student to the fundamental skills of spoken Spanish. Students will learn correct pronunciation, basic structural patterns, and necessary vocabulary in order to carry on a simple conversation. (NOT APPLICABLE TO A.A. DEGREE)

SPANISH 061—Practical Spanish, Continuing 3.0 Units

Continuing course in the fundamental skills of spoken Spanish. Students will refine correct pronunciation, basic structural patterns, and will acquire the vocabulary necessary to carry on simple conversations in Spanish. (NOT APPLICABLE TO A.A. DEGREE)

SPANISH 180—Elementary Spanish 1 5.0 Units

This course is designed to develop the student's fundamental ability to both comprehend and converse in daily spoken Spanish. Early reading and writing skills are introduced as well as the customs and culture of the Spanish-speaking world. *Transfer Credit: CSU; UC credit limitations. See counselor.* • (CAN SPAN SEQ A/CAN SPAN 2) • ADVISORY: Students who have completed two years of high school Spanish with a grade of "C" or better should enroll in Spanish 185.

SPANISH 180A—Elementary Spanish 1A 2.5 Units

This course is designed to develop the student's fundamental ability to both comprehend and converse in daily spoken Spanish. Early reading and writing skills are introduced as well as customs and cultures of the Spanish-speaking world. Spanish 180A is equal to the first half of Spanish 180. Spanish 180A and 180B are equivalent to Spanish 180. *Transfer Credit: CSU; UC credit limitations. See counselor.* • (CAN SPAN SEQ A/CAN SPAN 2) • ADVISORY: Students who have completed two years of high school Spanish with a grade of "C" or better should enroll in Spanish 185.

SPANISH 180B—Elementary Spanish 1B 2.5 Units

This course reviews and expands the student's ability to comprehend and converse in daily spoken Spanish. There is increased emphasis on reading and writing. An introduction to Hispanic culture is continued. Spanish 180B is equal to the second half of Spanish 180. *Transfer Credit: CSU;*

UC credit limitations. See counselor. • (CAN SPAN SEQ A/CAN SPAN 2)

• PREREQUISITE: Spanish 180A or equivalent competency

SPANISH 182AD—Conversational Spanish 1.0 Unit

A conversational course using the vocabulary and grammar learned in elementary Spanish courses. *Transfer Credit: CSU* • ADVISORY: Spanish 180, 180B or equivalent competency

SPANISH 183—Review of Elementary Spanish 1.0 Unit

This course is designed to improve the student's fundamental ability to both comprehend and communicate through writing in basic Spanish. A review of vocabulary and grammar will be provided through interactive lessons. Videos in Spanish will be included to continue development of listening and reading comprehension skills. *Transfer Credit: CSU* • PREREQUISITE: Spanish 180 or Spanish 180A and Spanish 180B; ADVISORY: Students who have completed two years of high school Spanish with a grade of "C" or better should enroll in Spanish 185.

SPANISH 184AD—The Hispanic World 2.0 Units

Group participation to develop skills in using Spanish through listening, reading, writing, and speaking. Study and discussion of topics and issues of current interest in the Hispanic world and the cultures of Spain, Latin America, and the United States. *Transfer Credit: CSU* ADVISORY: Spanish 180, or 180A and 180B

SPANISH 185—Elementary Spanish 2 5.0 Units

This course is a continuation of Spanish 180 or 180B and is designed to further the student's ability to comprehend and converse in daily spoken Spanish at the second semester level. Reading and writing skills are expanded. Introduction to various cultural and philosophical aspects of the Spanish-speaking world will continue with authentic reading materials and selected literary works. *Transfer Credit: CSU; UC credit limitations. See counselor.* • (CAN SPAN SEQ A/CAN SPAN 4) • PREREQUISITE: Spanish 180, 180B or equivalent competency

SPANISH 185A—Elementary Spanish 2A 2.5 Units

This course is a continuation of Spanish 180 or 180B and is designed to further the student's ability to comprehend and converse in daily spoken Spanish at the second semester level. Reading and writing skills are expanded. Introduction to various cultural and philosophical aspects of the Spanish-speaking world will continue with authentic reading materials and selected literary works. Spanish 185A is equal to the first half of Spanish 185. Spanish 185A and 185B are equivalent to Spanish 185. *Transfer Credit: CSU; UC credit limitations. See counselor.* • (CAN SPAN SEQ A/CAN SPAN 4) • PREREQUISITE: Spanish 180, 180B, or equivalent competency

SPANISH 185B—Elementary Spanish 2B 2.5 Units

This course is a continuation of Spanish 185A and is designed to further the student's ability to comprehend and converse in daily spoken Spanish at the second semester level. Reading and writing skills are expanded. Introduction to various cultural and philosophical aspects of the Spanish-speaking world will continue with authentic reading materials and selected literary works. Spanish 185B is equal to the second half of Spanish 185. Spanish 185A and 185B are equivalent to Spanish 185. *Transfer Credit: CSU; UC credit limitations. See counselor.* • (CAN SPAN SEQ A/CAN SPAN 4) • PREREQUISITE: Spanish 185A or equivalent competency

SPANISH 186AD—Topics in Spanish 1.0 Unit

An intermediate conversational Spanish course using selected readings and activities as vehicles for discussion. Students will be encouraged to enlarge their vocabulary and ability to speak and write in a spontaneous manner, using various verb tenses. *Transfer Credit: CSU* • ADVISORY: Spanish 185, 185A or equivalent competency

SPANISH 190—Introduction to Spanish Culture and Geography 1.0-5.0 Units

Overview in English of the history, geography, economic and political systems and culture of Spanish-speaking peoples and countries. *Transfer Credit: CSU* • ADVISORY: Some knowledge of Spanish language, history, arts, or culture will be most beneficial

SPANISH 192—Culture and Geography of Mexico 1.0 Unit

An overview, in English, of the history, geography, culture and social/political/economic systems of Mexico to the present day. *Transfer Credit: CSU*

SPANISH 260—Spanish for Spanish Speakers 5.0 Units

Spanish 260 is designed to address the particular linguistic needs of the Spanish-English population who speaks the Spanish language but needs formal instruction in the language. Emphasis is placed on improving the Spanish communications skills of formal oral expression, grammar, reading and composition. The course explores the Hispanic culture through an introduction to Hispanic readings, plays, music and film. Conducted primarily in Spanish. *Transfer Credit: CSU; UC*

SPANISH 260A—Spanish for Spanish Speakers 2.5 Units

Spanish 260A is designed to address the particular linguistic needs of the Spanish-English population who speaks the Spanish language but needs formal instruction in the language. Emphasis is placed on improving the Spanish communications skills of formal oral expression, grammar, reading and composition. The course explores the Hispanic culture through an introduction to Hispanic readings, plays, music and film. Conducted primarily in Spanish. *Transfer Credit: CSU; UC*

SPANISH 260B—Spanish for Spanish Speakers 2.5 Units

Spanish 260B is designed to address the particular linguistic needs of the Spanish-English population who speaks the Spanish language but needs formal instruction in the language. Emphasis is placed on improving the Spanish communications skills of formal oral expression, grammar, reading and composition. The course explores the Hispanic culture through an introduction to Hispanic readings, plays, music and film. Conducted primarily in Spanish. *Transfer Credit: CSU; UC* • PREREQUISITE: Spanish 260A

SPANISH 265—Spanish for Spanish Speakers 2 5.0 Units

Spanish 265 is the continuation of Spanish 260. It is designed to advance the communication skills of Spanish-English bilingual students who are native or near native speakers of Spanish. The course focuses instruction on improving the communication skills in formal speaking, reading, grammar, spelling, vocabulary building, and composition. The course explores Hispanic culture through literature, plays, music, and film. This course is conducted mainly in Spanish. *Transfer Credit: CSU; UC credit limitations.* See counselor. • PREREQUISITE: Spanish 260 or 260B.

SPANISH 265A—Spanish for Spanish Speakers 2A 2.5 Units

Spanish 265A is equal to the first half of Spanish 265. It is designed to advance the communication skills of formal and familiar ways of speaking, reading, grammar, spelling, vocabulary building, and composition of Spanish-English bilingual students who are native or near native speakers of Spanish. The course explores Hispanic culture through literature, plays, music, and film. This course is conducted mainly in Spanish. *Transfer Credit: CSU; UC credit limitations.* See counselor. • PREREQUISITE: Spanish 260 or 260B.

SPANISH 265B—Spanish for Spanish Speakers 2B 2.5 Units

Spanish 265B is the continuation of Spanish 265A. It is designed to advance the communication skills of formal and familiar ways of speaking, reading, grammar, spelling, vocabulary building, and composition of Spanish-English bilingual students who are native or near native speakers of Spanish. The course explores Hispanic culture through literature, plays, music, and film. This course is conducted mainly in Spanish. *Transfer Credit: CSU; UC credit limitations.* See counselor. • PREREQUISITE: Spanish 265A.

SPANISH 280—Intermediate Spanish 1 4.0 Units

This course is a continuation of Spanish 185 or 185B and is designed to further develop the student's ability to comprehend and converse in daily spoken Spanish at the third semester level. Reading and writing skills are increasingly stressed. The cultural notes, authentic reading materials, literary selections and grammar component present new concepts to expand vocabulary and communicative competency. The cultural and philosophical aspects of the Spanish-speaking world continue to be discussed. *Transfer Credit: CSU; UC credit limitations.* See counselor. • (CAN SPAN SEQ B/CAN SPAN 8) • PREREQUISITE: Spanish 185, 185B, or equivalent competency

SPANISH 280A—Intermediate Spanish 1A 2.0 Units

This course is a continuation of Spanish 185 or 185B and is designed to further develop the student's ability to comprehend and converse in daily spoken Spanish at the third-semester level. Reading and writing skills are increasingly stressed. The cultural notes, authentic reading materials, literary selections and grammar component present new concepts to expand vocabulary and communicative competency. The cultural and philosophical aspects of the Spanish-speaking world continue to be discussed. Spanish 280A is equal to the first half of Spanish 280. Spanish 280A and 280B are equivalent to Spanish 280. *Transfer Credit: CSU; UC credit limitations.* See counselor. • (CAN SPAN SEQ B) • PREREQUISITE: Spanish 185, 185B, or equivalent competency

SPANISH 280B—Intermediate Spanish 1B 2.0 Units

This course is a continuation of Spanish 280A and is designed to further develop the student's ability to comprehend and converse in daily spoken Spanish at the third semester level. Reading and writing skills are increasingly stressed. The cultural notes, authentic reading materials, literary selections and grammar component present new concepts to expand vocabulary and communicative competency. The cultural and philosophical aspects of the Spanish-speaking world continue to be discussed. Spanish 280B is equal to the second half of Spanish 280. Spanish 280A and 280B are equivalent to Spanish 280. *Transfer Credit: CSU; UC credit limitations.* See counselor. • (CAN SPAN SEQ B) • PREREQUISITE: Spanish 280A or equivalent competency

SPANISH 285—Intermediate Spanish 2 4.0 Units

Continuation of Spanish 280 designed to further develop students' ability to comprehend, converse, read, and write in Spanish at an advanced intermediate level. *Transfer Credit: CSU; UC credit limitations.* See counselor. • (CAN SPAN SEQ B/CAN SPAN 10) • PREREQUISITE: Spanish 280, 280B or equivalent competency

SPANISH 285A—Intermediate Spanish 2A 2.0 Units

Continuation of Spanish 280 or Spanish 280B. Designed to further develop student's ability to comprehend, converse, read and write in Spanish at the fourth-semester level. Discussion of literature and culture through selected readings. *Transfer Credit: CSU credit limitations; UC credit limitations.* See counselor. • (CAN SPAN SEQ B) • PREREQUISITE: Spanish 280, 280B or equivalent competency

SPANISH 285B—Intermediate Spanish 2B 2.0 Units

Continuation of Spanish 285A. Designed to further develop student's ability to comprehend, converse, read and write in Spanish at the fourth-semester level. Discussion of literature and culture through selected readings. *Transfer Credit: CSU credit limitations; UC credit limitations.* See counselor. • (CAN SPAN SEQ B) • PREREQUISITE: Spanish 285A or equivalent competency

SPECIAL EDUCATION

SPECIAL EDUCATION 007AF—Post-Concussion**Cognitive Retraining 1.5-3.0 Units**

Post-Concussion Cognitive Retraining is designed for individuals who have sustained a concussion or mild head injury but who are experiencing cognitive difficulties as the result of their injury. Instruction focuses on attention and concentration, perceptual skills, organization and conceptualization and logical reasoning. Students receive individualized instruction and guidance in dealing with problems related to home, community and work environments, including strategies for coping with frustration and memory problems and for reorganizing educational and work tasks or redirecting careers. (NOT APPLICABLE TO A.A. DEGREE) • PREREQUISITE: Acceptance into ABI Program and completion of Special Education 050

SPECIAL EDUCATION 013AD—Improving Relationships 1.0 Unit

Designed for the enhancement of students with disabilities' social skills. By identifying their personality styles and communication patterns, the students will gain understanding into their interpersonal difficulties and limitations and thus learn to respond more effectively in social situations. (NOT APPLICABLE TO A.A. DEGREE)

SPECIAL EDUCATION 050—Student Orientation to Acquired Brain Injury (ABI) Program **0.5 Unit**

Orientation to Coastline's Acquired Brain Injury (ABI) Program. Designed for entering ABI students; course provides an introduction to head injury, cognitive retraining and college and community support services for the head-injured. Includes an overview of neuropsychological assessment, computer-based instruction and career development support. (NOT APPLICABLE TO A.A. DEGREE) • PREREQUISITE: Acceptance into ABI Program; ADVISORY: Concurrent enrollment of family member in Special Education 051

SPECIAL EDUCATION 051—Family Orientation to Acquired Brain Injury (ABI) Program **0.5 Unit**

Orientation to Coastline's Acquired Brain Injury (ABI) Program. Designed for families of entering ABI students; course provides an introduction to head injury, cognitive retraining and college and community support services for the head-injured. Includes an overview of neuropsychological assessment, computer-based instruction and career development support. Needs and role of the family in the rehabilitation process are emphasized. (NOT APPLICABLE TO A.A. DEGREE) • ADVISORY: Concurrent enrollment of head-injured relative or friend in Special Education 050

SPECIAL EDUCATION 052—Home-Based Cognitive Rehabilitation **0.5 Unit**

Designed to assist families of individuals with brain injuries in providing home-based cognitive retraining. Home-based retraining is not meant to take the place of a more formalized outpatient or educational program, but rather to supplement such programs or to provide a basic framework for home rehabilitation when formal programs are not available. (NOT APPLICABLE TO A.A. DEGREE)

SPECIAL EDUCATION 055AZ—Cognitive Retraining for ABI Survivors **3.0 Units**

Cognitive retraining designed for individuals with acquired brain injury sustained at or after age 13. Coursework includes emphasis on fundamental cognitive skills, critical thinking skills, memory compensation techniques, attention, and psychosocial and transition issues. (NOT APPLICABLE TO A.A. DEGREE)

SPECIAL EDUCATION 060AD—Introduction to Computers **0.5 Unit**

Designed to introduce adults with developmental delays to computer instruction. Topics will include basic equipment operation, keyboard knowledge, and basic word processing commands. (NOT APPLICABLE TO A.A. DEGREE)

SPECIAL EDUCATION 061AD—Introduction to Desktop Publishing **0.5 Unit**

An individualized course designed to introduce adults with developmental delays to the use of desktop publishing in the classroom. Students will learn to express thoughts in text and graphic forms using basic word processing and desktop publishing software. (NOT APPLICABLE TO A.A. DEGREE)

SPECIAL EDUCATION 062AZ—Introduction to the Internet **0.5 Unit**

A slow-paced introduction to the Internet primarily designed for but not limited to students with developmental disabilities. Will familiarize students with terms, protocol, and hazards of Internet; WWW; search engines; and e-mail. Will help students find resources in the community. (NOT APPLICABLE TO A.A. DEGREE)

SPECIAL EDUCATION 120—Transition Services 1 **1.5 Units**

Prepares students for employment as Job Coaches or Special Education Instructional Assistants. Course provides overview of disabilities and an introduction to transition services, including issues and laws related to individuals with disabilities, the role of a job coach or work crew leader and employment preparation skills. *Transfer Credit: CSU*

SPECIAL EDUCATION 121—Transition Services 2 **1.5 Units**

Prepares students for employment as Job Coaches or Special Education Instructional Assistants. This course addresses advanced job coaching skills, including assessment of individual needs, instructional and training strategies for persons with disabilities and accommodation of curriculum and work places based on individual needs. *Transfer Credit: CSU* • ADVISORY: Special Education 120 or equivalent competency

SPECIAL EDUCATION 130—Techniques for Paraprofessionals Working with the Developmentally Delayed **1.0 Unit**

Specifically targeted for students interested in working with adults and children with developmental delays, in roles such as classroom aide, day program job coach/supervisor, or residential care provider. Provides information regarding safety, behavior modification, goal-setting, and abuse prevention/reporting. *Transfer Credit: CSU*

SPECIAL EDUCATION 401—Perceptive-Cognitive Skills **0.0 Unit**

Emphasizes orientation to one's environment through increased sensory and cognitive awareness, attention and discrimination; also addresses memory, memory compensation and affective behavior.

SPECIAL EDUCATION 403—Oral Communication 1 **0.0 Unit**

Designed to assist students with disabilities in acquiring and improving receptive and expressive language skills. Students will develop listening skills and will learn to express their needs and thoughts. Emphasis of the course will be on the functional application of communication skills in everyday life situations. (Three levels.)

SPECIAL EDUCATION 404—Oral Communication 2 **0.0 Unit**

Designed to assist students with disabilities in acquiring and improving receptive and expressive language skills. Students will develop listening skills and will learn to express their needs and thoughts. Emphasis of the course will be on the functional application of communication skills in everyday life situations. (Three levels.)

SPECIAL EDUCATION 405—Oral Communication 3 **0.0 Unit**

Designed to assist students with disabilities in acquiring and improving receptive and expressive language skills. Students will develop listening skills and will learn to express their needs and thoughts. Emphasis of the course will be on the functional application of communication skills in everyday life situations. (Three levels.)

SPECIAL EDUCATION 406—Manual Communication **0.0 Unit**

Basic sign language for non-verbal and hearing-impaired persons to develop the ability to communicate with others. Emphasis on understanding and utilizing signs related to everyday living. Students enrolled in the course receive an individualized educational contract where course objectives and student learning outcomes are evaluated according to whether or not they are targeted, satisfied, not satisfied, deferred, or not applicable.

SPECIAL EDUCATION 407—Beginning Reading **0.0 Unit**

Designed to assist students with disabilities in acquiring beginning reading skills. Emphasis of the course will be on pre-reading skills, knowledge of the alphabet, phonetic pronunciation and sight vocabulary.

SPECIAL EDUCATION 408—Reading and Writing Development **0.0 Unit**

Designed to assist students with disabilities in acquiring beginning reading and writing skills or improving their present skills. Emphasis of the course will be on reading, communication skills and the functional application of those skills in everyday situations.

SPECIAL EDUCATION 409—Applied Academics **0.0 Unit**

Designed to assist students with developmental disabilities in acquiring basic academic skills or improving their present skills. Emphasis of the course will be on arithmetic, reading and communication skills and the functional application of those skills in everyday life situations. Students will identify their personal academic goals and individual learning plans will be developed for students based on their goals and ability level.

SPECIAL EDUCATION 410—Critical Thinking **0.0 Unit**

Designed to assist students with disabilities in acquiring or improving critical thinking skills necessary to function independently in a variety of activities, situations and environments. Emphasis on problem-solving and decision-making through understanding and evaluating situations, utilizing knowledge of cause and effect relationships, exploring options and planning and implementing strategies. (Two levels)

SPECIAL EDUCATION 411—Critical Thinking **0.0 Unit**

Designed to assist students with disabilities in acquiring or improving critical thinking skills necessary to function independently in a variety of activities, situations and environments. Emphasis on problem-solving and decision-making through understanding and evaluating situations, utilizing knowledge of cause and effect relationships, exploring options and planning and implementing strategies. (Two levels)

SPECIAL EDUCATION 412—Mathematical Concepts 0.0 Unit

Designed to assist students with disabilities in acquiring and applying basic math skills in everyday life situations. Emphasis will be on basic math operations, use of money and telling time. (Two levels)

SPECIAL EDUCATION 413—Mathematical Concepts 0.0 Unit

Designed to assist students with disabilities in acquiring and applying basic math skills in everyday life situations. Emphasis will be on basic math operations, use of money and telling time. (Two levels)

SPECIAL EDUCATION 415—Earth Science 0.0 Unit

Designed to increase knowledge and awareness of the natural environment. Integrated field experiences include nature exploration and gardening.

SPECIAL EDUCATION 420—Survey of Arts/Activities 0.0 Unit

An exploratory course for students with disabilities utilizing a variety of activities to develop confidence, self-esteem, personal productivity and decision-making skills. Course relates work behaviors such as organization of materials and task sequencing and completion to arts and activities such as collecting, cooking, table games, and other active pursuits. Students enrolled in the course receive an individualized educational contract where course objectives and student learning outcomes are evaluated according to whether or not they are targeted, satisfied, not satisfied, deferred, or not applicable.

SPECIAL EDUCATION 421—Orientation to Forms and Processes 0.0 Unit

Introduction to a variety of creative art forms such as decoupage, needlework, painting, drawing, weaving, woodworking and ceramics for adult special education students. Emphasis on use of tools and materials necessary to render finished artwork. Skills will be assessed to determine placement in more advanced art classes. Students enrolled in the course receive an individualized educational contract where course objectives and student learning outcomes are evaluated according to whether or not they are targeted, satisfied, not satisfied, deferred, or not applicable.

SPECIAL EDUCATION 422—Art 0.0 Unit

Art class for adult special education students. Focus on the development of skills related to specific art processes, e.g. fiber arts, painting/drawing, mixed media, and three dimensional art forms and processes. Participants will be expected to utilize skills to produce one or more art projects in chosen medium. Students enrolled in the course receive an individualized educational contract where course objectives and student learning outcomes are evaluated according to whether or not they are targeted, satisfied, not satisfied, deferred, or not applicable. • PREREQUISITE: Special Education 421 or consent of instructor

SPECIAL EDUCATION 423—Orientation to Music 0.0 Unit

Introduction to vocal and instrumental music including individual and group singing and knowledge and use of a variety of musical instruments. Skills will be assessed to determine placement in more advanced music classes.

SPECIAL EDUCATION 424—Beginning Instrumental Music 0.0 Unit

Introduction to instrumental music for adult special education students. Course concentrates on the utilization of a variety of melodic and percussive instruments, with an emphasis on using improvisation techniques to facilitate individual development. Students enrolled in the course receive an individualized educational contract where course objectives and student learning outcomes are evaluated according to whether or not they are targeted, satisfied, not satisfied, deferred, or not applicable. • PREREQUISITE: Special Education 423 or equivalent competency

SPECIAL EDUCATION 425—Advanced Instrumental 0.0 Unit

Advanced instrumental music for adult special education students. Focus on the development of music skills for performing simple instrumental arrangements in a group format. Students enrolled in the course receive an individualized educational contract where course objectives and student learning outcomes are evaluated according to whether or not they are targeted, satisfied, not satisfied, deferred, or not applicable. • PREREQUISITE: Special Education 424 or equivalent competency

SPECIAL EDUCATION 426—Vocal Music 0.0 Unit

Choral singing, utilizing unison, two and/or three part music, as well as emphasizing voice production, diction, breath control, and posture. • ADVISORY: Special Education 424 or consent of instructor

SPECIAL EDUCATION 435—Rhythmic Movement 0.0 Unit

An aerobic class for special education students. Focus on utilizing movement combined with a variety of musical rhythms to facilitate and strengthen the development of coordination, mobility, spatial orientation, socialization skills, body awareness and flexibility. Students enrolled in the course receive an individualized educational contract where course objectives and student learning outcomes are evaluated according to whether or not they are targeted, satisfied, not satisfied, deferred, or not applicable.

SPECIAL EDUCATION 436—Adult Fitness 0.0 Unit

A fitness class for adult special education students. Course designed to utilize calisthenics, jogging, exercise, race walking, and weight training to increase breath control. Exercises tailored to the abilities of the students. Students enrolled in the course receive an individualized educational contract where course objectives and student learning outcomes are evaluated according to whether or not they are targeted, satisfied, not satisfied, deferred, or not applicable.

SPECIAL EDUCATION 437—Aerobics 0.0 Unit

A fitness class for adult special education students. Course designed to combine dance, stretching, and movement with a variety of musical rhythms in order to increase fitness, flexibility, endurance, and coordination. Students enrolled in the course receive an individualized educational contract where course objectives and student learning outcomes are evaluated according to whether or not they are targeted, satisfied, not satisfied, deferred, or not applicable. • PREREQUISITE: Medical documentation of satisfactory health status appropriate for class activities

SPECIAL EDUCATION 438—Adaptive Physical Education 1 0.0 Unit

A basic motor skills program for adult special education students. Course focuses on the development of coordination, balance, conditioning, spatial orientation and socialization skills utilizing sequential motor exercises and elements of structured sports activities. Students enrolled in the course receive an individualized educational contract where course objectives and student learning outcomes are evaluated according to whether or not they are targeted, satisfied, not satisfied, deferred, or not applicable.

SPECIAL EDUCATION 439—Adaptive Physical Education 2 0.0 Unit

An exercise program for adult special education students. Focus on the application of multi-step motor skills and utilization of structured fitness and sports activities to facilitate the development of coordination, peer cooperation, and overall aerobic conditioning. Students enrolled in the course receive an individualized educational contract where course objectives and student learning outcomes are evaluated according to whether or not they are targeted, satisfied, not satisfied, deferred, or not applicable. • PREREQUISITE: Special Education 438 or consent of instructor

SPECIAL EDUCATION 440—Aquatic Skills I 0.0 Unit

A course in aquatic activities and swimming. Emphasis on confidence-building, skill development, safety practices and socialization. • ADVISORY: Physician's authorization for student participation

SPECIAL EDUCATION 450—Customs, Culture and Holidays 0.0 Unit

Designed to provide students with disabilities with an understanding of the customs and culture of various nationalities, ethnic and religious groups; course will utilize holidays as a focal point for exploring customs, art, food and special behavior.

SPECIAL EDUCATION 451—Personal/Social Adjustment 0.0 Unit

Course designed to assist adult students with disabilities in acquiring skills necessary to establish and maintain productive interpersonal relationships. Includes social interaction as well as basic etiquette and manners related to home, community and vocational settings. Students enrolled in the course receive an individualized educational contract where course objectives and student learning outcomes are evaluated according to whether or not they are targeted, satisfied, not satisfied, deferred, or not applicable.

SPECIAL EDUCATION 452—Health Concepts **0.0 Unit**

Designed to provide learners with developmental delays with information regarding general health-related concepts. Emphasis of the course will be on developing self-esteem and confidence in dealing with others as well as making informed choices regarding human relationships. The course will include a review of basic body structure and function, human sexuality and reproduction, development and maintenance of good emotional habits and relationships and how to maintain good physical health through exercise, diet and self-care.

SPECIAL EDUCATION 453—Home Economics 1/ Food Preparation **0.0 Unit**

Designed to assist students with disabilities in achieving greater independence within the home. This course emphasizes practical skills related to food preparation including menu planning, kitchen hygiene and safety, cooking, serving and food storage.

SPECIAL EDUCATION 454—Home Economics 2/ Home Maintenance **0.0 Unit**

Designed to assist students with disabilities in independently caring for his/her home. This course emphasizes housekeeping skills (including cleaning and laundry skills), home repairs and safety and home decorating.

SPECIAL EDUCATION 455—Mobility Training **0.0 Unit**

Designed to teach students to travel within their communities with minimal dependence upon others. Simulated experiences in the classroom will be combined with training in the neighborhood and community at large. Class size will be limited and all students will be tested for class readiness prior to enrollment.

SPECIAL EDUCATION 456—Community Resources **0.0 Unit**

This course is designed to provide students with disabilities with skills necessary to function safely and independently within the community. The class will focus on utilizing community resources for entertainment with an emphasis on free and low-cost resources available to the disabled individual; knowledge of and ability to utilize community services, including fire, police, library and other social services.

SPECIAL EDUCATION 457—Consumer Skills **0.0 Unit**

Designed to provide students with disabilities with skills necessary to function independently as a consumer; course emphasizes consumer skills related to shopping, budgeting and banking.

SPECIAL EDUCATION 460—Vocational Exploration **0.0 Unit**

Designed to assess behavioral and vocational ability levels; this course will evaluate the student's readiness for vocational training. Simulated vocational activities will be used to assess the individual's potential for benefiting from vocational instruction. Course may only be repeated with administrative approval.

SPECIAL EDUCATION 461—Vocational Preparation and Readiness **0.0 Unit**

Designed to prepare persons for work assignments and/or competitive employment, this course will emphasize development of social and vocational skills necessary for success in a job setting. Attention to task, task completion, self-evaluation of work, tool use and acquisition of new skills will be included. Job-specific training will be provided for students preparing to enter pre-identified work placement. • ADVISORY: Special Education 460

SPECIAL EDUCATION 462—Career Development **0.0 Unit**

Designed for students with disabilities, this course provides supervised career exploration opportunities and the specialized counseling and guidance support necessary to enhance the student's opportunity for on-the-job success by bridging the gap between educational theory and on-the-job practices. Emphasis on individualized performance objectives relative to the student's special needs and occupational or career goals. • PREREQUISITE: Concurrent enrollment, volunteer service or training within the college or community for a minimum of 5 hours per week

SPECIAL EDUCATION 463—Introduction to Career Planning **0.0 Unit**

Introduction to career planning for individuals with disabilities. Includes evaluation of interests, skills and abilities as they relate to career areas and how to determine transferable skills. Emphasis will be placed on how to explore career options and develop goal-setting strategies to begin making a career plan. • ADVISORY: Verification of disability

SPECIAL EDUCATION 464—Identify Career Options **0.0 Unit**

Career planning for persons with disabilities. Emphasis will include investigation of various career areas and assessment of student interests, values and strengths in relationship to career options. Students will be guided in self-assessment of skills and abilities and how to utilize effective decision making strategies in career planning. Community training options will be explored. • ADVISORY: Verification of disability

SPECIAL EDUCATION 465—Job Search Strategies and Skills **0.0 Unit**

Designed to teach persons with disabilities effective job search strategies. Students will learn how to develop job leads, prepare applications and resumes, contact employers, prepare for interviews and how to follow up. Emphasis will be placed on turning "disability" into "ability" in the minds of prospective employers. • ADVISORY: Verification of disability

SPECIAL EDUCATION 466—Community Transition **1.0-2.5 Units**

Community Transition, the last of five modules in the ABI Program, helps prepare and return the student to a functional role in the community. Module 5 emphasizes application of cognitive skills and adaptive strategies to functional tasks related to home, community and educational settings as well as job selection, preparation and acquisition. • PREREQUISITE: Completion of Special Education 004AD

SPECIAL EDUCATION 470—ABI Program Pre-Admission **0.0 Unit**

Designed for adults who have sustained traumatic head injuries and who have been referred by Coastline's Acquired Brain Injury (ABI) Program Admissions Committee for evaluation of cognitive and psycho-social skills, including ability to understand and fulfill course requirements. • ADVISORY: Referral by Acquired Brain Injury (ABI) Program Admission Committee

SPECIAL EDUCATION 471—Home-Base Cognitive Rehabilitation **0.0 Unit**

Designed to assist survivors of traumatic head-injuries in developing an understanding of their needs and abilities and how they can be active participants in a program of home-based cognitive rehabilitation. • ADVISORY: Graduation from Acquired Brain Injury (ABI) Program

SPECIAL EDUCATION 475—ABI Cognitive Refresher Course **0.0 Unit**

A refresher course in cognitive skills and compensation strategies as related to job and school settings. The course will also teach students to self-assess job and school performance and to develop and implement plans for improving performance. (At student's discretion, on-site job visits will be conducted to evaluate performance.) • PREREQUISITE: Graduation from Acquired Brain Injury (ABI) Program

SPECIAL EDUCATION 490—Stroke Rehabilitation **0.0 Unit**

Designed to assist individuals who have sustained age-related strokes. Instruction will be individualized based on localization of stroke and will focus on attention and concentration, perceptual skills, organization and conceptualization, logical reasoning, language skills and interpersonal communication skills as related to functional needs of older adults. • PREREQUISITE: Acceptance into Stroke Program

SPEECH

SPEECH 099AB—English Speech and Listening Skills for Non-Native Speakers **3.0 Units**

Speech 099AB offers conversational practice of American English. Emphasizes oral competency in key American social encounters and communication techniques. Provides intensive listening practice for increased success in classes, jobs and everyday life. Provides preparation for Speech 100, 103 and 110. Designed for non-native speakers. (NOT APPLICABLE TO A.A. DEGREE)

SPEECH 100—Interpersonal Communication 3.0 Units
Language use and effective interpersonal communication, both verbal and non-verbal. Recommended for students wanting to understand and improve their communication skills in interpersonal relationships. Content areas include: conversation, listening, perception, non-verbal communication, language, self-concept and self-disclosure. *Transfer Credit: CSU*

SPEECH 103—Introduction to Intercultural Communications 3.0 Units
A general view of the sociological, psychological and historical background of world cultures in metropolitan areas, with special emphasis on methods, skills and techniques necessary for effective intercultural, crosscultural and interracial communication. *Transfer Credit: CSU; UC*

SPEECH 110—Public Speaking 3.0 Units
Principles of public speaking, including planning, preparation and delivery of an effective oral presentation. Consideration of and practice in problem-solving, information, persuasion and communication techniques. Emphasis on developing self-confidence and skill in communicating to and with groups. *Transfer Credit: CSU; UC • (CAN SPCH 4)*

SUPPLY MANAGEMENT

SUPPLY MANAGEMENT 101—The Purchasing Process 3.0 units
First of a two-semester sequence in supply management. Topics include supply organizations, ethical standards, quality considerations, cost analysis, supplier selection, and negotiations. *Transfer Credit: CSU*

SUPPLY MANAGEMENT 102—The Supply Environment 3.0 Units
Second of a two-semester sequence in supply management. Topics include outsourcing and make-versus-buy decisions, value analysis, inventory control, warehousing and traffic, capital equipment, institutional and governmental purchasing practices, and supply management's role in new product development. *Transfer Credit: CSU*

SUPPLY MANAGEMENT 104—Supplier Cost Reduction/Negotiations 3.0 Units
Course covers the principles of price analysis including forecasting, understanding, and applying pricing curves. This course also examines principles and practices of negotiations for corporate or institutional procurement. Studies include the application of negotiation theory through role playing techniques. *Transfer Credit: CSU • ADVISORY: Supply Management 101 and 102*

SUPPLY MANAGEMENT 204—Strategic Issues in Supply Management 3.0 Units
Issues in supply management will be reviewed and examined through the application of theories to case studies and a team project. Topics will include source selection, quality improvement, cost-price-profit concepts, value recognition, and the strategic role of the supply management team. *Transfer Credit: CSU • ADVISORY: Supply Management 101 and 102*

SUPPLY MANAGEMENT 281-284—Cooperative Work Experience 1.0-4.0 Units
To enhance each Cooperative Work Experience participant's opportunity for success in the field of Supply Management by bridging the gap between educational theory and on-the-job practices through individualized performance objectives related to the student's career or occupational goal in Supply Management. *Transfer Credit: CSU • PREREQUISITE: Be employed or volunteer in the field of Supply Management five hours per week per 1.0 unit of Cooperative Work Experience • CO-REQUISITE: Be enrolled in a total of 7.0 units including Cooperative Work Experience*

TELECOMMUNICATIONS TECHNOLOGY

TELECOMMUNICATIONS TECHNOLOGY 125—Introduction to Telephony 3.0 Units
Theory, history and practice of the science of telephony as it applies to the telecommunications industry. Telephone networks and hardware, understanding PABX and key telephone systems. Telephone networking and hardware, switching, trunking, transmission and review of analog versus digital systems. *Transfer Credit: CSU*

TELECOMMUNICATIONS TECHNOLOGY 128—Key Systems 3.0 Units
Installation, programming, testing, maintaining, and troubleshooting telephone key, auto attendant, and voice mail systems. Emphasis will be on how to become certified on specific systems. *Transfer Credit: CSU*

TELECOMMUNICATIONS TECHNOLOGY 130—Telecommunications Electronics 3.0 Units
Fundamentals and principles of electronic devices used in the telecommunications industry. Topics include operating principles, codes, and standards for hardware and software used in processing voice/data. *Transfer Credit: CSU*

TELECOMMUNICATIONS TECHNOLOGY 132—Fundamentals of Modern Telecom Systems 3.0 Units
A review of telecommunication protocols RS-232, RS-422, RS-485, ISDN, ATM; architectures, standards and transmission codes used to interface voice and data systems. *Transfer Credit: CSU*

TELECOMMUNICATIONS TECHNOLOGY 134—Fundamentals of Satellite Telecom Systems 3.0 Units
Fundamentals of digital, satellite, and cellular telecommunications. Topics include basic cellular technology GSM CDMA, digital packet switching systems, mobile integrated radio, and mobile satellite communication systems. *Transfer Credit: CSU*

TELECOMMUNICATIONS TECHNOLOGY 136—Fiber Optic Telecommunication Systems 3.0 Units
Fundamentals of fiber optic communications using a non-theoretical non-mathematical approach. Topics include the technical details of optical fibers, the tools and techniques used to work with optical fibers, the devices used to connect fiber networks, and applications showing how fibers are used. *Transfer Credit: CSU*

TELECOMMUNICATIONS TECHNOLOGY 140—Computer Telephone Integration 1.5 Units
An introduction to Computer Telephone Integration (CTI) and its impact and implications in business and on the fields of Computing and Telecommunications. *Transfer Credit: CSU*

THEATER ARTS

THEATER ARTS 106—Fundamentals of Acting 3.0 Units
An interactive course analyzing the art of acting, including vocal and movement exercises, character development, and examination of various acting techniques and styles. Emphasis is placed on class participation in scene work to develop a concrete understanding of the creative process. *Transfer Credit: CSU; UC*

THEATER ARTS 107—Fundamentals of Acting 2 3.0 Units
An interactive course further developing skills addressed in Theater Arts 106, including character development and examination of various acting techniques. Scene work and development of an audition piece will produce further familiarity with the creative process of the actor. • ADVISORY: Theater Arts 106. *Transfer Credit: CSU; UC*

THEATER ARTS 120AD—Theater Appreciation 2.0 Units
Designed to expose students to the full spectrum of plays in performance in Southern California. Class meetings will include attendance at plays, critiques of those plays attended and previews of future performances. Attendance at assigned plays is mandatory. A payment of approximately \$75 will be collected at the first class to cover the cost of tickets. Bus transportation will be provided. *Transfer Credit: CSU; UC*

THEATER ARTS 150AD—Theater Production 1.0-6.0 Units
This course allows participation in all areas of play production. Productions will be rehearsed and presented for the public. Enrollment is for the duration of the entire preparation and performance of the stage play. *Transfer Credit: CSU; UC • ADVISORY: Must be in cast or participate in technical/crew work of production*

VIETNAMESE

VIETNAMESE 180—Elementary Vietnamese 1 **5.0 Units**

Beginning course in speaking, understanding, reading and writing, Vietnamese; study of grammar, vocabulary and pronunciation, and of customs and culture of Vietnam. *Transfer Credit: CSU; UC credit limitations.* See counselor. • **ADVISORY:** Students who have completed two years of high school Vietnamese with a grade of “C” or better should enroll in Vietnamese 185.

VIETNAMESE 180A—Elementary Vietnamese 1A **2.5 Units**

Beginning course in speaking, understanding, reading and writing, Vietnamese; study of grammar, vocabulary and pronunciation, and of customs and culture of Vietnam. *Transfer Credit: CSU; UC credit limitations.* See counselor. • **ADVISORY:** Students who have completed two years of high school Vietnamese with a grade of “C” or better should enroll in Vietnamese 185.

VIETNAMESE 180B—Elementary Vietnamese 1B **2.5 Units**

Advanced beginning course in speaking, understanding, reading and writing Vietnamese; study of grammar, vocabulary and pronunciation, and of customs and culture of Vietnam. *Transfer Credit: CSU; UC credit limitations.* See counselor. • **PREREQUISITE:** Vietnamese 180A

VIETNAMESE 185—Elementary Vietnamese 2 **5.0 Units**

Advanced beginning course continuing Vietnamese 180 emphasizing correct pronunciation, basic structural patterns, and extensive vocabulary development necessary for the writing and understanding of elementary Vietnamese. Simple and short supplementary readings on Vietnamese culture and civilization will be included. *Transfer Credit: CSU; UC credit limitations.* See counselor. • **PREREQUISITE:** Vietnamese 180, 180B, or equivalent competency

VIETNAMESE 185A—Elementary Vietnamese 2A **2.5 Units**

Advanced beginning course continuing Vietnamese 180 emphasizing correct pronunciation, basic structural patterns, and extensive vocabulary development necessary for the writing and understanding of elementary Vietnamese. Simple and short supplementary readings on Vietnamese culture and civilization will be included. Vietnamese 185A is equivalent to the first half of Vietnamese 185. Vietnamese 185A and 185B are equivalent to Vietnamese 185. *Transfer Credit: CSU; UC credit limitations.* See counselor. • **PREREQUISITE:** Vietnamese 180, 180B, or equivalent competency

VIETNAMESE 185B—Elementary Vietnamese 2B **2.5 Units**

Advanced beginning course continuing Vietnamese 180, emphasizing correct pronunciation, basic structural patterns, and extensive vocabulary development necessary for the writing and understanding of elementary Vietnamese. Simple and short supplementary readings on Vietnamese culture and civilization will be included. Vietnamese 185B is equivalent to the second half of Vietnamese 185. Vietnamese 185A and 185B are equivalent to Vietnamese 185. *Transfer Credit: CSU; UC credit limitations.* See counselor. • **PREREQUISITE:** Vietnamese 185A

VIETNAMESE 190—Introduction to Vietnamese Culture and Geography **1.0 Unit**

Brief overview in English of the geography, history, economic and political systems, and culture of Vietnam. *Transfer Credit: CSU*

VIETNAMESE 260—Vietnamese for Vietnamese Speakers **4.0 Units**

Vietnamese 260 is designed to enrich the communication skills of the Vietnamese bilingual student. The course focuses instruction on improving the communications skills in formal and familiar ways of speaking, reading, grammar, spelling, vocabulary building and composition. The course explores culture through readings, plays and films. Class is conducted primarily in Vietnamese. *Transfer Credit: CSU* • **ADVISORY:** Native or near-native fluency in Vietnamese recommended

VIETNAMESE 280—Intermediate Vietnamese 1 **4.0 Units**

Vietnamese 280 is a continuation of Vietnamese 185 or Vietnamese 185B; it is designed to develop further the abilities students have attained to comprehend and converse daily in spoken and written Vietnamese at an intermediate level. Reading and writing skills are stressed and enhanced. Cultural notes, authentic reading materials, literary selections, and grammar beyond the phrasal level present new concepts to stimulate vocabulary acquisition, to provoke expressive ability, and to generate communicative competency. Cultural and philosophical aspects of the Vietnamese-speaking world, including the world of Vietnamese-Americans, will also be discussed. *Transfer Credit: CSU; UC credit limitations.* See counselor. • **PREREQUISITE:** Vietnamese 185 or 185B or equivalent competency

VIETNAMESE 280A—Intermediate Vietnamese 1A **2.0 Units**

Continuation of Vietnamese 185 or Vietnamese 185B. Designed to develop more fully the student’s ability to comprehend and converse in daily spoken Vietnamese at the level of third-semester university study. Reading and writing skills are stressed to a greater degree than in lower-level courses. Cultural notes, authentic reading materials, literary selections, audio and video augmentations, and a strong grammar component present new concepts to expand vocabulary and communicative competency. Cultural and philosophical aspects of Vietnamese-speaking communities are discussed. Vietnamese 280A is the first semester of intermediate Vietnamese language study. *Transfer Credit: CSU; UC credit limitations.* See counselor. • **PREREQUISITE:** Vietnamese 185 or 185B or equivalent competency

VIETNAMESE 280B—Intermediate Vietnamese 1B **2.0 Units**

Continuation of Vietnamese 280A. Vietnamese 280A and Vietnamese 280B together comprise the subject matter and academic content included in Vietnamese 280. This course is designed to develop more fully the student’s ability to comprehend and converse in daily spoken Vietnamese at the level of fourth-semester university study. Reading and writing skills are stressed to a greater degree than in lower-level courses. Cultural notes, authentic reading materials, literary selections, audio and video augmentations, and a strong grammar component present new concepts to expand vocabulary and communicative competency. Discussion and debate over news events as reported in the Vietnamese-language press makes language study current. Cultural and philosophical aspects of Vietnamese-speaking communities are discussed. Vietnamese 280B is the second semester of intermediate Vietnamese language study. *Transfer Credit: CSU; UC credit limitations.* See counselor. • **PREREQUISITE:** Vietnamese 280A

VIETNAMESE 285—Intermediate Vietnamese 2 **4.0 Units**

Vietnamese 285 is a continuation of Vietnamese 280 with continuing emphasis on student’s ability to comprehend and converse in daily spoken Vietnamese at the fourth semester level. The course focuses on enriching the communication skills in formal and familiar ways of speaking, reading, grammar, spelling, vocabulary building and composition. The course explores culture through readings, plays and film. *Transfer Credit: CSU; UC* • **PREREQUISITE:** Vietnamese 280, 280B or equivalent competency

S tructure and Governance



Coastline has partnered with the city of Westminster to develop Coastline's new Westminster Center (see rendering above). A Groundbreaking Ceremony was held on May 18, 2004. The building is expected to be open for classes in Fall 2005.

Structure and Governance

Academic Senate

The Academic Senate represents Coastline Community College faculty concerns on academic and professional matters to the college administration and to the Board of Trustees. The Senate office is located in the College Center on the second floor. Call (714) 241-6157 for information.

President.....Margaret Lovig
Vice PresidentCheryl Stewart
Recording Secretary.....Marilyn Fry
Corresponding Secretary.....Ken Leighton
TreasurerAnn Holliday
ParliamentarianNancy Jones

Administrative Services

Administrative Services provides planning and business services to college students, faculty and staff. These services include budget development and control, accounting, payroll, college facilities management, and maintenance and operations. It also oversees the operation of the Bookstore, grants, graphics and publications, personnel services, reception, and safety and security.

The office processes student requests for refunds which are approved and submitted by the Bookstore. The office also disburses student loans, scholarships and grant checks.

The Affirmative Action office oversees the job-applicant screening process for the college. The goal of this office is to guarantee that the process is fair and nondiscriminatory. The college affirmative action officer investigates all employee and applicant complaints of discrimination. This office also handles employee contract grievances. Call (714) 241-6145 for information.

Vice President, Administrative ServicesKevin McElroy
Director, BookstoreMichael Bare
Director, Fiscal ServicesChristine Nguyen
Director, Maintenance and OperationsDavid Cant
Director, Planning and Development.....Thomas Snyder
Supervisor, Personnel Services and
Equal Employment OfficerCarolyn Loy
Manager, Publications and Communications.....Kevin Chard
Coordinator, SecurityGary Stromlund

Contract Education

The Department of Contract Education delivers contract, fee-based, credit and noncredit, and short-term education, training and technical services in order to meet community and industry needs. Services may be delivered on-site, at one of our college centers, or through distance educational delivery and include:

- Military Programs
- Dale Carnegie courses
- customized educational and technical training
- customized seminars and workshops
- a comprehensive range of consultant services
- on-site educational and training needs assessment
- staff development activities
- pre-employment assessment
- literacy assessment and remedial instruction
- English as a Second Language (ESL)
- high school, international and military student education

For more information about military educational services, refer to the Services for Students section.

Responsiveness, flexibility and cost-effectiveness are three reasons why business and industry select community colleges to address their staff development training needs.

Coastline has established a reputation for being on the competitive edge to provide occupational education, training, career services and professional development. Call (714) 241-6161 for information.

Vice President, Student Services.....John Breihan
Director, Student and Economic
DevelopmentJoycelyn Groot

Instruction

Coastline offers a comprehensive education program at times, places and in formats designed to serve the diverse needs of area residents. The college's instructional program includes a full range of courses leading to an A.A. degree and/or a transfer to a four-year institution; more than 25 occupational programs preparing students to enter into or advance in the workplace; courses in basic language and mathematics skills to help students prepare for college studies or employment; special programs for students with disabilities; and a wide range of courses for those wishing to broaden their general education and acquire special skills and knowledge needed in today's fast-changing world.

Coastline offers several programs designed to serve the needs of specific community groups. The Emeritus Institute provides special study opportunities for older adults. The college's English as a Second Language (ESL) Institute assists nonnative speakers to acquire the necessary communication skills needed for daily living, employment and college study. The Student Success Center provides an opportunity for all students to improve their ability to read, write and do mathematics, and to review their skills before taking the college placement tests. Special Programs & Services for the Disabled offers an Acquired Brain Injury (ABI) Program and programs for students with developmental disabilities. The STAR Program and Weekend College are designed for students interested in getting their degrees in as short a time as possible and Access is a daytime A.A. degree program.

Structure and Governance

Courses are offered both day and evening and on weekends to accommodate the busy schedules of Coastline students, most of whom are employed full or part time while attending the college. Coastline also provides courses on-site at local businesses and industries for the convenience of their employees as well as of the general public; it also contracts on a fee basis to provide individually designed programs for specific firms.

With more than 25 years' experience, Coastline's Distance Learning Department offers a comprehensive selection of distance learning courses for Coastline students to earn college credit and to complete their educational goals with convenience and flexibility. Distance learning courses are offered through a variety of delivery methods: telecourses, cablecast courses, independent study/CD-ROM, CODEC-interactive, and on the Internet! Each distance learning course is academically proven, well-produced curriculum developed by college faculty, scholars, practitioners and instructional design specialists. Students receive course information and assignment syllabus through the Information Packet and Student Handbook. Students interact with their instructors by telephone, fax, e-mail, electronic bulletin boards, chatrooms or in person. **Telecourses** are pre-produced video lessons broadcast over local TV stations. Students can watch the lessons as they are aired, record lessons to watch or repeat at a more convenient time or watch the lessons at one of the six Coastline Viewing Centers. The instructor conducts review sessions, administers examinations on-site and may have optional workshops. **Cablecast Courses** are locally produced lessons shown on cable TV from Coastline's Cable Television Center. For students who do not have cable access within the District, cablecast lessons are available one week after broadcast at Coastline's Viewing Centers. Students attend a cablecast course from home or workplace and can telephone their instructor(s) following the cablecast. Students watch their instructor's lectures, read text books and complete course assignments. The instructor administers examinations on-site. **Independent Study CD-ROM Courses** are specially prepared with course materials including reading materials, text books, study guides, self-paced assignments and video materials. Courses may also include CD-ROM multimedia materials, Internet access or lab kits. Although these courses are designed for students to study independently, students can interact with their instructor by telephone, fax, e-mail, electronic bulletin boards, chatrooms or in person. Examinations are administered by the instructor or a proctor on-site. **CODEC-Interactive Courses** are the latest in interactive videoconferencing technology that allows Coastline to offer point-to-point electronic connections with classrooms anywhere in the world. A Coastline instructor and students see, hear and interact with students in another classroom location in "real time." Electronic presentations supplement class materials and lectures. **Internet Courses** enable students to complete course work online at their own time, place and speed! The course

Web site features text lectures, video clips, sound files, images, site links, assignments, online quizzes, instructor interaction, and discussion forums for student-to-student interaction. Textbooks, as well as possible multimedia and video materials, are required to complete the Internet course. Examinations are conducted on-site or proctored.

Coastline's Distance Learning Department schedules more than 100 courses during the fall and spring semesters and many courses in the summer which meet general education requirements for an A.A. degree or certificate requirements. These are fully transferable to the California State University and University of California systems.

Coastline's faculty is comprised of more than 300 highly qualified, credentialed, full- and part-time career educators and community professionals. The faculty and staff welcome the participation of all community members in developing an educational program relevant to today's world.

In addition, students have full privileges at Golden West College and Orange Coast College Learning Resource Centers, at several public libraries and access to Coastline's Virtual Library System at: <http://library.ccc.cccd.edu>.

Coastline's goal is to provide comprehensive and state-of-the-art instruction which meets the special needs of the communities it serves.

Vice President, Instruction Dr. Barbara Hollowell
Dean of Instruction,
Costa Mesa Center Dr. Edward Decker
Dean of Instruction, Garden Grove Center Vacant
Dean of Instruction,
Huntington Westminister Center Dr. Shanon Christiansen
Dean, Distance Learning Dr. Ted Boehler
Dean, Special Programs Dr. Stacey Hunter Schwartz
Director, Computer Services Josh Conry
Director, Military Outreach Programs Ed McKenney
Administrative Assistant,
Instructional Services Ann Hickey
Instructional Operations Specialist Vince Rodriguez

Department Chairs are elected each spring. Their primary activities include acting as a liaison among and between faculty, the Academic Senate and administrators, as well as assisting deans with class scheduling, faculty evaluations, curriculum development, faculty interviews and staff development.

Business Computing Sally Kurz and Cyndee Ely
Computer Networking Nancy Jones, Ruth West, and
Michael Warner
Counseling Sue Primich
Emeritus Dr. Debra Secord and Connie Boehler
English/Speech/Philosophy/Humanities Marilyn Fry

Structure and Governance

Gerontology/Health/PE.....	Dr. Debra Secord
Foreign Languages.....	Rosemary Miller
Mathematics.....	Fred Feldon
Paralegal Studies.....	Margaret Lovig
Parent Education/Psychology.....	Jeanette Ellis
Science.....	David Licata
Social Science.....	Holly Piscopo
Special Education.....	Jody Hollinden
Visual and Performing Arts.....	Jane Bauman
Digital Art/Digital Graphics Applications.....	Stacey Phelps

Instructional Systems Development (ISD)

ISD develops and markets telecourses as Coast Learning Systems, for use at Coastline and other educational institutions throughout the United States and around the world. These broadcast-quality, Emmy award-winning video lessons are part of a sophisticated integrated learning system that includes a standard classroom textbook, telecourse student study guide, faculty manual, test bank, and Internet components. Coast has produced more than 35 telecourses, including such highly acclaimed and widely used courses as *Child Development: Stepping Stones*, *Cycles of Life: Exploring Biology*, *Dollars & Sense: Personal Finance for the 21st Century*, *Faces of Culture*, *Marketing*, *Mastering the College Experience*, *Psychology: The Human Experience*, *Transitions Throughout the Life Span*, and *Universe: The Infinite Frontier*.

Administrative Dean, ISD.....	Dan C. Jones
Director, Telecourse Marketing.....	Lynn M. Dahnke
Director, Telecourse Production/Telemedia.....	Laurie R. Melby
Supervisor, Publications.....	Judy M. Garvey
Supervisor, Instructional Design.....	Robert D. Nash

Institutional Research

Knowing our students and community is important to Coastline Community College. The Research Office provides support to the staff, faculty, administration, and the Student Advisory Council (SAC). Located on the second floor of the College Center in Fountain Valley, the Research Office conducts studies to assist in planning and evaluation; designs and conducts “special” studies addressing a variety of research needs (e.g., evaluation of services and grant projects); and provides assistance and guidance to faculty and staff engaged in their own research activities.

Supervisor of Research.....	Dr. Jerry Rudmann
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President

The President is responsible for the conduct of all college programs, functions and activities and reports directly to the

chancellor of the Coast Community College District.

President.....	Dr. Ding-Jo H. Currie
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Foundation

Coastline Community College Foundation (CCCF) is an IRS-approved, tax-exempt, 501(c)(3) nonprofit auxiliary organization. Its goal is to support students with scholarships and provide funds for college programs and specialized services. The Foundation receives gifts of time, talent, and resources from hundreds of donors each year who are committed to changing a life . . . one student at a time.

Current giving programs include but are not limited to: Scholarships, President’s Circle, Planned Giving, and Visionary Awards. Call (714) 241-6154 for information.

Director, College Foundation.....	Mariam Khosravani
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Public Relations and Institutional Advancement

Public Relations serves as the communications arm of the college. The office coordinates public information activities, media and promotional efforts for the continued enhancement of the college’s relations within the community.

Director, Public Relations and Institutional Advancement.....	Vacant
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Student Services

Student Services is responsible for admissions, registration, records, transcripts, student information, international students, counseling, articulation, matriculation, guidance, financial aid, Extended Opportunity Programs and Services (EOPS), Student Advisory Council (SAC), career and transfer services, and the Student Success Center. It also manages student conduct and grievance procedures. Student Services maintains and provides a full range of matriculation services for students.

Vice President, Student Services.....	John Breihan
Dean, Student Services.....	Vacant
Director, Admissions and Records.....	Jennifer McDonald
Director, Orange County One-Stop Center.....	Lois Wilkerson
Director, Financial Aid and EOPS.....	Cynthia Pienkowski
Director, Student and Economic Development.....	Joycelyn Groot

C College Family

Administration



Faculty



Staff



Administration

Bare, Michael J. (1984)

Director, College Bookstore
A.A., Rancho Santiago
B.A., University of Phoenix

Bell, Evelyn (2004)

Supervisor, Special Projects
Orange County One-Stop
A.A., Los Angeles Southwest College

Boehler, Ted A. (1983)

Dean, Distance Learning
B.A., M.A., California State University, Long Beach
Ph.D., Pepperdine University

Breihan, John (2002)

V.P., Student Services and Economic Development
B.A., M.A., Chapman University

Cant, David K. (1993)

Director, Maintenance and Operations
California State Contractor's License #535728

Chard, Kevin G. (1981)

Manager, Publications and Communications
B.F.A., California State University, Long Beach

Christiansen, Shanon (1999)

Dean of Instruction, Huntington Westminster Center
B.A., M.E., Ed.D., Utah State University

Conry, Josh (1998)

Director, Computer Services
Novell Certificate
Microsoft Certificate

Currie, Ding-Jo H. (2002)

President
B.S. North Manchester College
M.S. Wright State University
Ph.D. University of Southern California

Dahnke, Lynn (1998)

Director, Telecourse Marketing
Certificate in Fundraising (C.F.R.E.), University of Southern California
Certificate, Sawyer College of Business

Decker, Edward H. (1976)

Dean of Instruction, Costa Mesa Center
B.S., Calvin College
M.A., Western Michigan University
Ph.D., Michigan State University

Fox, Louise (2001)

AEA/C-SALT Grant Project Coordinator
B.A., University of San Francisco
Mediation/Conflict Resolution Certificate—State of California

Garvey, Judy (1999)

Supervisor, Media and Publishing Curriculum
B.A., Loyola University, New Orleans, LA

Groot, Joycelyn (1996)

Director of Student and Economic Development
A.A., Orange Coast College
B.A., National University

Hanson, Jinny (1999)

Assistant Director
Orange County One-Stop Center
A.A., Coastline Community College

Hickey, Ann (1980)

Administrative Assistant, Instructional Services
Certificate, Effective Employee Management
California State University, Fullerton

Hinkle, Chick (1999)

Business Outreach Manager
Orange County One-Stop Center
A.A., Long Beach City College
Hollowell, Barbara C. (1992)
Vice President, Instruction
B.A., M.S., Ph.D., Florida State University
J.D., Willamette University

Jones, Dan (1999)

Administrative Dean, Instructional Systems Development
A.A., Bakersfield Community College
B.S., CSU, Bakersfield
M.S., American University
Ed.D., Nova Southeastern University

Khosravani, Miriam (2001)

Coordinator, College Foundaton
B.S., Regents College
M.B.A., National University
Certificate, Fundraising, University of California, Irvine

Ktsanes, James (2004)

Assistant director, Orange County One-Stop Center
B.S., University of California, Irvine

Loy, Carolyn (1988)

Supervisor, Personnel Services
Certificate, Affirmative Action & Staff Diversity
University of California, Irvine

McDonald, Jennifer C. (1976)

Director, Admissions & Records
A.A., Rancho Santiago

McElroy, Kevin J. (1989)

Vice President, Administrative Services
B.A., San Diego State University
M.P.A., California State University, Long Beach

McKenney, Ed (2001)

Director, Military Outreach Programs
B.S., U.S. Naval Academy
M.A., M.A.L.D., Fletcher School, Tufts University

Melby, Laurie R. (1993)

Director, Telecourse Production and Telemedia Services
B.A. California State University, Fullerton

Nash, Robert D. (1993)

Educational Media Writer
B.S., University of California, Berkeley
M.S.Ed., University of Southern California

Nguyen, Christine (2000)

Director of Fiscal Services
B.S., California State University, Long Beach

Pienkowski, Cynthia M. (1988)

Director, Financial Aid and Extended Opportunity Programs & Services
A.A., Villa Maria College of Buffalo
B.A., State University College, Buffalo
M.Ed., State University of New York, Buffalo

Rodriguez, Vince (1998)

Instructional Operations Specialist
A.A., Orange Coast College

Rudmann, Jerry (2000)

Supervisor of Research
A.A., Mt. San Antonio College
B.A., California State University, Fullerton
M.A., California State University, Los Angeles
Ph.D., University of Southern California

Schwartz, Stacey H. (1988)

Special Programs and Services for the Disabled
B.A., University of California, Los Angeles
M.A., Loyola Marymount University
Ph.D., University of Southern California

Snyder, Thomas J. (1985)

Director, Planning and Development
B.S., University of Kansas
B.S.E., M.S., Emporia State University

Stromlund, Gary (2002)

Coordinator, Security
B.A., University of California, Los Angeles
Graduate, F.B.I. National Academy
Graduate, P.O.S.T. Command College

Wilkerson, Lois (1984)

Director, Orange County One-Stop Center
A.A., Orange Coast College
B.A., University of Redlands
M.B.A., National University

Faculty—Full time

Arlington, Patricia G. (1976)

Instructor/Research, CVC Coordinator
B.A., Edison University
M.A., University of Redlands
M.S., Boise State University

Baugh, James W. (1980)

Professor, Counselor
B.S., Northwestern University
M.S., University of Southern California

Bauman, Jane (1989)

Professor, Art
B.A., Santa Clara University
M.F.A., San Francisco Art Institute

Candelaria, Patricia A. (1989)

Professor, Spanish, English as a Second Language
B.A., M.A., University of New Mexico

Clark, Timothy J. (1976)

Professor, Art
B.F.A., California Institute of the Arts
C.F.A., Chouinard Art Institute
M.A., California State University, Long Beach

Darby, Barbara J. (1983)

Professor, Special Education
B.A., California State University, Fullerton
M.S., National University

Desmond, Deborah J. (1976)

Professor, Special Education
B.A., M.S., California State University, Long Beach

Dills, Ruth E. (1987)

Professor, Counselor
A.A., Orange Coast College
B.A., M.P.A., California State University, Long Beach

Ellis, Jeanette (2001)

Instructor, Psychology; Parent Education
B.F.A., M.A. California State University, Long Beach

Feldon, Fred A. (1995)

Instructor, Mathematics
B.A., University of California, Santa Cruz
M.A., California State University, Fullerton

Fry, Marilyn M. (1976)

Professor, English
A.A., University of California, Berkeley
B.A., M.A., California State University, Long Beach

Goldberg, Tracy L. (1985)

Instructor, Special Education
B.A., California State University, Long Beach
M.S., National University

Harwood, Glenn R. (1985)

Professor, Speech, English
B.A., M.A., California State University, Long Beach
Ph.D., University of Oregon

Heck, Janet L.

Instructor, Accessible Learning Technology
B.A., California State University, Fullerton
M.S., Boise State University

Hickey, Margaret C. (1980)

Professor, Basic Skills
B.S., M.S., California State University, Los Angeles

Holliday, Ann B. (1982)

Professor, Special Education, Advisor/Student Leadership
B.A., United States International University

Hollinden, Jody K. (1983)

Instructor, Special Education
B.A., California State University, Long Beach
M.A., United States International University

Jenkins, Nancy Soto (1990)

Counselor
A.A., El Camino College
B.A., California State University, Dominguez Hills
M.A., Loyola Marymount University

Johnson, Patricia A. (1976)

Professor, Psychology, Counselor
B.S., Pennsylvania State University
M.A., California State University, Long Beach

Jones, Nancy S. (1994)

Professor, Computer Services Technology
B.S., Oral Roberts University
M.A., California State University, Fullerton

Kuntzman, Linda E. (1980)

Professor, English as a Second Language
B.A., Augustana College
M.A., Ph.D., University of Hawaii

Kurz, Sally L. (1976)

Professor, Computer
B.A., University of South Carolina

McClure, Helen F. (1984)

Professor, Counselor
A.A., Orange Coast College
B.S., National University
M.A., National University

Lee, Lisa Shiu-Ing (2001)

Professor, Mathematics
B.S., California State University, Dominguez Hills
M.S., California State University, Northridge

Lovig, Margaret M. (1976)

Professor, Paralegal Studies
A.A., Orange Coast College
B.V.E., California State University, Long Beach

Montague, Judy K. (1980)

Professor, English as a Second Language
B.A., University of California, Irvine
M.A., United States International University

Noble, Gayle L. (1978)

Professor, Psychology, Tutoring
B.A., M.A., California State University, Fullerton
Ph.D., Claremont Graduate School

Nguyen, Ailene (1998)

Counselor, E.O.P.S.
A.A., Golden West College
B.S., California State University, Long Beach
M.A., National University

Oelstrom, Jeanne A. (1976)

Professor, Computer
B.Ed., Wisconsin State University, Whitewater
M.B.A., California State University, Dominguez Hills

Peterson, Kimberly A. (1989)

Counselor, Special Programs
B.A., M.S., University of Southern California

Piscopo, Holly Angus (2002)

Instructor, History
B.A., San Diego State University
M.A., University of California, Santa Cruz

Preciado, Anita G. (1989)

Professor, English as a Second Language
B.A., California State University, Dominguez Hills
M.A., Azusa Pacific University

Primich, Sue A. (1986)

Professor, Counselor
B.A., Western Michigan University
M.S., California State University, Fullerton

Ryan, Celeste S. (1981)

Professor, Special Education
B.A., M.S., California State University, Long Beach

Secord, Debra A. (1978)

Professor, Health, Social Science
B.A., M.S., Ph.D., University of Southern California

Shelley, Karen (Kate) M. (2000)

Instructor, Digital Art
B.S., State University College, Buffalo, N.Y., Siena, Italy
M.S., State University College, Buffalo, N.Y.

Stewart, Cheryl (2001)

Librarian
B.S., California State University, Dominguez Hills
M.L.I.S., San Jose State University

Taylor, Margaret H. (1976)

Professor, Office Automation Careers, English, Computer
A.A., Victor Valley College
B.V.E., California State University, Long Beach

Tsutsumida-Krampe, Lorraine M. (1986)

Professor, English as a Second Language
A.A., Phoenix College
B.A., M.A., Arizona State University

Walling, Dianne L. (1977)

Professor, Art
B.A., California State University, San Jose
M.A., Pepperdine University

Faculty–Adjunct and Temporary

Warner, Michael (1999)

Instructor, Computer Services Technology
A.A., Orange Coast College
B.A., California State University, Long Beach

Warwick, Randall J. (1991)

Professor, Quality Assurance, Biology
A.S., San Francisco City College
B.A., University of California, Berkeley
M.S., University of California, Los Angeles

Wild, Michelle R. (1987)

Professor, Special Education, Computers,
Education
B.A., M.A., California State University, Fullerton

Winterbourne, Susan (Spring 2001)

Counselor, Military Programs
B.S., California Poly University
M.S. California State University, Fullerton

Yeh, Ning (1977)

Professor, Art
B.A., National Chengchi University, Taiwan
M.A., California State University, Fresno
Ph.D., Claremont Graduate School

Achatz, Daniel R.

Instructor, Special Education

Adler, Roberta S.

Instructor, Music

Alexander, David

Instructor, Art

Ali, Jamal

Instructor, Arabic

Anderson, Marvette

Instructor, Art

Anderson, Norman

Instructor/Counselor, Career Education

Andruss, Kathleen A.

Assistant Professor, Physical Education

Aprile, Judy L.

Instructor, Physical Education, Emeritus

Ardolino, Maureen A.

Instructor, Special Education, Physical Education,
Emeritus

Aronson, Brenda

Professor, Special Education

Ascarate, Roberta

Instructor, Supply Management

Attia, Eida A.

Instructor, Special Education

Baker, Lynne P.

Associate Professor, Spanish

Barankovick, Jennifer

Instructor, Chemistry

Barnes, R. Ted

Professor, Psychology, Philosophy

Barnes, Stephen B.

Instructor, Paralegal Studies

Barrett, Debra

Instructor, Special Programs

Basford, Sean

Instructor, Work Experience

Bezell, James W.

Instructor, Biology, Anatomy

Behr, George

Instructor, Computer Science, Mathematics

Belanger, Albert G.

Instructor, Health

Beskow, Douglas K.

Instructor, Computer Services Technology

Bingham, Adeline T.

Professor, English as a Second Language

Boddie, Richard

Instructor, Political Science

Boehler, Connie J.

Professor, Physical Education

Borcoman, K. Douglas

Instructor, Philosophy

Bouffard, Peter

Instructor, Computer Services
Technology

Bouley, Harold C.

Instructor, Real Estate

Briggs, June K.

Instructor, Geography

Brown, Debra

Instructor, Paralegal Studies, Communications

Brown, Marsha Helen

Instructor, Speech

Brudnak, Teri

Instructor, Art, Digital Graphics Applications

Bunnell, Dona R.

Instructor, Art, Emeritus

Burton, Rene

Instructor, Physical Education

Calcanas, Christina M.

Instructor, Special Education

Caliendo, Patricia N.

Associate Professor, Special Education

Cao, Thanh D.

Instructor, Mathematics

Capocciana, John M.

Instructor, Computer Services Technology

Carlson, Beverly H.

Instructor, Clothing & Textiles

Carlucci, Michael

Instructor, Communications

Carpenter, Linda L.

Associate Professor, Humanities, Speech

Carser, John A.

Instructor, Art

Carter, Jacqueline M.

Instructor, Physical Education

Chambers, Malcolm (Buzz) C.

Instructor, Real Estate

Chapman, Cheryl A.

Professor, Digital Graphics Applications,
Education

Chard-Yaron, Sharon

Professor, Counselor, Education

Chase, Suzanne C.

Instructor, English as a Second Language

Chen, Donna M.

Instructor/Counselor

Chen, Eric

Instructor, Computer Services Technology

Chhabra, Shashi

Instructor, Special Education

Churgel, Marlene L.

Professor, English as a Second Language

Cole, Maureen A.

Instructor, Special Education

Conn, Rowene M.

Associate Professor, English as a Second Language

Corbin, Steve

Instructor, Computer Services Technology

Covert, Robert V.

Professor, Philosophy

Crawfis, Robert P.

Associate Professor, Business Law

Crowley, Erin

Instructor, Special Education

Cucci, Nancy H.

Instructor, Physical Education

Cummins, Megan

Instructor, Economics

Cuneo, Amy

Instructor, Mathematics

Curtis, Michael D.

Instructor, Marine Science

Dalbey, Elizabeth D.

Instructor, English as a Second Language

Davis, Georgette E.

Instructor, English as a Second Language

Davis, Robert

Instructor, Computer Services Technology

Davis, Penny S.

Instructor, English

Dawes, Arthur F.

Instructor, Business Computing

Derflinger, Bruce

Instructor, Computer Services Technology

DeWitt, Stanley D.

Instructor, Music

Dick, Lloyd

Instructor, Building Instruction Technology

Dietrich, Phillip W.

Instructor, Mathematics

Dilworth, Marianne Z.

Instructor, Physical Education

Do, Anh T.

Instructor/Counselor, Career Education

Do, Anhvy T.

Instructor, English as a Second Language

Do, Tuan D.

Instructor, English as a Second Language

Don, Rachel A.

Instructor, English as a Second Language

Doren, Ricia

Instructor, English as a Second Language

Doyle, John A.

Instructor, Philosophy

Draffan, Merry

Instructor, Special Education

Dusserre, Martin B.

Instructor, Spanish

Eccles, Faye S.

Instructor, Paralegal Studies

Edwards, Elizabeth

Instructor, English

Edwards, Kathryn

Instructor, Work Experience

Elbert, Linda

Instructor, Special Education

Ely, Cynthia J.

Instructor, Business Computing, Accounting

Estep, Jancy H.

Associate Professor, Dance

Feiner, Henri

Professor, Mathematics

Ferguson, Geraldine

Instructor, Digital Graphics Application

Fey, Robert L.

Instructor, Economics

Ford, Ted M.

Instructor, Real Estate

Freeman, W. David

Instructor, History

Frenkel, Nina P.

Instructor, English as a Second Language

Frey, Michael

Instructor, Astronomy

Friebertshauer, Donna E.

Professor, Art

Fuller, David

Instructor, Paralegal Studies

Gandall, Beverly

Instructor, English as a Second Language

Garcia, Mikel M.

Instructor, Anthropology

Giancarlo, Jennifer

Instructor, Pharmacology

Glassman, Keith L.

Instructor, Physical Education

Godfrey, Donald

Instructor, Building Inspection Technology

Gold, Bruce

Instructor, Business

Goodin, M. Lynn

Instructor, Art

Gordon, Kimberly H.

Instructor, Astronomy

Granat, Michael A.

Instructor, Music

Gritton, G. Vance

Instructor, Chemistry

Guenther, Robert C.

Instructor, Building Inspection Technology

Gunnin, John M.

Instructor, Art

Gustaveson, Valerie C.

Professor, English as a Second Language

Haas, Roland R.

Professor, Art

Hart, John

Instructor, Business

Harwood, Karen S.

Instructor, Humanities

Hayes, Carol E.

Instructor, Special Education

Hazard, Sue

Instructor, Physical Education

Henry, Charles M.

Instructor, Business

Herrera, Patrick D.

Instructor, Spanish

Hodges, Ron

Instructor, English

Hoogewind, Mary Jane

Instructor, Music

Houghton, L. Dennis

Professor, Spanish

Hurley, Regina M.

Instructor, Art

Isbell, Donald

Instructor, Computer Services Technology

Jaber, J. A.

Instructor, Mathematics

Jackson, David

Instructor, Computer Services Technology

Jarman, Mionne

Instructor, Special Education

Jarmin, Margie A.

Instructor, English as a Second Language

Jason, Diana

Instructor, Psychology

Johnson, Daniel Jon

Instructor, History

Johnson, Jeffrey A.

Instructor, Biology

Johnson, John J.

Instructor, Mathematics

Jones, Julie M.

Instructor, English as a Second Language

Kahn, Kathy J.

Instructor, Dance

Kerr, Jeff

Instructor, Computer Services Technology

Kempe, Gladys V.

Instructor, English as a Second Language

Kerr, Sarah T.

Professor, Music, Psychology

Khamis, Marie

Instructor, Special Education

Klein, Ronald

Instructor/Counselor

Kosbab, Tina L.

Instructor, Special Education

Krause, Jaelyn A.

Instructor, Business Computing

Lascoe, Marion

Instructor, Physical Education

Lee, Sheryl F.

Instructor, English as a Second Language

Leighton, Kenneth

Professor, English

Lembke, Phyllis A.

Instructor, Psychology

Lemus, Hector

Instructor, Mathematics

Letterman, Bryce

Instructor, Paralegal Studies

Licata, David P.

Associate Professor, Chemistry

Lieu, Thanh-Thuy "Anasa"

Instructor, Mathematics

Lin, George Z.

Instructor, Art

Litman, Todd M.

Instructor, Paralegal Studies

Little, John A.

Instructor, English as a Second Language

Loester, Karen

Instructor, English as a Second Language

Long, Barbara L.

Professor, Business Computing

Luu, Lam "Larry"

Instructor, Business Computing

Mahmood, Hassaan

Instructor, Art, Digital Graphics Application

Man, Georgina Ching To

Instructor, English as a Second Language

Mandel, Maurice I.

Professor, Paralegal Studies

Maniaci, Vera

Instructor, Italian

Martin, Susan Q.

Instructor, Special Education

Marx, Candice A.

Instructor, Special Programs

Matuchniak, Tina

Instructor, English

Maynard, Linda C.

Instructor, English as a Second Language

Mazak, Arlene

Instructor, Psychology

McCracken, Eva L.

Instructor, Art

McHugh, Denise F.

Professor, Business Computing

McNamara, John E.

Instructor, Geology

Mefford, Mickey

Instructor, Art

Mendoza, Jaime

Instructor, English as a Second Language

Meola, Frank A.

Instructor, Mathematics

Meriwether, Dale M.

Instructor, English as a Second Language

Miller, Rosemary F.

Professor, Spanish

Mohamand, Kabir

Instructor, Business Computing

Montiel, Marlene

Instructor, Psychology, Parent Education

Monzingo, Mary H.

Instructor, English

Morehouse, Karen B.

Instructor, English

Morgan, Sandra

Instructor, Real Estate

Morse, Paul M.

Instructor, Music

Naasz, Harlow W.

Instructor, Psychology

Najera, Michael

Instructor, History

Nguyen, David C.

Instructor, Vietnamese

Nusrat, Rehana J.

Instructor, English as a Second Language

Ondracek, Ted M.

Instructor, Business

Ostrowski, Kenneth R.

Instructor, Chemistry

Palmer, Catherine T.

Instructor, English

Pang, William

Instructor, Chinese

Parent, Nancy

Instructor, Emeritus, Health Education

Parker, Russell

Instructor, Real Estate

Pastel, Nancy

Instructor, Physical Education

Pecoraro, Michaelene F.

Instructor, Special Education

Petran, Virginia L.

Instructor, Special Education

Petropoulos, Mary E.

Instructor, Sociology

Phelps, Stacey

Instructor, Digital Graphics Application

Phillips, John E.
Instructor, Ecology, Physics, Biology

Piccari, Patricia A.
Instructor, Special Education

Powell, Rita D.
Instructor/Counselor, Career Education

Quast, Gerald A.
Instructor, Building Inspection Technology

Ramirez, Deborah
Instructor, English as a Second Language

Reese, Jeffrey
Instructor, Computer Services Technology

Revilla, Candace
Instructor, English as a Second Language

Reyes, Christine
Instructor, Special Education

Reynolds, Mary Ann E.
Instructor, Physical Education

Rico, Beverly G.
Instructor, Psychology

Rideout, Trudy A.
Instructor, Speech

Roberts, Merle W.
Instructor, Supply Management

Rogoff, Meri I.
Professor, English

Rosenzweig, Herbert
Instructor, Biology

Roseth, Renee B.
Instructor, Dance

Rountree, Sylvia S.
Instructor, Art

Ruhle, James L.
Instructor, Geology

Ryan, Diane
Instructor, Gerontology, Social Studies

Sagen, Arthur J.
Professor, Art

Sakert, Marcella L.
Associate Professor, English as a Second Language

Sayasy, Ny Khen
Instructor, Business Computing

Scaglione, Chris A.
Instructor, Cognitive Retraining Specialist

Scarfone, Frank
Instructor, Italian

Schilling, James
Instructor, Emeritus

Schindelbeck, Judy A.
Instructor, Food & Nutrition

Scoggin, Sally J.
Instructor, English as a Second Language

Semer, Lynn
Instructor, Special Education

Sempepos, Catherine
Instructor, English as a Second Language

Seyster, Barry
Instructor, English as a Second Language

Shepard, Sue
Instructor, Special Education

Shibata, Sharon M.
Instructor, English as a Second Language

Shuit, Toni H.
Instructor, English

Sliff, Robert
Instructor, Philosophy

Snetsinger, Peter
Professor, Political Science

Spencer, James R.
Instructor, Music

Spickard, Kathleen
Instructor, Emeritus

Sterling, Stephanie
Instructor, Paralegal Studies

Stockham, Diane K.
Instructor, Geography

Stockham, John C.
Instructor, Geography

Stoltz, Cheryl A.
Instructor, Music

Strauss, Esther T.
Instructor, English

Stuart, Ida Mae
Instructor, Emeritus

Sugden, James M.
Associate Professor, Accounting

Sullivan, Mary C.
Instructor, Art

Summons, Camille R.
Instructor, Psychology

Swift, Jerry E.
Instructor, Special Education

Takacs, Marcia
Instructor, English as a Second Language

Thayer, Karen
Instructor, Art

Torrini, Lynn E.
Professor, Art

Tran, Dung N.
Instructor, Vietnamese

Tran, Son N.
Instructor, Vietnamese

Van Beek, Milo V.
Instructor, English as a Second Language

Van Steinburg, John
Instructor, Building Inspection

Varda, Sen
Instructor, Business Computing

Vayo, Sunshine
Instructor, Economics

Vo, Son K.
Instructor, Vietnamese

Vogts, Jeanne D.
Instructor, Special Education

Wagner, F. D.
Instructor, Mathematics

Wakefield, Ralph A.
Instructor, Business Computing

Waller, Ellis
Instructor, Gerontology

Warwick, Joan
Instructor, English as a Second Language

Watson, Katherine A.
Professor, French

Watts, Susan
Instructor, Paralegal Studies

West, Ruth B.
Instructor, Business Computing, Computer Services Technology

Windsor, Adrian S.
Professor, English

Woolsey, Ronald C.
Instructor, History

Wrobel, Alfred J.
Instructor, History

Staff

Agag, Diana

Workforce Specialist, One-Stop Center

Aistrich, Darian

Grant Projects Coordinator, Planning and Development

Ajbani, Minal

Account Clerk, Senior, Fiscal Services

Alatorre, Patricia

Workforce Specialist, One-Stop Center

Amitoelau, Sylvia

California Virtual Campus, Training Specialist, Distance Learning

Arredondo, Jose

Groundskeeper I, Maintenance and Operations

Arroyo, Gabe

Account Clerk Senior, Maintenance and Operations

Barry, Nancy

Account Clerk, Senior, Admissions and Records

Beihl, Marla

Typist Clerk, Intermediate, Garden Grove Center

Blanscet, Raymond

Campus Security Officer, Maintenance and Operations

Boyle, Robin

Military/Contract Education Technician, Distance Learning

Brown, Jane

Workforce Specialist, One-Stop Center

Capoccia, Rozanne

Administrative Specialist, One-Stop Center

Cavella, Penny

Bookstore Operations Assistant, Bookstore

Cervantes, Rachel

Admissions and Records Technician III, Admissions and Records

Chotima, Poomchai

Instructional Associate/Basic Skills, Student Services

Clausen, Carolyn

Program Compliance Assistant, One-Stop Center

Cline, James

Information Systems Technician II, Computer Services

Collins, Shirley

Computer Support Specialist I, Computer Services

Cortez, Irma

WIA Support Clerk, One-Stop Center

Coss, Aurea

Workforce Specialist, One-Stop Center

Cruz, Baltazar

Custodian, Maintenance and Operations

Cuchijay, Luz

WIA Support Clerk, One-Stop Center

Curren, Alice

Bookstore Operations Assistant, Bookstore

Dasig, Jr., Alfred

Custodian, Senior, Maintenance and Operations

Deatherage, Velvet

Military/Contract Education Evaluation Technician, Contract Education

DeBattista, Janice

Area Facilitator, Huntington Westminster Center

Dessero, Patti

Military Education Program Coordinator, Distance Learning

Dodd, Donna

Workforce Specialist, One-Stop Center

Donahue, Kevin

Staff Assistant, Distance Learning

Duca, Jennifer (Jena)

Staff Assistant, Special Programs and Services for the Disabled

Duff, Paul

Workforce Specialist, One-Stop Center

Durkee, Dolores

Eligibility Technician, One-Stop Center

Edwards, Elizabeth

Military/Programs Course Assistant I, Distance Learning

Ellis, Cassie

Eligibility Technician, One-Stop Center

Escobar, Dora

EOPS Recruitment Technician, Extended Opportunity Programs and Services

Evans, Neal

Systems Network Analyst II, Computer Services

Farrell, Dorothy

Receptionist, Personnel Services

Fettig, June

Military/Contract Education Technician, Distance Learning

Folga, Sharon

Staff Aide, Instructional Services

Follis, Diane

Telecourse Marketing Associate, Telecourse Marketing

Fonseca, Angie

Staff Assistant, Senior, Military Program, Contract Education

French, Ann

Military Programs Testing Specialist, Distance Learning

Genova, Lori

Special Programs Office Specialist II, Special Programs and Services for the Disabled

Giaconia, John

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For Coastline information
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click *<http://coastline.edu>*.

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- **Costa Mesa Center**
2990 Mesa Verde Drive East
Costa Mesa
- **Garden Grove Center**
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