



The Leader in Innovative Education

Catalog

2019/2020 CATALOG | COASTLINE COLLEGE



COLLEGE CENTER
11460 Warner Avenue
Fountain Valley
California 92708
· 714 546 7600

WESTMINSTER, LE-JAO CAMPUS
14120 All American Way
Westminster
California 92683
· 714 241 6184

NEWPORT BEACH CAMPUS
1515 Monrovia Avenue
Newport Beach
California 92663
· 714 241 6213

GARDEN GROVE CAMPUS
12901 Euclid Street
Garden Grove
California 92840
· 714 241 6209

2019/2020

Academic Calendar

Fall 2019

August 25

Residency Determination Date

August 26

Regular Classes Begin (16- and 8-week Classes)

September 2

Labor Day (College Closed/No Classes)

September 23

Mid 8-week Classes Begin

October 21

Second 8-week Classes Begin

November 11

Veterans Day (College Closed/No Classes)

November 15

Filing deadline for Fall Graduation

November 28 – December 1

Thanksgiving Break (College Closed/No Classes)

December 14

Last Day of Fall Semester

December 19, 2019 – January 1, 2020

Winter Break (College Closed/No Classes)

Winter 2020

January 2

Winter Intersession Class Instruction Begins

January 20

Martin Luther King Jr. Birthday (College Closed/
No Classes)

January 24

End of Winter Intersession

Spring 2020

January 27

Regular Classes Begin (16- and 8-week Classes)

February 14-16

Lincoln's Birthday (College Closed/No Classes)

February 17

Washington's Birthday (College Closed/No Classes)

February 24

Mid Eight-week Classes Begin

March 23–29

Spring Recess (College Closed/No Classes)

March 30

Second 8-week Classes Begin

April 3

Filing Deadline for Spring Graduation

May 23

Last Day of Spring Semester

May 25

Memorial Day (College Closed/No Classes)

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

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Every effort has been made to assure the accuracy of the information in this catalog. Students are advised, however, that such information is subject to change without notice and the Board of Trustees of the Coast Community College District, the Chancellor of the Coast Community College District, and the President of Coastline College reserve the right to add, amend, or repeal rules, resolutions, or policies within the administration area of such officers. In addition, some courses are not offered every semester or every year.

If you need information in an alternate format, please contact Special Programs and Services at (714) 241-6214.



LORETTA P. ADRIAN, Ph.D.
President

PRESIDENT'S MESSAGE

Dear Students:

I am pleased to welcome you to Coastline College. Thank you for choosing us as your education partner for pursuing your A.A./A.S., transfer degree, associate degree, career/technical certificate, or attainment of basic skills for college readiness. You have made an excellent choice!

Investing in a college education is still the smartest investment you can make. Research consistently shows that college graduates earn more than those with high school diplomas—as much as 40% more over the course of their lifetime. Degree earners also find more job opportunities open to them and tend to be happier with their careers. If that sounds like the future you want, you've definitely come to the right place.

As a fully accredited college, Coastline provides affordable, accessible, and high quality education at three beautiful campuses in Orange County (Garden Grove, Newport Beach, and Westminster), as well as convenient, online courses and degrees you can take right from your home, wherever you live. As well, we have caring faculty and support staff who are dedicated and focused on your success and will guide and support you through your educational journey.

Since we started in 1976, our focus has been on helping YOU, the student, achieve your academic and career goals. Whether your goal is to earn your Associate degree and transfer to a university or to complete a certificate to improve your career opportunities, Coastline is here to help YOU succeed. You can count on first-class student support services and programs, low student-faculty ratio, high caliber faculty, and academic excellence.

Coastline is continuing to strengthen and expand academic degree and transfer programs, as well as Career/Technical Education, and Basic Skills programs—both on-site and online. The STAR program assists students in pursuing an accelerated degree or transfer to a four-year university through a structured pathway. Career and technical programs are designed to meet the current, emerging, and future needs of business in terms of employees' knowledge and skills.

If your goal is to attain a degree, prepare for transfer, get a new job, or advance in your chosen career, Coastline is your college.

I urge you to take advantage of the comprehensive array of support services that are available to you at Coastline. A great "first stop" would be meeting with one of our caring and dedicated counselors who will help get you on the pathway to your long-term career goals.

We want you to make sure you have the best academic experience while at Coastline. We look forward to serving you.



Why Students Choose Community College

Voted as one of the *Top 100 Associate Degree Producers* by *Community College Week*, Coastline is one of the best community colleges in California. Students benefit from Coastline's highly-qualified and caring faculty who help them receive a high return on their educational investment.

Coastline offers certificates and A.A./A.S. transfer degree programs, and is recognized for offering more than 250 online and other distance education courses. First-class education at the student's convenience is what Coastline is all about, providing in-demand courses where students work and live. Coastline's educational format, combined with the high-quality education that students deserve, makes it a tremendous win for so many students pursuing their educational goals. Make it happen here at Coastline!

College Accreditation

Coastline College is accredited by the Accrediting Commission for Community and Junior Colleges (ACCJC) of the Western Association of Schools and Colleges (10 Commercial Blvd., Suite 204, Novato, CA 94949, (415) 506-0234), an institutional accrediting body recognized by the Commission on Recognition of Postsecondary Accreditation and the U.S. Department of Education. Standards and Policies of ACCJC can be found at <http://www.accjc.org>.

The college's Accreditation documents can be found online at <http://www.coastline.edu/about/accreditation/>

How Coastline is Different from the Rest

When you're on the go, working, or leading a busy life, courses that are available wherever you are can be essential. Coastline offers those courses, bringing convenience right to you anytime, anywhere.

Coastline is one of the nation's most innovative institutions, providing classes with advanced distance learning options as well as neighborhood campuses located right in your own backyard. In addition, Coastline offers numerous options for degrees and certificates in several popular fields that are in demand by employers. Coastline's top-rated faculty and staff work hand-in-hand with business and industry to tailor these programs to meet today's business demands.

Coastline offers you a small-college feel with big-college benefits. Whether you're planning to obtain a degree, certificate, or transfer to another institution of higher learning, you'll find that Coastline is your most accessible, flexible, and affordable option.

Coastline Students

Whether you are looking to advance your career, pursuing a certificate, or seeking to transfer to a four-year university, Coastline is the college for you, no matter your background or professional interests.

Students range from being fresh-out-of-high-school teens to working professionals seeking to change careers by earning a certificate or A.A./A.S. degree in a new career field.

Coastline also provides educational programs and services to thousands of active-duty service-members, veterans, and their families worldwide through their Contract and Military Education Program.

This unique program allows service members and their families the opportunity to complete degrees and certificates, anytime and anywhere, through a variety of technology-enhanced delivery options. Coastline welcomes all students!

College Phone Numbers

| | | |
|---|--|----------------|
| Admissions and Records | (714) 241-6176 | |
| Assessment Center..... | (714) 241-6285 | |
| Associated Student Government | (714) 241-6253 | |
| Bookstore | (714) 241-6101 | |
| Education Online Programs | (714) 241-6132 | |
| CalWORKs | (714) 546-7600, ext. 16587 | |
| CARE Program | (714) 241-6237 | |
| Career Services Center | (714) 241-6311 | |
| Counseling (Info & Appointments) | (714) 241-6162 | |
| Distance Learning Department | (714) 241-6216 | |
| English as a Second Language (ESL) | (714) 241-6184, ext. 17409 | |
| Extended Opportunity Programs & Services (EOPS) | (714) 241-6237 | |
| Financial Aid | (714) 241-6239 | |
| International Student Program | (714) 241-6141 | |
| Learning 1st (Online, AA. & A.S.)..... | (714) 241-6323 | |
| Legal Clinic..... | (714) 241-6298 | |
| Library Textbook Reserve Library | (714) 241-6117 | |
| Locations | | |
| College Center (Fountain Valley) | (714) 546-7600 or TTY..... (714) 241-6283 | |
| Garden Grove Campus | (714) 241-6209 or TTY..... (714) 530-8439 | |
| Le-Jao Campus (Westminster) | (714) 241-6184 or TTY..... (714) 896-0810 | |
| Newport Beach Campus | (714) 241-6213, ext. 17204 or TTY..... (714) 751-2072 | |
| Matriculation | (714) 241-6176 | |
| Media Relations, Governmental Affairs, and Marketing | (714) 241-6186 | |
| Military Education Programs..... | (714) 241-6326 or toll-free | (866) 422-2645 |
| Public Safety..... | (714) 546-7600, ext. 16360 | |
| Scholarships | (714) 546-7600, ext. 16554 | |
| Special Programs & Services for the Disabled (DSPS) | (714) 241-6214 or TTY..... (714) 751-2072 | |
| STAR Program (Accelerated Program) | (714) 546-7600 | |
| Student Success Center (Tutoring) All campuses | (714) 241-6184, ext. 17420 | |
| Study Abroad Program..... | (714) 241-6215 | |
| Student Success Center—Le-Jao (English/Mathematics)..... | (714) 241-6184, ext. 17420 | |
| Transfer Center | (714) 241-6171 | |
| Tutoring (Student Success Center) All campuses..... | (714) 241-6184, ext. 17420 | |
| Veterans Assistance | (714) 241-6325, (714) 241-6126 | |
| Work-Based Learning | (714) 241-6209, ext. 17318 | |
| Workforce Training and Contract Education..... | (714) 241-6355 | |

MyCCC Help Desk

Did you know that Coastline has a Help desk?

his service is available through the Admissions and Records Office, Monday through Thursday, 8:00 a.m.–5:00 p.m. and Friday, 8:00 a.m.–Noon to answer your MyCCC questions. call (714) 241-6176.



Coastline's Vision

Creating opportunities for student success.

Coastline's Mission

Coastline College steadfastly focuses on providing access and supporting student success and achievement. Inspired by an innovative and student-centered mindset, Coastline delivers flexible courses and services that cultivate and guide diverse student populations across the globe to complete pathways leading to the attainment of associate degrees, certificates, career readiness, and transfer to four-year colleges/universities.



Coastline Programs

Coastline offers the following degrees and program options, both on-site and through distance learning formats:

- Courses leading to the Associate in Arts for Transfer (AA-T), Associate in Science for Transfer (AS-T), Associate of Arts (AA), or Associate of Science (AS) degrees.
- 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 for adults with acquired brain injuries and learning disabilities.

In addition, the Office of Contract Education offers fee-based, customized training, courses, and services to businesses and organizations throughout Orange County and nationally, including active-duty servicemembers, veterans and their families worldwide. Education and training may be adapted from existing offerings found in the college catalog or designed to meet the specific needs of individuals, organizations and employers. Courses and certificates may be taken for college credit or not, depending on client needs, and delivered via the internet, mobile technology, or other mediated delivery.





Associate Degree & Certificate Programs

ASSOCIATE DEGREE PROGRAMS

Associate Degrees for Transfer

- Business Administration
- Communication Studies
- Economics
- Elementary Teacher Education
- English
- History
- Mathematics
- Physics
- Psychology
- Sociology
- Spanish

Associate of Arts or Science

- American Studies
- Art
- Arts and Humanities
- Business Administration
- Communications
- Economics
- English
- French
- Gerontology
- Health and Fitness
- History
- Human Services
- Liberal Studies
- Mathematics
- Physical Education and Health
- Psychology
- Science and Math
- Social and Behavioral Sciences
- Sociology
- Spanish

Certificates of Achievement

- Health Science

CAREER PROGRAMS

Certificates of Achievement

- Bookkeeping
- General Accounting
- Taxation
- Building Codes Professional
- Business
- Business Administration
- Business Information Worker
- Cisco
- Cybersecurity
- Digital Media Design
- Electronics (offered through Military/Contract Education)
- Emergency Management/Homeland Security
- Entrepreneurship and Small Business Management
- General Business
- Gerontology
- Health Care Management
- Human Resources Management
- Informatics
- Logistics/Supply Chain Management
- Management
- Marketing
- Microsoft
- Paralegal Studies
- Process Technology
- Real Estate Broker
- Real Estate Studies
- Retail Management
- Supervision and Management

Certificates of Accomplishment

- Animation and Gaming Foundation
- Cisco Certified Networking Administration (CCNA)
- CompTIA
- Cybersecurity and Computer Networking
- Educational Studies
- Human Services
- Introduction to Programming
- IT Foundations
- Leadership
- Medical Administrative Office Technician
- Medical Coding Specialist
- Mobile Applications
- Penetration Testing
- Process Technician Fundamentals
- Project Management
- Windows Server 2008

Certificates of Specialization

- Adobe Digital Analytics
- Advanced Accounting
- Intermediate Accounting
- Biotechnology Media Design
- Business Plan
- Entrepreneurship Essentials
- Entrepreneurship for Artists
- Home Business
- Homeland Security (TSA)
- MCSA: Windows 8
- MCSA Windows Server 2016
- Project Management Essentials
- Real Estate Lending and Mortgage Brokering
- Real Estate Property Salesperson
- Retail Management Essentials
- Retail Management-Advanced

Military Programs

Coastline College has over 35 years of experience in providing specialized educational programs and services within the military community. Associate Degree and Certificate programs are available to Servicemembers, their families, and Veterans.



Why The Military Community Chooses Coastline:

- 8-week Online Courses
- 12-week Offline, Self-Paced Courses
- Rate/MOS-Related Majors with Certificate, Degree, and Transfer Options
- Affordable Quality Learning Experience
- Student Support Team Dedicated to Military Students
- Regionally Accredited by the Western Association of Schools and Colleges (WASC)



Military Program Affiliations

Coastline was a founding partner of many military programs and partnerships including Coast Guard Afloat, PocketEd (mobile learning program), Navy College Program Distance Learning Partnership (NCPDLP), Navy College Program for Afloat College Education (NCPACE), GoArmyEd, and Air Force General Education Mobile (GEM).

Our Military Program incorporates a dedicated team of faculty and staff experienced with serving the military community. We offer a set course schedule for ease in academic planning and student select from 8-week online courses and/ or 12-week offline, self-paced courses.

Associate Degree Programs currently available through the Military Programs include:

- **ACCOUNTING: BOOKKEEPING**
- **ACCOUNTING: GENERAL ACCOUNTING**
- **AMERICAN STUDIES**
- **ARTS AND HUMANITIES**
- **BUILDING CODES PROFESSIONAL**
- **BUSINESS ADMINISTRATION**
- **BUSINESS: BUSINESS ADMINISTRATION**
- **BUSINESS: GENERAL BUSINESS**
- **BUSINESS: HUMAN RESOURCES MANAGEMENT**
- **BUSINESS: MARKETING**
- **COMMUNICATIONS**
- **COMPUTER NETWORKING: CISCO**
- **COMPUTER NETWORKING: MICROSOFT**
- **COMPUTER NETWORKING: CYBER SECURITY**
- **ELECTRONICS***
- **EMERGENCY MANAGEMENT/HOMELAND SECURITY: CRIMINAL JUSTICE**
- **ENTREPRENEURSHIP AND SMALL BUSINESS MANAGEMENT**
- **GERONTOLOGY**
- **HEALTH AND FITNESS**
- **HEALTH CARE MANAGEMENT**
- **HISTORY**
- **HUMAN SERVICES**
- **LOGISTICS/SUPPLY CHAIN MANAGEMENT**
- **PROCESS TECHNOLOGY**
- **PSYCHOLOGY**
- **SCIENCE AND MATH**
- **SOCIAL AND BEHAVIORAL SCIENCES**
- **SOCIOLOGY**
- **SPANISH***
- **SUPERVISION AND MANAGEMENT**
- **SUPERVISION AND MANAGEMENT PROFESSIONAL FOCUS**

*Coastline currently requires military training to fulfill some of the degree requirements for Electronics and Spanish.

Military Program Enrollment Fees

Coastline offers online and other distance learning education programs specifically designed to meet the unique needs of military and corporate students and clients. With the approval of its Board of Trustees in 2000, Coastline established an ancillary program specifically designed to meet the unique needs of active-duty Servicemembers and adheres to Service-specific educational program practices, requirements, contracts, and MOUs.

Military Programs are approved for Tuition Assistance (TA), MyCAA Financial Assistance vouchers (military spouses), and Veterans Affairs education benefits.

Program rates range up to \$250 per credit hour depending on program and residency. Please visit our website at Military.Coastline.edu, or the respective Coastline-sponsored employer website, for program-specific information and prevailing rates.

Funding Options

Coastline accepts Tuition Assistance (TA), MyCAA Financial Assistance vouchers, and the GI Bill®. Students may apply for federal financial aid with FAFSA submission; students using Tuition Assistance are not precluded from receiving federal financial aid. Eligible students may apply for Coastline scholarships.

Coastline's National Test Centers

Servicemembers can accelerate degree completion and save money on books and fees with credit earned through College Level Examination Program (CLEP) and DANTES Subject Standardized Tests (DSST) testing. Coastline is pleased to host several National Test Center (NTC) facilities.

NTC Locations

- Gulfport Naval Construction Battalion Center
- Holloman Air Force Base
- Pensacola Naval Air Station
- Point Loma Naval Submarine Base
- Camp Pendleton

Coastline accepts many CLEP/DSST course equivalencies toward degree completion in addition to the credits students may earn through military training and experience. Most accredited colleges recognize the CLEP and DSST tests.**

**Please refer to the chart of CLEP and DSST credits.



Military Contract Education Programs

For degree roadmaps, current class schedules, and additional information about Coastline Military Programs, please contact us:

Email
military@coastline.edu

Phone
866.422.2645

Website
military.coastline.edu

Coastline locations

You'll find Coastline throughout Orange County. Campuses are located in Fountain Valley, Garden Grove, Newport Beach, and Westminster. The Fountain Valley Campus, you'll find the Admissions Office, Bookstore, Counseling Office, Assessment Center, Financial Aid Office, EOPS Office, and President's Office.

The Coastline Art Gallery is conveniently located on campus at the Newport Beach Campus. The Art Gallery is open to the public and showcases the works of student artists, community artists, and well-known international artists. Show information can be found at www.coastline.edu/artgallery.

Art Gallery Hours:

- Tuesday, Noon-4:00 pm
- Wednesday, 8:00 a.m.-4:00 pm
- Thursday, Noon-4:00 pm
- Other hours by appointment only

Free Admission



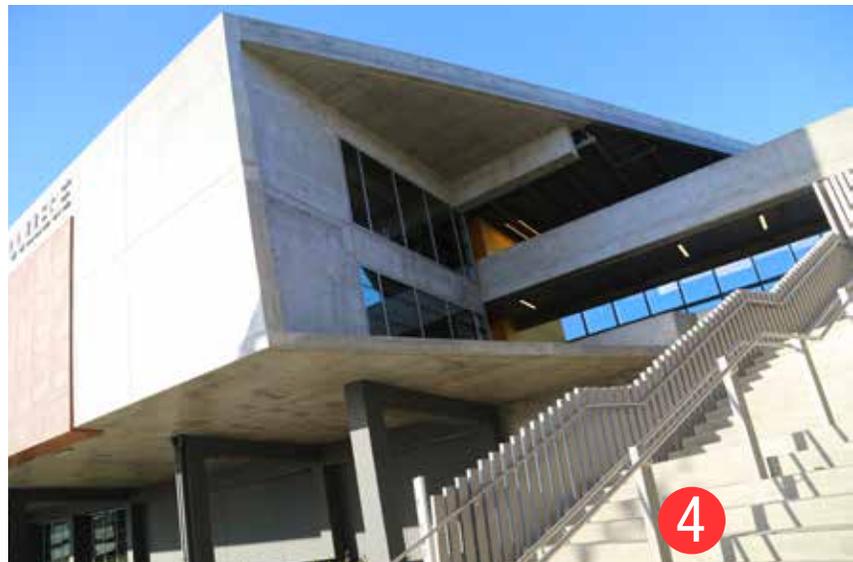
1



2



3



4

- | | | | |
|---|---|---|--|
| <p>1. Fountain Valley Campus (Administration) 11460 Warner Avenue Fountain Valley, CA 92708 (714) 546-7600</p> | <p>2. Garden Grove Campus 12901 Euclid Street Garden Grove, CA 92840 (714) 241-6209</p> | <p>3. Westminster-Le-Jao Campus 14120 All American Way Westminster, CA 92683 (714) 241-6184</p> | <p>4. Newport Beach Campus 1515 Monrovia Avenue Newport Beach, CA 92663 (714) 241-6213</p> |
|---|---|---|--|



Pacific Ocean

Find us!



Get transfer ready in as little as 2 years.

The STAR Programs at Coastline College offer a unique curriculum tailored to on-site students. With guaranteed classes, tutors in the classrooms, and dedicated counseling staff, STAR makes it easy to succeed.



PSYCHOLOGY

Psychology is the study of the human mind, or psyche. Learn the principles of Psychology from experienced instructors, and get familiar with career opportunities in this ever-growing field.



BUSINESS ADMINISTRATION

Want to start your own business? Interested in marketing, management, or accounting? Get introduced to the field of Business and complete prerequisite courses so you can transfer into a 4-year Business program.



COMMUNICATION STUDIES

Communication Studies empowers students with the tools to analyze and improve communication in their personal, academic, public, and professional interactions.



HISTORY

A major in history provides students with skills in historical research and analysis, a chronological understanding of the past, and factual knowledge of specific historical periods.



SOCIOLOGY

Sociology students will examine a variety of social institutions, including family, religion, and education, and will gain a better understanding of the roles played by social class, gender, and race in shaping social interactions.

CONTACT US!

OutreachCCC@coastline.edu
714.546.7600
www.coastline.edu/STAR



LEARNING 1ST

ONE PROGRAM . . . TWO DEGREES

YOUR ROAD TO A BACHELOR'S DEGREE BEGINS AT COASTLINE

SEEKING A BACHELOR'S DEGREE ONLINE? CHECK THIS OUT!

ASSOCIATE-TO-BACHELOR'S

Online Degree Program includes:

- Full- and Part-time Options available
- No Application Fees
- Access to Online Resources and Libraries
- Low, in-State/Online Tuition Rate at University
- Dedicated, Qualified Advisors from Coastline and University
- Personalized Associate-to-Bachelor's degree plan mapped specifically to your major for seamless transfer and timely degree completion

Financial Aid available at both schools.

714-241-6323

learning1st@coastline.edu

GET STARTED TODAY!

"What I loved about the Learning 1st Program is... how much they really do care about their students and their education. Their door is always open, and they will guide you every step of the way. The counselor and program coordinator went above and beyond the call of duty. They explained to me how I could get my bachelor's degree in Human Services from Troy University in Alabama, and the program is all online. Plus, Troy accepted the classes I have already taken, and there was no application fee or waiting period."

—Cathy Love, 2018 Coastline College Graduate

PENN STATE

Earn an A.A. in Psychology at Coastline and transfer directly to Penn State World Campus to earn a:

- Bachelor of Science in Psychology with a:
 - Minor in Business
 - Minor in Life Science
- Bachelor of Arts in Psychology



TROY UNIVERSITY

Earn an A.A. in Human Services at Coastline and transfer directly to Troy University to earn a:

- Bachelor of Science in Human Services
- Bachelor of Science in Business Administration in Global Business with a concentration in Human Resource Management
- Bachelor of Science in Psychology



UNIVERSITY OF ILLINOIS SPRINGFIELD

In this Program, you will simultaneously earn an A.S. in Computer Networking and a:

- Bachelor of Science in Computer Science
- Bachelor of Science in Information Systems Security



ISENBERG UMASS AMHERST

Earn an A.A. at Coastline and transfer directly to UMASS Amherst to earn a:

- Bachelor in Business Administration with an Option in:
 - Accounting
 - Finance
 - Management
 - Marketing
 - Operations & Information Management



To find out more information about this program, visit www.Learning1st.org or call (714) 241-6323.



Student Services at a Glance

Admissions and Records—Located on the first floor of College Center at 11460 Warner Avenue, Fountain Valley, this is the first place you'll visit once you've decided Coastline is for you. Prospective Students can apply online at www.coastline.edu!

Assessment—The Assessment Center provides services for placement options, as well as administering alternative exams for students enrolling in distance learning courses. In addition, the Assessment Center serves as a Telecourse Viewing Center for students enrolled in distance learning courses. Schedule a testing appointment by calling (714) 241-6285 or via the web: <http://testing.coastline.edu/>.

Coastline College no longer requires or provides placement testing for English and math courses. According to the passing of AB 705, a community college is required to maximize the probability that a student will enter and complete transfer-level coursework in English and math within a one year timeframe while receiving the necessary support.

Coastline College no longer requires or provides placement testing for English and math courses. According to the passing of [AB 705](#), a community college is required to maximize the probability that a student will enter and complete transfer-level coursework in English and math within a one year timeframe while receiving the necessary support.

Associated Student Government (ASG)—Join Coastline's student government team and gain leadership skills to enhance your career development. For more information, call (714) 241-6253.

Bookstore—Buy your books on-site at College Center or online at www.coastline.edu/bookstore.

Career Services Center—Students receive assistance in making informed and educated decisions regarding their career goals. Students can obtain labor market information such as

current employment statistics, labor force, wages, and outlook. For more information, please call (714) 241-6311.

Counselors—Counselors are available at all Coastline campus locations to help you clarify your goals, develop an educational plan, and inform you about other programs and opportunities that will enhance your college learning experience. Call (714) 241-6162 to schedule an appointment or get online assistance at www.coastline.edu/counseling.

Extended Opportunity Programs and Services (EOPS)—Designed to help students who come from disadvantaged backgrounds achieve their academic goals. EOPS students receive priority registration, funds for textbooks, specialized counseling services, and much more. For more information, call (714) 241 6237 or e-mail eopsprogram@coastline.edu.

Financial Aid—Coastline can help you apply for grants, loans, fee waivers, and other forms of federal and state aid. Be sure to apply regardless of your financial situation. For more information, go to the District Financial Aid Website: <http://www.cccd.edu/students/financial-aid>, or contact the Financial Aid Office at (714) 241-6239, or financialaid@coastline.edu.

Online Library—A full-service, online library that puts e-books, journals, newspapers, and other resources at your fingertips. Check it out at www.coastline.edu/library.

Scholarships—Coastline's Scholarship Recognition Awards are granted to students who have demonstrated excellence, academic achievement, and/or wish to pursue educational or career goals. Students enrolled at Coastline in the fall or spring semesters may apply for scholarships. The awards are presented at the Scholarship Reception during the spring semester. Scholarships do not have to be repaid.

Please visit www.coastline.edu/scholarships or email scholarshiphelp@coastline.edu for more information.

Special Services for the Disabled—Providing assistance such as priority registration, test accommodations, alternate media, and note-taking for students with disabilities. For more information call (714) 241-6214, email specialprograms@coastline.edu, or visit <http://www.coastline.edu/students/students-with-disabilities>.

Student Success Centers/Tutoring: Free tutoring is available to all Coastline students online and on-site in all major discipline areas, including writing, mathematics, science, accounting, and general studies. See www.coastline.edu/ssc or call (714) 241-6184, ext. 17420 for more information.

Transfer Center—The Transfer Center at the College Center can help you research colleges and universities, apply to those institutions, and transfer successfully. The Center also offers college fairs, university representative visits, and campus tours. For more information, call (714) 241-6171, email transfercenter@coastline.edu or visit www.coastline.edu/services/transfer-center/.

Veterans Resource Centers (VRC)—The VRCs, located at the College Center and Newport Beach Campus, provide a comfortable and positive environment where Veterans will find access to academic resources, community referrals, networking opportunities, counseling and advisement services, computer access with Wi-Fi, a place to study, and workshops of value to Veterans. Coastline also provides the resource information available in the VRCs to students worldwide through a Virtual VRC. For more information regarding the VRC, email vet2vet@coastline.edu or call (714) 241-6126.



Open Enrollment Policy

The Open Enrollment Policy of the Coast Community College District stipulates 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 58106 of Title V.

If You Do Not Have a High School Diploma or G.E.D.

It is possible to complete a certificate program, associate degree, 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
(657) 278-2011

Garden Grove Unified School District
(Lincoln Education Center)
(714) 663-6291

**Huntington Beach Adult/
Alternative School**
(714) 842-4227

**Santa Ana Centennial
Education Center**
(714) 241-5720



Admissions Information

How to Apply (General Students)—Students planning to attend Coastline College must apply online at www.coastline.edu. The admission cycle for the fall semester and summer session begins mid-February and for the spring semester the preceding September.

How to Apply (Military Contract Education Programs)—Military Personnel and their dependents wishing to enroll in the Military Contract Education program should do so online at <http://military.coastline.edu>.

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.

High School Students—High School Students Special Part-Time 9th through 12th grade Students Admission and Registration Procedure: High school students may be eligible for Coastline College's Special Part-Time Program. The Special Part-Time Program is designed for 9th and 12th

grade high school students seeking advanced scholastic or vocational coursework not available at the high school. Consult the current class schedule or College Catalog for course prerequisites and other requirements. **Note:** In accordance with SB338, enrollment in physical education courses has been restricted or excluded.

Academic Requirements for Special Part-Time Program Students—Eligible students have the opportunity to enroll in a maximum of 6 units each Fall/Spring semester (3 units max for summer) and earn college credit while still attending high school. Students are expected to meet the same requirements as regular college students and coursework taken appears on the student's college transcript. Students interested in attending Coastline College under the Special Part-Time Program must submit a completed admissions application to the Admissions and Records Office along with a Special Part-Time Program High School Release Form signed by both the high school principal and the parent/guardian. Students who are enrolled in the Special Part-Time Program and are designated as California residents (see residency information) are not required to pay the per-unit enrollment fee but are required to pay all other required fees.

Services for Students 016 Student Registration, Placement, and Educational Planning

Students self-identify as either matriculating or non-matriculating when applying to Coastline.

Matriculating students have completed none or very few college units and are typically required to complete the matriculation process, while non-matriculating students may be exempt from the matriculation process if they have completed an A.A./A.S. degree or higher at an accredited United States college or university or are concurrently enrolled or are Dual Enrollment high school students attending with the recommendation of the school principal. Students should contact Admissions and Records if they are unsure of their matriculation status when starting at Coastline.

MATRICULATING STUDENTS

Students identified as matriculating are referred to core services: orientation and counseling. These students must complete orientation and declare a course of study and develop an educational plan prior to being eligible to receive priority registration <http://www.coastline.edu/admissions/priority-registration>. An educational plan can be accomplished by enrolling in a counseling course, attending an educational planning workshop, or by scheduling an appointment with a counselor.

Students can register early with Priority Registration by satisfying the following requirements:

- New Student Orientation
- Complete a Counselor-approved Student Education Plan (SEP)

- Placement: complete a multiple measure assessment: high school GPA or guided self-placement. Coastline no longer requires or provides assessment tests to determine student's entry level into Math and English courses. All students have direct access to transfer-level Math and English courses with or without supplemental support. <http://www.coastline.edu/services/assessment-center>

Before enrolling in classes, students should make an appointment with a Counselor, who can help you make the best selection of courses based on your ability and academic goals. To contact the Counseling Center, visit <http://www.coastline.edu/services/counseling> 714-241-6162.

For assistance with placement into our English as a Second Language (ESL) or English Language Learner (ELL) courses please see the Assessment Center website for additional information.

NON-MATRICULATING STUDENTS

Non-matriculating students are exempt from participating in the core services such as orientation and placement but are advised to access these services if they decide to pursue a degree or certificate.

Student Equity and Achievement Program

The Student Equity and Achievement Program (SEA) is intended to help students achieve their educational goals through support services and college activities and programs that are necessary to assist students meet their personal academic, and career objectives. Through the SEA Program the college will serve all students with an emphasis on eliminating achievement gaps.

Requirements of Student Equity and Achievement include:

- Provide matriculation services to assist in making an education plan
- Provide all students with an education plan
- Implement AB705
- Maintain a student equity plan

The primary goal of the SEA Program is to identify the support services that students need to succeed and refer students to college and community resources to meet those needs while providing equity in all practices.

For more information on the Student Equity and Achievement Program and resources, contact the Office of Student Equity at 714-241-6130 or visit online at <http://www.coastline.edu/student-equity>.



Connect with a Counselor by Phone, Online, or In-Person

Need help mapping your path toward a four-year university or your dream career? Contact a Coastline counselor! Our professionally trained and courteous counselors are available to assist you with:

- Educational Planning
- Career Exploration
- Counseling Courses for Student Success
- Transfer Planning

Connect with Coastline Counseling via...

In-person or by phone

Schedule an in-person or telephone appointment with a counselor by calling the Counseling Office (714) 241-6162 during business hours: Monday–Thursday, 8 a.m. to 5 p.m. and Friday, 8 a.m. to Noon

Or schedule an appointment online by visiting www.coastline.edu/servicescounseling/#schedule-appointment

Appointments are available from morning to early evening, depending on the location at which you choose to meet with your counselor. When making an appointment, the counseling center assistant will explain the types of documentation you will need to gather if you have prior coursework from another college; this information will help your counselor provide the most accurate Educational Plan for your academic and career goals.

Cranium Café

See and speak with your counselor in real-time via your computer in a video counseling appointment. It's a highly effective way to get an answer to your planning questions from a Counselor or the counseling support team. To learn more about Cranium Café, please see <http://www.coastline.edu/services/counseling>.

eAdvising

Use eAdvising for basic counseling questions via email. To access the eAdvising system, go to forms.coastline.edu/counseling/form.eadvising.cfm.

Counseling Services

All Coastline students have easy access to trained professionals dedicated to helping them develop an educational plan that best positions them to meet—and perhaps exceed—their academic, career, and personal goals. New, continuing, and re-entry students are encouraged to meet with a counselor to map out and discuss their educational plans, and learn about college programs and opportunities designed to enhance student success, extend learning “beyond the classroom,” and prepare for the next steps after Coastline.

Counselors are available at Coastline's College Center in Fountain Valley, Newport Beach Campus, Garden Grove Campus, and Westminster-Le-Jao Campus throughout the academic year. Walk-in/resource counseling for short questions is available. Also online counseling is available via the new Cranium Café. Call (714) 241-6162 to schedule an appointment. Academic counseling and advisement for military students is available by emailing militarycounselor@coastline.edu, or by calling toll free (866) 422-2645.

Assistance for Students with Disabilities

Students with disabilities (e.g., mobility, speech, hearing, learning, vision, intellectual, mental health, acquired brain injury, autism, and attention deficit) are invited to request assistance from Special Programs and Services for the Disabled office. Services include, but are not limited to: interpreting services, note taking, registration assistance, academic counseling, materials/equipment (i.e., digital recorder, Smart Pen, enlarged print materials, accessible classroom furniture, and alternate format textbooks and materials), and test proctoring. Coastline also offers comprehensive programs and services to qualified students with intellectual disabilities, acquired brain injuries, and adapted fitness. Students with temporary or permanent disabilities who are interested in enrolling in Coastline classes or one of the specialized programs are encouraged to call the Special Programs Office for assistance and a confidential intake at (714) 241-6214



or email at specialprograms@coastline.edu. The Special Programs and Services Office is located on the first floor of the Newport Beach Campus <http://www.coastline.edu/students/students-with-disabilities>.



Career Services Center

Whether you are looking for a part-time job while in college or a full-time career position, the Coastline Career Services Center offers a variety of services. The center provides assistance with resume preparation and critique, mock interviews, career exploration, referrals, and job search and acquisition. Students can obtain labor market information on specific careers such as current employment statistics, labor force, wages, and outlook. Students can attend a series of job search related workshops such as Hidden Job Market and Networking, Resume Writing Techniques and Tips, and Interviewing Techniques and Tips. These workshops are offered at all

three learning campuses: Newport Beach, Le-Jao and Garden Grove. The center hosts on-site recruitments, informational sessions, and career fair events. Students looking for a job can search openings via the Coastline CareerLink at <https://coastline-csm.symphlicity.com/>. Students can prepare for upcoming job interviews by utilizing the InterviewStream system to video-record interview preparation sessions. For career exploration and assessment, students can use EUREKA and SIG13 systems. In addition, students are encouraged to connect with the academic counselors after taking the assessments for assistance in making informed and educated

decisions regarding their career goals. Students can research and explore careers by viewing candid career videos. These videos feature real people in specific career fields as well as job acquisition skills such as interviewing, networking, and resume writing.

The Career Services Center is located at the College Center at 11460 Warner Avenue, Fountain Valley. You can access career-related services in person at the Career Services Center or via email at careercenter@coastline.edu. You can contact us by calling (714) 241 6311 or by visiting our website at www.coastline.edu/



Library

100% Online and Always Open

Providing training, support, and resources for Coastline students and employees to enable them to find and evaluate information effectively.

Contact the Library

Email: library@coastline.edu

Telephone/Text: 714.696.1573

Mail: Library, Coastline College
11460 Warner Ave, Fountain Valley, CA
92708-2597

Ebooks & Articles

Thousands of articles from newspapers, magazines, and journals are available for free to current Coastline students through the Library in addition to over a hundred thousand ebooks. It is easy to use!

1. Start on the library website
<http://www.coastline.edu/library>
2. Click "ebooks & databases"
3. Choose a subject to search and click on the name of the database
4. Login with your Coast / username and password to search

Textbook Reserve Collections

Coastline maintains small collections of textbooks in the Information Commons (Garden Grove Campus) and the Student Success Centers at the Westminster, -Le-Jao and Newport Beach Campuses for current students to use onsite. Access to the textbooks is available during the Commons and Success Centers' regular operating hours on a first-come, first-served basis.

Additional Library Resources

- Coastline Library on YouTube:
Help with Library and Research needs!
<https://goo.gl/m0Y2Hd>



- Coastline students with a current student ID may use the general collections at the following libraries: Golden West College, Orange Coast College, Cypress College, Fullerton College, and Cal State Long Beach.





*Extended Opportunity Programs & Services (EOPS)
Cooperative Agencies Resources for Education (CARE) Program
NextUp (aka Cooperating Agencies Foster Youth Educational Support Program)
CalWORKs*

About the EOPS Program

Coastline College's Extended Opportunity Programs and Services (EOPS) is a state-funded program whose aim is to provide the academic, personal, and financial support necessary for students whose educational and socioeconomic backgrounds might limit their access to higher education, or hinder their ability to be academically successful as they begin their college level studies.

Eligible students are provided additional guidance and support to help them achieve their academic goals. EOPS students who are single parents of young children receive additional

support services through CARE. EOPS students who are current or former foster youth receive additional support services through NextUp.

Special Services We Provide

1. **Book assistance:** The EOPS book service program provides assistance for book rental and/or purchase (depending on the availability of funds).
2. **Priority registration:** The program provides EOPS students with early registration, making it easier for those students who qualify and participate to get the right classes they need at the times they need them.
3. **Counseling and advisement:** Staff are available most days to assist with general information and advisement, and a

professional educational EOPS counselor to assist with educational and career goals, including transfer help. All EOPS students must see the EOPS counselor a minimum of three times a semester to maintain good standing.

4. **New student orientation:** This is a two-hour presentation by EOPS staff to give you comprehensive information.

EOPS Student Eligibility

1. Must be a California resident or meet AB540/California Dream Act Requirements.
2. Must be enrolled in at least 12 or more units at the time of acceptance into EOPS and plan to earn a certificate, associate degree, or transfer

3. Must have completed less than 30 degree-applicable units.
4. Must qualify for the California College Promise Grant (CCPG-A or B) or CCPG-C with an Expected Family Contribution (EFC) of \$0.
5. Must be considered educationally disadvantaged (determined by EOPS).

How is educational disadvantage determined?

Students must meet ONE of the following criteria:

1. Primary language at spoken at home is not English
2. Must be considered first-generation college student
3. Was previously enrolled in remedial education or basic skills.
4. Not a high school graduate or obtained the GED
5. Current or former foster youth
6. Graduated from high school with a G.P.A. below 2.5 on a 4.0 scale

*Please note that meeting the eligibility requirements does not guarantee admission to the program.

About the CARE Program

Cooperative Agencies Resources for Education

The CARE program is a sub-program of EOPS; all CARE students must be EOPS students. The program is designed to assist single-parent students who are receiving public assistance (CalWORKs/TANF) for the student or child.

CARE students receive all “over-and-above” services of EOPS, plus assistance and services that are unique for these special students.

The Benefits

Depending on the availability of funds, some of the specialized services that CARE may be able to provide include:

1. Specialized workshops and events
2. Gasoline cards
3. Academic, personal, and career counseling
4. CARE grants
5. Referrals to outside agencies

CARE Student Eligibility

1. Must be an EOPS student
2. Must be 18 years or older, single, and head of household (determined by DSS)
3. Must be receiving CalWORKs/TANF or have a child receiving public assistance
4. Enrolled full-time at Coastline

About the NextUp Program

The NextUp program is a sub-program of EOPS; all NextUp students are also EOPS students. The program is designed to provide current or former foster youth additional support and resources.

The Benefits

In addition to the services listed under EOPS, some of the specialized services that NextUp may be able to provide include:

1. Additional funds to purchase textbooks
2. NextUp grants
3. Gasoline cards and parking permits
4. Grocery cards
5. Referrals to outside agencies

NextUp Student Eligibility

1. Be a California resident or meet AB540/California Dream Act Requirements.
2. A current or former foster youth in California whose dependency was established or continued by the court on or after the youth's 16th birthday.
3. Qualify for the California College Promise Grant (CCPG-A or B) or CCPG-C with an Expected Family Contribution (EFC) of \$0.
4. Under the age of 26 at the commencement of any academic year in which she or he participates in NextUp.
5. Enrolled in at least 9 units at the time of acceptance into NextUp or .75 time as defined by the college. However, students whose DSPS education plans require that they take less than 9 units are also eligible for NextUp.

How can I apply?

Visit the EOPS website (www.coastline.edu/services/eops) and apply online or pick up an application at the EOPS Office: 11460 Warner Ave., Fountain Valley, CA 92708

Questions

Call (714) 241-6237 or visit us online at www.coastline.edu/services/eops/; or stop by the EOPS, CARE and NextUp office located at College Center on the 4th Floor. Business hours are Monday-Thursday, 8:00 a.m. to 5:00 p.m.; and Friday, 8:00 a.m. to 12 p.m.

About CalWORKs

Website: www.coastline.edu/services/calworks/

Phone: (714) 241-6237

The CalWORKs Program at Coastline College provides a comprehensive program of instruction and student support services for CalWORKs participants. This program aims to prepare participants to transition into unsubsidized employment as well as to achieve long term self-sufficiency. The program also offers support services such as transportation assistance, educational counseling, assessment skills testing, basic skills remediation, admissions assistance, financial aid assistance, tutoring services, job placement assistance, and work-study opportunities. We offer case management and coordination with Orange County, Los Angeles County, San Bernardino County and other Counties in California. In order to be an eligible participant in the Coastline's CalWORKs Program, you must:

- be a current CalWORKs recipient receiving cash aid and in good standing with the County;
- develop a Welfare-to-Work Plan with the California Department of Social Services CalWORKs; and
- be a student in good standing at our college.



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 work-study opportunities. Coastline participates in the following programs: The California College Promise Grant (formerly BOG Fee Waiver), Pell Grant, FSEOG (Federal Supplemental Educational Opportunity Grant), Federal Work-Study, Cal Grants (Cal Grant B & C), Student Success Completion Grant, Federal Direct Loans (subsidized and unsubsidized), and Parent PLUS Loan. All recipients of federal financial aid must be in good academic standing, be participating in required class activities; be working toward an eligible degree or certificate, have a high school diploma or GED, be a U.S. citizen or eligible noncitizen; have a valid Social Security number; and have completed the Free Application for Federal Student Aid (FAFSA). (Undocumented students are not eligible to apply for federal aid, but, if determined to meet AB 540 requirements, may be eligible to apply for state aid—see California Dream Act 2011 below.)

Starting with the Fall 2016 term, students can lose their California College Promise Grant

(formerly BOG Fee Waiver) eligibility if they fail to meet the academic or progress standards for two consecutive primary terms (Fall & Spring). The academic or progress standards are established by the California Community Colleges Chancellor's Office. For more information on the standards, please visit our website at <http://www.coastline.edu/services/financial-aid> and click on California College Promise Grant (formerly BOG Fee Waiver) on the menu item.

Useful telephone numbers and websites are:

- FAFSA application:
<http://www.fafsa.ed.gov>
- California Dream Act Application:
<https://dream.csac.ca.gov/>
- Coastline College website:
<http://www.coastline.edu/services/financial-aid>
- General information about federal aid: (800) 4-FED-AID or (800) 433-3243
- The TTY number for hearing-impaired individuals to call with any federal student aid questions: (800) 730-8913
- Federal Student Aid Home Page:
<https://studentaid.ed.gov/sa/>

California Dream Act of 2011

Undocumented students who have been determined to meet AB 540 requirements may apply for state aid, such as the California College Promise Grant, Cal Grant, and Student Success Completion Grant by completing the Dream Act application. Go to <https://www.csac.ca.gov/california-dream-act> for information and the application.

Correspondence Courses

Courses that are neither taught in the classroom nor online are generally considered to be correspondence courses. Students who are receiving financial aid are advised not to enroll in correspondence courses, as these may have a negative impact on how much financial aid they may receive. Unless you are participating in an educational program in which you are required to take correspondence courses, we highly recommend that you enroll in courses that are taught online or in the classroom.

Scholarships

Coastline students can apply for scholarships available through the Coastline Foundation during the fall and spring semesters. Applications are found online at www.coastline.edu/scholarships. Scholarship awards are presented during the spring semester at the annual Scholarship Awards Reception. Factors for selection can include academic achievement, course of study, 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 spring semester during the year in which they apply. For information about the program criteria and awards available, visit the Coastline website at www.coastline.edu/scholarships.



Study Abroad

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

For the most up-to-date information, go to: <http://studyabroad.coastline.edu> or call Kevin Donahue at (714) 241-6215 or email kdonahue@coastline.edu for more information.

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

The Transfer Center

Coastline's Transfer Center will prepare you for transfer to earn your B.A./ B.S. degree! We help you to navigate through and understand the myriad of transfer information from the UC, CSU, Private and out-of-state schools through the following services and tools: exploration and research on majors, degrees, and major preparation courses with use of ASSIST.ORG, career paths and Transfer Options through Eureka.org; step-by-step completion of applications to the CSU, UC, private and out-of-state institutions, help to get started on writing an awesome Personal Statement/ Narrative, and access to scholarships and financial aid information. The Transfer Center schedules workshops to prepare you for a four-year school. We offer Transfer Fairs in the fall and spring semesters. The Transfer Fairs are students' opportunity to meet with over 50 university representatives. We conduct university tours to CSU Fullerton, UC Irvine, CSU Long Beach, UCLA, UC San Diego,



USC, and more! Students are encouraged to participate to get a "feel of a campus." The best part: the tours are free! Contact the Transfer Center to streamline your transition from Coastline to the CSU, UC, CA private institutions, and out-of-state schools. Check-out all Transfer services, events, and workshops at www.coastline.edu/services/transfer-center/.

Want to make an appointment? Flexible appointment schedules are available at the College Center, Garden Grove Campus, Le-Jao Campus, and Newport Beach Campus. Email us at transfercenter@coastline.edu.

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 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. For questions regarding veterans benefits, check with the Veteran Certifying Official in the Admissions Office at (714) 241-6325 or email VeteranServices@coastline.edu.

Veterans Resource Centers

Coastline's Veterans Resource Centers (VRC), located at the College Center and Newport Beach Campus are community-based service centers that engage enrolled veterans, veteran-serving organizations, and community veterans who wish to support their peers.

The VRCs provide a comfortable and positive environment where Veterans will find access to academic resources, community referrals, networking opportunities, counseling and advisement services, computer access with Wi-Fi, a place to study, and workshops of value to veterans. Coastline also provides the resource information available in the VRCs to students worldwide through a Virtual VRC.

Our goal is to honor our veterans for their service, and to fully assist them with an effective transition and reintegration into civilian life.

Veterans Resource Centers Locations:

College Center VRC
11460 Warner Avenue
Fountain Valley, CA 92708

Newport Beach VRC
1515 Monrovia Avenue
Newport Beach, CA 92663

For more information regarding the VRC, email vet2vet@coastline.edu or call (714) 241-6126.

Eligibility for Veterans Benefits

Veterans may be eligible for benefits for ten years after the date of separation from active duty, provided the discharge or release was other than dishonorable, he/she served at least one hundred and eighty-one (181) continuous days, or was discharged or released because of a service-connected disability. Veterans who entered active duty beginning July 1, 1985, may be eligible under Chapter 30 of the Montgomery GI Bill provided they:

- Served at least two years with honorable discharge and
- Had \$100 per month deducted from their military pay for educational benefits during the first 12 months of active duty.

Selected Reserve participants may be eligible under Chapter 1606.

The Post-9/11 GI Bill® education benefit program is for individuals who served on active duty on or after September 10, 2010.

Veterans Administration Requirements for Receiving Veterans Benefits

1. In order to claim benefits, a veteran or eligible person must have, as an educational objective, an (a) Associate Degree, (b) Baccalaureate Degree, or (c) Certificate Program. If after consulting the college catalog or the schedule of classes a person wishing to file for veterans benefits is still unsure of his/her goals or major, arrangements should be made for a counseling appointment.
2. In order to ensure continuity of benefits, satisfactory progress must be made toward the stated major.
3. Attendance in enrolled classes is expected at all times.
4. After each registration, the person receiving veterans benefits must notify the Veteran Certifying Official of any program changes, i.e., complete withdrawal from college, adjustment of units, courses added and dropped, etc.
5. Those with 24 or more units of college work completed and who wish to apply for benefits must have program approval. Contact the Veteran Certifying Official for proper procedure.
6. Veterans with fewer than 24 units must submit transcripts for all previous college work to Coastline College within four weeks after the semester begins.

Unit Load to Qualify for GI Bill:

| | 8-week session | 16-week semester |
|-----------|----------------|------------------|
| Full time | 6 units | 12 units |
| 3/4 time | 4-5 units | 9-11 units |
| 1/2 time | 3 units | 6-8 units |

CAL-VET: Students who qualify for CAL-VET benefits should contact Coastline's Financial Aid Office.

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 the veteran benefits, check with the Veteran Certifying Official at (714) 241-6325.

VACA ACT

Veterans Access, Choice, and Accountability Act (VACA)

Effective July 1, 2015, California Education Code (68075.S(c)c) allows California Community Colleges to grant full exemption from the nonresident fee for all students verified to be "covered individuals" per the below criteria and that qualify to use Montgomery GI Bill-Active Duty or Post-9/11 GI Bill education benefits (Chapters 30 and 33, respectively, of Title 38, U.S. Code) while living in California.

Covered Individuals:

1. A Veteran who lives in the state in which the institution of higher learning is located (regardless of his/her formal state of residence) and enrolls in the school within three years of discharge from a period of active duty service of 90 days or more.
2. A spouse or child entitled to transferred education benefits who lives in the state in which the institution of higher learning is located (regardless of his/her formal state of residence) and enrolls in the school within 3 years of the transferor's discharge from a period of active duty service of 90 days or more.
3. A spouse or child using benefits under the Marine Gunnery Sergeant John David Fry Scholarship (provides Post-9/11 GI Bill benefits to the children and surviving and surviving spouses of service members who died in the line of duty while on active duty) who lives in the state in which the institution of higher learning is located (regardless of his/her formal state of residence) and enrolls in the school within three years of the Service member's death in the line of duty following a period of active duty service of 90 days or more.
4. After expiration of the three year period following discharge or death as described in 38 U.S.C. 3679(c), a student who initially qualifies under the applicable requirements above will maintain "covered individual" status as long as he or she remains continuously enrolled (other than during regularly scheduled breaks between courses, semesters or terms) at the institution, even if they enroll in multiple programs and shall continue to be exempt from paying nonresident tuition and other fees as described in the updated fee policy described below.

How do I obtain the VACA Act Tuition Fee Waiver?

The VACA Act Tuition Fee Waiver form is available online at the following link <http://www.coastline.edu/students/forms/#studentsMilitary>, then click on StudentsMilitary.

Registration Priority for Veterans

Coastline College offers priority registration to veterans for four academic years within 15 years of separation date. To be considered for Veteran Priority registration students must:

- Meet all of the Priority Registration requirements found in the Admissions and Registration section of this catalog
- Submit a copy of their DD Form 214 (Member-4 copy)

New and returning students who have previously submitted the above should request priority registration by contacting the Veteran Certifying Official. For additional information please contact the Veteran Certifying Official in the Admissions and Records Office at (714) 241-6325.

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at <http://www.benefits.va.gov/gibill>.



Associated Student Government

The Associated Student Government (ASG) is the recognized student government at Coastline College. ASG advocates student interests on-campus and in local, state, and national forums, and strives to develop relevant and quality-minded services, and experiences that are responsive to members of the College and surrounding communities. ASG provides opportunities for students and the College to expand and develop leadership skills through activities and experiences. These activities and experiences include student governance, student

clubs, use of facilities and services by student clubs and organizations, student scholarship awards and commencement.

ASG fosters meaningful student development through leadership and community volunteer service experiences. In recognition of its responsibility to enhance student life, ASG encourages and supports the activities of all Coastline recognized student organizations whose activities stimulate individual and group participation within the College community.



For more information, visit:

**<http://www.coastline.edu/students/associated-student-government>,
or stop by the Student Life Office at the College Center.**



Non-Discrimination Statement

The Coast Community College District does not discriminate unlawfully in providing educational or employment opportunities to any person on the basis of race, color, sex, gender identity, gender expression, religion, age, national origin, ancestry, sexual orientation, marital status, medical condition, physical or mental disability, military or veteran status, or genetic information.

El Distrito de Coast Community College no discrimina ilegalmente en la provisión de oportunidades educativas o de empleo a cualquier persona sobre la base de raza, color, sexo, identidad de género, expresión de género, religión, edad, origen nacional, ascendencia, orientación sexual, estado civil, condición médica, discapacidad física o mental, estado militar o de veterano, o de la información genética.

“Trong việc cung cấp các cơ hội giáo dục và việc làm, Trường Đại Học Cộng Đồng Coast Community College District không đối xử phân biệt với bất cứ ai về chủng tộc, màu da, phái tính, nhận dạng phái tính, phát biểu về phái tính, tôn giáo, tuổi tác, nguồn gốc quốc gia, tổ tiên, định hướng phái tính, tình trạng gia đình, tình trạng sức khỏe, bất lực thể lý hay tâm thần, tình trạng quân ngũ hay cựu chiến binh, hoặc thông tin về di truyền.”

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.

Coast Colleges



Inspiration. Innovation. Graduation.

Coastline College—President:
Loretta P. Adrian, Ph.D.

**Coast Community College District—
Board of Trustees:**

David A. Grant,
Mary L. Hornbuckle
Jim Moreno
Jerry Patterson
Lorraine Prinsky, Ph.D.
Spencer Finkbeiner, Student Trustee

Chancellor:
John Thomas Weispfenning, Ph.D.

Associate Degree Requirements



Catalog Rights and Continuous Enrollment

For graduation, students may follow the catalog degree requirements that were in effect for the academic year when their attendance began at Coastline College or follow the catalog requirements in effect during subsequent years of attendance provided that continuous enrollment has been maintained.

Continuous enrollment is defined as enrollment in at least one course at Coastline College for at least one semester (fall and/or spring) in each academic year. The student must receive a grade of A, B, C, D, F, P, NP, W, I or IP for the course.

An official education plan for students enrolled in the Extended Learning Division Agreement will remain valid as long as the student maintains continuous enrollment. For a student whose break in attendance is necessitated by reason of service in the uniformed services, the validity of the student's official education plan will remain in effect if the cumulative length of the service-related absence and of all previous service-related absences from that institution does not exceed five years. Catalog rights do not apply to the certification of general education for transfer. Courses used for certification must have been on the approved list at the time they were taken.

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.

Part-time Student: A student enrolled in fewer than 12 units.

Full-time Student: A student enrolled in 12 or more units.

Student Status

New Student: No previous enrollment record at Coastline College.

Continuing Student: Enrolled continuously at Coastline College from one primary term to the next primary term.

Returning Student: Previously enrolled at Coastline College, however missed at least two primary terms of attendance.

General Education Philosophy

General Education Degree-Level Student Learning Outcomes

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 is the basis for all degree programs at Coastline College and is designed to help students develop the knowledge and skills that will contribute to their intellectual, personal, and professional growth.

Upon completion of a degree-level program, students will be able to:

1. Demonstrate understanding and appreciation for the visual and performing arts
2. Demonstrate ethical civic, environmental, and social responsibility
3. Demonstrate ability to apply critical thinking and analysis
4. Demonstrate innovative thinking, adaptability, and creative problem-solving skills
5. Demonstrate understanding and respect for cultural and global diversity
6. Demonstrate information competency
7. Use effective communication and interpersonal skills
8. Use scientific and quantitative reasoning

Multiple Majors

A student completing the requirements for more than one major may earn more than one Associate degree. When completing concurrent majors, the student simultaneously completes all academic requirements for his/her majors and graduates with two (or more) degrees in the same semester. Students must list all desired degrees on the Graduation Petition form.

Additional Associate Degrees

Students who already possess an Associate degree may be awarded an additional degree upon completion of the following:

1. All requirements of a major or area of emphasis in a different field of study. Coursework from the previous major may be applied toward the new major.
2. Twelve additional units in residence at Coastline College after conferral of the previous degree.
3. General Education units earned from a previous Associate degree may be applied toward subsequent Associate degrees. If there has been a break in enrollment from when the last Associate degree was awarded, the student must complete the General Education requirements in effect at the time the student re-enrolls.

Duplicate Degrees

Students are not permitted to acquire duplicate associate degrees in the same major, within the Coast Community College District.

Petition for Graduation

An Associate 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 requirements. Petitions are available in the Admissions office and online. If you are not currently enrolled, you will need to meet the current catalog degree requirements for the current academic year. Military students may obtain a graduation petition online at <http://military.coastline.edu/forms>

Students should be sure all official transcripts from other campuses are on file with Coastline if those transcripts are being used to satisfy our graduation requirements.

Students may petition for graduation during the Spring, Summer, or Fall terms. Petition filing period dates may be found at <http://www.coastline.edu/admissions/graduation/>. Students are advised to petition for their degree at the beginning of the term in which they will complete their final degree requirements.

Associate Degree Requirements

Coastline College awards the degrees of Associate in Arts and Associate in Science. The requirements for these majors are listed below. (Students interested in an Associate Degree for Transfer should refer to the Transfer Information section.) These degrees are designed to provide students with the necessary skills to compete successfully in a culturally diverse and global job market. Among these are the ability to think and to communicate clearly and effectively both orally and in writing; to use mathematics; to understand the modes of inquiry of the major disciplines; to be aware of other cultures and times; to achieve insights gained through experience in thinking about ethical problems; and to develop the capacity for self-understanding. In addition to these accomplishments, the student shall possess sufficient depth in a field of knowledge to contribute to lifetime interest.

In accordance with law and with rules and regulations of the Board of Governors of the California Community Colleges and the Board of Trustees of the Coast Community College District, the requirements for the degree of Associate in Arts or Associate in Science include the following:

1. Unit Requirement

Complete at least 60 units of acceptable college work with a minimum of 12 units completed in residence at Coastline. Earn an overall grade point average of 2.0 or higher from all colleges attended and a 2.0 or higher grade point average at Coastline.

*Students must be in good academic standing (not on probation and/or disqualification) during the semester graduation is petitioned.

2. Program of Study

Complete the required courses in one of the programs as detailed in the Academic/Career/Certificate Programs section of this catalog. A summary of current programs can be found on the Programs Summary pages (see index). All coursework must be completed with a grade of C or higher.

3. General Education

Complete one of the three General Education options below:

Option 1—Coastline General Education: designed for students pursuing an Associate degree and who may or may not be planning to transfer to a four-year university. The degree is transferable to many colleges and universities.

Option 2—CSU GE Breadth: designed for students who are planning to transfer to a university in the CSU system. It may also be appropriate for transfer to some independent colleges and universities.

Option 3—IGETC: designed for students who are planning to transfer to a university in the CSU or UC system. It also may be appropriate for transfer to some independent colleges and universities.

4. Global and Multicultural Studies Requirement*

Complete at least 2.5 units from any of the following Global and Multicultural Studies Courses: American Sign Language C180, C185; Anthropology C100, C150; Arabic C180, C180A, C180B, C182, C185, C185A, C185B, C280A, C280B; Art C100, C101, C103, C104, C105, C109, C135, C136, C137, C138, C233, C235, C236, C237, C261, C262, C265; Chinese C180, C185; Communication Studies C150; Criminal Justice C148; English C144, C145, C150, C155; French C180, C185, C280, C285; Geography C185; Gerontology C240; History C115, C122, C124, C125, C126, C128, C132, C135, C146, C161, C162, C180, C185; Humanities C100, C110; C135; Human Services C100; Italian C180, C185; Japanese C180, C185; Music C103; Philosophy C100, C113; Sociology C130; Spanish C160, C165, C180, C180A, C180B, C185, C185A, C185B, C280, C285, C285A, C285B; Vietnamese C160, C180, C185, C280, C285

*This requirement is waived for students completing an Associate Degree for Transfer (see Transfer Information for ADT degree).

General Education Requirements

OPTION 1 • 2019-2020

This option is designed for students pursuing a degree and who may or may not be planning to transfer to a four-year institution. Most of the coursework in this option is applicable towards transfer. Other colleges and universities may accept this degree for transfer. It is important to contact a Coastline counselor or your transfer institution for guidance in preparing your educational plan. In addition to the General Education requirements below, students must complete additional requirements for the Associate Degree listed in the catalog under Associate Degree Requirements.

Complete at least 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 requirement and a requirement for the major or area of emphasis. Students may also double-count courses for the Global and Multicultural Studies Requirement.

Group A – Basic Subjects

One course from each area

A1 – Mass Communications C100; Communication Studies C100, C101, C110, C140, C150, or C220

A2 – English Competency: Passing with a grade of C or better English C100, C109 or C135

A3 – Math Competency: Obtain a grade of C or better in an Intermediate Algebra course or higher, or in a mathematics course with a prerequisite of Intermediate Algebra.*

*Mathematics C030, C045, or C046 can be used to meet the Math competency requirements. They count toward the 60 units required for the Associate degree, but do not count toward the required general education units.

Group B – Natural Sciences:

Any three units

B1 – Astronomy C100, C100L* C101, C102, C103; Chemistry C100, C105, C110*, C130*, C140*, C180, C180L*, C185, C185L*, C220, C220L*, C225, C225L*; Geography C180, Geology C105, C105L*, C106, C115, C121, C185, C185L*; Physics C110, C110L*, C120*, C125*, C140*, C185*, C280*, C285*

B2 – Anthropology C185; Biology C100, C100C*, C100L*, C106, C120, C122, C180*, C185*, C210*, C211, C211L*, C220*, C221, C225*, C281, C282, C283; Ecology C100; Marine Science C100, C100L*, C105*, Philosophy C122

*Course has Laboratory Activity

Group C – Arts and Humanities:

Any three units

C1 – Arts: Art C100, C101, C102, C103, C104, C105, C109, C110, C110A, C110B, C120, C120A, C120B, C121, C122, C122A, C122B, C127, C129, C130, C131, C132, C133, C134, C135, C136, C137, C138, C139, C140, C142, C147A, C150, C151, C190, C205, C212, C214, C220, C221, C222A, C222B, C228, C229, C230, C231, C232, C233, C234, C235, C236, C237, C238, C239, C240, C242, C261, C262, C263, C265; Dance C200; Music C100, C103, C130, C131, C139, C143; Theater Arts C100, C101*, C106, C107, C111

C2 – Humanities: American Sign Language C180, C185; Arabic C180, C180A, C180B, C182, C185, C185A, C185B, C280A, C280B; Chinese C180, C185; English C102, C111, C140, C143, C144, C145, C146, C150, C155, C181, C270, C275, C296, C297; French C180, C185, C280, C285; History C115, C121, C122, C124, C125, C126, C128, C132, C135, C146, C150, C155, C161, C162, C170, C175, C180, C185, Humanities C100, C110, C135; Italian C180, C185; Japanese C180, C185; Philosophy C100, C102, C113, C115, C120, C140; Spanish C180, C180A, C180B, C185, C280, C285; Theater Arts C101*; Vietnamese C160, C180, C185, C280, C285

* THEA C101 may be used as Arts or Humanities.

Group D – Social Sciences:

Any three units

Anthropology C100, C120, C150, C185; Communication Studies C150; Criminal Justice C140; Economics C110, C170, C175; Geography C100, C180, C185; History C101, C115, C121, C122, C124, C125, C126, C128, C132, C135, C146, C150, C155, C161, C162, C170, C175, C180, C185; Mass Communications C100, C150; Political Science C101, C140, C160, C180, C185; Psychology C100, C116, C118, C165, C170, C250, C255, C260, C280; Sociology C100, C110, C120, C130, C185, C233, C235

Group E – Self-Development:

Any three units

Business C120; Counseling C104, C105, C120; Foods and Nutrition C170, C225; Gerontology C220, C240; Health C100, C120, C223; Kinesiology C101, C190, C201, C289; Library Science C110; Management and Supervision C144, C145, C150, C151; Physical Education any course numbered C100 or above; Psychology C116, C118, C165, C170

Associate Degree—General Education Requirements

OPTION 2—Transfer CSU • 2019-2020

Designed for students who are planning to transfer to a university in the CSU system. However, it may be appropriate for transfer to some independent colleges. In addition to the General Education requirements below, students must complete additional requirements for the Associate Degree listed in the catalog. Transfer students are strongly advised to contact a Coastline counselor for guidance in preparing an educational plan. In addition, for the most current articulation information, visit www.assist.org.

Complete at least 39 units in the specific courses listed in Groups A-E. 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 requirement and a requirement for the major or Area of Emphasis. Students may also double-count courses for the Global and Multicultural Studies Requirement.

Certification of General Education for Transfer to CSU

Upon a student's request, Coastline will verify the completion of lower-division general education requirements for transfer to the California State University. Courses can only be certified if they were on the CSU approved list at the time they were taken by the student. Upon transferring, the student will need to complete any upper-division general education requirements required by the university. Students who transfer without certification will have to meet both lower- and upper-division general education requirements of the specific CSU campus to which they are transferring. Meeting these requirements usually necessitates taking additional courses. Students may also request subject-area (partial) certification. To qualify a student must satisfactorily complete the courses required in one or more sub-areas. Coastline will provide a full-certification 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.

Certificate of Achievement in CSU General Education

Upon completion of this General Education pattern, students receiving CSU GE certification will also automatically receive a Certificate of Achievement in CSU General Education.

Area A – English Language Communication and Critical Thinking

Must complete **9 units** with a minimum of one course in A1, A2 and A3 (grade of C or better).

A1—Oral Communication

Communication Studies C100, C101, C110, C140

A2—Written Communication

English C100, C111

A3—Critical Thinking

Communication Studies C220; English C102; Philosophy C115; Reading C102

Area B – Scientific Inquiry and Quantitative Reasoning

Must complete **9 units** with a minimum of one course each in B1, B2, and B4. (One of the science courses must be a B3 laboratory activity course.)

B1—Physical Science

Astronomy C100, C101, C102, C103; Chemistry C100, C105, C110, C130, C140, C180, C185, C220, C225; Geography C180; Geology C105, C106, C115, C121, C185; Physics C110, C120, C125, C140, C185, C280, C285

B2—Life Science

Anthropology C185; Biology C100, C100C, C103, C106, C120, C180, C185, C210, C211, C220, C221, C225, C283; Ecology C100; Marine Science C100, C105; Psychology C250

B3—Laboratory Activity

Astronomy C100L*; Biology C100C, C100L, C180, C185, C210, C211L, C220, C221L, C225; Chemistry C110, C130, C140**, C180L, C185L, C220L; Geology C105L, C106, C185L; Marine Science C100L, C105; Physics C110L, C120, C125, C140**, C185, C280, C285

*Astronomy C100 must be taken prior to or concurrently with Astronomy C100L

**Chemistry C140 and Physics C140 are equivalent courses, only one course will meet B2

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—Associate Degree Option 2 continued
from previous page

B4—Mathematical/ Quantitative Reasoning Concepts (grade of C or better)

Mathematics C100, C103, C104, C106, C115, C120, C140, C146, C150, C160, C170, C180, C185, C280, C285

Area C – Arts and Humanities

Must complete 9 units with a minimum of 3 units in C1 and 3 units in C2.

C1—Arts

Art C100, C101, C102, C103, C104, C105, C109, C120, C122, C129, C135, C137, C140, C142, C214, C261, C262, C263, C265; Dance C200; Humanities C135; Music C100, C103, C139, C143; Theater Arts C100, C101*

C2—Humanities

American Sign Language C185; Arabic C180, C180A&B, C182, C185, C185A&B, C280A&B; Chinese C180, C185; Communication Studies C150; English C140, C143, C144, C145, C146, C150, C155, C181, C270, C275, C296, C297; French C180, C185, C280, C285; History C101, C121, C126, C132, C135, C150, C155, C161, C162, C170, C175, C180, C185; Humanities C100, C110; Italian C180, C185; Japanese C180, C185; Philosophy C100, C102, C113, C120, Sign C180; Spanish C180, C180A&B, C185, C280, C285; Theater Arts C101*; Vietnamese C160, C180, C185, C280, C285

*English C163 and Theater Arts C101 are equivalent courses, only 3 units may be counted.

Area D – Social Sciences

Must complete 9 units with courses from at least two disciplines.

Anthropology C100, C120, C150

Communication Studies C150

Criminal Justice C140

Economics C110, C170, C175

Geography C100, C150, C185

History C101, C115, C121, C122, C126, C128, C132, C135, C146, C150, C155, C161, C162, C170+, C175+, C180, C185

Mass Communications C100

Political Science C101, C140, C160, C180+, C185

Psychology C100, C116, C118, C165, C170, C255, C260, C280

Sociology C100, C110, C120, C130, C185, C233, C245

Area E – Lifelong Understanding and Self- Development

Must complete 3 units.

Counseling C104, C105; Foods and Nutrition C170, C225; Gerontology C220, C240; Health C100, C223; Kinesiology C100; Psychology C116, C118, C165; Sociology C120

A maximum of one unit may be counted from the following activity courses:

Physical Education C102, C115, C116, C118A, C118B, C119A, C119B, C121A, C121B, C126A, C126B, C169A, C169B

+American Institutions Requirement—All CSU campuses require that a student demonstrate competence in the Constitution of the United States and in American History. This may be satisfied by taking Political Science C180 and History C170 or C175 at Coastline College or by taking a course at the CSU. These courses also count toward Area D requirements.

Associate Degree—General Education Requirements

OPTION 3—Transfer IGETC • 2019-2020

Designed for students who are planning to transfer to a university in the CSU or UC system. However, it may be appropriate for transfer to some independent colleges. In addition to the General Education requirements below, students must complete additional requirements for the Associate Degree listed in the catalog. Transfer students are strongly advised to contact a Coastline counselor for guidance in preparing an educational plan. In addition, for the most current articulation information, visit www.assist.org.

Complete at least 37 units in the specific courses listed areas 1-6. These courses must be completed with a C or better. 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 requirement and a requirement for the major or Area of Emphasis. Students may also double-count courses for the Global and Multicultural Studies Requirement.

Certification of General Education for Transfer to CSU or UC

Upon student 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). 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 to which they are transferring. 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.

Partial Certification of IGETC

Students may request partial certification if they have completed all but two of the courses on the IGETC pattern. Students need Areas 1 and 2 completed to meet minimum transfer admission requirements. Therefore, partial certification that acknowledges a deficiency in Area 1 and/or 2 may also indicate a student does not meet minimum transfer requirements. Students have several options for completing the remaining courses. See a counselor for more information.

Certificate of Achievement in Intersegmental General Education Transfer

Upon completion of this General Education pattern, students receiving IGETC certification will also automatically receive a Certificate of Achievement in Intersegmental General Education Transfer (IGETC) and IGETC Certification of General Education.

Area 1 – English Communication

UC—Two courses, one from Group A and one from Group B.

CSU—Three courses, one from Group A, one from Group B and one from Group C.

Group A: English Composition

English C100

Group B: Critical Thinking

English C102

Group C: Oral Communication

Communication Studies C101, C110 (required for CSU and A.A. degree)

Area 2 – Mathematical Concepts and Quantitative Reasoning

One course. Minimum of 3 units.

Mathematics C100, C115*, C140*, C146, C150, C160, C170*, C180*, C185, C280, C285

Area 3 – Arts and Humanities

Three courses, with at least one course from Group A and one course from Group B. Minimum of 9 units.

Group A: Arts

Art C100, C101, C102, C103, C104, C105, C109, C261, C262

Humanities C135

Dance C200

Music C100, C139, C143

Theater Arts C100, C101**

Group B: Humanities

Arabic C185

Chinese C185, C280, C285

English C140, C143, C144, C145, C150, C155, C181, C270, C275, C296, C297

French C185, C280, C285

History C121, C122, C126, C128, C132, C135, C150, C155, C161, C162, C170, C175, C180, C185

Humanities C100, C110

Italian C185, C280, C285

Japanese C185

Philosophy C100, C102, C113, C120

Spanish C165, C185, C280, C285

Theater Arts C101

Vietnamese C185, C280, C285

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—Associate Degree Option 3 continued
from previous page

Area 4 – Social and Behavioral Sciences

Three courses from at least two academic disciplines. Minimum of 9 units.

Anthropology C100, C120, C150
Ecology C100
Economics C110*, C170, C175
Geography C100, C185
History C115, C121, C126, C132, C135, C146, C150, C180, C185
Mass Communications C100
Political Science C101, C140, C160, C180, C185
Psychology C100, C116, C118, C165, C170*, C255, C260, C280
Sociology C100, C110, C130, C185

Area 5 – Physical and Biological Sciences

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)

Group A: Physical Science

Astronomy C100, C100L*+, C101, C102, C103
Chemistry C110*+, C130*+, C140*+, C180, C180L+, C185, C185L+, C220, C220L+, C225, C225L+
Geography C180
Geology C105, C105L+, C106, C115, C185+
Physics C110*, C110L+, C120+, C125+, C140, C185+, C280+, C285+

Group B: Biological Sciences

Anthropology C185
Biology C100, C100C+, C100L*+, C180+, C185+, C210+, C211, C211L+, C220*+, C221*+, C225*+, C281, C282, C283
Marine Science C100, C100L+, C105+

Group C: Laboratory Science Requirement

At least one course from 5A or 5B must incorporate a laboratory component or take a corresponding lab course. Lab courses are indicated by (+).

*Indicates that transfer credit may be limited. See your counselor or www.assist.org.

Area 6 – Languages Other Than English

(UC REQUIREMENT ONLY): This requirement may be fulfilled by one of the following methods. See a counselor for clarification.

A. Complete two years of a high school foreign language with grades of C or better (high school transcripts must be on file at CCC)

OR

B. Complete one course (or A/B sequence) from: Arabic C180, C180A&B, Chinese C180, French C180, Italian C180, Japanese C180, Spanish C160, C165, C180, C180A&B, Vietnamese C180. Coastline advanced courses in these languages will also validate this requirement.

OR

C. Earn a satisfactory score on one of the following tests (results must be on file at CCC):

1. SAT II Subject Test in a language other than English (Before 5/95—score: 500. After 5/95—Chinese: 520; French: 540; German: 510; Hebrew: 470; Italian: 520; Japanese: 510; Korean: 500; Latin: 530; Spanish: 520).

2. College Board Advanced Placement Examination in a language other than English (score: 3 or better)

3. International Baccalaureate Higher Level Examination in language other than English (score: 5 or better)

4. An achievement test administered by a college or university (score: proficiency equivalent to at least two years of high school language).

5. Language other than English “0” level exam with a grade of C or better or “A” level exam with a score of “S” or higher.

D. Complete, with grades of C or better, two years of formal schooling at the sixth grade level or higher in an institution where the language of instruction is not English (documentation must be on file at CCC).

American Institution Requirements

(Not part of IGETC. May be completed prior to transfer.)

CSU has an American Institutions requirement that is separate from IGETC. Courses used to meet the CSU requirement can be double counted in Area 3 or 4. To meet the CSU requirement, students should take Political Science C180 AND one of the following courses: History C170 or C175.

UC requires the completion of a college course or courses with a grade of C or better OR a one-year course in high school in U.S. history or a half-year course in U.S. history and a half-year course in American government with grades of C or better (UCLA requires grades of “B”). UCSB requires the completion of a college course. If you are using college coursework to satisfy this requirement, check the appropriate UC catalog to determine which course(s) to take.

*Indicates that transfer credit may be limited. See your counselor or www.assist.org.

Distance Learning Courses That Meet CSU System Transfer Requirements

TRANSFERABILITY SUBJECT TO CHANGE. CHECK WITH YOUR SCHOOL.

AREA A—English Language Communication and Critical Thinking

A1) Oral Communication

None at this time

A2) Written Communication

English C100

A3) Critical Thinking

English C102
Philosophy C115

AREA B—Scientific Inquiry and Quantitative Reasoning

B1) Physical Science

Astronomy C100
Chemistry C105, C110, C180, C185
Geology C105, C115, C185
Physics C110

B2) Life Science

Anthropology C185
Biology C100, C120
Ecology C100
Marine Science C100

B3) Laboratory Activity

Biology C100L
Chemistry C110
Geology C105L, C185L
Marine Science C100L

B4) Mathematical/Quantitative Reasoning Concepts

Mathematics C100, C104, C106, C115, C120, C140, C150, C160, C170, C180, C185, C280, C285

Area C—Arts and Humanities

C1) Arts

Art C100, C101, C105
Music C100, C139

C2) Humanities

Chinese C180
English C140, C143, C155, C270, C275, C296, C297
French C180
Humanities C110, C135
Philosophy C100, C113, C120
Spanish C180, C180A, C180B, C185, C185A, C185B
Vietnamese C180, C185

AREA D—Social Sciences

Anthropology C100
Economics C170, C175
Geography C100, C180, C185
History C121, C161, C162, C170, C175, C180, C185
Mass Communications C100
Political Science C101, C180
Psychology C100, C116, C118, C165, C170, C250, C255, C260, C280
Sociology C100, C110, C120, C185

AREA E—Lifelong Understanding and Self-Development

Business C120
Counseling C104, C105
Foods and Nutrition C170, C175
Gerontology C120
Health C100, C175
Kinesiology C100
Psychology C116, C118, C165
Sociology C120

ELECTIVES

All other Distance Learning courses numbered between C100 and C299 are transferable to CSU as Electives or Lower-Division major requirements.

Distance Learning Courses That Meet IGETC Transfer Requirements

AREA 1—English Communication

Group A: Freshman Composition

English C100

Group B: Critical Reasoning

English C102

AREA 2—Mathematical Concepts and Quantitative Reasoning

Mathematics C115*, C140*, C150, C160, C170*, C180*, C185, C280, C285

AREA 3—Arts and Humanities

Group A: Arts

Art C100, C101, C105
Music C100, C139

Group B: Humanities

Chinese C185
English C140, C143, C150, C155, C275, C296, C297
History C121, C161, C162, C170, C175, C180, C185
Humanities C100, C110, C135
Philosophy C100, C113, C120
Spanish C185
Vietnamese C185

AREA 4—Social and Behavioral Sciences

Anthropology C100
Ecology C100
Economics C170, C175
Geography C100, C185
History C121, C180, C185
Mass Communication C100
Political Science C101, C180
Psychology C100, C116, C118, C165, C170*, C225, C260, C280
Sociology C100, C110, C185

AREA 5—Physical and Biological Sciences

Group A: Physical Sciences

Anthropology C185
Astronomy C100
Chemistry C110*, C180, C185
Geography C180
Geology C105, C105L*, C115, C185
Physics C110*

Group B: Biological Sciences

Biology C100, C100L*
Marine Science C100, C100L

Area 6—Languages Other Than English

Chinese C180
French C180
Spanish C180
Vietnamese C180

NOTE: Not all of the courses listed 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.

*Transfer credit may be limited. See a counselor or www.assist.org.

This information is subject to change. For the latest information please check the Course Catalog or www.coastline.edu.



Transfer Information

Associate Degree for Transfer

California Community College students who receive an Associate Degree for Transfer are eligible for admission with junior standing into the California State University (CSU) system. **A student who has earned one of these degrees will not be guaranteed admission for a specific major or campus** but will be given priority admission consideration to the local CSU campus and to a program or major that is determined by the California State University to be similar to the transfer AA degree. Upon enrollment at the CSU campus, the student will be eligible to graduate with 60 remaining semester units. To find out which CSU campuses accept each degree as similar, please go to www.adgreewithaguarantee.com.

Students who have been awarded an Associate Degree for Transfer are able to complete their remaining requirements for the 120-unit baccalaureate degree within 60 semester or 90 quarter units.

Current and prospective community college students are strongly encouraged to meet with a counselor to review their options for transfer and to develop an educational plan that best meets their goals and needs.

Associate Degree for Transfer (AA-T, AS-T) Requirements

The following are required for all Associate Degrees for Transfer:

1. Minimum of 60 CSU-transferable semester units. A minimum of 12 units must be in residence at Coastline College.
2. Minimum grade point average (GPA) of at least 2.0 in all CSU-transferable coursework. While a minimum GPA of 2.0 is required for admission, some majors may require a higher GPA. Please consult with a counselor for more information.
3. Completion of a minimum of 18 semester units in an Associate Degree for Transfer major as detailed in the catalog. All courses in the major must be completed with a grade of "C" or better or a "P" if the course is taken on a "pass-no pass" basis (title 5 § 55063).
4. Certified Completion of the California State University General Education-Breadth pattern (CSU GE Breadth - Coastline's Option 2 General Education pattern), OR the Intersegmental General Education Transfer Curriculum (IGETC - Coastline Option 3 General Education pattern).

Approved Associate Degrees for Transfer

The following Associate Degrees for Transfer are currently approved. Additional majors are under development. Please see a counselor and <http://www.coastline.edu/services/articulation/> for more information.

Business Administration AS-T

Communication Studies AA-T

Economics AA-T

Elementary Teacher Education AA-T

English AA-T

History AA-T

Mathematics AS-T

Physics AS-T

Psychology AA-T

Sociology AA-T

Spanish AA-T

Associate in Science for Transfer in BUSINESS ADMINISTRATION

The Associate in Science in Business Administration for Transfer is designed to provide students with the common core of lower division courses required to transfer and pursue a baccalaureate degree in Business Administration. This includes business degrees with options such as accounting, finance, human resource management, international business, management, operations management, and marketing.

Requirements for the major:

All courses must be completed with a grade of C or better.

Required Core (17 units):

Accounting C101 Financial Accounting (4.0 units)
Accounting C102 Managerial Accounting (4.0 units)
Economics C170 Principles of Microeconomics (3.0 units)
Economics C175 Principles of Macroeconomics (3.0 units)
Business C110 Legal Environment of Business (3.0 units)

List A - Select one course (4 units):

Mathematics C140 Business Calculus (4.0 units)
Mathematics C150 Finite Mathematics with Applications (4.0 units)
Mathematics C160 Introduction to Statistics (4.0 units)

List B - Select two courses (6-7 units):

Any course from List A not already taken.
Computer Information Systems C111 Introduction to Information Systems Programming (3.0 units)
Business C100 Introduction to Business (3.0 units)
Or
English C136 Business Communication (3.0 units)

Total Units for the Major Required: 27- 28 units

CSU General Education or IGETC pattern: 37-39 units

Transfer Electives as needed to reach 60 transferable units

DEGREE TOTAL: 60 Units

Associate in Arts for Transfer in COMMUNICATION STUDIES

The Coastline College Associates in Arts in Communication Studies for transfer program empowers students with the tools to analyze and improve communication in their personal, academic, public, and professional interactions. Students will study and learn to effectively construct, evaluate, and communicate appropriate messages in a variety of communicative situations. By completing this program students will be prepared to become effective contributors and leaders in their communities and chosen careers.

Requirements for the degree:

All courses must be completed with a grade of C or better.

Required Core (3 units):

Communication Studies C110 Public Speaking (3.0 units)

List A — Select two courses (6 units):

Communication Studies C100 Interpersonal Communication (3.0 units)
Communication Studies C140 Small Group Communication (3.0 units)
Communication Studies C220 Essentials of Argumentation (3.0 units)

List B — Select two courses (6 units):

Communication Studies C150 Intercultural Communication (3.0 units)
Communication Studies C101 Fundamentals of Human Communication (3.0 units)
Mass Communications C100 Introduction to Mass Communications (3.0 units)

List C — Select one course (3 units):

Anthropology C100 Cultural Anthropology (3.0 units)
Psychology C100 Introduction to Psychology (3.0 units)
Sociology C100 Introduction to Sociology (3.0 units)
English C102 Critical Reasoning, Reading, and Writing (3.0 units)

Total Units for the Major Required: 18 units

CSU General Education or IGETC pattern: 37-39 units

Transfer Electives as needed to reach 60 transferable units

DEGREE TOTAL: 60 Units

Associate in Arts for Transfer in ECONOMICS

An Associate in Arts for Transfer in Economics degree will introduce students to the fundamentals of economics. Students will develop a set of principles and models in microeconomics and macroeconomics that can be used to explain the decision-making process of individuals, firms, and society with a focus on application of these concepts to solving economic problems. The degree also emphasizes enhancement of quantitative skills to be applied to economic applications and decision making. The courses in the Economics degree will provide students with the necessary foundation needed as preparation for upper division courses in economic theory in completion of a Baccalaureate Degree in Economics.

The Associate in Arts for Transfer in Economics degree will prepare students for transfer to the CSU for a degree in Economics. It also provides an AA degree for students who plan to transfer to the UC for a degree in Economics.

Degree completion requirements include:

(1) Completion of 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following:

(A) The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education – Breadth Requirements.

(B) A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.

(2) Obtainment of a minimum grade point average of 2.0. Courses for the major must be completed with a grade of C or better or a “P” if the course is taken on a “pass-no pass” basis.

Requirements for the degree:

All courses must be completed with a grade of C or better.

Required Core (15 units)

Economics C170 Principles of Microeconomics (3 units)

Economics C175 Principles of Macroeconomics (3 units)

Mathematics C160 Introduction to Statistics (4 units)

Mathematics C180 Calculus 1 (5 units)

List A: select one course

Accounting C101 Financial Accounting (4 units)

Accounting C102 Managerial Accounting (4 units)

English C136 Business Communication (3 units)

Computer Information Systems C111 Introduction to Information Systems and Programming (3 units)

Mathematics C115 College Algebra (4 units)

Mathematics C170 Precalculus (5 units)

List B: any course not previously taken from list A or select one course below

Economics C110 Contemporary Economic Issues and Policy (3 units)

Mathematics C280 Calculus 3 (5 units)

Total Units for the Major Required: 21

CSU General Education or IGETC pattern: 37-39 units

Transfer Electives as needed to reach 60 transferable units

DEGREE TOTAL: 60 Units

Associate in Arts for Transfer in ELEMENTARY TEACHER EDUCATION

The Associate in Arts in Elementary Teacher Education for Transfer degree (AA-T) is designed for prospective California State University (CSU) transfer students who are preparing for careers as Elementary School Teachers.

To qualify for the Associate in Arts in Elementary Teacher Education for Transfer a student must complete the following requirements:

1. Minimum of 60 CSU-transferable semester units.
2. Minimum grade point average (GPA) of at least 2.0 in all CSU-transferable coursework. While a minimum G.P.A. of 2.0 is required for admission, some majors may require a higher G.P.A. Please consult with a counselor for more information.
3. Certified completion of the California State University General Education-Breadth pattern (Option 2); OR the Cal State version of the Intersegment General Education Transfer Curriculum (IGETC Option 3).
4. Completion of all the courses in the major as detailed below. Courses for the major must be completed with a grade of C or better or a "P" if the course is taken on a "pass-no pass" basis.

Note: Four-Year institutions do not recommend students take major prep courses for Pass/No Pass.

Requirements for the degree:

All courses must be completed with a grade of C or better.

Required Core (42.5 units):

Education C200 The Teaching Profession (3.5 units)
Psychology C116 Child Growth and Development (3.0 units)

Biology C100 Introduction to Biology (3.0 units)

Biology C100L Introduction to Biology Lab (1.0 units)

Chemistry C140 Survey of Chemistry and Physics (4.0 units)

Or

Physics C140 Survey of Chemistry and Physics (4.0 units)

Geology C106 Earth Sciences for Teachers (4.0 units)

Or

Geology C105 General Geology (3.0 units)

And

Geology C105L Geology Lab (1.0 units)

Mathematics C104 Mathematics for Elementary Teachers (3.0 units)

Communication Studies C110 Public Speaking (3.0 units)

English C100 Freshman Composition (3.0 units)

English C140 Appreciation of Literature (3.0 units)

Geography C100 World Regional Geography (3.0 units)

History C161 World History 1 (3.0 units)

History C170 United States History to 1876 (3.0 units)

Political Science C180 American Government (3.0 units)

List A: select one course

English C102 Critical Reasoning, Reading, and Writing (3.0 units)

List B: select one course

Music C100 History and Appreciation of Music (3.0 units)

List C: up to 12 additional units to meet the 60 unit degree requirement selected from:

Education C103 Introduction to Computers in Education: Technology Proficiencies for Teachers 1 (2.0 units)

Education C104 Introduction to Teaching and Learning in Diverse Contemporary Classrooms (1.0 units)

English C143 Children's Literature (3.0 units)

Mathematics C103 Statistics for Elementary Teachers (3.0 units)

Mathematics C106 Geometry for Elementary Teachers (3.0 units)

Theater Arts C100 Introduction to Theater (3.0 units)

Total Units for the Major Required: 48.5

CSU General Education or IGETC pattern: 37-39 units

Transfer Electives as needed to reach 60 transferable units

DEGREE TOTAL: 60 Units

Associate in Arts for Transfer in ENGLISH

The Associate in Arts in English for Transfer major emphasizes writing about literature and the skills needed to analyze literature in academic terms. Students taking this major will examine a variety of genres and will gain a better understanding of a given literary work's relevance to the time period in which it was written as well as the relationship between the events in an author's life, time, and culture. In other words, successful students will develop the ability to analyze literature in context. Completion of this major will provide a solid foundation for students interested in pursuing a B.A. in literature.

Requirements for the major:

All courses must be completed with a grade of C or better.

Required Core (6 units):

English C102 Critical Reasoning, Reading, and Writing (3.0 units)

English C140 Appreciation of Literature (3.0 units)

List A Select two courses (6 units):

English C150 American Literature 1 (3.0 units)

English C155 American Literature 2 (3.0 units)

English C270 British Literature to 1800 (3.0 units)

English C275 British Literature since 1800 (3.0 units)

List B Select one course (3 units):

Any course not taken above in List A

English C145 American Literature: The Short Story (3.0 units)

English C181 Shakespeare (3.0 units)

List C Select one course (3 units):

Any course not taken above in List A or B

English C135 Business Writing (3.0 units)

English C136 Business Communication (3.0 units)

English C143 Children's Literature (3.0 units)

English C144 The International Short Story (3.0 units)

English C146 Introduction to 20th Century Military Fiction (3.0 units)

English C296 Gothic Victorian Literature (3.0 units)

English C297 Contemporary Gothic Literature (3.0 units)

Humanities C100 Introduction to the Humanities (3.0 units)

Theater Arts C101 Introduction to History and Literature of the Theater (3.0 units)

OR

English C163 Introduction to History and Literature of the Theater (3.0 units)

Total Units for the Major Required: 18 units

CSU General Education or IGETC pattern: 37-39 units

Transfer Electives as needed to reach 60 transferable units

DEGREE TOTAL: 60 Units

Associate in Arts for Transfer in HISTORY

Historians analyze the economic, political, social and cultural characteristics of past societies and why these characteristics change over time. Students studying in this discipline will gain a greater understanding of the roots of the modern world and an appreciation for the cultural and global diversity of the human experience. History majors learn how to critically evaluate primary and secondary source materials and how to construct logical written or oral arguments clearly supported with evidence. These skills in critical thinking and communication are broadly applicable and highly sought after by employers, making history an excellent course of study for students seeking a general liberal arts education. History is particularly useful for students considering careers in teaching, law, communications, journalism, librarianship, archival and research work, public administration, and a wide variety of public service and government careers.

Requirements for the major:

All courses must be completed with a grade of C or better.

Required Core (6 units):

History C170 United States History to 1876 (3.0 units)

History C175 United States History since 1876 (3.0 units)

List A - Select two courses (6 units):

History C161 World History 1 (3.0 units)

OR

History C180 Western Civilization 1 (3.0 units)

History C162 World History 2 (3.0 units)

OR

History C185 Western Civilization 2 (3.0 units)

List B Select one course from each of the following 2 areas (6 units):

Area 1:

Anthropology C150 World Cultures (3.0 units)

Geography C100 World Regional Geography (3.0 units)

History C115 Latin American History and Culture (3.0 units)

History C121 History of American Women (3.0 units)

History C122 Chicano History (3.0 units)

History C161 World History 1 (3.0 units) if not previously used to fulfill List A requirement

History C162 World History 2 (3.0 units) if not previously used to fulfill List A requirement

Political Science C185 Comparative Politics (3.0 units)

Sociology C233 Racial and Ethnic Relations in America (3.0 units)

Sociology C245 Perspectives of Sex and Gender (3.0 units)

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Area 2:

Any history course from List A or List B Area 1 not previously used to fulfill a requirement or:

- Anthropology C100 Cultural Anthropology (3.0 units)
- Art C100 Art History and Appreciation 1 (3.0 units)
- Art C101 Art History and Appreciation 2 (3.0 units)
- Art C102 Contemporary Art History (3.0 units)
- Geography C185 Cultural Geography (3.0 units)
- History C135 History of Britain and Ireland 2 (3.0 units)
- History C150 History of California (3.0 units)
- History C155 The American West (3.0 units) (3.0 units)
- Music C100 History and Appreciation of Music (3.0 units)
- Music C139 History of Rock Music (3.0 units)
- Music C143 History of Jazz (3.0 units)
- Political Science C180 American Government (3.0 units)
- Psychology C100 Introduction to Psychology (3.0 units)
- Sociology C100 Introduction to Sociology (3.0 units)

Total Units for the Major Required: 18 units

CSU General Education or IGETC pattern: 37-39 units

Transfer Electives as needed to reach 60 transferable units

DEGREE TOTAL: 60 Units

Associate in Science for Transfer in MATHEMATICS

Upon successful completion of the Associate in Science in Mathematics for Transfer, the student will have demonstrated a practical and theoretical understanding of mathematics in preparation for transfer to the California State University system. This degree will be useful for students majoring in the STEM (science, technology, engineering and mathematics) fields. It is recommended that students consult a counselor for further information.

Requirements for the major:

All courses must be completed with a grade of C or better.

Required Core (15 units):

- Mathematics C180 Calculus 1 (5.0 units)
- Mathematics C185 Calculus 2 (5.0 units)
- Mathematics C280 Calculus 3 (5.0 units)

Complete the requirements in Groups A and B below:

List A Complete the course below (5 units):

- Mathematics C285 Introduction to Linear Algebra and Differential Equations (5.0 units)

List B Select one course (4 units):

- Mathematics C160 Introduction to Statistics (4.0 units)
- Physics C185 Calculus Based Physics: Mech (4.0 units)

Total Units for the Major Required: 24 units

CSU General Education or IGETC pattern: 37-39 units

Transfer Electives as needed to reach 60 transferable units

DEGREE TOTAL: 60 Units

Associate in Science for Transfer in PHYSICS

Physics is an attempt to understand natural phenomena, and is fundamental to related fields such as astronomy, biology, chemistry, geology and engineering. The goal of the physics program is to develop students' understanding and analysis of the physical world through mathematical techniques involving qualitative and quantitative reasoning. It is strongly recommended that all physics majors take a course in linear algebra and differential equations such as MATH C285 in addition to the degree requirements, but this cannot be included as a requirement due to unit limitations.

Requirements for the major:

All courses must be completed with a grade of C or better.

Required Core (27 units):

Physics C185 Calculus Based Physics: Mechanics (4.0 units)

Physics C280 Calculus Based Physics: Electricity and Magnetism (4.0 units)

Physics C285 Calculus Based Physics: Modern (4.0 units)

Mathematics C180 Calculus 1 (5.0 units)

Mathematics C185 Calculus 2 (5.0 units)

Mathematics C280 Calculus 3 (5.0 units)

Total Units for the Major Required: 27.0

CSU General Education or IGETC pattern: 37-39 units

Transfer Electives as needed to reach 60 transferable units

DEGREE TOTAL: 60 Units

Associate in Arts for Transfer in PSYCHOLOGY

Psychology is the scientific study of behavior and mental processes. Students majoring in psychology learn the major perspectives for understanding human behavior: behavioral, biological, cognitive, cross-cultural, evolutionary, humanistic, and psychodynamic. Students will acquire skills to analyze behavior, including statistical methods and research design, and will learn to document findings in APA style; descriptive research methods and experimental methods are covered. Students will gain an understanding of the following topics: neuroscience; sensation and perception; consciousness; learning; memory; thinking, language and intelligence; motivation and emotion; lifespan development; personality; social psychology; stress, health, and coping; psychological disorders; and therapies. Completion of the major provides a solid foundation for a psychology transfer program and many careers in the social service fields. A Master's degree or higher is required for most counseling or research psychologist positions.

Requirements for the major:

All courses must be completed with a grade of C or better.

Required Core (11 units):

Mathematics C160 Introduction to Statistics (4.0 units)

Psychology C100 Introduction to Psychology (3.0 units)

Psychology C280 Introduction to Research Methods in Psychology (4.0 units)

List A Select one course (3 units):

Biology C100 Introduction to Biology (3.0 units)

Psychology C250 Psychobiology (3.0 units)

List B Select one course (3 units):

Any List A course not used above (3 units)

Psychology C116 Child Growth and Development (3.0 units)

Psychology C118 Life Span Developmental Psychology (3.0 units)

Sociology C100 Introduction to Sociology (3.0 units)

List C Select one course (3 units):

Any courses not selected above (3.0 units)

Psychology C165 Principles of Human Sexuality 1 (3.0 units)

Psychology C170 Psychology of Aging (3.0 units)

Psychology C255 Abnormal Psychology (3.0 units)

Psychology C260 Social Psychology (3.0 units)

Total Units for the Major Required: 20 units

CSU General Education or IGETC pattern: 37-39 units

Transfer Electives as needed to reach 60 transferable units

DEGREE TOTAL: 60 units

Associate in Arts for Transfer in SOCIOLOGY

The Associate in Arts for Transfer in Sociology emphasizes a scientific approach to the study of human society, utilizing a variety of theories and research methods to understand the interaction between human groups and institutions and their influences on each other. Sociology ranges from the study of relationships in intimate social settings to the study of large bureaucratic institutions. Students taking this major will examine a variety of social institutions, including family, religion, and education, and will gain a better understanding of the roles played by social class, gender, and race in shaping social interactions. Successful students will develop their ability to think critically about social relationships, perform scientific social research, construct analytical arguments, and communicate their ideas effectively. Completion of this major will provide a solid foundation for people interested in a wide variety of careers, including law and law enforcement, social welfare, gerontology, urban planning, business, education, and public health.

Requirements for the major:

All courses must be completed with a grade of C or better.

Required Core (3.0 units):

Sociology C100 Introduction to Sociology (3.0 units)

List A Select two courses (7-8 units):

Sociology C185 Analysis of Social Problems (3.0 units)

Mathematics C160 Introduction to Statistics (4.0 units)

Psychology C280 Introduction to Research Methods in Psychology (4.0 units)

List B Select two courses (6-7 units):

Any course from List A not used to fulfill List A requirements

Sociology C110 Introduction to Marriage and Family (3.0 units)

Psychology C260 Social Psychology (3.0 units)

List C Select one course (3 units):

Any course from List A or List B not used to fulfill List A or B requirements

Anthropology C100 Cultural Anthropology (3.0 units)

Geography C185 Cultural Geography (3.0 units)

Psychology C100 Introduction to Psychology (3.0 units)

Sociology C120 Introduction to Gerontology (3.0 units)

Sociology C130 Globalization and Social Change (3.0 units)

Total Units for the major Required: 18-19 units

CSU General Education or IGETC pattern: 37-39

Transfer Electives as needed to reach 60 transferable units

DEGREE TOTAL: 60 units

Associate in Arts for Transfer in SPANISH

The sequence of classes leading to the Associate in Arts in Spanish for Transfer helps the students develop proficiency in Spanish and provides them with the intercultural sophistication necessary to function comfortably and effectively in a Spanish-speaking environment. Courses are designed to develop the students' speaking, reading, writing, and listening skills, as well as provide a general overview of Spanish-speaking cultures around the globe.

Requirements for the major:

All courses must be completed with a grade of C or better.

Required Core (18 units):

Spanish C160 Spanish for Spanish Speakers 1

OR

Spanish C180 Elementary Spanish 1

OR

Spanish C180A Elementary Spanish 1A

AND

Spanish C180A Elementary Spanish 1B

Spanish C165 Spanish for Spanish Speakers 2

OR

Spanish C185 Elementary Spanish 2

OR

Spanish C185A Elementary Spanish 2A

AND

Spanish C185B Elementary Spanish 2B

Spanish C280 Intermediate Spanish 1

OR

Spanish C280A Intermediate Spanish 1A

AND

Spanish C280B Intermediate Spanish 1B

Spanish C285 Intermediate Spanish 2

OR

Spanish C285A Intermediate Spanish 2A

AND

Spanish C285B Intermediate Spanish 2B

List A Select one course (3 units):

History C115 Latin American History and Culture

History C146 History of Mexico

Substitution Courses:

If a student places out of any core course(s) and is not awarded units for that course, the student will need to take additional units to compensate for the course/unit(s) required to reach at least 18 total units in the core.

Anthropology C100 Cultural Anthropology

Geography C185 Cultural Geography

History C122 Chicano History

Total Units for the major Required: 21 units

CSU General Education or IGETC pattern: 37-39

Transfer Electives as needed to reach 60 transferable units

DEGREE TOTAL: 60 units

Course Identification Numbering System (C-ID)

The Course Identification Numbering System (C-ID) is a statewide numbering system independent from the course numbers assigned by local California community colleges. A C-ID number next to a course signals that participating California colleges and universities have determined that courses offered by other California community colleges are comparable in content and scope to courses offered on their own campuses, regardless of their unique titles or local course number. Students should always go to www.assist.org to confirm how each college's course will be accepted at a particular four-year college or university for transfer credit.

The C-ID numbering system is useful for students attending more than one community college and is applied to many of the transferable courses students need as preparation for transfer. Students should always check with a counselor to determine how C-ID designated courses fit into their educational plans for transfer because these course requirements may change and because courses may be modified and qualified for or deleted from the C-ID database.

Preparation for Transfer

Students considering transferring to a CSU, UC or private college should plan as early as possible. Make an appointment to meet with a counselor for assistance in developing a Student Educational Plan (SEP) that outlines both your major and general education requirements.

Strategies for Successful Transfer

Identify your Major

- Enroll in Counseling C104 or C105
- Visit our Career Center at the College Center
- Meet with a counselor to explore majors
- Check out Exploring Majors on www.assist.org
- Explore majors on the Eureka Information System (see counselor)

Choose a University

- Visit the Coastline College Transfer Center at the College Campus
- Meet with college representatives at scheduled visits
- Attend the annual University Transfer Event
- Attend college fairs, preview days, open houses, campus tours
- Visit college websites

Determine Requirements

- Identify admission requirements
- Identify the best general education option pattern
- Identify major preparation requirements
- Visit www.assist.org
- Review college catalogs and websites
- Determine the competitive GPA for the major

Develop a Transfer Plan

- Meet with a counselor regularly to help you develop and maintain your educational plan
- Be aware of application deadlines for admissions, financial aid, and scholarships

- Clean up substandard grades with course repetition or Academic Renewal (see index)
- Don't hesitate to ask for help when you have questions or concerns

ASSIST (www.assist.org): ASSIST is an online transfer information system that shows how course credits earned at one public California college or university can be applied when transferred to another. ASSIST is the official repository of articulation for California's public colleges and universities and provides the most accurate and up-to-date information about student transfer in California. You can use ASSIST to find community college courses that are transferable to a UC or CSU campus and to determine how those courses might be used to satisfy specific subject matter requirements for admissions, General Education, or lower division major preparation. You can also use ASSIST to explore the majors available at University of California and California State University campuses.

California State Universities (CSU)

All the campuses of the California State University welcome applications from transfer students. If a student completes college units after the summer following his/her graduation from high school, he/she is considered a transfer student. The majority of transfer students enter the CSU as "upper-division" transfers. Upper-division transfers must complete at least 60 semester units or 90 quarter units before transfer, maintain a 2.0 GPA or better (a higher GPA is recommended to remain competitive) in all transferable college units and be in good standing at the college or university attended. Some students enter as "lower-division" transfer students if they completed fewer than 60 transferable semester units (90 quarter units). Visit <http://www2.calstate.edu/apply> for admissions and application procedures. Students may also complete an Associate Degree for Transfer (ADT), which provides the student with some CSU admission benefits (see index for more information on ADTs).

Academic Planning for Prospective Transfers: Until they meet with a counselor, students unsure of their major should first concentrate on completing the lower-division general education requirements. Of these requirements, the highest priorities are the general education requirements in the English language, oral communications, English composition, and critical thinking—along with a general education course in mathematics. While completion of all general education requirements is not required for admission, it is important that students complete as many of the lower-division general education requirements as possible prior to transfer. If they are pursuing a high-unit major that requires extensive lower-division prerequisites, they may not be able to complete all lower-division general education requirements prior to transfer.

General Education/Breadth Requirements: CSU provides California Community College transfers with two options for fulfilling CSU lower-division general education requirements: CSU General Education Breadth (GE-Breadth) and the Intersegmental General Education Transfer Curriculum (IGETC). For a list of courses that meet these requirements, refer to Option 2 and 3 in this catalog. You may also visit www.assist.org for both general education and articulated major requirements. Please see a counselor for additional guidance.

Impacted Majors: Many campuses have multiple impacted majors that require additional admission criteria. These specific criteria must be met before transfer for a student to be eligible for admission. Generally, the Impacted majors remain the same from one year to the next, but the criteria are subject to change. Students are encouraged to talk with a counselor or contact the campus directly for the most current information on impactation.

Detailed information about the 2017-2018 CSU impacted campuses and majors can be accessed at www.calstate.edu/SAS/impactioninfo.shtml.

University of California (UC)

A transfer applicant, according to the University, is a student who has enrolled in a fall, winter, or spring session at another college or university after high school. A student who meets this definition cannot disregard his or her college record and apply as a freshman.

Prospective transfer applicants should plan their coursework carefully. Selected courses should help them 1) meet the minimum admission requirements for transfer, 2) prepare them for their major and 3) fulfill recommended general education requirements. All courses must be UC transferable.

Admission Requirements: In addition to meeting the minimum admission requirements, a student should adhere to any special application or screening procedures for the selected major or UC campus. Additional requirements for highly competitive majors can also be identified through articulation agreements (available at www.assist.org). Students should enroll in the courses that meet these requirements. To earn 60 semester (90 quarter) units before transferring, the student should select courses that meet the eligibility, lower-division major-preparation, and appropriate general education/breadth requirements.

Major-Preparation Requirements: Transfer students should take courses that meet major requirements. In most cases, completing at least a portion of the major requirements is essential to gain admission to the major. The Transfer Preparation Paths, available at <http://admission.universityofcalifornia.edu/transfer/preparation-paths/>, outline the major preparation requirements at each UC campus for the most popular majors. They are particularly useful in helping students identify major-preparation coursework that will prepare them for multiple UC campuses. Information on major preparation requirements is also available at www.assist.org.

General Education/Breadth Requirements: Transfer applicants to the University from California community colleges may satisfy lower-division general education requirements by completing the Intersegmental General Education Transfer Curriculum (IGETC). For a list of courses that meet these requirements, refer to Coastline's General Education Option 3 in this catalog. You may also visit www.assist.org for course information. Please see a counselor for additional guidance.

Minimum eligibility requirements: To be eligible for admission as a junior UC transfer student, a student must complete 60 semester (90 quarter) units of transferable college credit with a GPA of at least 2.4 (2.8 for nonresidents) before transfer. However a higher GPA is recommended to remain competitive. No more than 14 semester (21 quarter) units may be taken Pass/Not Pass.

Transfer Admission Guarantee (TAG)

Coastline College has Transfer Admission Guarantee (TAG) agreements with UC Davis, UC Irvine, UC Merced, UC Santa Barbara, UC Santa Cruz, and UC Riverside. By participating in a Transfer Admission Guarantee program, students receive early review of their academic records, early admission notification, and specific guidance about major preparation and general education coursework. Coastline College encourages students to take advantage of these agreements. See a counselor to determine eligibility. For more information and application procedures, see <http://admission.universityofcalifornia.edu/transfer/guarantee/>.

UC Credit Limitations

Some of the courses which are transferable to the University of California indicate they have credit limitations. Check the UC Transferable Course List to determine these limitations. This list is available in the Coastline Transfer Center and Counseling Department and online on the Transfer Center and Articulation webpages.

Independent Colleges and Universities

Coastline maintains articulation agreements with many private colleges and universities. Check our Articulation webpage (<http://www.coastline.edu/services/articulation/>) for links to our agreements. Go to the Transfer Center webpage (<http://www.coastline.edu/services/transfer-center/>) for a list of transfer universities—UC, CSU, Private, and Out-of-State schools. We also recommend that you speak with a counselor to assist you with creating a Student Education Plan (SEP) to help meet your educational goals.

Additionally, Coastline partners with many four-year schools, including military-friendly colleges, so you can transfer your Coastline Associate degree or units into Bachelor-degree programs with ease. For our Veteran Students, contact a Military Counselor at militarycounselor@coastline.edu or contact the Transfer Center for current information.

Programs

| Coastline Credit Programs | Certificate of Specialization | Certificate of Accomplishment | Certificate of Achievement | AA/AS Degree | Associate Degree for Transfer |
|--|-------------------------------|-------------------------------|----------------------------|--------------|-------------------------------|
| Accounting | | | | | |
| Advanced Accounting | X* | | | | |
| Bookkeeping | | | X* | AS* | |
| General Accounting | | | X* | AS* | |
| Intermediate Accounting | X* | | | | |
| Taxation | | | X* | AS* | |
| Adobe Digital Analytics | X | | | | |
| American Studies | | | | AA* | |
| Animation and Gaming Foundations | | X | | | |
| Art | | | | AA | |
| Arts and Humanities | | | | AA* | |
| Biotechnology Media Design | X | | | | |
| Building Codes Professional | | | X | AS | |
| Business | | | | | |
| Business Administration | | | X* | AA*/AS* | AS-T |
| Entrepreneurship Essentials | X | | | | |
| Entrepreneurship for Artists | X | | | | |
| General Business | | | X* | AS* | |
| Human Resources Management | | | X* | AS* | |
| Marketing | | | X* | AS* | |
| Business Information Worker | | | X* | | |
| Business Management | | | | | |
| Business Plan | X* | | | | |
| Entrepreneurship and Small Business Management | | | X* | AA* | |
| Home Business | X* | | | | |
| Cognitive and Caregivers Boot Camp | X | | | | |
| Communication Studies | | | | | AA-T |
| Communications | | | | AA* | |

Note: Please consult with a counselor to confirm your degree requirements. Some courses required for these degrees and certificates require students to complete exams on campus, at examination centers, or in the presence of a proctor.

*These certificates and degrees can be completed entirely through online learning in either Coastline's regular or military/contract education programs.

Continued on next page

| Coastline Credit Programs | Certificate of Specialization | Certificate of Accomplishment | Certificate of Achievement | AA/AS Degree | Associate Degree for Transfer |
|--|-------------------------------|-------------------------------|----------------------------|--------------|-------------------------------|
| Computer Networking | | | | | |
| Cisco | | | X | AS | |
| Cisco Certified Networking Administrator (CCNA) | | X | | | |
| Cisco Certified Networking Professional (CCNP) | X | | | | |
| CompTIA | | X | | | |
| Cybersecurity | | | X | AS | |
| Cybersecurity and Computer Networking | | X | | | |
| Cybersecurity Fundamentals | | X | | | |
| IT Foundations | | X | | | |
| MCSA: Windows 8 | X | | | | |
| MCSA: Windows Server 2016 | X | | | | |
| Microsoft | | | X | AS | |
| Penetration Testing | | X | | | |
| Windows Server 2008 | | X | | | |
| Digital Media Design | | | X | | |
| Economics | | | | AA* | AA-T |
| Educational Studies | | | | | |
| Elementary Teacher Education | | | | | AA-T |
| Educational Studies | | X | | | |
| Liberal Studies (for Teaching) | | | | AA* | |
| Electronics (offered through Military/Contract Education) | | | X | AA | |
| Emergency Management/Homeland Security | | | | | |
| Criminal Justice | | | | AA* | |
| Emergency Management/Homeland Security | | | X* | AA* | |
| Homeland Security (TSA) | X | | | | |
| English | | | | AA* | AA-T |
| French | | | | AA | |
| Gerontology | | | X* | AA* | |
| Health and Fitness | | | | AA* | |
| Health Care Management | | | X | AS | |
| Health Science | | | X | | |
| History | | | | AA* | AA-T |
| Human Services | | X* | | AA* | |
| Informatics | | | X | AA/AS | |
| Introduction to Programming | | X | | | |

Note: Please consult with a counselor to confirm your degree requirements. Some courses required for these degrees and certificates require students to complete exams on campus, at examination centers, or in the presence of a proctor.

*These certificates and degrees can be completed entirely through online learning in either Coastline’s regular or military/contract education programs.

| Coastline Credit Programs | Certificate of Specialization | Certificate of Accomplishment | Certificate of Achievement | AA/AS Degree | Associate Degree for Transfer |
|---|-------------------------------|-------------------------------|----------------------------|--------------|-------------------------------|
| Leadership | | X | | | |
| Logistics/Supply Chain Management | | | X* | AA* | |
| Management and Supervision | | | | | |
| Management | | | X* | AA* | |
| Supervision and Management | | | X* | AA* | |
| Mathematics | | | | AA* | AS-T |
| Medical Administrative Office Technician | | X* | | | |
| Medical Coding Specialist | | X* | | | |
| Mobile Applications | | X | | | |
| Paralegal Studies | | | X | AA | |
| Physical Education and Health | | | | AA* | |
| Physics | | | | | AS-T |
| Process Technology | | | | | |
| Process Technician Fundamentals | | X* | | | |
| Process Technology | | | X* | AA* | |
| Project Management | | X* | | | |
| Project Management Essentials | X* | | | | |
| Psychology | | | | AA* | AA-T |
| Real Estate | | | | | |
| Real Estate Broker | | | X* | | |
| Real Estate Lending and Mortgage Brokering | X* | | | | |
| Real Estate Property Salesperson | X* | | | | |
| Real Estate Studies | | | X* | | |
| Retail | | | | | |
| Retail Management | | | X* | AA* | |
| Retail Management Essentials | | X | | | |
| Retail Management-Advanced | | X | | | |
| Science and Math | | | | AA* | |
| Social and Behavioral Sciences | | | | AA* | |
| Sociology | | | | AA* | AA-T |
| Spanish | | | | AA | AA-T |

Note: Please consult with a counselor to confirm your degree requirements. Some courses required for these degrees and certificates require students to complete exams on campus, at examination centers, or in the presence of a proctor.

*These certificates and degrees can be completed entirely through online learning in either Coastline's regular or military/contract education programs.

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Career and Technical Education Programs

These Certificates of Achievement are all approved majors of 18 or more units and will be posted on the transcript. They may be used to meet the 18-unit major requirement for the A.A. or A.S. Degree.

Accounting – A.S. Degree

- General Accounting
- Bookkeeping
- Taxation

Building Codes Professional – A.S. Degree

Business – A.S. Degree

- Business Administration
- General Business
- Human Resources Management
- Marketing

Computer Networking – A.S. Degree

- Cisco
- Cybersecurity
- Microsoft

Electronics – A.A. Degree

Emergency Management/Homeland Security – A.A. Degree

Emergency Management: Concentration in Criminal Justice - A.A. Degree only

Entrepreneurship and Small Business Management – A.A. Degree

Gerontology – A.A. Degree

Health Care Management – A.S. Degree

Human Services – A.A. Degree

Informatics – A. A. or A.S. Degree

Logistics/Supply Chain Management – A.A. Degree

Management & Supervision – A.A. Degree

- Management
- Supervision & Management

Paralegal Studies – A.A. Degree

Process Technology – A.A. Degree

Retail Management – A.A. Degree

Certificates of Achievement

These Certificates of Achievement are all approved majors of 18 units or more and will be posted on the transcript. They may be used as elective units towards the A.A. or A.S. Degree.

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 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.

Business Information Worker

Digital Media Design

Real Estate Broker

Real Estate Studies

Career and Technical Education Programs



Certificates of Accomplishment

These certificates of Accomplishment are 12 or more units. A Coastline certificate will be awarded, but only courses will be posted on the transcript.

Curriculum Requirements: Certificates of Accomplishment meet emerging technological needs of employers in business, government, and industry. These certificates 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 for the certificate at the beginning of the semester in which they will be completing their final requirements.

Animation and Gaming Foundation
Cisco Certified Networking Administrator (CCNA)
CompTIA
Cybersecurity and Computer Networking
Cybersecurity Fundamentals
Educational Studies
Human Services
Introduction to Programming
IT Foundation
Leadership
Medical Administrative Office Technician
Medical Coding Specialist
Mobile Applications
Penetration Testing
Process Technician Fundamentals
Project Management
Retail Management Essentials
Retail Management – Advanced
Windows Server 2008

Certificates of Specialization

These Certificates of Specialization are less than 12 units. A Coastline certificate will be awarded, but only the courses will be posted on the transcript.

Curriculum Requirements: Certificates of Specialization meet emerging technological needs of employers in business, government, and industry. These certificates are awarded upon completion of the required work. Students must complete at least 50 percent of the required certificate program at Coastline and must maintain at least a “C” average. Students are required to petition for the certificate at the beginning of the semester in which they will be completing their final requirements.

Adobe Digital Analytics
Advanced Accounting
Biotechnology Media Design
Business Plan
Cisco Certified Networking Professional (CCNP)
Cybersecurity Fundamentals
Entrepreneurship Essentials
Entrepreneurship for Artists
Home Business
Homeland Security (TSA)
Intermediate Accounting
MCSA: Windows 8
MCSA: Windows Server 2016
Project Management Essentials
Real Estate Lending & Mortgage Brokering
Real Estate Property Salesperson

CREDIT PROGRAMS

Accounting

Associate of Science Degree or Certificate of Achievement

The Accounting Certificate consists of three options that will prepare an individual for preparation in the accounting field as bookkeepers, junior accountants, or tax practitioners

PROGRAM LEVEL STUDENT LEARNING OUTCOMES

Upon completion of this program, students will be able to:

1. Accumulate, record, and interpret financial data.
2. Analyze and recommend effective business decisions/solutions using a systematic, evaluative, and information-based approach.
3. Demonstrate proficiency in the use of computerized accounting software.
4. Demonstrate understanding of accounting and business terminology.
5. Prepare accurate reports for decision making and regulatory compliance.

| Required Core | Units |
|---|--------------|
| Students will complete all of the following: | |
| ACCT C100 Introduction to Accounting | 3.0 |
| ACCT C101 Financial Accounting | 4.0 |
| ACCT C102 Managerial Accounting | 4.0 |
| ACCT C106 Excel for Accounting | 2.0 |
| ACCT C107 Accounting with QuickBooks | 2.0 |
| ACCT C112 Intermediate Accounting 1 | 3.0 |
| Subtotal | 18.0 |

Select 6 units from one of the concentrations below:

Concentration in Bookkeeping

3_AS_ACBK or 3_CL_ACBK

Complete 6 units from the following:

| | | |
|-----------|-------------------------------------|-----|
| ACCT C111 | Advanced QuickBooks | 2.0 |
| ACCT C283 | Work Based Learning | 3.0 |
| | Or | |
| ACCT C284 | Work Based Learning | 4.0 |
| BUS C100 | Introduction to Business | 3.0 |
| BC C147 | Beginning Microsoft Word | 2.0 |
| BC C175 | Microsoft Access 1 | 1.5 |
| CIS C100 | Introduction to Information Systems | 3.0 |
| ENGL C103 | Business English | 3.0 |

Subtotal Concentration **6.0**

Total for Certificate..... **24.0**

Total for Degree..... **60.0**

Concentration in General Accounting

3_AS_GACC or 3_CL_GACC

Complete 6 units from the following:

| | | |
|------------|--------------------------|-----|
| ACCT C103 | Individual Taxation | 3.0 |
| ACCT C283- | Work Based Learning | 3.0 |
| | Or | |
| ACCT C284 | Work Based Learning | 4.0 |
| BUS C100 | Introduction to Business | 3.0 |
| BUS C120 | Personal Finance | 3.0 |
| ENGL C103 | Business English | 3.0 |

Subtotal Concentration **6.0**

Total for Certificate..... **24.0**

Total for Degree..... **60.0**

Concentration in Taxation

3_AS_ACTX or 3_CL_ACTX

Complete 6 units from the following:

| | | |
|----------------|------------------------|---------|
| ACCT C103 | Individual Taxation | 3.0 |
| ACCT C104 | Business Taxation | 4.0 |
| ACCT C108 | Tax Return Preparation | 2.0 |
| ACCT C283-C284 | Work Based Learning | 3.0-4.0 |
| BUS C120 | Personal Finance | 3.0 |

Subtotal Concentration **6.0**

Total for Certificate..... **24.0**

Total for Degree..... **60.0**

Adobe Digital Analytics

Certificate of Specialization

3_CE_ANLY

The Adobe Digital Analytics Certificate of Specialization is designed to produce entry-level analysts versed in fundamental and advanced Adobe Reports & Analytics and the Adobe Analysis Workspace.

PROGRAM LEVEL STUDENT LEARNING OUTCOMES

Upon completion of this program, students will be able to:

1. Analyze digital data and recommend effective decisions using customized reports and visualizations configured in the Adobe Analytics solution. Leveraging data from Attribution IQ, Marketing Channels, Advertising Analytics and ROI reports.

| Required Courses | Units |
|--|------------|
| Students will complete all of the following: | |
| BC C154 Analytics: Fundamentals of Adobe Analytics | 3.0 |
| BC C156 Advanced Analytics – Adobe Analytics Advanced Features and Admin | 3.0 |
| Total for Certificate | 6.0 |

Advanced Accounting

Certificate of Specialization

3_CE_AACC

The certificate in Advanced Accounting will enable students to succeed in understanding advanced accounting topics that are tested on the CPA exam.

PROGRAM LEVEL STUDENT LEARNING OUTCOMES

Upon completion of this program, students will be able to:

1. Accumulate, record, and interpret financial data.
2. Prepare accurate reports for decision making and regulatory compliance.
3. Demonstrate understanding of accounting and business terminology.
4. Demonstrate proficiency in the use of computerized accounting software.

| Required Courses | Units |
|---|-------------|
| Students will complete all of the following: | |
| ACCT C104 Business Taxation | 4.0 |
| ACCT C118 Fundamentals of Auditing | 3.0 |
| ACCT C120 Advanced Accounting | 3.0 |
| Total for Certificate | 10.0 |

American Studies

Associate of Arts Degree

Area of Emphasis

3_AA_AMST

This interdisciplinary major is designed to provide students with an integrated understanding of American society, history, and culture. Students may select designated courses within the humanities, social sciences, and fine arts disciplines. More than 300 colleges and universities in the United States offer American Studies programs. They approach American culture from many directions but have in common the desire to view America as a whole rather than from the perspective of a single discipline. Students who have graduated from four-year universities with American Studies degrees have gone on to work as lawyers, librarians, business leaders, writers, archivists, researchers, teachers, and politicians.

PROGRAM LEVEL STUDENT LEARNING OUTCOMES

Upon completion of this program, students will be able to:

1. Apply perspectives from a variety of disciplines to develop an understanding of American culture, past and present, and its impact upon both the peoples of the United States and those outside its borders.
2. Critically evaluate historical sources, literature, art, film, music, or other types of cultural expressions in terms of their relevance to the American experience.

Requirements for the Degree

All courses must be completed with a grade of “C” or better.

Select a minimum of 18 units from at least 5 different disciplines.

- ART C102
- CMST C100, C101, C110
- ENGL C145, C150, C155
- GERO C240
- HIST C121, C122, C150, C155, C170, C175
- HUM C135
- MCOM C100
- MUS C139, C143
- PHIL C120
- PSCI C101, C180
- PSYC C116, C170
- SOC C110, C120

Subtotal for Area of Emphasis **at least 18.0**
Total for Degree

Animation and Gaming Foundation

Certificate of Accomplishment

3_CE_ANI

The Animation/Gaming Foundations Certificate consists of the foundational courses that would prepare students to become entry level animators. This program is run in partnership with ACME Animation and the Orange County Animation Project.

PROGRAM LEVEL STUDENT LEARNING OUTCOMES

Upon completion of this program, students will be able to:

1. Select and use appropriate software and apply conceptual thinking skills to solve problems and complete specific technology-related projects.
2. Demonstrate understanding of the implications of market trends on the needs and evolving styles within the media industry.
3. Code and troubleshoot basic computer programming.
4. Interpret the ideas being communicated by analyzing the visual elements and principles of design.
5. Solve visual problems involving craftsmanship by using the creative process.

Required Courses

Units

Students will complete all of the following:

| | | |
|-----------|---|-----|
| ART C110A | Color and Design: Two Dimensional | 1.5 |
| CIS C100 | Introduction to Information Systems | 3.0 |
| CIS C110 | Introduction to Programming with Visual Basic.Net | 1.5 |
| DGA C111 | 3ds Max Fundamentals | 3.0 |
| DGA C166C | Adobe Animate | 3.0 |

Total for Certificate **12.0**

Art

Associate of Arts Degree Major

3_AA_ART

This major encourages the development of technical skills, art appreciation, and personal creative vision. Art majors begin with a series of foundation courses that are designed to develop students' understanding and application of visual language across a range of media. This major will equip students with a variety of skills and visual strategies that they will be able to apply in meaningful contexts. Through study of arts, students learn how to find creative solutions to problems and how to express their individuality.

PROGRAM LEVEL STUDENT LEARNING OUTCOMES

Upon completion of this program, students will be able to:

1. Interpret the ideas being communicated by analyzing the visual elements and principles of design.
2. Solve visual problems involving craftsmanship by using the creative process.
3. Recognize, distinguish, and correlate the basic elements of form and utilize it to make original art.

Requirements for the Major

All courses must be completed with a grade of "C" or better.

| | | |
|------------------------------------|---|-------------|
| ART C110 (or C110A & C110B) | Color and Design: 2D | 3.0 |
| ART C120 (or C120A & C120B) | Drawing 1 | 3.0 |
| ART C121 | Life Drawing 1 | 3.0 |
| ART C122 (or ART C122A & C122B) | Painting | 3.0 |
| ART C100 | Survey of Art: Prehistory through Late Gothic | 3.0 |
| OR | | |
| ART C101 | Survey of Art: Renaissance to Contemporary | 3.0 |
| ART C111A and 111B | Color and Design: 3D | 3.0 |
| OR | | |
| ART C150 | Ceramics 1 | 3.0 |
| Subtotal for Major | | 18.0 |
| Total for Degree | | 60.0 |

Arts and Humanities

Associate of Arts Degree Area of Emphasis

3_AA_ARHU

The Arts and Humanities courses introduce the student to diverse aspects of human life in world cultures. Students will examine the ways that art and culture have influenced history and the ways those decisions affect the way we interact with other people in our everyday lives.

Some university majors within the Arts and Humanities include Art, English, Interior Design, Foreign Languages, History, Linguistics, Literature, Music, Philosophy, Religious Studies, and Theater Arts.

PROGRAM LEVEL STUDENT LEARNING OUTCOMES

Upon completion of this program, students will be able to:

1. Evaluate and interpret the ways in which people through the ages in different cultures have responded to themselves and the world around them in artistic and cultural creation.

Requirements for the Degree

All courses must be completed with a grade of “C” or better.

Select at least 18 units from the following courses:

ART C100, C101, C102, C103, C104, C105, C109, C110, C110A, C110B, C120, C120A, C120B, C121, C122, C122A, C122B, C127, C129, C130, C135, C136, C137, C150, C150A, C150B, C151, C205, C214, C221, C222A, C222B, C224, C224A, C224B, C228, C229, C230, C231, C232, C242, C250A, C250B, C261, C262, C263, C265

ENGL C111, C140, C143, C144, C145, C146, C150, C155, C181, C270, C275, C296, C297

HIST C121, C132, C135, C155, C161, C162, C170, C175, C180, C185

HUM C100, C110, C135

International Languages (any international language) Maximum of 10 units in one language: C144, C160, C160A, C160B, C165, C165A, C165B, C180, C180A, C180B, C185, C260, C280, C280A, C280B, C285, C285A, C285B

MUS C100, C103, C130, C131, C139, C143

PHIL C100, C113, C120

SIGN C185

THEA C100, C101, C106, C107

Subtotal for Area of Emphasis at least 18.0

Total for Degree 60.0

Biotechnology Media Design

Certificate of Specialization

3_CE_BTECH

This unique certificate emphasizes the foundational digital media skills required to design and create professional media products for the biotechnology/biomedical field. Students will develop conceptual pathways related to interdisciplinary STEAM fields, (Science, Technology, Engineering, Art, Mathematics) and explore mixed digital media, including 3D modeling, and discuss the importance of research, models, and props in the design and execution of the final product. This certificate will focus on entrepreneurship, building relationships, and self-promotion.

PROGRAM LEVEL STUDENT LEARNING OUTCOMES

Upon completion of this program, students will be able to:

1. Develop materials utilizing advanced principles of design and application of digital media in the biotechnology field.
2. Select and use appropriate software and apply conceptual thinking skills to solve problems and generate specific digital media projects.
3. Demonstrate understanding of the implications of market trends on the needs and evolving styles within the biotechnology media industry.
4. Analyze and respond efficiently to specific customer needs.

Required Courses

Units

Students will complete all of the following:

| | | |
|-----------|---|-----|
| DGA C116A | Adobe Photoshop 1 | 3.0 |
| DGA C118A | Introduction to Adobe Illustrator | 3.0 |
| DGA C111 | 3ds Max Fundamentals | 3.0 |
| DGA C195 | Introduction to Biotechnology Media Design | 3.0 |
| DART G103 | Introduction to 2D Design (Offered at Golden West College) | 3.0 |

Total for Certificate 15.0

Building Codes Professional

Associate of Science Degree or Certificate of Achievement

3_AS_BCPRO or 3_CL_BCPRO

Coastline's Building Codes Professional program (BCT) is a comprehensive building codes program taught by experts in the field which includes structural, mechanical, and technical aspects of construction; building, plumbing, electrical, heating and air conditioning codes; and related laws. International Conference of Building Officials (ICBO), International Code Councils (ICC), and California Code exams and licenses are covered to prepare students for employments in residential, commercial, and code enforcement.

PROGRAM LEVEL STUDENT LEARNING OUTCOMES

Upon completion of this program, students will be able to:

1. Assess new and existing residential, commercial, public and industrial buildings, and offer recommendations for property improvement before or after purchase or for a specific project.
2. Working with architects, engineers, contractors, and property owners, inspect and evaluate construction plans, use of materials and workmanship to assure they comply and meet minimum code requirements.

| Required Courses | Units |
|--|-------------|
| Students will complete all of the following: | |
| BCT C300 Introduction to International Building Code | 3.0 |
| BCT C301 Residential/Construction Blueprint Reading | 3.0 |
| BCT C302 California Administrative Code (Title 24) | 3.0 |
| BCT C303 Non-Structural Provisions of Building Code | 3.0 |
| BCT C304 Concrete Code | 3.0 |
| BCT C305 Framing Requirements of Building Code | 3.0 |
| BCT C306 Electrical Code | 3.0 |
| BCT C307 Mechanical Code | 3.0 |
| BCT C308 Plumbing Code | 3.0 |
| BCT C311 International Residential Code | 3.0 |
| Total for Certificate | 30.0 |
| Total for Degree | 60.0 |

Business

Associate of Science Degree or Certificate of Achievement

The Business program consists of various concentrations that will prepare an individual to have an understanding of business practices and provides students with the opportunity to select specific courses to meet their professional or personal business goals. These concentrations will provide entry-level professionals with knowledge and skills to work in a variety of business environments.

PROGRAM LEVEL STUDENT LEARNING OUTCOMES

Upon completion of this program, students will be able to:

1. Analyze and recommend effective business decisions/solutions using a systematic, evaluative, and information based approach.
2. Develop and exhibit high standards of professional practice, demonstrating awareness of ethical and social responsibilities in today's multicultural, team-oriented, rapidly-changing global environment.
3. Effectively communicate solutions to business problems, using appropriate language and tools and demonstrating understanding of business terms and concepts.

| Required Core | Units |
|---|-------------|
| Students will complete all of the following: | |
| BUS C100 Introduction to Business | 3.0 |
| BUS C110 Business Law/Legal Environment of Business | 3.0 |
| BUS C150 Introduction to Marketing | 3.0 |
| MS C100 Business Organization and Management | 3.0 |
| Subtotal | 12.0 |

Select three courses from one of the concentrations below:

Concentration in Business Administration

3_AS_BADM or 3_CL_BADM

Choose three of the following courses:

| | | |
|--------------|---|---------|
| ACCT C116 | ACCT for Non-Financial Managers, Entrepreneurs, Business Owners | 3.0 |
| BUS C101 | Introduction to Project Management | 3.0 |
| BUS C118 | Introduction to International Business | 3.0 |
| CIS C111 | Introduction to Information Systems Programming | 3.0 |
| ECON C110 | Contemporary Economic Issues and Policy | 3.0 |
| ECON C170 | Principles of Microeconomics | 3.0 |
| ECON C175 | Principles of Macroeconomics | 3.0 |
| MS C101 | Management and Employee Communication | 3.0 |
| MS C102 | Human Relations in Business | 3.0 |
| MS C144 | Introduction to Leadership | 3.0 |
| MS C283-C284 | Work Based Learning | 3.0-4.0 |

| | |
|-------------------------------------|------------------|
| Subtotal Concentration | 9.0-10.0 |
| Total for Certificate | 21.0-22.0 |
| Total for Degree | 60.0 |

Concentration in General Business

3_AS_BUS or 3_CL_GBUS

Choose three of the following courses:

| | | |
|---------------|---|---------|
| ACCT C100 | Introduction to Accounting | 3.0 |
| BUS C120 | Personal Financial Planning | 3.0 |
| BUS C222 | Entrepreneurship and Small Business Operations and Management | 3.0 |
| CIS C100 | Introduction to Information Systems | 3.0 |
| CIS C111 | Introduction to Information Systems Programming | 4.0 |
| MS C104 | Human Resource Management | 3.0 |
| PHIL C115 | Logic and Critical Thinking | 3.0 |
| PHIL C120 | Ethics | 3.0 |
| BUS C281-C284 | Work-Based Learning | 1.0-4.0 |

Subtotal Concentration **9.0-10.0**

Total for Certificate **21.0-22.0**

Total for Degree **60.0**

Concentration in Human Resources Management

3_AS_BHR or 3_CL_BHR

Choose three of the following courses:

| | | |
|--------------|---|---------|
| CIS C111 | Introduction to Information Systems Programming | 3.0 |
| MS C101 | Management and Employee Communication | 3.0 |
| MS C102 | Human Relations in Business | 3.0 |
| MS C104 | Human Resource Management | 3.0 |
| MS C283-C284 | Work Based Learning | 3.0-4.0 |

Subtotal Concentration **9.0-10.0**

Total for Certificate **21.0-22.0**

Total for Degree **60.0**

Concentration in Marketing

3_AS_BUSM or 3_CL_BUSM

Choose three of the following courses:

| | | |
|--------------|---|---------|
| BUS C120 | Personal Finance | 3.0 |
| BUS C130 | E-Commerce: Strategic Thinking and Management | 3.0 |
| BUS C222 | Entrepreneurship and Small Business Operations and Management | 3.0 |
| CIS C111 | Introduction to Information Systems Programming | 3.0 |
| MCOM C100 | Introduction to Mass Communications | 3.0 |
| MS C283-C284 | Work Based Learning | 3.0-4.0 |

Subtotal Concentration **9.0-10.0**

Total for Certificate **21.0-22.0**

Total for Degree **60.0**

Business Administration

Associate in Science Degree in Business Administration for Transfer

3_AST_BUSADM

The Associate in Science in Business Administration for Transfer is designed to provide students with the common core of lower division courses required to transfer and pursue a baccalaureate degree in Business Administration. This includes business degrees with options such as accounting, finance, human resource management, international business, management, operations management, and marketing.

PROGRAM LEVEL STUDENT LEARNING OUTCOMES

Upon completion of this program, students will be able to:

1. Analyze and recommend effective business decisions/solutions using a systematic, evaluative, and information-based approach.
2. Develop and exhibit high standards of professional practice, demonstrate awareness of ethical and social responsibility in today's multicultural, team-oriented, changing environment.
3. Effectively communicate solutions to business problems using appropriate language and tools through demonstrating an understanding of business terms and concepts.

Requirements for the Major

All courses must be completed with a grade of "C" or better.

| Required Core | Units |
|---|-------------|
| Students will complete all of the following courses: | |
| ACCT C101 Financial Accounting | 4.0 |
| ACCT C102 Managerial Accounting | 4.0 |
| ECON C170 Principles of Microeconomics | 3.0 |
| ECON C175 Principles of Macroeconomics | 3.0 |
| BUS C110 Business/Law Legal Environment of Business | 3.0 |
| Subtotal | 17.0 |

List A — Select one course from the following:

| | |
|--|------------|
| MATH C140 Business Calculus | 4.0 |
| MATH C150 Finite Mathematics with Applications | 4.0 |
| MATH C160 Introduction to Statistics | 4.0 |
| Subtotal | 4.0 |

List B — Select two courses from the following:

Any course from List A not already taken.

| | |
|--|----------------|
| CIS C111 Introduction to Information Systems Programming | 3.0 |
| BUS C100 Introduction to Business | 3.0 |
| OR | |
| ENGL C136 Business Communication | 3.0 |
| Subtotal | 6.0-7.0 |

Total Required for the Major **27.0-28.0**

CSU General Education or IGETC pattern: 37-39 units

Transfer Electives as needed to reach 60 transferable units

Total for Degree..... **60.0**

Business Administration

Associate of Arts Degree Major

3_AA_BADM

A major in Business Administration prepares graduates for business and management related careers in for-profit and not-for-profit organizations and the public sector. Courses required for this major encourage critical thinking and problem solving. Students will develop teamwork and leadership skills, as well as an ability to motivate people and communicate effectively.

PROGRAM LEVEL STUDENT LEARNING OUTCOMES

Upon completion of this program, students will be able to:

1. Effectively communicate solutions to business problems, using appropriate language and tools and demonstrating understanding of business terms and concepts.
2. Analyze and recommend effective business decisions/solutions using a systematic, evaluative, and information-based approach.
3. Use economic concepts including scarcity, opportunity cost, supply and demand, etc. to analyze markets, evaluate fluctuations, and determine the impact on individual and global economic decisions.

Requirements for the Major

All courses must be completed with a grade of "C" or better.

| Required Core | Units |
|---|-------------|
| Students will complete all of the following: | |
| ACCT C101 Financial Accounting | 4.0 |
| ECON C170 Principals of Microeconomics | 3.0 |
| ECON C175 Principals of Macroeconomics | 3.0 |
| Subtotal | 10.0 |

Program Electives

Select at least 8 units from the following:

| | |
|--|-----|
| ACCT C102 Managerial Accounting | 4.0 |
| BUS C110 Business Law/Legal Environment of Business | 3.0 |
| BC C100 Introduction to Computers | 3.0 |
| CIS C100 Introduction to Information Systems | 3.0 |
| CIS C111 Introduction to Information Systems Programming | 3.0 |
| MATH C140 Business Calculus | 4.0 |
| MATH C150 Finite Mathematics with Applications | 4.0 |
| MATH C160 Introduction to Statistics | 4.0 |
| MATH C180 Calculus 1 | 5.0 |
| MATH C185 Calculus 2 | 5.0 |

Subtotal Electives..... **8.0**

Subtotal for Major **at least 18.0**

Total for Degree..... **60.0**

Business Information Workers

Certificate of Achievement

3_CL_BIW

The Business Information Worker Certificate of Achievement is designed to prepare students for entry-level office and administrative support in a variety of fields or businesses. (Formerly known as Office Admin/Specialist/Manager.)

PROGRAM LEVEL STUDENT LEARNING OUTCOMES

Upon completion of this program, students will be able to:

1. Communicate effectively, organize and manage daily operations in a professional office setting.

| Required Courses | | Units |
|---|--|--------------|
| Students will complete all of the following: | | |
| BC C104 | Introduction to Windows Operating System | 1.5 |
| BC C107A | Keyboarding | 1.5 |
| BC C107B | Keyboarding and Formatting Documents | 1.5 |
| BC C112 | Office Organization | 3.0 |
| BC C115 | Customer Service/Soft Skills | 1.5 |
| BC C120 | Microsoft Excel 1 | 1.5 |
| BC C121 | Microsoft Excel 2 | 1.5 |
| BC C147 | Beginning Microsoft Word | 2.0 |
| BC C148 | Intermediate Microsoft Word | 2.0 |
| CIS C100 | Introduction to Information Systems | 3.0 |
| ENGL C136 | Business Communication | 3.0 |
| Total for Certificate | | 22.0 |

Business Plan

Certificate of Specialization

3_CE_BPLN

Designed for students who wish to take additional courses in home business.

PROGRAM LEVEL STUDENT LEARNING OUTCOMES

Upon completion of this program, students will be able to:

1. Effectively communicate solutions to business problems, using appropriate language and tools and demonstrating understanding of business terms and concepts.
2. Analyze and recommend effective business decisions/solutions using a systematic, evaluative, and information-based approach.

| Required Courses | | Units |
|---|---|--------------|
| Students will complete all of the following: | | |
| BUS C180 | Entrepreneurship and Small Business Plans | 3.0 |
| BUS C222 | Entrepreneurship and Small Business Operations and Management | 3.0 |
| Total for Certificate | | 6.0 |

Cisco

Associate of Science Degree or Certificate of Achievement

3_AS_CISC or 3_CL_CISC

The Computer Networking: Cisco program will give the student a solid background in the field of Computer Networking. The focus on Cisco courses helps prepare students for the CCNA Certification Exam and for entry-level Networking positions. Courses are hands-on intensive and cover OSI and TCP/IP models, IPv4 and IPv6, cabling, router and switch configurations, routing protocols, LAN switching, RIP, OSPF, EIGRP, Frame Relay, variable length subnet masking, NAT, DHCP, and WAN design.

PROGRAM LEVEL STUDENT LEARNING OUTCOMES

Upon completion of this program, students will be able to:

1. Demonstrate the ability to locate technical resources to solve problems with networking hardware and software.
2. Demonstrate proficiency with various software packages to solve common networking problems using theories learned in the classroom to design and implement a workable solution.
3. Build and maintain secure networks.

| Required Courses | | Units |
|---|--|--------------|
| Students will complete all of the following: | | |
| CST C116 | A + Essentials Hardware | 3.0 |
| CST C128 | Network+ | 3.0 |
| CST C177 | Configuring Microsoft Windows 8 | 3.0 |
| CST C191 | CompTIA Linux+ | 3.0 |
| CST C201C | CCNA 1: Introduction to Networks | 3.0 |
| CST C202C | CCNA 2: Routing and Switching Essentials | 3.0 |
| CST C203C | CCNA 3: Scaling Networks | 3.0 |
| CST C204C | CCNA 4: Connecting Networks | 3.0 |
| CST C230 | Introduction to Security | 3.0 |
| Total for Certificate | | 27.0 |
| Total for Degree | | 60.0 |

Cisco Certified Networking Administrator (CCNA)

Certificate of Accomplishment

3_CE_CCNA

This four-course certificate helps prepare students for the CCNA Certification Exam and for entry-level Networking positions. Courses are hands-on intensive and cover OSI and TCP/IP models, IPv4 and IPv6, cabling, router and switch configurations, routing protocols, LAN switching, RIP, OSPF, EIGRP, Frame Relay, variable length subnet masking, NAT, DHCP, and WAN design.

PROGRAM LEVEL STUDENT LEARNING OUTCOMES

Upon completion of this program, students will be able to:

1. Demonstrate the ability to locate technical resources to solve problems with networking hardware and software.
2. Demonstrate proficiency with various software packages to solve common networking problems using theories learned in the classroom to design and implement a workable solution.
3. Build and maintain secure networks.

| | |
|-------------------------|--------------|
| Required Courses | Units |
|-------------------------|--------------|

Students will complete all of the following:

| | | |
|-----------|--|-----|
| CST C201C | CCNA 1: Introduction to Networks | 3.0 |
| CST C202C | CCNA 2: Routing and Switching Essentials | 3.0 |
| CST C203C | CCNA 3: Scaling Networks | 3.0 |
| CST C204C | CCNA 4: Connecting Networks | 3.0 |

Total for Certificate..... 12.0

Cisco Certified Networking Professional (CCNP)

Certificate of Specialization

3_CE_CCNP

CST C205, C207, and C208 build on the foundational Cisco CCNA courses. This certificate provides for a three-semester sequence of courses that leads to an advanced Cisco certification (CCNP) that is highly regarded in the computer industry. Courses are hands-on intensive and cover topics such as Advanced Router and Switch Configuration, IPv6, and Router and Switch Troubleshooting.

PROGRAM LEVEL STUDENT LEARNING OUTCOMES

Upon completion of this program, students will be able to:

1. Demonstrate the ability to locate technical resources to solve problems with networking hardware and software.
2. Demonstrate proficiency with various software packages to solve common networking problems using theories learned in the classroom to design and implement a workable solution.
3. Build and maintain secure networks.

| | |
|-------------------------|--------------|
| Required Courses | Units |
|-------------------------|--------------|

Students will complete all of the following:

| | | |
|----------|---|-----|
| CST C205 | CCNP: Implementing Cisco IP Routing | 3.0 |
| CST C207 | Building Multilayer Switched Networks/CCNP 3 | 3.0 |
| CST C208 | CCNP: Troubleshooting and Maintaining Cisco IP Networks | 3.0 |

Total for Certificate..... 9.0

Cognitive and Caregivers Boot Camp

Certificate of Specialization

3_CE_COG

The Cognitive and Caregivers Boot Camp (CCBC) Certificate is an online program designed to provide structured courses to address cognitive, psychosocial, and transitional issues related to the effects of brain injury. This program is designed for individuals living with brain injury, caregivers, and professionals.

PROGRAM LEVEL STUDENT LEARNING OUTCOMES

Upon completion of this program, students will be able to:

1. Understand how to use and apply technology as an aid or to compensate for cognitive deficits resulting from a brain injury.
2. Apply and generalize cognitive and psychosocial strategies to everyday life after a brain injury.

| | |
|-------------------------|--------------|
| Required Courses | Units |
|-------------------------|--------------|

Students will complete all of the following:

| | | |
|-----------|--|-----|
| SPED C300 | Strategies and Technology for School Success | 1.0 |
| SPED C301 | Cognitive Strategy Building | 3.0 |
| SPED C302 | A Guide to Brain Injury | 3.0 |
| SPED C303 | Community Re-Integration | 3.0 |

Total for Certificate..... 10.0

Communication Studies

Associate in Arts Degree in Communication Studies for Transfer

3_AAT_CMST

The Coastline College Associate in Arts in Communication Studies for Transfer program empowers students with the tools to analyze and improve communication in their personal, academic, public, and professional interactions. Students will study and learn to effectively construct, evaluate, and communicate appropriate messages in a variety of communicative situations. By completing this program students will be prepared to become effective contributors and leaders in their communities and chosen careers.

PROGRAM LEVEL STUDENT LEARNING OUTCOMES

Upon completion of this program, students will be able to:

1. Use written and oral tools to analyze and improve communication in personal, academic, public, and professional interactions.
2. Effectively deliver oral presentations in a range of settings to diverse audiences.
3. Construct written messages for various purposes to diverse audiences.
4. Observe, evaluate, and competently exercise interpersonal communication skills.

Requirements for the Degree

All courses must be completed with a grade of "C" or better.

| Required Core | Units |
|---------------|-------|
|---------------|-------|

Students will complete the following course:

| | | |
|-----------|-----------------|-----|
| CMST C110 | Public Speaking | 3.0 |
|-----------|-----------------|-----|

| | |
|-----------------------|------------|
| Subtotal | 3.0 |
|-----------------------|------------|

List A — Select two courses from the following:

| | | |
|-----------|-----------------------------|-----|
| CMST C100 | Interpersonal Communication | 3.0 |
| CMST C140 | Small Group Communication | 3.0 |
| CMST C220 | Essentials of Argumentation | 3.0 |

| | |
|-----------------------|------------|
| Subtotal | 6.0 |
|-----------------------|------------|

List B — Select two courses from the following:

| | | |
|-----------|-------------------------------------|-----|
| CMST C150 | Intercultural Communication | 3.0 |
| CMST C101 | Fundamentals of Human Communication | 3.0 |
| MCOM C100 | Introduction to Mass Communications | 3.0 |

| | |
|-----------------------|------------|
| Subtotal | 6.0 |
|-----------------------|------------|

List C — Select one course from the following:

| | | |
|-----------|--|-----|
| ANTH C100 | Cultural Anthropology | 3.0 |
| PSYC C100 | Introduction to Psychology | 3.0 |
| SOC C100 | Introduction to Sociology | 3.0 |
| ENGL C102 | Critical Reasoning, Reading, and Writing | 3.0 |

| | |
|-----------------------|------------|
| Subtotal | 3.0 |
|-----------------------|------------|

| | |
|---|-------------|
| Total Required for the Major | 18.0 |
|---|-------------|

CSU General Education or IGETC pattern: 37-39 units

Transfer Electives as needed to reach 60 transferable units

| | |
|-------------------------------|-------------|
| Total for Degree | 60.0 |
|-------------------------------|-------------|

Communications

Associate of Arts Degree Area of Emphasis

3_AA_COMM

Courses in this Area of Emphasis prepare students with skills that are in high demand in business, industry, non-profit organizations and government service. Students develop an understanding of communication principles that are utilized to interpret, create, evaluate and deliver messages effectively.

Some University majors within the Communications Area of Emphasis include: English, Journalism, Media Communication, Speech, Public Relations, and Theater Arts.

PROGRAM LEVEL STUDENT LEARNING OUTCOMES

Upon completion of this program, students will be able to:

1. Use written and oral tools to analyze and improve communication in personal, academic, public, and professional interactions.
2. Effectively deliver oral presentations in a range of settings to diverse audiences.
3. Construct written messages for various purposes to diverse audiences.
4. Observe, evaluate, and competently exercise interpersonal communication skills.

Requirements for the Degree

All courses must be completed with a grade of "C" or better.

Select at least 18 units from the following courses.

Business Computing C171

Communication Studies C100, C101, C110

English C100, C102, C133, C135, C136

Mass Communications C100, C140, C150

Philosophy C115

American Sign Language C185

| | |
|--|-------------|
| Subtotal for Area of Emphasis | 18.0 |
|--|-------------|

| | |
|-------------------------------|-------------|
| Total for Degree | 60.0 |
|-------------------------------|-------------|

CompTIA

Certificate of Accomplishment

3_CE_CTIA

The courses offered to obtain this certificate will give students the basic skills needed to provide entry level computer support. Topics provide skills necessary to prepare for CompTIA certifications, including Network+, A+, Linux+, and Security+. Each course provides intensive hands-on training.

PROGRAM LEVEL STUDENT LEARNING OUTCOMES

Upon completion of this program, students will be able to:

1. Demonstrate the ability to locate technical resources to solve problems with networking hardware and software.
2. Demonstrate proficiency with various software packages to solve common networking problems using theories learned in the classroom to design and implement a workable solution.
3. Build and maintain secure networks.

| Required Courses | Units |
|---|-------------|
| Students will complete all of the following: | |
| CST C116 A+ Essentials Hardware | 3.0 |
| CST C117 A+ Essentials Software | 3.0 |
| CST C128 Network+ | 3.0 |
| CST C191 CompTIA Linux+ | 3.0 |
| CST C230 Introduction to Security | 3.0 |
| Total for Certificate | 15.0 |

Cybersecurity

Associate of Science Degree or Certificate of Achievement

3_AS_CYBR2 or 3_CL_CYBR2

The Cybersecurity program will give the students the hands-on skills needed for an entry-level career or promotion in cybersecurity. The courses provide an overview of the field of cybersecurity as related to computer networking. Topics covered will include computer network security, Windows and Linux operating system security, digital forensics, penetration testing, incident monitoring and analysis, incident response, firewalls, intrusion detection and prevention systems, computer security policies and procedures, e-mail & Web security, and securing a computer network.

PROGRAM LEVEL STUDENT LEARNING OUTCOMES

Upon completion of this program, students will be able to:

1. Demonstrate the ability to locate technical resources to solve computer security problems with networking hardware and software.
2. Demonstrate proficiency with various software packages to find common security vulnerabilities using theories learned in the classroom to design and implement a workable solution.
3. Assess and evaluate computer incidents and recommend an incident response solution based on industry best practices.

| Required Core | Units |
|---|-------------|
| Students will complete all of the following: | |
| CST C128 Network+ | 3.0 |
| CST C158 Server+ | 3.0 |
| CST C230 Introduction to Security | 3.0 |
| CIS C157 Introduction to Python Programming | 3.0 |
| Subtotal | 12.0 |

Program Electives:

Choose three courses from the following specialized areas:

| | |
|--|-------------|
| CST C191 CompTIA Linux + | 3.0 |
| CST C231 CompTIA Advanced Security Practitioner | 3.0 |
| CST C232 Ethical Hacking | 3.0 |
| CST C242 PenTest+ | 3.0 |
| CST C245 Exploring Computer Forensics | 3.0 |
| CST C253 Cisco ASA, PIX, and Network Security | 3.0 |
| CST C255 Cybersecurity Analyst+ | 3.0 |
| CST C258 Linux Networking and Security | 3.0 |
| CST C260 Certified Information Systems Security Professional | 3.0 |
| Subtotal Electives | 9.0 |
| Total for Certificate | 21.0 |
| Total for Degree | 60.0 |

Cybersecurity and Computer Networking

Certificate of Accomplishment

3_CE_CYBR2

The Cybersecurity and Computer Networking Certificate of Accomplishment will give the students some of the basic skills needed for an entry-level career in cybersecurity. The courses provide an overview of the field of cybersecurity as related to computer networking. Topics covered will include computer network security, Windows operating system security, Linux security, firewalls, intrusion detection and prevention systems, digital forensics, penetration testing, incident monitoring and analysis, incident response, computer security policies and procedures, e-mail & Web security, and designing and building a secure computer network.

PROGRAM LEVEL STUDENT LEARNING OUTCOMES

Upon completion of this program, students will be able to:

1. Demonstrate the ability to locate technical resources to solve problems with networking hardware and software.
2. Demonstrate proficiency with various software packages to solve common security networking problems using theories learned in the classroom to design and implement a workable solution.
3. Build and maintain secure networks.

| Required Core | Units |
|---|--------------|
| Students will complete all of the following: | |
| CST C128 Network+ | 3.0 |
| CST C230 Introduction to Security | 3.0 |
| Subtotal | 6.0 |

Program Electives

Select a minimum of 9 units from the following:

| | |
|---|-------------|
| CST C231 CompTIA Advanced Security Practitioner | 3.0 |
| CST C232 Ethical Hacking | 3.0 |
| CST C242 PenTest+ | 3.0 |
| | 3.0 |
| CST C245 Exploring Computer Forensics | 3.0 |
| CST C248 Wireless Networking | 3.0 |
| CST C253 Cisco ASA, PIX, and Network Security | 3.0 |
| CST C255 Cybersecurity Analyst+ | 3.0 |
| CST C258 Linux Networking and Security | 3.0 |
| CST C260 Certified Information Systems Security Professional (CISSP) | 3.0 |
| Subtotal Electives | 9.0 |
| Total for Certificate | 15.0 |

Cybersecurity Fundamentals

Certificate of Accomplishment

3_CE_CYFUND

This Certificate of Accomplishment will provide students with a preliminary foundation in the fields of Computer Networking and Cybersecurity. The courses include fundamental skills needed in computer networking, server administration, and cybersecurity principles. The emphasis on Computer Networking and Cybersecurity will provide students with the foundational skills needed for an entry-level career in Cybersecurity. Topics covered will include networking fundamentals, computer and network security, programming with Python, Linux and Windows server administration, and security policies and procedures.

PROGRAM LEVEL STUDENT LEARNING OUTCOMES

Upon completion of this program, students will be able to:

1. Demonstrate the ability to locate technical resources to solve security-related problems with networking hardware and software.
2. Demonstrate proficiency with various software tools to solve common security problems using theories learned in the classroom to design and implement an appropriate solution that meets industry standards.

| Required Core | Units |
|---|--------------|
| Students will complete all of the following: | |
| CST C128 Network+ | 3.0 |
| CST C230 Introduction to Security | 3.0 |
| CST C158 Server+ | 3.0 |
| CIS C157 Introduction to Python Programming | 3.0 |
| Total for Certificate | 12.0 |

Digital Media Design

Certificate of Achievement

3_CT_DGTL

Completion of the Digital Media Design Certificate will prepare students for entry-level positions in print, graphic design, digital media, animation/gaming graphics, web design, and/or other related occupations. Students will establish a strong foundation in both the technical and creative aspects of the digital media industry.

The program will emphasize creativity, design skills, digital portfolios, project management, problem solving, global teamwork, and entrepreneurship options.

PROGRAM LEVEL STUDENT LEARNING OUTCOMES

Upon completion of this program, students will be able to:

1. Produce creative, professional projects that align with current market trends and industry standards as well as apply strategies to support self-initiated lifelong learning to continually upgrade knowledge and skills in the field of digital media and entrepreneurship opportunities.

| Required Courses | Units |
|---|--------------|
| Students will complete all of the following: | |
| ART C110 Color and Design: 2D | 3.0 |
| BC C124 Using Adobe Acrobat | 3.0 |
| DGA C116A Adobe Photoshop 1 | 3.0 |
| DGA C117 Typography Fundamentals | 3.0 |
| DGA C118A Introduction to Adobe Illustrator | 3.0 |
| DGA C120 Introduction to InDesign | 3.0 |
| DGA C121 Introduction to Adobe Premiere | 3.0 |
| DGA C122 Introduction to After Effects | 3.0 |
| DGA C166A Dreamweaver Basics | 3.0 |
| DGA C166C Adobe Animate | 3.0 |
| Total for Certificate | 30.0 |

Economics

Associate in Arts Degree in Economics for Transfer

3_AAT_ECON

An Associate in Arts for Transfer in Economics degree will introduce students to the fundamentals of economics. Students will develop a set of principles and models in microeconomics and macroeconomics that can be used to explain the decision-making process of individuals, firms, and society with a focus on application of these concepts to solving economic problems. The degree also emphasizes enhancement of quantitative skills to be applied to economic applications and decision making. The courses in the Economics degree will provide students with the necessary foundation needed as preparation for upper division courses in economic theory in completion of a Baccalaureate Degree in Economics.

The Associate in Arts for Transfer in Economics degree will prepare students for transfer to the CSU for a degree in Economics. It also provides an AA degree for students who plan to transfer to the UC for a degree in Economics.

Degree completion requirements include:

(1) Completion of 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following:

(A) The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education – Breadth Requirements.

(B) A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.

(2) Obtainment of a minimum grade point average of 2.0.

Courses for the major must be completed with a grade of C or better or a “P” if the course is taken on a “pass-no pass” basis.

PROGRAM LEVEL STUDENT LEARNING OUTCOMES

Upon completion of this program, students will be able to:

1. Apply fundamental economic concepts and standard economic models to explain the interaction of the major components of the American economy regarding relevant economic issues – i.e., output, employment, growth, inflation, and stabilization policy – in both the short and long run. (Knowledge)
2. Select appropriate models, concepts, and methods of analysis to apply to quantitative and qualitative problem situations while communicating the economic logic upon which the solution is based. (Effective communication)

Requirements for the Degree:

| Required Core | | Units |
|-----------------------|------------------------------|------------------|
| ECON C170 | Principles of Microeconomics | 3.0 |
| ECON C175 | Principles of Macroeconomics | 3.0 |
| MATH C160 | Introduction to Statistics | 4.0 |
| MATH C140 | Business Calculus | 4.0 |
| OR | | |
| MATH C180 | Calculus 1 | 5.0 |
| Subtotal | | 14.0-15.0 |

List A -- Select one course:

| | | |
|-----------------------|--|----------------|
| ACCT C101 | Financial Accounting | 4.0 |
| ACCT 102 | Managerial Accounting | 4.0 |
| ENGL C136 | Business Communication | 3.0 |
| CIS C111 | Introduction to Information Systems and Programming | 3.0 |
| MATH C115 | College Algebra | 4.0 |
| MATH C170 | Precalculus | 5.0 |
| Subtotal | | 3.0-5.0 |

List B -- Any course not previously taken from List A or select one course below:

| | | |
|---|---|----------------|
| ECON C110 | Contemporary Economic Issues and Policy | 3.0 |
| MATH C280 | Calculus 3 | 5.0 |
| Subtotal | | 3.0-5.0 |
| Total Required for the Major | | 18.0 |

CSU General Education or IGETC pattern: 37-39 units

| | |
|--|-------------|
| Transfer Electives as needed to reach 60 transferable units | |
| Total for Degree | 60.0 |

Economics

Associate of Arts Degree Major

3_AA_ECON

Economics is the study of how effectively society meets its human and material needs. It provides a logical, ordered way of looking at various problems. It draws upon history, philosophy, and mathematics to deal with subjects ranging from how an individual household or business can make sound decisions to societal issues such as unemployment, inflation, and environmental decay. Critical thinking is stressed more in economics than it is in any of the social sciences or in the business department. Economics also stresses computer proficiency and communications skills.

PROGRAM LEVEL STUDENT LEARNING OUTCOMES

Upon completion of this program, students will be able to:

1. Apply the economic problem of scarcity and how it relates to choice, opportunity cost, and marginal decision making for individuals and society.
2. Use supply and demand models to analyze markets, evaluate fluctuations, and determine changes in prices.
3. Quantitatively analyze economic activity of individuals, firms, and the public sector.

Requirements for the Major

All courses must be completed with a grade of “C” or better.

| Required Core | Units |
|---|------------|
| Students will complete all of the following: | |
| ECON C170 Principles of Microeconomics | 3.0 |
| ECON C175 Principles of Macroeconomics | 3.0 |
| Subtotal | 6.0 |

Program Electives

Complete 1 of the following courses:

| | |
|-----------------------------|-----|
| MATH C140 Business Calculus | 4.0 |
| MATH C180 Calculus 1 | 5.0 |

Complete 2 of the following courses:

| | |
|--------------------------------------|-----|
| ACCT C101 Financial Accounting | 4.0 |
| ACCT C102 Managerial Accounting | 4.0 |
| MATH C160 Introduction to Statistics | 4.0 |
| MATH C185 Calculus 2 | 5.0 |

Subtotal Electives **12.0-14.0**

Recommended Electives:

- ACCT C100 Introduction to Accounting
- MATH C285 Introduction to Linear Algebra and Differential Equations
- BUS C110 Business Law/Legal Environment of Business
- PHIL C115 Logic and Critical Thinking

Subtotal for Major **18.0-20.0**

Total for Degree..... **60.0**

Educational Studies

Certificate of Accomplishment

3_CE_EDUC

This certificate is designed to meet the needs of students following various pathways to classroom teaching or an education-related field:

The paraprofessional or aspiring paraprofessional teacher aide

The aspiring paraprofessional or currently employed paraprofessional teacher aide seeking a career ladder approach to a teaching credential and/or child development permit.

The teacher aide paraprofessional who has decided against pursuing an AA and/or credential but would like to acquire knowledge and skills relevant to serving as a teacher assistant or support staff in a classroom, school, or related environment.

Teacher preparation for students on a transfer pathway for a BA and Credential who also desire certificate recognition in Educational Studies.

PROGRAM LEVEL STUDENT LEARNING OUTCOMES

Upon completion of this program, students will be able to:

1. Work effectively with students, teachers, parents, colleagues, and administrators in a school and classroom setting.
2. Apply knowledge, skills, and experience to make an informed choice to be employed or to continue study in the field of education.
3. Apply the certificate towards entry into a teaching credential or child development permit program, and/or the certificate may serve to document the acquisition of knowledge and skills relevant for employment as a teacher assistant or support staff in a classroom, school, or related environment.

| Required Core | | Units |
|---|--|--------------|
| Students will complete all of the following: | | |
| EDUC C103 | Introduction to Computers in Education: Technology Proficiencies for Teachers I | 2.0 |
| EDUC C104 | Introduction to Teaching and Learning in Diverse Contemporary Classrooms (Includes 10 hours of required fieldwork/ observations) | 1.0 |
| EDUC C180 | Family, School, and Community Partnerships (Includes 10 hours of required fieldwork observations) | 3.0 |
| EDUC C200 | The Teaching Profession (Includes 45 hours of required fieldwork/ tutoring) | 3.5 |
| PSYC C116 | Child Growth and Development | 3.0 |
| OR | | |
| PSYC C118 | Life Span Developmental Psychology | 3.0 |
| Subtotal | | 12.5 |

Program Electives

Select 3 units from the list below:

(Students are advised to meet with a counselor or contact the TEACH3 office for assistance in course selection to ensure alignment with students' career goals, educational plans, and/or credential requirements)

| | | |
|-----------|---|-----|
| EDUC C101 | Tutor Training (Includes a three-hour service-learning component) | 0.5 |
| EDUC C210 | Introduction to Special Education (Includes 10 hours of required fieldwork/ observations) | 3.0 |
| ENGL C143 | Children's Literature | 3.0 |
| HLTH C100 | Personal Health | 3.0 |
| HSVC C100 | Introduction to Human Services | 3.0 |

INTERNATIONAL LANGUAGE

| | | |
|-----------|--|-------------|
| | American Sign Language, Arabic, Chinese, French, Italian, Japanese, Spanish, or Vietnamese | 1.0 or more |
| LING C100 | Introduction to Linguistics | 3.0 |
| MATH C103 | Statistics for Elementary Teachers | 3.0 |
| MATH C104 | Mathematics for Elementary Teachers | 3.0 |
| MATH C106 | Geometry for Elementary Teachers | 3.0 |

| | | |
|------------------------------|--|-------------|
| Subtotal Electives | | 3.0 |
| Total for Certificate | | 15.5 |

Elementary Teacher Education

Associate in Arts Degree in Elementary Teacher Education for Transfer

3_AAT_ETE

The Associate in Arts in Elementary Teacher Education for Transfer degree (AA-T) is designed for prospective California State University (CSU) transfer students who are preparing for careers as Elementary School Teachers.

To qualify for the Associate in Arts in Elementary Teacher Education for Transfer a student must complete the following requirements:

1. Minimum of 60 CSU-transferable semester units.
2. Minimum grade point average (GPA) of at least 2.0 in all CSU-transferable coursework. While a minimum G.P.A. of 2.0 is required for admission, some majors may require a higher G.P.A. Please consult with a counselor for more information.
3. Certified completion of the California State University General Education-Breadth pattern (Option 2); OR the Cal State version of the Intersegment General Education Transfer Curriculum (IGETC – Option 3).
4. Completion of all the courses in the major as detailed below. Courses for the major must be completed with a grade of C or better or a “P” if the course is taken on a “pass-no pass” basis.

Note: Four-Year institutions do not recommend students take major prep courses for Pass/No Pass.

PROGRAM LEVEL STUDENT LEARNING OUTCOMES

Upon completion of this program, students will be able to:

1. Make an informed decision regarding pursuing a multiple subject teaching credential and be eligible for a seamless transfer to a CSU Teacher Preparation Pathway.
2. Work effectively with students, teachers, parents, colleagues, and administrators in a school and classroom setting.

Requirements for the degree:

All courses must be completed with a grade of “C” or better.

| Required Core | | Units |
|-----------------------|-------------------------------------|--------------|
| EDUC C200 | The Teaching Profession | 3.5 |
| PSYC C116 | Child Growth and Development | 3.0 |
| BIOL C100 | Introduction to Biology | 3.0 |
| BIOL C100L | Introduction to Biology Lab | 1.0 |
| CHEM C140 | Survey of Chemistry and Physics | 4.0 |
| Or | | |
| PHYS C140 | Survey of Chemistry and Physics | 4.0 |
| GEOL C106 | Earth Sciences for Teachers | 4.0 |
| Or | | |
| GEOL C105 | General Geology | 3.0 |
| And | | |
| GEOL C105L | Geology Lab | 1.0 |
| MATH C104 | Mathematics for Elementary Teachers | 3.0 |
| COM STU C110 | Public Speaking | 3.0 |
| ENGL C100 | Freshman Composition | 3.0 |
| ENGL C140 | Appreciation of Literature | 3.0 |
| GEOL C100 | World Regional Geography | 3.0 |
| HIST C161 | World History 1 | 3.0 |
| HIST C170 | United States History to 1876 | 3.0 |
| POL SCI C180 | American Government | 3.0 |
| Subtotal | | 42.5 |

List A: select one course

| | | |
|-----------------------|--|------------|
| ENGL C102 | Critical Reasoning, Reading, and Writing | 3.0 |
| Subtotal | | 3.0 |

List B: select one course

| | | |
|-----------------------|-----------------------------------|------------|
| MUSIC C100 | History and Appreciation of Music | 3.0 |
| Subtotal | | 3.0 |

List C: select up to 12 additional units to meet the 60 unit degree requirement selected from:

| | | |
|------------------|---|-----|
| EDUC C103 | Introduction to Computers in Education: Technology Proficiencies for Teachers 1 | 2.0 |
| EDUC C104 | Introduction to Teaching and Learning in Diverse Contemporary Classrooms | 1.0 |
| ENGL C143 | Children's Literature | 3.0 |
| MATH C103 | Statistics for Elementary Teachers | 3.0 |
| MATH C106 | Geometry for Elementary Teachers | 3.0 |
| THEATR ARTS C100 | Introduction to Theater | 3.0 |

Total Required for the Major: 48.5

**CSU General Education or IGETC pattern: 37-39 units
Transfer Electives as needed to reach 60 transferable units**

Total for Degree: 60.0

Emergency Management/Homeland Security: Criminal Justice

Associate of Arts Degree

3_AA_EMGTCJ

The Emergency Management/Homeland Security (EM/HS) Certificate of Achievement is designed to prepare students to enter the emerging professions of disaster management and/or homeland security. Our curriculum is designed to provide the learner with a foundation of technical and professional knowledge needed by emergency and security workers to meet national, state, and local public safety needs, both in the public and private sectors. Our program emphasizes an all-hazard approach to emergency planning/homeland security, with courses in emergency preparedness, response, and recovery, incorporating Federal Emergency Management Agency (FEMA) and Emergency Management Institute (EMI) curriculum. In addition, we offer homeland security course teachings in terrorism, intelligence, critical infrastructure, and the National Response Framework (NRF). Coastline's EM/HS program advances students by developing core competencies in hazard assessment, planning, critical thinking, and effective communications. Those benefiting from completing the Certificate of Achievement are those who intend to work in the fields of law enforcement, fire service, government, private security, health care, or other public safety/service related occupations.

There are no prerequisite courses for those listed. The Department of Emergency Management and Homeland Security recommends that students begin by registering in the foundation courses of EMGT C101 and EMGT C102.

PROGRAM LEVEL STUDENT LEARNING OUTCOMES

Upon completion of this program, students will be able to:

1. Recognize the types of hazards that can negatively impact a community and assess the variables that impact this type of hazard exposure.
2. Distinguish some of the fundamental roles and responsibilities of the professional emergency manager established by the Emergency Management Institute.
3. Demonstrate effective skills using well established problem-solving, communication and interpersonal techniques.

Concentration in Criminal Justice

Criminal Justice courses at Coastline are only offered online through our Military/Contact Education Program and designed to meet the needs of our global military community. Students not eligible for enrollment in our Military/Contract Education Programs may apply equivalent transferrable Criminal Justice coursework to satisfy requirements.

| Required Core | | Units |
|---|--------------------------------------|--------------|
| Students will complete all of the following: | | |
| EMGT C101 | Introduction to Emergency Management | 3.0 |
| EMGT C102 | Introduction to Homeland Security | 3.0 |
| CJ C140 | Introduction to Criminal Justice | 3.0 |
| Subtotal | | 9.0 |

Complete courses in all of the following areas:

Program Electives

Complete courses from EACH of the following areas:

Emergency Management/Homeland Security area

Choose two of the following courses:

| | | |
|-----------------|------------------------|------------|
| EMGT C105 | Emergency Preparedness | 3.0 |
| EMGT C110 | Emergency Response | 3.0 |
| EMGT C120 | Disaster Recovery | 3.0 |
| EMGT C130 | Hazard Mitigation | 3.0 |
| EMGT C283 | Work Based Learning | 3.0 |
| Subtotal | | 6.0 |

Criminal Justice area

Choose two of the following courses:

| | | |
|-----------------|--|------------|
| CJ C110 | Criminal Investigation | 3.0 |
| CJ C128 | Criminal Procedure | 3.0 |
| CJ C135 | Introduction to Policing | 3.0 |
| CJ C141 | Criminal Law | 3.0 |
| CJ C146 | Written Communications in Criminal Justice | 3.0 |
| CJ C148 | Multicultural Studies in Criminal Justice | 3.0 |
| Subtotal | | 6.0 |

Management/Leadership area

Choose one of the following courses:

| | | |
|---------------------------|---------------------------------------|-------------|
| MS C101 | Management and Employee Communication | 3.0 |
| MS C102 | Human Relations in Business | 3.0 |
| MS C144 | Introduction to Leadership | 3.0 |
| Subtotal | | 3.0 |
| Subtotal for Areas | | 24.0 |
| Total for Degree | | 60.0 |

English

Associate in Arts Degree in English for Transfer

3_AAT_ENGL

The Associate in Arts in English for Transfer major emphasizes writing about literature and the skills needed to analyze literature in academic terms. Students taking this major will examine a variety of genres and will gain a better understanding of a given literary work's relevance to the time period in which it was written as well as the relationship between the events in an author's life, time, and culture. In other words, successful students will develop the ability to analyze literature in context. Completion of this major will provide a solid foundation for students interested in pursuing a B.A. in literature.

PROGRAM LEVEL STUDENT LEARNING OUTCOMES

Upon completion of this program, students will be able to:

1. Write well-organized, well-developed expository essays using Standard English, with a clear thesis statement and supporting topic sentences and supporting details.
2. Search for and find reliable, unbiased sources and use these sources in research papers, using correct MLA documentation.
3. Evaluate a literary work in terms of style and descriptive technique, language, tone, mood, and literary conventions, such as symbolism, imagery, irony, and poetic devices such as meter and rhyme pattern.
4. Analyze a given literary work and explain its relevance to the time period and genre in which it was written as well as the relationship between the events in an author's life, time, and culture to the development of his or her writing.

Requirements for the Major

All courses must be completed with a grade of "C" or better.

Required Core

Units

Students will complete all of the following:

| | | |
|-----------------|--|------------|
| ENGL C102 | Critical Reasoning, Reading, and Writing | 3.0 |
| ENGL C140 | Appreciation of Literature | 3.0 |
| Subtotal | | 6.0 |

List A — Select two courses from the following:

| | | |
|-----------|---|-----|
| ENGL C150 | American Literature through the Civil War | 3.0 |
| ENGL C155 | American Literature 1865 to Present | 3.0 |
| ENGL C270 | British Literature to 1800 | 3.0 |
| ENGL C275 | British Literature since 1800 | 3.0 |

List B — Select one course from the following:

Any course not taken above in List A

| | | |
|-----------|--------------------------------------|-----|
| ENGL C145 | American Literature: The Short Story | 3.0 |
| ENGL C181 | Shakespeare | 3.0 |

List C — Select one course from the following:

Any course not taken above in List A or B

| | | |
|-----------|---|-----|
| ENGL C135 | Business Writing | 3.0 |
| ENGL C136 | Business Communication | 3.0 |
| ENGL C143 | Children's Literature | 3.0 |
| ENGL C144 | The International Short Story | 3.0 |
| ENGL C146 | Introduction to 20th Century Military Fiction | 3.0 |
| ENGL C296 | Gothic Victorian Literature | 3.0 |
| ENGL C297 | Contemporary Gothic Literature | 3.0 |
| HUM C100 | Introduction to the Humanities | 3.0 |
| THEA C101 | Introduction to History and Literature of the Theater | 3.0 |

OR

| | | |
|-----------|---|-----|
| ENGL C163 | Introduction to History and Literature of the Theater | 3.0 |
|-----------|---|-----|

Subtotal Electives 12.0

Total Required for the Major 18.0

CSU General Education or IGETC pattern: 37-39 units
Transfer Electives as needed to reach 60 transferable units

Total for Degree 60.0

English

Associate of Arts Degree Major

3_AA_ENGL

The study of English provides opportunities to explore the worlds of literature and culture. This English major produces graduates with demonstrated skills in literary analysis, critical thinking, writing, and communication. With this major, students will build important research and critical thinking skills. They will learn to discern what is important and synthesize that information for other usage. As English majors are learning to read with a critical eye, they are also polishing their own writing skills.

PROGRAM LEVEL STUDENT LEARNING OUTCOMES

Upon completion of this program, students will be able to:

1. Write well-organized, well-developed expository essays in a variety of rhetorical modes, using Standard English, with a clear thesis statement and supporting topic sentences and supporting details.
2. Search for and find reliable, unbiased sources and to use these sources in research papers, using correct MLA documentation.
3. Evaluate a literary work in terms of style and descriptive technique, language, tone, mood, and literary conventions, such as symbolism, imagery, irony, and poetic devices such as meter and rhyme pattern.
4. Analyze a given literary work and explain its relevance to the time period and genre in which it was written as well as the relationship between the events in an author's life, time, and culture to the development of his or her writing.

Requirements for the Major

All courses must be completed with a grade of "C" or better.

| Required Core | Units |
|---|------------|
| ENGL C102 Critical Reasoning, Reading, and Writing | 3.0 |
| Subtotal | 3.0 |

Program Electives

Select one course from the following:

| | |
|---|-----|
| ENGL C111 Argumentative Writing and Critical Thinking through Literature | 3.0 |
| ENGL C140 Appreciation of Literature | 3.0 |

Select two courses from the following:

| | |
|--|-----|
| ENGL C150 American Literature through the Civil War | 3.0 |
| ENGL C155 American Literature 1865 to Present | 3.0 |
| ENGL C270 British Literature to 1800 | 3.0 |
| ENGL C275 British Literature since 1800 | 3.0 |

Select two courses from the following:

Any course not selected above or

| | |
|--|-----|
| ENGL C135 Business Writing | 3.0 |
| ENGL C136 Business Communication | 3.0 |
| ENGL C143 Children's Literature | 3.0 |
| ENGL C144 The International Short Story | 3.0 |
| ENGL C145 American Literature: The Short Story | 3.0 |
| ENGL C146 Introduction to 20th Century Military Fiction | 3.0 |
| ENGL C181 Shakespeare | 3.0 |
| ENGL C296 Gothic Victorian Literature | 3.0 |
| ENGL C297 Contemporary Gothic Literature | 3.0 |
| HUM C100 Introduction to the Humanities | 3.0 |
| THEA C101 Introduction to History and Literature of the Theater | 3.0 |
| OR | |
| ENGL C163 Introduction to History and Literature of the Theater | 3.0 |

| | |
|---------------------------------|-------------|
| Subtotal Electives | 15.0 |
| Subtotal for Major | 18.0 |
| Total for Degree | 60.0 |

Entrepreneurship and Small Business Management

Associate of Arts Degree or Certificate of Achievement

3_AA_SMBO or 3_CL_MSSB

The small business sector is one of the fastest growing in the nation's economy. With an ever-increasing number of adults today self-employed, many people either work for a small business or plan to start one of their own. Coastline's entrepreneurship program can help prospective entrepreneurs launch new ventures or, if you are an entrepreneur who already has your business established, you can strengthen your managerial and business skills to grow your business.

You will learn the fundamentals of starting and operating your own business. The program includes basic business skills as well as specific courses in starting and managing a business. Course work covers evaluating a business opportunity, preparing a business plan, planning advertising and sales promotions, marketing a product or service, and managing the finances for the entrepreneurial company.

PROGRAM LEVEL STUDENT LEARNING OUTCOMES

Upon completion of this program, students will be able to:

1. Effectively communicate solutions to business problems, using appropriate language and tools and demonstrating understanding of business terms and concepts.
2. Analyze and recommend effective business decisions/solutions using a systematic, evaluative, and information-based approach.
3. Develop and exhibit high standards of professional practice, demonstrating awareness of ethical and social responsibilities in today's multicultural, team-oriented, rapidly-changing global environment.

| Required Core | Units |
|--|-------------|
| Students will complete all of the following: | |
| BUS C150 Introduction to Marketing | 3.0 |
| BUS C170 Entrepreneurship and Small Business Finance | 3.0 |
| BUS C180 Entrepreneurship and Small Business Plan | 3.0 |
| BUS C222 Entrepreneurship and Small Business Operations and Management | 3.0 |
| Subtotal | 12.0 |

Elective Courses

Select one course from the following:

| | |
|---|------------|
| MS C100 Business Organization and Management | 3.0 |
| MS C102 Human Relations in Business | 3.0 |
| MS C104 Human Resource Management | 3.0 |
| Subtotal | 3.0 |

Select two courses from the following:

| | |
|---|-----|
| ACCT C116 ACCT for Non-Financial Managers, Entrepreneurs, Business Owners | 3.0 |
| BUS C100 Introduction to Business | 3.0 |
| BUS C110 Business Law/Legal Environment of Business | 3.0 |
| BUS C120 Personal Finance | 3.0 |
| BUS C130 E-Commerce: Strategic Thinking and Management | 3.0 |

| | |
|------------------------------------|-------------|
| Subtotal | 6.0 |
| Total for Certificate | 21.0 |
| Total for Degree | 60.0 |

Entrepreneurship Essentials

Certificate of Specialization

3_CE_ENTESS

The Entrepreneurship Essentials program provides students a solid foundation in the business aspects of starting and operating a small business or providing services in an independent capacity. It focuses on understand the theory and practice of managing a business, including knowledge of finance, operations, planning, decision making and the application leadership and managerial skills in various organizational environments.

PROGRAM LEVEL STUDENT LEARNING OUTCOMES

Upon completion of this program, students will be able to:

1. Analyze and recommend effective business decisions/solutions using a systematic, evaluative, and information-based approach
2. Demonstrate awareness of ethical and social responsibility in today's multicultural, team oriented, and rapidly changing global environment.
3. Effectively communicate solutions to business issues, using appropriate language and tools, demonstrating understanding of business terms and concepts.

| Required Courses | Units |
|--|------------|
| Students will complete all of the following: | |
| BUS C112 Legal Aspects of Entrepreneurship | 3.0 |
| BUS C170 Entrepreneurship and Small Business Finance | 3.0 |
| BUS C222 Entrepreneurship and Small Business Operations and Management | 3.0 |
| Total for Certificate | 9.0 |

Entrepreneurship for Artists

Certificate of Specialization

3_CE_ENTART

The Entrepreneurship for Artists program is to provide students a solid foundation in the business aspects of starting and operating a small business or providing services in an independent capacity in the Arts. This may include but is not limited to operating galleries, museums or theaters as well as providing services as an illustrator, graphic designer, set designer, studio artist, etc.

PROGRAM LEVEL STUDENT LEARNING OUTCOMES

Upon completion of this program, students will be able to:

1. Analyze and recommend effective business decisions/solutions using a systematic, evaluative, and information-based approach.
2. Demonstrate awareness of ethical and social responsibility in today's multicultural, team oriented, and rapidly changing global environment.
3. Effectively communicate solutions to business issues, using appropriate language and tools, demonstrating understanding of business terms and concepts.

| Required Core | Units |
|---|--------------|
| Students will complete the following courses: | |
| ART C107 Art Gallery Production and Portfolio Design | 3.0 |
| BUS C180 Entrepreneurship and Small Business Plan | 3.0 |
| Subtotal | 6.0 |

Program Electives

Select one course from the following:

| | |
|---|-----|
| ACCT C107 Accounting with QuickBooks | 2.0 |
| ACCT C116 ACCT for Non-Financial Managers, Entrepreneurs, Business Owners | 3.0 |

| | |
|------------------------------------|----------------|
| Subtotal Electives | 2.0-3.0 |
| Total for Certificate | 8.0-9.0 |

French

Associate of Arts Degree Major

3_AA_FREN

The French major is primarily designed to ensure that students gain a substantial degree of competence in speaking and writing the language (advanced courses are often conducted in French) and to study the culture, literature, and history of the Francophone world. It aims to develop the student's critical appreciation of French in both literary and cultural contexts.

PROGRAM LEVEL STUDENT LEARNING OUTCOMES

Upon completion of this program, students will be able to:

1. Demonstrate appropriate level written and spoken fluency in the language.
2. Demonstrate understanding and respect for the cultural and global diversity in the francophone countries.

Requirements for the Major

All courses must be completed with a grade of "C" or better.

| | | |
|-----------------------------------|-----------------------|-----|
| FREN C180 (or C180A and C180B) | Elementary French 1 | 5.0 |
| FREN C185 (or C185A and C185B) | Elementary French 2 | 5.0 |
| FREN C280 (or C280A and C280B) | Intermediate French 1 | 4.0 |
| FREN C285 | Intermediate French 2 | 4.0 |

| | |
|---------------------------------|-------------|
| Subtotal for Major | 18.0 |
| Total for Degree | 60.0 |

Gerontology

Associate of Arts Degree Major

3_AA_GEROMA

The Gerontology major is designed to provide students with an interdisciplinary approach to studying the human aging process from sociological, psychological, and biological perspectives. If you would like an overview of the field of aging while completing your A.A. Degree, the gerontology major is a good option. Many of the courses are cross disciplinary and, therefore, count towards the major as well as the general education requirements for the A.A. Degree. Coursework will also transfer as electives or general education requirements to a four-year institution. Aging studies may be pertinent to degrees such as Human Services, Gerontology, Psychology, and Social Work.

PROGRAM LEVEL STUDENT LEARNING OUTCOMES

Upon completion of this program, students will be able to:

1. Apply major theories and principles to everyday life and determine the impact of these theories on the individual and/or society as a whole.
2. Follow directions and apply effective communication skills in a variety of settings.
3. Support opinions/ideas using solid research principles.

Requirements for the Major

All courses must be completed with a grade of "C" or better.

| Required Core* | Units |
|---|-------------|
| Students will complete all of the following: | |
| BIOL C120 Biology of Aging | 3.0 |
| GERO C220 Professional Issues in Gerontology | 3.0 |
| PSYC C170 Psychology of Aging | 3.0 |
| SOC C120 Introduction to Gerontology | 3.0 |
| Subtotal | 12.0 |

Program Electives*

Select 6 units from the following:

| | |
|---|-----|
| ENGL C131 Directed Autobiography | 3.0 |
| FN C225 Nutrition and Aging | 3.0 |
| GERO C131 Home Care | 3.0 |
| GERO C230 Care of Frail Elderly | 3.0 |
| GERO C240 Aging in a Multicultural Society | 3.0 |
| GERO C273 Careers in Gerontology: A Field Practicum | 3.0 |
| HLTH C223 Healthy Aging | 3.0 |
| HSVC C101 Helping Theories and Intervention Strategies | 3.0 |
| HSVC C102 Introduction to Crisis Intervention | 3.0 |
| LAW C142 Probate Administration/Estate Planning | 3.0 |
| LAW C148 Elder Law | 1.5 |

And/or other courses related to the aging field numbered C100 or above, as approved by the Gerontology Department.

| | |
|---------------------------------|-------------|
| Subtotal Electives | 6.0 |
| Subtotal for Major | 18.0 |
| Total for Degree | 60.0 |

*Some courses in the program are not offered every semester. GERO C273 is offered once per year, usually in the fall semester. GERO C120 Professional Issues and GERO C130 Techniques of Working with the Frail are offered once per year, usually in the spring semester. Plan your full schedule with the timing of your courses in mind.

Gerontology

Associate of Arts Degree or Certificate of Achievement

3_AA_GERO or 3_CL_GERO

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. The coursework for the Certificate of Achievement in Gerontology will provide information about the aging process and training to work in services and agencies that interact with older people. Many of the courses are cross disciplinary and, therefore, can count towards the Certificate of Achievement as well as the general education requirements for the A.A. Degree. Coursework will also transfer as elective and general education requirements to a four-year institution.

Students have the option of completing the 21-unit Certificate of Achievement in Gerontology on its own or in conjunction with the A.A. degree. Those seeking new careers in gerontology and/or transfer to a four-year institution should complete the Associate of Arts Degree requirements in conjunction with those for the Gerontology Certificate of Achievement.

Coastline College students completing the A.A. Degree and Gerontology Certificate of Achievement qualify for our degree partnership with CSUF. For information about the Coastline College/ Cal State Fullerton degree partnership in human services and gerontology call (714) 241-2613 at Coastline College or Human Services Office, CSUF, (714) 278-2255.

Coastline College and CSU Long Beach have a partnership that allows a maximum of 6 units (SOC C120 and 3 units of elective courses) to be applied to CSULB's 15 unit Gerontology Minor. Contact (714) 241-6213 at Coastline College or the Gerontology Department at CSULB for further information.

PROGRAM LEVEL STUDENT LEARNING OUTCOMES

Upon completion of this program, students will be able to:

1. Apply major theories and principles of the field to everyday life and determine the impact of these theories on the aging individual and/or society as a whole.
2. Apply effective communication skills in a variety of settings.
3. Support opinions/ideas using solid research principles.

Continued on next page

| Required Core* | | Units |
|--|--|--------------|
| Students will complete all of the following: | | |
| BIOL C120 | Biology of Aging | 3.0 |
| GERO C220 | Professional Issues in Gerontology | 3.0 |
| PSYC C170 | Psychology of Aging | 3.0 |
| SOC C120 | Introduction to Gerontology | 3.0 |
| | Red Cross Standard First Aid/CPR Card** | |
| Subtotal | | 12.0 |
| Program Electives*** | | |
| Select a minimum of 6 units from the following: | | |
| ENGL C131 | Directed Autobiography | 3.0 |
| FN C225 | Nutrition and Aging | 3.0 |
| GERO C131 | Home Care | 3.0 |
| GERO C190-195 | Issues in Gerontology | 0.5-3.0 |
| GERO C230 | Care of Frail Elderly | 3.0 |
| GERO C240 | Aging in a Multicultural Society | 3.0 |
| HLTH C223 | Healthy Aging | 3.0 |
| LAW C142 | Probate Administration/Estate Planning | 3.0 |
| LAW C148 | Elder Law | 1.5 |
| And/or other courses related to the aging field number C100 or above, as approved by the Gerontology Department. | | |
| Subtotal Electives | | 6.0 |
| Program Field Courses* | | |
| Complete the following course: | | |
| GERO C273 | Career in Gerontology: A Field Practicum | 3.0 |
| Subtotal Field Courses | | 3.0 |
| Total for Certificate | | 21.0 |
| Total for Degree | | 60.0 |

*Some courses in the program are not offered every semester. GERO C131 Home Care, GERO C273 Practicum, and GERO C240 Aging in a Multicultural Society are offered once per year, usually in the fall semester. GERO C220 Professional Issues and GERO C230 Care of Frail Elderly are offered once per year, usually in the spring semester. Plan your full schedule with the timing of your courses in mind.

**Additional Requirement: Students must obtain a current Red Cross Standard First Aid/CPR Card.

***Students wishing to work in Home Care should select GERO C131 and GERO C230 as their electives.

Health and Fitness

Associate of Arts Degree Major

3_AA_HLFT

The Health and Fitness major integrates courses that provide students with information related to physical fitness, health, and quality of life. Topics include physical conditioning and the value of physical activity, food and nutrition, disease prevention and management, and additional health related issues. By focusing their electives, students may gain the skills necessary to become a personal trainer or a wellness/health coach.

PROGRAM LEVEL STUDENT LEARNING OUTCOMES

Upon completion of this program, students will be able to:

1. Apply major theories and concepts of health, nutrition, and fitness to improve one's overall wellness and to guide others to make healthy lifestyle choices.
2. Support opinions/ideas using solid research principles.

Requirements for the Major

All courses must be completed with a grade of "C" or better.

| Required Core | | Units |
|---|--|--------------|
| Students will complete all of the following: | | |
| BIOL C102 | Introduction to the Concepts of Anatomy and Physiology | 3.0 |
| FN C170 | Nutrition | 3.0 |
| HLTH C100 | Personal Health | 3.0 |
| KIN C190 | Physiology of Exercise | 3.0 |
| Subtotal | | 12.0 |

Program Electives

Complete 6 units from the following:

| | | |
|------------|--|-----|
| FN C225* | Nutrition and Aging | 3.0 |
| HLTH C120* | Introduction to Wellness Coaching | 3.0 |
| HLTH C223 | Healthy Aging | 3.0 |
| KIN C101 | Personal Fitness and Wellness | 1.0 |
| KIN C201* | Fitness for Life | 3.0 |
| KIN C289* | Exercise Assessment & Program Implementation | 3.0 |

OR any other Health, Food and Nutrition, or Physical Education courses numbered C100 or above approved by the Department.

| | | |
|---------------------------|--|-------------|
| Subtotal Electives | | 6.0 |
| Subtotal for Major | | 18.0 |
| Total for Degree | | 60.0 |

*Taking HLTH C120 AND KIN C201 OR FN C225 will prepare you to take National Certification Exams accredited by the National Commission for Certifying Agencies and the National Consortium for Credentialing Health and Wellness Coaches. Students wishing to gain the skills to be a Physical Trainer should take KIN C201 AND KIN C289. These courses will prepare you to take National Certification Exams offered by agencies, such as the National Strength and Conditioning Association or the American Council on Exercise.

Health Care Management

Associate of Science Degree or Certificate of Achievement

3_AS_HCM or 3_CL_HCM

The Health Care Management Certificate is designed for the health care practitioner who is considering climbing the health care management ladder. Healthcare is one of today's most dynamic and growing fields. It is the largest industry in the U.S., and the second largest employer, with more than 11 million jobs, presenting a wide range of management opportunities and challenges. Courses in this certificate will assist students in exploring the management field and provide them with the knowledge and information to pique their interest and consider upward mobility in the health care industry. This program is designed to help office, administrative, and support staff in the medical field to consider advancing to management positions. The program prepares students for transfer into bachelors programs in Health Care Administration, Business, Organizational Behavior, Management, and Leadership fields.

PROGRAM LEVEL STUDENT LEARNING OUTCOMES

Upon completion of this program, students will be able to:

1. Apply the principles and legal regulations of healthcare management to real world situations.
2. Effectively communicate solutions to management issues in an organizational (health care) setting, using appropriate language and tools and demonstrating understanding of management terms and concepts.
3. Develop and exhibit high standards of professional practice, demonstrating awareness of ethical and social responsibilities in today's multicultural, team-oriented, rapidly-changing healthcare/management environment.

| Required Core | Units |
|---|-------------|
| Students will complete all of the following: | |
| HLTH C121 Introduction to Healthcare Management | 3.0 |
| LAW C126 Legal Aspects of Health Care Administration | 3.0 |
| MS C100 Business Organization and Management | 3.0 |
| MS C101 Management and Employee Communication | 3.0 |
| MS C104 Human Resources Management | 3.0 |
| Subtotal | 15.0 |

Program Electives

Choose 9 units from the following:

| | |
|---|---------|
| ACCT C100 Introduction to Accounting | 3.0 |
| BIOL C104 Medical Terminology for Health Professionals | 3.0 |
| BC C145 Medical Administrative Assistant I | 3.0 |
| BIOL C200 Pharmacology | 3.0 |
| BIOL C221 Introduction to Anatomy and Physiology | 3.0 |
| BUS C100 Introduction to Business | 3.0 |
| BUS C007 Business Mathematics | 3.0 |
| BUS C281-C284 Work Based Learning | 1.0-4.0 |
| CIS C100 Introduction to Information Systems | 3.0 |
| ECON C170 Principles of Microeconomics | 3.0 |
| MATH C160 Introduction to Statistics | 4.0 |
| MS C102 Human Relations in Business | 3.0 |

| | |
|------------------------------------|-------------|
| Subtotal Electives | 9.0 |
| Total for Certificate | 24.0 |
| Total for Degree | 60.0 |

Health Science

Certificate of Achievement

3_CL_HSCI

This program prepares students for entry into health professional programs or jobs in the medical field. Coursework provides many of the science prerequisites for programs in health professions such as nursing, physician assistant, pharmacy, physical therapy, occupational therapy, dental hygiene, radiology technology, dentist, and medical doctor.

PROGRAM LEVEL STUDENT LEARNING OUTCOMES

Upon completion of this program, students will be able to:

1. Find, select, and evaluate scientific information present in primary research literature, mass media, online, or other sources.
2. Communicate biological concepts effectively in written and/or oral forms.
3. Communicate chemical concepts effectively in written and/or oral forms.

| Required Courses | Units |
|---|-------------|
| Students will complete all of the following: | |
| BIOL C210 General Microbiology | 5.0 |
| BIOL C220 Human Anatomy | 5.0 |
| BIOL C225 Human Physiology | 4.0 |
| CHEM C110 Introduction to Chemistry | 5.0 |
| OR | |
| CHEM C180 General Chemistry A | |
| AND | |
| CHEM C180L General Chemistry A Lab | |
| Total for Certificate | 19.0 |

History

Associate in Arts Degree in History for Transfer

3_AAT_HIST

Historians analyze the economic, political, social and cultural characteristics of past societies and why these characteristics change over time. Students studying in this discipline will gain a greater understanding of the roots of the modern world and an appreciation for the cultural and global diversity of the human experience. History majors learn how to critically evaluate primary and secondary source materials and how to construct logical written or oral arguments clearly supported with evidence. These skills in critical thinking and communication are broadly applicable and highly sought after by employers, making history an excellent course of study for students seeking a general liberal arts education. History is particularly useful for students considering careers in teaching, law, communications, journalism, librarianship, archival and research work, public administration, and a wide variety of public service and government careers.

PROGRAM LEVEL STUDENT LEARNING OUTCOMES

Upon completion of this program, students will be able to:

1. Develop a well-structured argument supported with relevant evidence which evaluates the social, cultural, political and/or economic characteristics of past societies and how and why these characteristics change over time.
2. Analyze the meaning of primary and/or secondary historical sources and their significance as evidence.
3. Evaluate the impact of social and cultural diversity upon the development of past societies.

Requirements for the Major

All courses must be completed with a grade of “C” or better.

| Required Core | Units |
|---|------------|
| Students will complete all of the following: | |
| HIST C170 United States History to 1876 | 3.0 |
| HIST C175 United States History since 1876 | 3.0 |
| Subtotal | 6.0 |

List A — Select 6 units from the following:

| | |
|---------------------------------------|------------|
| HIST C161 World History 1 | 3.0 |
| OR | |
| HIST C180 Western Civilization 1 | 3.0 |
| HIST C162 World History 2 | 3.0 |
| OR | |
| HIST C185 Western Civilization 2 | 3.0 |
| Subtotal List A | 6.0 |

List B — Select one course from each of the following 2 areas:

Area 1:

| | | |
|-----------|--|-----|
| ANTH C150 | World Cultures | 3.0 |
| GEOG C100 | World Regional Geography | 3.0 |
| HIST C115 | Latin American History and Culture | 3.0 |
| HIST C121 | History of American Women | 3.0 |
| HIST C122 | Chicano History | 3.0 |
| HIST C161 | World History 1 (if not previously used to fulfill List A requirement) | 3.0 |
| HIST C162 | World History 2 (if not previously used to fulfill List A requirement) | 3.0 |
| PSCI C185 | Comparative Government and Politics | 3.0 |
| SOC C233 | Racial and Ethnic Relations in America | 3.0 |
| SOC C245 | Perspectives of Sex and Gender | 3.0 |

Subtotal List B Area 1 **3.0**

Area 2:

Any history course from List A or List B Area 1 not previously used to fulfill a requirement or:

| | | |
|-----------|---|-----|
| ANTH C100 | Cultural Anthropology | 3.0 |
| ART C100 | Survey of Art: Prehistory through Late Gothic | 3.0 |
| ART C101 | Survey of Art: Renaissance to Contemporary | 3.0 |
| ART C102 | Contemporary Art History | 3.0 |
| GEOG C185 | Cultural Geography | 3.0 |
| HIST C135 | History of Britain and Ireland 2 | 3.0 |
| HIST C150 | History of California | 3.0 |
| HIST C155 | The American West | 3.0 |
| MUS C100 | History and Appreciation of Music | 3.0 |
| MUS C139 | History of Rock Music | 3.0 |
| MUS C143 | History of Jazz | 3.0 |
| PSCI C180 | American Government | 3.0 |
| PSYC C100 | Introduction to Psychology | 3.0 |
| SOC C100 | Introduction to Sociology | 3.0 |

Subtotal List B Area 2 **3.0**

Total Required for the Major **18.0**

CSU General Education or IGETC pattern: 37-39 units
Transfer Electives as needed to reach 60 transferable units

Total for Degree **60.0**

History

Associate of Arts Degree Major

3_AA_HIST

Historians analyze the economic, political, social and cultural characteristics of past societies and why these characteristics change over time. Students studying in this discipline will gain a greater understanding of the roots of the modern world and an appreciation for the cultural and global diversity of the human experience. History majors learn how to critically evaluate primary and secondary source materials and how to construct logical written or oral arguments clearly supported with evidence. These skills in critical thinking and communication are broadly applicable and highly sought after by employers, making history an excellent course of study for students seeking a general liberal arts education. History is particularly useful for students considering careers in teaching, law, communications, journalism, librarianship, archival and research work, public administration, and a wide variety of public service and government careers.

PROGRAM LEVEL STUDENT LEARNING OUTCOMES

Upon completion of this program, students will be able to:

1. Critically evaluate the social, cultural, political and/or economic characteristics of past societies and explain how and why these characteristics change over time.
2. Analyze the meaning of primary and/or secondary historical sources and their significance as evidence.
3. Evaluate the impact of social and cultural diversity upon the development of past societies.

Requirements for the Major

All courses must be completed with a grade of "C" or better.

| Required Core | Units |
|---|-------------|
| Students will complete all of the following: | |
| HIST C161 World History 1 | 3.0 |
| HIST C162 World History 2 | 3.0 |
| HIST C170 U.S. History to 1876 | 3.0 |
| HIST C175 U.S. History since 1876 | 3.0 |
| Subtotal | 12.0 |

Program Electives

Select two courses from the following:

| | |
|---|-----|
| ANTH C100 Cultural Anthropology | 3.0 |
| ART C100 Survey of Art: Prehistory through Late Gothic | 3.0 |
| ART C101 Survey of Art: Renaissance to Contemporary | 3.0 |
| GEOG C100 World Regional Geography | 3.0 |
| HIST C115 Latin American History and Culture | 3.0 |
| HIST C121 History of American Women | 3.0 |
| HIST C122 Chicano History | 3.0 |
| HIST C135 History of Britain and Ireland 2 | 3.0 |
| HIST C150 History of California | 3.0 |
| HIST C155 The American West | 3.0 |
| HIST C180 Western Civilization 1 | 3.0 |
| HIST C185 Western Civilization 2 | 3.0 |
| PSCI C180 American Government | 3.0 |
| PSCI C185 Comparative Government and Politics | 3.0 |
| SOC C100 Introduction to Sociology | 3.0 |

| | |
|---------------------------------|----------------------|
| Subtotal Electives | 6.0 |
| Subtotal for Major | at least 18.0 |
| Total for Degree | 60.0 |

Home Business

Certificate of Specialization

3_CE_HMBS

The home-based business certificate is a three-course sequence that was created to provide basic, intermediate, and advanced educational opportunities designed to help you choose and successfully launch a home-based business.

The courses will give the current and future home-based entrepreneur an overview of home-based business and the spectrum of opportunities that successful home-based entrepreneurs are pursuing. With an ever-increasing number of adults today self-employed, many are running their own home-based business or are planning to start one.

PROGRAM LEVEL STUDENT LEARNING OUTCOMES

Upon completion of this program, students will be able to:

1. Effectively communicate solutions to business problems, using appropriate language and tools and demonstrating understanding of business terms and concepts.
2. Analyze and recommend effective business decisions/solutions using a systematic, evaluative, and information-based approach.
3. Develop and exhibit high standards of professional practice, demonstrating awareness of ethical and social responsibilities in today's multicultural, team-oriented, rapidly-changing global environment.

| Required Courses | Units |
|---|------------|
| Students will complete all of the following: | |
| BUS C170 Entrepreneurship and Small Business Finance | 3.0 |
| BUS C222 Entrepreneurship and Small Business Operations and Management | 3.0 |
| Subtotal | 6.0 |

Select one course from the following:

| | |
|---|-----|
| BUS C100 Introduction to Business | 3.0 |
| BUS C110 Business Law/Legal Environment of Business | 3.0 |
| BUS C120 Personal Finance | 3.0 |
| BUS C130 E-Commerce: Strategic Thinking and Management | 3.0 |
| BUS C150 Introduction to Marketing | 3.0 |

| | |
|------------------------------------|------------|
| Subtotal Electives | 3.0 |
| Total for Certificate | 9.0 |

Homeland Security (TSA)

Certificate of Specialization

3_CE_TSA

The Homeland Security (TSA) Certificate provides students with the necessary knowledge and skills to successfully enter the field of homeland security, specializing in employment positions overseeing security management, intelligence analysis, transportation safety and border security. The sequence of courses offered within the certificate helps develop a student's understanding of the interrelated duties, relationships, and responsibilities impacting personnel employed to ensure U.S. national security.

PROGRAM LEVEL STUDENT LEARNING OUTCOMES

Upon completion of this program, students will be able to:

1. Recognize the types of hazards that can negatively impact a community and assess the variables that impact this type of hazard exposure.
2. Distinguish some of the fundamental roles and responsibilities of the professional emergency manager established by the Emergency Management Institute.
3. Demonstrate effective skills using well established problem-solving, communication and interpersonal techniques.

Required Courses

Units

Students will complete all of the following:

| | | |
|-----------|---|-----|
| EMGT C102 | Introduction to Homeland Security | 3.0 |
| EMGT C172 | Intelligence Analysis and Security Management | 3.0 |
| EMGT C174 | Transportation and Border Security | 3.0 |

Total for Certificate..... 9.0

Human Services

Associate of Arts Degree Major

3_AA_HUSV

This major prepares 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. It 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 major in Human Services 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 major exposes the student to the most current thinking in the field, hands-on experience, and community networking.

PROGRAM LEVEL STUDENT LEARNING OUTCOMES

Upon completion of this program, students will be able to:

1. Utilize human services helping skills and resources to enhance career prospects.
2. Demonstrate intervention skills within fields of human services.

Requirements for the Major

All courses must be completed with a grade of "C" or better.

Required Core

Units

Students will complete all of the following:

| | | |
|-----------|--|-----|
| HSVC C100 | Introduction to Human Services | 3.0 |
| HSVC C101 | Helping Theories and Intervention Strategies | 3.0 |
| HSVC C102 | Introduction to Crisis Intervention | 3.0 |
| HSVC C104 | Treatment Issues in Substance Abuse | 3.0 |
| HSVC C273 | Human Services Practicum | 3.0 |

Subtotal 15.0

Program Electives

Select one course from the following:

| | | |
|-----------|--|-----|
| ANTH C100 | Cultural Anthropology | 3.0 |
| GERO C220 | Professional Issues in Gerontology | 3.0 |
| GERO C230 | Techniques of Working with Frail Elderly | 3.0 |
| HSVC C105 | Introduction to Case Management | 3.0 |
| HSVC C106 | Cultural Diversity in Human Services | 3.0 |
| PSYC C100 | Introduction to Psychology | 3.0 |
| PSYC C116 | Child Growth and Development | 3.0 |
| PSYC C170 | Psychology of Aging | 3.0 |
| SOC C100 | Introduction to Sociology | 3.0 |
| SOC C110 | Introduction to Marriage and Family | 3.0 |
| SOC C120 | Introduction to Gerontology | 3.0 |

Subtotal for Electives..... 3.0

Subtotal for Major At least 18.0

Total for Degree..... 60.0

Human Services

Certificate of Accomplishment

3_CE_HSVC

This 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.

PROGRAM LEVEL STUDENT LEARNING OUTCOMES

Upon completion of this program, students will be able to:

1. Utilize human services helping skills and resources to enhance career prospects.
2. Demonstrate intervention skills within fields of human services.

| Required Core | Units |
|--|-------------|
| Students will complete all of the following: | |
| HSVC C100 Introduction to Human Services | 3.0 |
| HSVC C101 Helping Theories and Intervention Strategies | 3.0 |
| HSVC C102 Introduction to Crisis Intervention | 3.0 |
| HSVC C273 Human Services Practicum | 3.0 |
| Subtotal | 12.0 |

Program Electives

Select one course from the following:

| | |
|--|-----|
| ANTH C100 Cultural Anthropology | 3.0 |
| GERO C220 Professional Issues in Gerontology | 3.0 |
| GERO C230 Care of Frail Elderly | 3.0 |
| HSVC C104 Treatment Issues in Substance Abuse | 3.0 |
| HSVC C105 Introduction to Case Management | 3.0 |
| HSVC C106 Cultural Diversity in Human Services | 3.0 |
| PSYC C100 Introduction to Psychology | 3.0 |
| PSYC C116 Child Growth and Development | 3.0 |
| PSYC C170 Psychology of Aging | 3.0 |
| SOC C100 Introduction to Sociology | 3.0 |
| SOC C110 Introduction to Marriage and Family | 3.0 |
| SOC C120 Introduction to Gerontology | 3.0 |

| | |
|------------------------------------|-------------|
| Subtotal Electives | 3.0 |
| Total for Certificate | 15.0 |

Informatics

Associate of Arts or Science Degree or Certificate of Achievement

3_AA_INFO or 3_AS_INFO or 3_CT_INFO

Informatics is uniquely focused on computers and people. This program is designed for students interested in the design and implementation of software and information systems that help users work more effectively. It has strong emphasis on the technical design and implementation of software and information systems. Students will learn how to design, build, and analyze actual systems that are used in industry.

PROGRAM LEVEL STUDENT LEARNING OUTCOMES

Upon completion of this program, students will be able to:

1. Design, develop, and analyze software that meets specifications for quality software.
2. Select and use appropriate software and apply conceptual thinking skills to solve problems and complete assigned projects.
3. Design and implement software/web based systems that address human computer interface issues.

| Required Courses | Units |
|---|-------------|
| Students will complete all of the following: | |
| First Year | |
| INFM C102 Concepts in Programming Languages 2 | 3.0 |
| INFM C141 Informatics Core 1 | 4.0 |
| INFM C142 Informatics Core 2 | 4.0 |
| INFM C143 Informatics Core 3 | 4.0 |
| ICS C123 Fundamental Data Structures | 3.0 |
| ICS C141 Concepts of Programming Languages 1 | 3.0 |
| Subtotal for the First Year | 21.0 |

Second Year

| | |
|--|-----|
| INFM C111 Software Methods and Tools | 3.0 |
| INFM C113 Requirements Analysis and Engineering | 3.0 |
| INFM C115 Software Specification & Quality Engineering | 3.0 |
| INFM C121 Software Design 1 | 3.0 |
| INFM C131 Human-Computer Interaction | 3.0 |
| INFM C132 Project in Human Computer Interaction | 3.0 |

| | |
|------------------------------------|-------------|
| Subtotal Second Year | 18.0 |
| Total for Certificate | 39.0 |
| Total for Degree | 60.0 |

Intermediate Accounting

Certificate of Specialization

3_CE_IACC

The certificate in Intermediate Accounting will enable students to succeed in understanding the topics that are tested in the Financial Accounting and Reporting section of the CPA exam.

PROGRAM LEVEL STUDENT LEARNING OUTCOMES

Upon completion of this program, students will be able to:

1. Accumulate, record, and interpret financial data.
2. Prepare accurate reports for decision making and regulatory compliance.
3. Demonstrate understanding of accounting and business terminology.

| Required Courses | Units |
|---|--------------|
| Students will complete all of the following: | |
| ACCT C112 Intermediate Accounting 1 | 3.0 |
| ACCT C113 Intermediate Accounting 2 | 3.0 |
| ACCT C114 Intermediate Accounting 3 | 3.0 |
| Total for Certificate..... | 9.0 |

IT Foundation

Certificate of Accomplishment

3_CE_ITFOUN

This Certificate of Accomplishment will provide students with a preliminary foundation in the field of Computer Networking. The courses include fundamental skills needed in computer networking, help desk troubleshooting, and security best practices for devices. The emphasis on Computer Networking will provide students with the foundational skills needed for an entry-level career in computer networking. Topics covered will include IT terminology and concepts, infrastructure, managing applications and software, software development concepts, database fundamentals, and device security.

PROGRAM LEVEL STUDENT LEARNING OUTCOMES

Upon completion of this program, students will be able to:

1. Demonstrate proficiency using Internet research techniques to solve common troubleshooting problems by designing and implementing an appropriate solution that meets industry standards.
2. Demonstrate the ability to assemble and/or upgrade a personal computer.

| Required Courses | Units |
|---|--------------|
| Students will complete all of the following: | |
| CST C104 IT Fundamentals | 3.0 |
| CST C116 A+ Essentials Hardware | 3.0 |
| CST C117 A+ Essentials Software | 3.0 |
| CST C128 Network+ | 3.0 |
| Total for Certificate..... | 12.0 |

Introduction to Programming

Certificate of Accomplishment

3_CE_INPR

Completion of the Introduction to Programming Certificate of Accomplishment courses will provide students with a foundation in Computer Information Systems with an emphasis in Computer Programming. The focus on Introductory Programming provides the basic skills needed for an entry-level career or advancement into a position as a Software Application Developer. Topics covered will include information systems and computer networking concepts, e-business systems, software development lifecycle, Java concepts, principles of object-oriented programming, JavaScript language concepts, cloud computing skills, database management for Web developers, and introduction to python programming concepts

PROGRAM LEVEL STUDENT LEARNING OUTCOMES

1. Demonstrate proficiency and understanding of the software development lifecycle using software application development techniques to solve common business problems by designing and implementing an appropriate solution that meets industry standards.
2. Demonstrate the ability to program using Java.
3. Demonstrate the ability to develop Web applications using JavaScript.

Required Core Units

Students will complete all of the following:

| | | |
|------------------------------------|---|-------------|
| CIS C111 | Introduction to Information Systems and Programming | 3.0 |
| CIS C155 | Introduction to Programming Using Java | 3.0 |
| CIS C156 | Web Development with JavaScript and Cloud Services | 3.0 |
| CIS C157 | Introduction to Python Programming | 3.0 |
| Total for Certificate | | 12.0 |

Leadership

Certificate of Accomplishment

3_CE_LEAD

The Management and Supervision Leadership Certificate recognizes the formal leadership study, participation, and student commitment to student government at Coastline 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.

PROGRAM LEVEL STUDENT LEARNING OUTCOMES

Upon completion of this program, students will be able to:

1. Effectively communicate solutions to business problems, using appropriate language and tools and demonstrating understanding of business terms and concepts.
2. Analyze and recommend effective business decisions/solutions using a systematic, evaluative, and information-based approach.
3. Develop and exhibit high standards of professional practice, demonstrating awareness of ethical and social responsibilities in today's multicultural, team-oriented, rapidly-changing global environment.

Required Courses

Units

Students will complete all of the following:

| | | |
|---------|-----------------------------|-----|
| MS C144 | Introduction to Leadership | 3.0 |
| MS C145 | Personal Leadership | 3.0 |
| MS C150 | Organizational Leadership 1 | 3.0 |
| MS C151 | Organizational Leadership 2 | 3.0 |

Total for Certificate..... **12.0**

Liberal Studies (for Teaching)

Associate of Arts Degree Major

3_AA_LIBS

The Liberal Studies/Teaching Degree offers future elementary school teachers an articulated transfer pathway and career ladder for a B.A. in Liberal Studies and the multiple-subject teaching credential. The focus of the degree is on content knowledge needed to teach in a K-8 setting and education courses that include early fieldwork opportunities for observation and practice. Coursework prepares students for the Multiple Subject CSET exam as required by the California Commission on Teacher Credentialing for elementary school teachers in both regular and special education. Selected courses are also aligned with the multiple subject credential CSET waiver, depending on transfer institution and course. As a stand-alone degree without transfer, the A.A., aligned with the requirements for No Child Left Behind, helps students become effective elementary school paraprofessionals in regular or special education classrooms. The degree is also appropriate for students pursuing a career other than in elementary school teaching (such as tutors and parents providing homeschooling) who would like their course of studies and degree recognition to include an emphasis in liberal studies and teacher preparation curricula. Students may select courses to simultaneously earn the Certificate in Educational Studies as well.

PROGRAM LEVEL STUDENT LEARNING OUTCOMES

Upon completion of this program, students will be able to:

1. Apply knowledge, skills, experience, and feedback to make an informed choice to be employed or to continue study in the field of education.
2. Document preliminary subject matter competency and ability to work effectively with students, teachers, parents, colleagues, and administrators in a school and classroom setting.

Requirements for the Major Units

All courses must be completed with a grade of C or better.

Complete one course from each area:

A1 – Oral Communication

| | | |
|-----------|-----------------|-----|
| CMST C110 | Public Speaking | 3.0 |
|-----------|-----------------|-----|

A2 –Written Communication

| | | |
|-----------|----------------------|-----|
| ENGL C100 | Freshman Composition | 3.0 |
|-----------|----------------------|-----|

A3 – Critical Thinking

| | | |
|-----------|--|-----|
| ENGL C102 | Critical Reasoning, Reading, and Writing | 3.0 |
|-----------|--|-----|

| | | |
|-----------|-----------------------------|-----|
| PHIL C115 | Logic and Critical Thinking | 3.0 |
|-----------|-----------------------------|-----|

Subtotal **9.0**

Select at least one course from each area.

Note for Area B3: The following courses also meet Area B3 (Lab Component)

Biology C100C (B2, B3)

Geology C106 (B1, B3)

Chemistry/Physics C140 (B1, B3)

B1 – Physical Science:

| | | |
|-----------|---------------------------------|-----|
| CHEM C140 | Survey of Chemistry and Physics | 4.0 |
|-----------|---------------------------------|-----|

Or

| | | |
|-----------|---------------------------------|-----|
| PHYS C140 | Survey of Chemistry and Physics | 4.0 |
|-----------|---------------------------------|-----|

| | | |
|-----------|-----------------|-----|
| GEOL C105 | General Geology | 3.0 |
|-----------|-----------------|-----|

| | | |
|-----------|-----------------------------|-----|
| GEOL C106 | Earth Sciences for Teachers | 4.0 |
|-----------|-----------------------------|-----|

B2 – Biological Science:

| | | |
|-----------|-------------------------|-----|
| BIOL C100 | Introduction to Biology | 3.0 |
|-----------|-------------------------|-----|

| | | |
|------------|-------------------------------------|-----|
| BIOL C100C | Introduction to Biology Lecture/Lab | 4.0 |
|------------|-------------------------------------|-----|

B3 – Laboratory Activity:

| | | |
|------------|-----------------------------|-----|
| BIOL C100L | Introduction to Biology Lab | 1.0 |
|------------|-----------------------------|-----|

| | | |
|------------|-------------|-----|
| GEOL C105L | Geology Lab | 1.0 |
|------------|-------------|-----|

B4 – Math/Quantitative Reasoning:

| | | |
|-----------|------------------------------------|-----|
| MATH C103 | Statistics for Elementary Teachers | 3.0 |
|-----------|------------------------------------|-----|

| | | |
|-----------|-------------------------------------|-----|
| MATH C104 | Mathematics for Elementary Teachers | 3.0 |
|-----------|-------------------------------------|-----|

| | | |
|-----------|----------------------------------|-----|
| MATH C106 | Geometry for Elementary Teachers | 3.0 |
|-----------|----------------------------------|-----|

Subtotal **10.0**

Select at least one course from each area PLUS one additional course from either area.

C1 – Arts:

| | | |
|----------|-----------------------------------|-----|
| MUS C100 | History and Appreciation of Music | 3.0 |
|----------|-----------------------------------|-----|

| | | |
|-----------|-------------------------|-----|
| THEA C100 | Introduction to Theater | 3.0 |
|-----------|-------------------------|-----|

C2 – Literature:

| | | |
|-----------|--|-----|
| ENGL C102 | Critical Reasoning, Reading, and Writing | 3.0 |
|-----------|--|-----|

| | | |
|-----------|----------------------------|-----|
| ENGL C140 | Appreciation of Literature | 3.0 |
|-----------|----------------------------|-----|

| | | |
|-----------|---|-----|
| ENGL C150 | American Literature through the Civil War | 3.0 |
|-----------|---|-----|

| | | |
|-----------|-------------------------------------|-----|
| ENGL C155 | American Literature 1865 to Present | 3.0 |
|-----------|-------------------------------------|-----|

| | | |
|-----------|-------------|-----|
| ENGL C181 | Shakespeare | 3.0 |
|-----------|-------------|-----|

| | | |
|-----------|----------------------------|-----|
| ENGL C270 | British Literature to 1800 | 3.0 |
|-----------|----------------------------|-----|

| | | |
|-----------|-------------------------------|-----|
| ENGL C275 | British Literature Since 1800 | 3.0 |
|-----------|-------------------------------|-----|

| | | |
|-----------|--------|-----|
| PHIL C120 | Ethics | 3.0 |
|-----------|--------|-----|

Subtotal **9.0**

Take a US History course and an American Government course and at least one additional course from group D.

D – Social Sciences:

| | | |
|-----------|-------------------------------|-----|
| HIST C170 | United States History to 1876 | 3.0 |
|-----------|-------------------------------|-----|

| | | |
|-----------|---------------------|-----|
| PSCI C180 | American Government | 3.0 |
|-----------|---------------------|-----|

Select 3 units from:

| | | |
|-----------|--------------------------|-----|
| GEOG C100 | World Regional Geography | 3.0 |
|-----------|--------------------------|-----|

| | | |
|-----------|-----------------------|-----|
| HIST C150 | History of California | 3.0 |
|-----------|-----------------------|-----|

| | | |
|-----------|-----------------|-----|
| HIST C161 | World History 1 | 3.0 |
|-----------|-----------------|-----|

Subtotal **9.0**

Complete one course from group E:

E – Lifelong Learning

| | | |
|-----------|------------------------------|-----|
| PSYC C116 | Child Growth and Development | 3.0 |
|-----------|------------------------------|-----|

Subtotal **3.0**

Additional Requirements – Complete the following courses:

| | | |
|-----------|---|-----|
| EDUC C103 | Introduction to Computers in Education: Technology Proficiencies for Teachers 1 | 2.0 |
|-----------|---|-----|

| | | |
|-----------|--|-----|
| EDUC C104 | Introduction to Teaching and Learning in Diverse Contemporary Classrooms | 1.0 |
|-----------|--|-----|

| | | |
|-----------|-------------------------|-----|
| EDUC C200 | The Teaching Profession | 3.5 |
|-----------|-------------------------|-----|

Subtotal **6.5**

Subtotal for Major **45.5-46.5**

Continued on next page

**Suggested Electives: Courses may be selected from this list:
Take additional courses to complete at least 60 units.
Select courses based on the program requirements at the
University you would like to transfer to. See your counselor
when selecting these courses.**

| | | |
|-------------------------|--|-------------|
| EDUC C101 | Tutor Training | 1.0 |
| EDUC C180 | Family, School, and Community Partnerships | 3.0 |
| EDUC C210 | Introduction to Special Education | 3.0 |
| ENGL C143 | Children's Literature | 3.0 |
| HLTH C100 | Personal Health | 3.0 |
| Subtotal | | 13.5 |
| Total for Degree | | 60.0 |

Logistics/Supply Chain Management

Associate of Arts Degree or Certificate of Achievement

3_AA_LSCM or 3_CL_LSCM

The courses offered to obtain this certificate will give the students the basic skills needed to obtain a position as a Procurement or Operations Clerk within a variety of logistics organizations. Supply Chain Management involves every aspect of purchasing, transportation, storage, and distribution of goods from manufacturers to consumers.

PROGRAM LEVEL STUDENT LEARNING OUTCOMES

Upon completion of this program, students will be able to:

1. Effectively communicate solutions to business problems, using appropriate language and tools and demonstrating understanding of business terms and concepts.
2. Analyze and recommend effective business decisions/solutions using a systematic, evaluative, and information-based approach.
3. Develop and exhibit high standards of professional practice, demonstrating awareness of ethical and social responsibilities in today's multicultural, team-oriented, rapidly-changing global environment.

Required Core

Units

Students will complete all of the following:

| | | |
|---------|--------------------------------------|-----|
| MS C100 | Business Organization and Management | 3.0 |
| MS C102 | Human Relations in Business | 3.0 |
| MS C104 | Human Resource Management | 3.0 |
| SM C101 | Prin Logistics/SupplyChain Mgt | 3.0 |
| OR | | |
| MS C171 | Prin Logistics/SupplyChain Mgt | 3.0 |
| SM C102 | Logistics/Supply Chain Operations | 3.0 |
| OR | | |
| MS C172 | Logistics/Supply Chain Operations | 3.0 |

Subtotal **15.0**

Program Electives

Choose 6 units from the following:

| | | |
|---------------|---|---------|
| ACCT C100 | Introduction to Accounting | 3.0 |
| BUS C100 | Introduction to Business | 3.0 |
| BUS C118 | Introduction to International Business | 3.0 |
| BUS C150 | Introduction to Marketing | 3.0 |
| BUS C222 | Entrepreneurship and Small Business Operations and Management | 3.0 |
| BUS C281-C284 | Work Based Learning | 1.0-4.0 |
| BC C112 | Office Organization | 3.0 |
| CIS C100 | Introduction to Information Systems | 3.0 |
| MS C101 | Management and Employee Communication | 3.0 |
| SM C104 | Purchasing and Procurement | 3.0 |
| OR | | |
| MS C174 | Purchasing and Procurement | 3.0 |
| SM C204 | Supply Chain/Logistics Management | 3.0 |
| OR | | |
| MS C176 | Supply Chain/Logistics Management | 3.0 |

Subtotal Electives **6.0**

Total for Certificate **21.0**

Total for Degree **60.0**

Management

Associate of Arts Degree or Certificate of Achievement

3_AA_MGMT or 3_CL_MGMT

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

PROGRAM LEVEL STUDENT LEARNING OUTCOMES

Upon completion of this program, students will be able to:

1. Effectively communicate solutions to business problems, using appropriate language and tools and demonstrating understanding of business terms and concepts.
2. Analyze and recommend effective business decisions/solutions using a systematic, evaluative, and information-based approach.
3. Develop and exhibit high standards of professional practice, demonstrating awareness of ethical and social responsibilities in today's multicultural, team-oriented, rapidly-changing global environment.

| Required Core | Units |
|---|-------------|
| Students will complete all of the following: | |
| BUS C100 Introduction to Business | 3.0 |
| BUS C110 Business Law/Legal Environment of Business | 3.0 |
| BUS C120 Personal Finance | 3.0 |
| BUS C150 Introduction to Marketing | 3.0 |
| MS C102 Human Relations in Business | 3.0 |
| Subtotal | 15.0 |

Program Electives

Choose 9-11 units from the following:

| | |
|---|-----|
| ACCT C100 Introduction to Accounting | 3.0 |
| ACCT C101 Financial Accounting* | 4.0 |
| ACCT C102 Managerial Accounting* | 4.0 |
| ACCT C116 ACCT for Non-Financial Managers, Entrepreneurs, Business Owners | 3.0 |
| BUS C101 Introduction to Project Management | 3.0 |
| BUS C130 E-Commerce: Strategic Thinking and Management | 3.0 |
| BUS C222 Entrepreneurship and Small Business Operations and Management | 3.0 |
| CMST C110 Public Speaking | 3.0 |
| MS C101 Management and Employee Communication | 3.0 |
| MS C104 Human Resource Management | 3.0 |
| ECON C170 Principles of Microeconomics* | 3.0 |
| ECON C175 Principles of Macroeconomics* | 3.0 |
| PHIL C140 Business and Organizational Ethics | 3.0 |

| | |
|--|------------------|
| Any computer classes | 1.0-5.0 |
| MS C100 Business Organization and Management | 3.0 |
| MS C144 Introduction to Leadership | 3.0 |
| MS C283-C284 Work Based Learning | 3.0-4.0 |
| Subtotal Electives | 9.0-11.0 |
| Total for Certificate | 24.0-26.0 |
| Total for Degree | 60.0 |

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

Mathematics

Associate in Science Degree in Mathematics for Transfer

3_AST_MATH

Upon successful completion of the Associate in Science in Mathematics for Transfer, the student will have demonstrated a practical and theoretical understanding of mathematics in preparation for transfer to the California State University system. This degree will be useful for students majoring in the STEM (science, technology, engineering and mathematics) fields. It is recommended that students consult a counselor for further information.

PROGRAM LEVEL STUDENT LEARNING OUTCOMES

Upon completion of this program, students will be able to:

1. Select and apply correct quantitative methods to find the correct solution to a problem in familiar or unique situations or contexts.
2. Accurately interpret and create mathematical models such as formulas, graphs, tables, and schematics; include predictions based on the model.
3. Adequately explain thinking and mathematical processes, and justify mathematical solutions effectively and accurately.

Requirements for the Major

All courses must be completed with a grade of "C" or better.

| Required Core | Units |
|-----------------------|-------------|
| MATH C180 Calculus 1 | 5.0 |
| MATH C185 Calculus 2 | 5.0 |
| MATH C280 Calculus 3 | 5.0 |
| Subtotal | 15.0 |

Complete the requirements in Groups A and B below:

Group A - Complete the course below:

| | |
|---|-----|
| MATH C285 Introduction to Linear Algebra and Differential Equations | 5.0 |
|---|-----|

Group B - Select one course from the following:

| | |
|---|-----|
| MATH C160 Introduction to Statistics | 4.0 |
| PHYS C185 Calculus Based Physics: Mechanics | 4.0 |

| | |
|--|-------------|
| Subtotal Electives | 9.0 |
| Total Required for the Major | 24.0 |
| CSU General Education or IGETC pattern: 37-39 units | |
| Transfer Electives as needed to reach 60 transferable units | |
| Total for Degree | 60.0 |

Mathematics

Associate of Arts Degree Major

3_AA_MATH

Mathematics involves the study of numerical calculations, problem solving, logic, quantitative patterns, and more. Students pursuing a Mathematics major take a variety of courses in the areas of algebra, geometry, calculus, mathematical reasoning, and differential equations. Students in mathematics programs can also branch out to several specializations, including teaching, computer science, statistics-mathematics, and bio-mathematics programs.

PROGRAM LEVEL STUDENT LEARNING OUTCOMES

Upon completion of this program, students will be able to:

1. Select and apply correct quantitative methods to find the correct solution to a problem in familiar or unique situations or contexts.
2. Accurately interpret and create mathematical models such as formulas, graphs, tables, and schematics; include predictions based on the model.
3. Adequately explain thinking and mathematical processes, and justify mathematical solutions effectively and accurately.

Requirements for the Major

All courses must be completed with a grade of "C" or better.

Students will complete all of the following:

| | | |
|-----------|--|-----|
| MATH C180 | Calculus 1 | 5.0 |
| MATH C185 | Calculus 2 | 5.0 |
| MATH C280 | Calculus 3 | 5.0 |
| MATH C285 | Introduction to Linear Algebra and Differential Equations | 5.0 |

| | |
|---------------------------------|-------------|
| Subtotal for Major | 20.0 |
| Total for Degree | 60.0 |

MCSA: Windows 8

Certificate of Specialization

3_CE_MCSA8

This certificate is one of the new stackable industry certification certificates created by Microsoft Corporation to provide a tool to measure the ability of a computer support specialist to configure, manage, and maintain a Windows 8 enterprise system. Consisting of two separate courses, MCSA: Windows 8 serves as the foundational desktop industry certification leading to the MCSE. The two courses that make up this certificate are Configuring Windows 8 (70-687) and Managing and Maintaining Windows 8 (70-688).

PROGRAM LEVEL STUDENT LEARNING OUTCOMES

Upon completion of this program, students will be able to:

1. Demonstrate proficiency with various software packages to solve common networking problems using theories learned in the classroom to design and implement a workable solution.
2. Build and maintain secure networks.

Required Courses

Units

Students will complete all of the following:

| | | |
|----------|------------------------------------|-----|
| CST C177 | Configuring Microsoft Windows 8 | 3.0 |
| CST C178 | Managing and Maintaining Windows 8 | 3.0 |

Total for Certificate 6.0

MCSA: Windows Server 2016

Certificate of Specialization

3_CE_MCSA16

This certificate is one of the new stackable industry certifications developed by Microsoft Corporation to provide a method to measure the ability of a Network Administrator to implement, manage, and maintain networking infrastructure within a Windows Server 2016 environment. Consisting of three separate courses, MCSA: Windows Server 2016, serves as the prerequisite industry certification for those seeking entry-level jobs in an IT environment and certification leading to the MCSE. This certificate consists of the following courses: Installing and Configuring Windows Server 2016, Networking with Windows Server 2016, and Identity with Windows Server 2016.

PROGRAM LEVEL STUDENT LEARNING OUTCOMES

Upon completion of this program, students will be able to:

1. Deploy and configure Windows Server 2016 core networking services.
2. Implement DNS, DHCP, IPAM, VPN and Direct Access.
3. Install and configure Active Directory Domain Services (AD DS).

| Required Courses | Units |
|---|------------|
| Students will complete all of the following: | |
| CST C222A Installing/Configuring Windows Server 2016 | 3.0 |
| CST C223A Networking with Windows Server 2016 | 3.0 |
| CST C224A Identify with Windows Server 2016 | 3.0 |
| Total for Certificate | 9.0 |

Medical Administrative Office Technician

Certificate of Accomplishment

3_CE_MAOT

The Medical Administrative Office Technician certificate program is designed to prepare students to work in a medical office environment such as a hospital, managed care facility, private medical office, and multi-specialty clinic. Students who complete this certificate will be prepared to manage front office activities.

PROGRAM LEVEL STUDENT LEARNING OUTCOMES

Upon completion of this program, students will be able to:

1. Use appropriate software to create documents and digital files for the workplace.
2. Input, organize, retrieve, and manipulate data for the workplace.
3. Communicate effectively in the workplace.
4. Apply Standard English principles when writing, editing, and speaking.
5. Use medical terminology to create medical records and insurance claim forms, integrate appropriate terminology from patient files and physician notes, and analyze medical terminology to produce professional medical documents.

| Required Courses | Units |
|---|-------------|
| Students will complete all of the following: | |
| BC C112 Office Organization | 3.0 |
| BC C145 Medical Administrative Assistant 1 | 3.0 |
| BC C163 Medical Terminology 1 | 3.0 |
| ENGL C103 Business English | 3.0 |
| Total for Certificate | 12.0 |

Medical Coding Specialist

Certificate of Accomplishment

3_CE_MCSP

The Medical Coding Specialist certificate prepares the students to pass the tests to become a Certified Coding Associate (CCA) a Certified Coding Specialist (CCS). These tests are administered by the American Health Information Management Association. This certificate program focuses on preparing the students for an in-depth knowledge of coding.

PROGRAM LEVEL STUDENT LEARNING OUTCOMES

Upon completion of this program, students will be able to:

1. Use CPT codes to create complex medical insurance claim forms used in a medical facility.
2. Analyze medical billing situations, integrate appropriate data from patient files and physician notes, complete professional accounts payable invoices, and submit the documents to the appropriate insurance provider(s).
3. Pass a sample AHIMA certification exam with a score of 75% or better.
4. Use medical terminology to create medical records and insurance claim forms, integrate appropriate terminology from patient files and physician notes, and analyze medical terminology to produce professional medical documents.

| Required Courses | Units |
|---|-------------|
| Students will complete all of the following: | |
| BC C145 Medical Administrative Assistant 1 | 3.0 |
| BC C161 Medical Coding I | 3.0 |
| BC C162 Medical Coding 2 | 3.0 |
| BC C163 Medical Terminology 1 | 3.0 |
| Total for Certificate | 12.0 |

Microsoft

Associate of Science Degree or Certificate of Achievement

3_AS_MICR or 3_CL_MICR

The Computer Networking: Microsoft program will give the student a solid background in the field of Computer Networking. The focus on Microsoft will provide the student with some of the basic skills needed for an entry-level career in various Networking fields. The courses provide an overview of the entire field of Computer Networking.

Topics covered include Microsoft Server and Workstation operating systems; active directory, security, virtualization, backup and recovery, installation and configuration, group policies, and DNS.

PROGRAM LEVEL STUDENT LEARNING OUTCOMES

Upon completion of this program, students will be able to:

1. Demonstrate the ability to locate technical resources to solve problems with networking hardware and software.
2. Demonstrate proficiency with various software packages to solve common networking problems using theories learned in the classroom to design and implement a workable solution.
3. Build and maintain secure networks.

| Required Core | | Units |
|---|----------------------------------|-------------|
| Students will complete all of the following: | | |
| CST C116 | A + Essentials Hardware | 3.0 |
| CST C128 | Network+ | 3.0 |
| CST C177 | Configuring MS Windows 8 | 3.0 |
| CST C191 | CompTIA Linux+ | 3.0 |
| CST C201C | CCNA 1: Introduction to Networks | 3.0 |
| CST C230 | Introduction to Security | 3.0 |
| Subtotal | | 18.0 |

Program Electives:

Choose three of the following courses:

| | | |
|----------|---|-----|
| CST C165 | Installing/Configuring Windows Server 2012 | 3.0 |
| CST C172 | SQL Server Design and Implementation | 3.0 |
| CST C173 | MCTS—MS Exchange Server—Configuration | 3.0 |
| CST C184 | MS Server 2008 Active Directory Configuration | 3.0 |
| CST C185 | MS Server 2008 Network Infrastructure Configuration | 3.0 |
| CST C186 | MS Server 2008 Application Infrastructure | 3.0 |
| CST C222 | Installing/Configuring Windows Server 2012 | 3.0 |
| CST C223 | Administering Windows Server 2012 | 3.0 |
| CST C224 | Configuring Advanced Windows Server 2012 Services | 3.0 |

| | |
|------------------------------------|-------------|
| Subtotal Electives | 9.0 |
| Total for Certificate | 27.0 |
| Total for Degree | 60.0 |

Mobile Applications

Certificate of Accomplishment

3_CE_MOBA

This certificate provides students with a foundation in the development of phone and tablet mobile applications. The curriculum emphasizes the basics of mobile application design and development using Operating Systems such as Apple and Android OS. The certificate also focuses on an understanding of entrepreneurship and business operations. Students will learn the ‘development side’ of application creation and marketing of applications.

PROGRAM LEVEL STUDENT LEARNING OUTCOMES

Upon completion of this program, students will be able to:

1. Develop, design and revise mobile apps for gaming, business, productivity, personal use, and education.
2. Deploy and market mobile apps globally for gaming, business, productivity, personal use, and education.
3. Effectively communicate solutions to business problems using appropriate language and tools and demonstrating understanding of business terms and concepts.
4. Analyze and recommend effective business decisions/solutions using a systematic, evaluative, and information-based approach.

| Required Courses | Units |
|--|--------------|
| Students will complete all of the following: | |
| BC C116 Introduction to Mobile Applications | 3.0 |
| BC C117 Mobile Application Development | 3.0 |
| BC C171 WEB Design/XHTML 1 | 3.0 |
| BUS C222 Entrepreneurship and Small Business Operations and Management | 3.0 |
| Total for Certificate | 12.0 |

Paralegal Studies

Associate of Arts Degree or Certificate of Achievement

3_AA_PARA or 3_CL_PARA

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. A paralegal shall not provide legal advice or engage in conduct that constitutes the unauthorized practice of law, including contracting with a natural person other than an attorney for the performance of paralegal services (California Business & Professions Code, Sections 6450 et seq.). This program is not intended to prepare students for law school or the practice of law.

Students who do not already possess an Associate of Arts or bachelor degree from a regionally accredited college or university must complete the associate degree (60 units) as specified below. These requirements are in compliance with the ABA Guidelines for paralegal programs. Degree candidate 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 C105, LAW C118, LAW C121, LAW C390 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.

Paralegal studies course work taken at other institutions in an ABA-approved program, with approval by the paralegal studies department, will qualify for no more than six (6) units of transfer credit in legal specialty courses in the paralegal studies certificate program. Paralegal studies courses taken for other than a letter grade are limited to seven (7) units within the 27 unit total, and 21 units of paralegal course work must be completed at Coastline College. (Credit by examination is not available for courses within the Paralegal Studies Certificate.) Upon completion of the degree program, students will be awarded an associate degree in Paralegal Studies and a Certificate of Achievement in Paralegal Studies approved by the American Bar Association.

Students possessing a transferable Associate of Arts or bachelor degree from a regionally accredited college or university, with official transcripts on file at Coastline, will be awarded a Certificate of Achievement in Paralegal Studies approved by the American Bar Association upon completion of the 27 units of required paralegal courses. All students are required to attend a paralegal orientation or a counseling session and must achieve a grade point average of 2.0 or higher in each paralegal studies course. All students are required to demonstrate computer proficiency* (see below).

PROGRAM LEVEL STUDENT LEARNING OUTCOMES

Upon completion of this program, students will be able to:

1. Analyze and communicate conclusions both orally and in writing.
2. Apply legal concepts to the clients' problems.
3. Apply legal ethics in the paralegal field.

REQUIRED PARALEGAL COURSES

Units

Students will complete all of the following:

| | | |
|----------|--|-----|
| LAW C100 | Introduction to Paralegal Studies | 3.0 |
| LAW C127 | Legal Procedure 1 | 3.0 |
| LAW C128 | Legal Procedure 2 | 3.0 |
| LAW C105 | Civil Litigation 1 | 3.0 |
| LAW C118 | Legal Analysis & Briefing | 3.0 |
| LAW C121 | Legal Research/CALR [or LAW C120 Legal Research and LAW C122 Computer Assisted Research] | 4.0 |
| LAW C390 | Legal Clinic Practicum/Ethics | 2.0 |

Paralegal Courses Subtotal 21.0

Program Electives

Choose 6 units from the following:

| | | |
|----------|---|------|
| LAW C110 | Civil Litigation 2 | 1.5 |
| LAW C115 | Criminal Litigation | 1.5 |
| LAW C126 | Legal Aspects of Health Care Administration | 3.0 |
| LAW C130 | Law Office Management | 1.5 |
| LAW C135 | Family Law | 1.5 |
| LAW C142 | Probate/Estate Planning | 3.0 |
| LAW C148 | Elder Law | 1.5 |
| LAW C150 | Corporate/Business Organization | 3.0 |
| LAW C152 | Conflict Analysis and Resolution | 3.0 |
| LAW C155 | Bankruptcy Law and Procedures | 3.0 |
| LAW C158 | Intellectual Property | 3.0 |
| LAW C160 | Civil Trial & Evidence | 1.5 |
| LAW C161 | Tort Law | 3.0 |
| LAW C164 | Contract Law | 3.0 |
| LAW C170 | Computer Applications | 3.0* |

Subtotal 6.0

Total for Certificate/major coursework for AA 27.0

*American Bar Association Computer Proficiency Requirement

Computer proficiency may be demonstrated by the satisfactory completion of LAW C170 or BC C148 and LIBR C110; by completion of similar courses; by transfer credit course work; by workplace substantiation; by Microsoft Certification; or by other computer industry certification.

GENERAL EDUCATION, Paralegal Program

Students are required to complete at least 18 units in courses numbered C100-C299 listed in Groups A to D. (Course work in Group A2 is limited to ENGL C100. Course work in Group C1 is limited to ART C100, C101 and /or MUS C100. All course work in C2 is acceptable.) In addition, 3 units in Group E are required. Students can meet the general education requirements under Options 1, 2, or 3_AS_sociate degree academic plans.

General Education Subtotal 21.0

Associate Degree Electives Subtotal 12.0**

**Work Based Learning courses apply only to these elective units and are not a part of the paralegal studies courses. Earn credit for work you do on the job. [Effective catalog 2012-2013]

Total for the Degree 60.0

Penetration Testing

Certificate of Accomplishment

3_CE_PENTST

This Certificate of Accomplishment will provide students with a foundation in the field of Penetration Testing. The courses include fundamental skills needed in information security, cybersecurity principles, ethical hacking, and penetration testing. The emphasis on hands-on security practices and vulnerability testing will provide students with the foundational skills needed for an entry-level career in penetration testing. Topics covered will include computer and network security, infrastructure and operational security, risk mitigation, ethics, hardware vulnerabilities, hacker techniques, and security policies and procedures.

PROGRAM LEVEL STUDENT LEARNING OUTCOMES

1. Given a lab scenario, use vulnerability testing tools to find system vulnerabilities.
2. Explain the process of leveraging information to prepare for exploitation.
3. Using report writing and handling best practices, report on findings and remediation.

| Required Core | Units |
|---|-------------|
| Students will complete all of the following: | |
| CST C230 Introduction to Security | 3.0 |
| CST C191 CompTIA Linux+ | 3.0 |
| CST C232 Ethical Hacking | 3.0 |
| CST C242 PenTest+ | 3.0 |
| Total for Certificate | 12.0 |

Physical Education and Health

Associate of Arts Degree

Area of Emphasis

3_AA_PEHL

Courses within the Physical Education and Health area provide a background in the study and practice of recreational activities, physical fitness, healthy lifestyle issues, and sports.

Some university majors within this area include Foods and Nutrition, Health, Kinesiology, and Physical Education.

PROGRAM LEVEL STUDENT LEARNING OUTCOMES

Upon completion of this program, students will be able to:

1. Apply major theories and concepts of health, nutrition and fitness to improve one's overall wellness and to guide others to make healthy lifestyle choices.
2. Direct, practice and organize sports and recreation activities.

Requirements for the Degree

All courses must be completed with a grade of "C" or better.

Select at least 18 units from the following courses; a minimum of 9 units must be in non-activity courses such as Health, Foods and Nutrition, or Exercise Physiology.

Non-activity and Exercise Physiology courses:

| | |
|-----------------------|------------|
| FN C170, C225 | |
| HLTH C100, C223 | |
| KIN C289, C190 | |
| PE C190L | |
| Subtotal | 9.0 |

Activity courses:

PE C102, C115, C116, C118A, C118B, C119A, C119B, C121A, C121B, C126A, C126B, C169A, C169B

OR any Physical Education activity course numbered C100 or above

| | |
|--|-------------|
| Subtotal | 9.0 |
| Subtotal for Area of Emphasis | 18.0 |
| Total for Degree | 60.0 |

Physics

Associate in Science Degree in
Physics for Transfer

3_AST_PHYS

Physics is an attempt to understand natural phenomena, and is fundamental to related fields such as astronomy, biology, chemistry, geology and engineering. The goal of the physics program is to develop students' understanding and analysis of the physical world through mathematical techniques involving qualitative and quantitative reasoning. It is strongly recommended that all physics majors take a course in linear algebra and differential equations such as MATH C285 in addition to the degree requirements, but this cannot be included as a requirement due to unit limitations.

PROGRAM LEVEL STUDENT LEARNING OUTCOMES

Upon completion of this program, students will be able to:

1. Identify and describe major concepts and theoretical principles as applied to physics.
2. Apply appropriate physical laws and mathematical techniques to analyze various physical situations.
3. Perform various scientific experiments and to analyze data to check agreement with theoretical predictions.

Requirements for the Degree

All courses must be completed with a grade of "C" or better.

Required Core

Units

Students will complete all of the following:

| | | |
|-----------|--|-----|
| PHYS C185 | Calculus Based Physics: Mechanics | 4.0 |
| PHYS C280 | Calculus Based Physics: Electricity and Magnetism | 4.0 |
| PHYS C285 | Calculus Based Physics: Modern | 4.0 |
| MATH C180 | Calculus 1 | 5.0 |
| MATH C185 | Calculus 2 | 5.0 |
| MATH C280 | Calculus 3 | 5.0 |

Total Required for the Major 27.0

CSU General Education or IGETC pattern: 37-39 units

Transfer Electives as needed to reach 60 transferable units

Total for Degree 60.0

Process Technology

**Associate of Arts Degree
or Certificate of Achievement**

3_AA_PTEC or 3_CL_PTEC

The courses offered to obtain this certificate will give the students the basic skills needed to obtain a position as a Processing Technician within a variety of industrial fields. Process technology involves every aspect of chemical processing: extracting and refining chemicals such as oil and natural gas, refining and monitoring them.

PROGRAM LEVEL STUDENT LEARNING OUTCOMES

Upon completion of this program, students will be able to:

1. Comply with environmental and safety regulations.
2. Safely operate process equipment.
3. Measure and control a process.
4. Work as a team member.

Required Courses

Units

Students will complete all of the following:

| | | |
|-----------|-------------------------------------|-----|
| PTEC C110 | Introduction to Process Technology | 3.0 |
| PTEC C111 | Health, Safety, and Environment | 3.0 |
| PTEC C112 | Quality Management | 1.5 |
| PTEC C113 | Process Technology 1: Equipment | 3.0 |
| PTEC C114 | Process Technology 2: Systems | 3.0 |
| PTEC C115 | Process Technology 3: Operations | 3.0 |
| PTEC C116 | Instrumentation 1 | 3.0 |
| PTEC C117 | Instrumentation 2 | 3.0 |
| CIS C100 | Introduction to Information Systems | 3.0 |

Total for Certificate 25.5

Total for Degree 60.0

Process Technician Fundamentals

Certificate of Accomplishment

3_CE_PRTF

The courses offered to obtain this certificate will give the students the basic skills needed to obtain an entry level Processing Technician position within a variety of industrial fields. Process technology involves every aspect of chemical processing: extracting and refining chemicals such as oil and natural gas, refining and monitoring them.

PROGRAM LEVEL STUDENT LEARNING OUTCOMES

Upon completion of this program, students will be able to:

1. Comply with environmental and safety regulations.
2. Safely operate process equipment.
3. Work as a team member.

Required Courses

Units

Students will complete all of the following:

| | | |
|-----------|------------------------------------|-----|
| PTEC C110 | Introduction to Process Technology | 3.0 |
| PTEC C113 | Process Technology 1: Equipment | 3.0 |
| PTEC C114 | Process Technology 2: Systems | 3.0 |
| PTEC C115 | Process Technology 3: Operations | 3.0 |

Total for Certificate..... **12.0**

Project Management

Certificate of Accomplishment

3_CE_PRJM

The Project Management Certificate of Accomplishment addresses the increasing importance of team work in the business environment. The program is designed to provide an understanding of the concepts, tools, and techniques of formal project management. Concepts and methods learned are immediately usable in the workplace, leading to a greater retention of newly acquired skills, measurable project improvements, and the achievement of desired project results. The program focuses on key concepts in each of the process and knowledge areas of project management to create a unique learning experience that prepares students to manage projects in a global, multicultural, and online environment.

PROGRAM LEVEL STUDENT LEARNING OUTCOMES

Upon completion of this program, students will be able to:

1. Effectively communicate solutions to business problems, using appropriate language and tools and demonstrating understanding of business terms and concepts.
2. Analyze and recommend effective business decisions/solutions using a systematic, evaluative, and information-based approach.
3. Develop and exhibit high standards of professional practice, demonstrating awareness of ethical and social responsibilities in today's multicultural, team-oriented, rapidly-changing global environment.

Required Courses

Units

Students will complete all of the following:

| | | |
|----------|------------------------------------|-----|
| BUS C100 | Introduction to Business | 3.0 |
| BUS C101 | Introduction to Project Management | 3.0 |
| BUS C102 | Advanced Project Management | 3.0 |
| MS C102 | Human Relations in Business | 3.0 |
| MS C144 | Introduction to Leadership | 3.0 |

Total for Certificate..... **15.0**

Project Management Essentials

Certificate of Specialization

3_CE_PRJM

The Project Management Essentials Certificate will prepare students for a career in Project Management, a fast-growing profession. Business professionals with technical project management knowledge, leadership and business skills for the management of projects are responsible for project success. Companies are searching, recruiting and hiring individuals who possess the right skills to effectively manage projects and are well compensated. This program also offers courses that are transferable to four-year colleges and universities and which in combination with general education classes could enhance the discipline-related Associate degree.

PROGRAM LEVEL STUDENT LEARNING OUTCOMES

Upon completion of this program, students will be able to:

1. Effectively communicate solutions to business problems, using appropriate language and tools and demonstrating understanding of business terms and concepts.
2. Analyze and recommend effective business decisions/solutions using a systematic, evaluative, and information-based approach.
3. Develop and exhibit high standards of professional practice, demonstrating awareness of ethical and social responsibilities in today's multicultural, team-oriented, rapidly-changing global environment.

Required Courses

Units

| | | |
|----------|------------------------------------|-----|
| BUS C100 | Introduction to Business | 3.0 |
| BUS C101 | Introduction to Project Management | 3.0 |
| MS C144 | Introduction to Leadership | 3.0 |

Total for Certificate..... **9.0**

Psychology

Associate in Arts Degree in Psychology for Transfer

3_AAT_PSYC

Psychology is the scientific study of behavior and mental processes. Students majoring in psychology learn the major perspectives for understanding human behavior: behavioral, biological, cognitive, cross-cultural, evolutionary, humanistic, and psychodynamic. Students will acquire skills to analyze behavior, including statistical methods and research design, and will learn to document findings in APA style; descriptive research methods and experimental methods are covered. Students will gain an understanding of the following topics: neuroscience; sensation and perception; consciousness; learning; memory; thinking, language and intelligence; motivation and emotion; lifespan development; personality; social psychology; stress, health, and coping; psychological disorders; and therapies. Completion of the major provides a solid foundation for a psychology transfer program and many careers in the social service fields. A Master's degree or higher is required for most counseling or research psychologist positions.

PROGRAM LEVEL STUDENT LEARNING OUTCOMES

Upon completion of this program, students will be able to:

1. Characterize the nature of psychology as a science.
2. Apply the major theories, principles, and concepts of psychology to everyday life.
3. Utilize investigative methods to collect, interpret, and present scientific data on psychological topics.

Requirement for the Major:

All courses must be completed with a grade of "C" or better.

| Required Core | Units |
|--|-------------|
| Students will complete all of the following: | |
| MATH C160 Introduction to Statistics | 4.0 |
| PSYC C100 Introduction to Psychology | 3.0 |
| PSYC C280 Introduction to Research Methods in Psychology | 4.0 |
| Subtotal | 11.0 |

List A — Select one course from the following:

| | |
|-----------------------------------|-----|
| BIOL C100 Introduction to Biology | 3.0 |
| PSYC C250 Psychobiology | 3.0 |

List B — Select one course from the following:

Any List A course not used above

| | |
|--|-----|
| PSYC C116 Child Growth and Development | 3.0 |
| PSYC C118 Life Span Developmental Psychology | 3.0 |
| SOC C100 Introduction to Sociology | 3.0 |

List C — Select one course from the following:

Any courses not selected from List A or B or

| | |
|---|-----|
| PSYC C165 Principles of Human Sexuality 1 | 3.0 |
| PSYC C170 Psychology of Aging | 3.0 |
| PSYC C255 Abnormal Psychology | 3.0 |
| PSYC C260 Social Psychology | 3.0 |

Subtotal Electives **9.0**

Total Required for the Major **20.0**

CSU General Education or IGETC pattern: 37-39 units
Transfer Electives as needed to reach 60 transferable units

Total for Degree **60.0**

Psychology

Associate of Arts Degree Major

3_AA_PSYC

Psychology is the scientific study of behavior and mental processes. Students majoring in psychology learn the major perspectives for understanding human behavior: behavioral, biological, cognitive, cross-cultural, evolutionary, humanistic, and psychodynamic. Students will acquire skills to analyze behavior, including statistical methods and research design, and will learn to document findings in APA style; descriptive research methods and experimental methods are covered. Students will gain an understanding of the following topics: neuroscience; sensation and perception; consciousness; learning; memory; thinking, language and intelligence; motivation and emotion; lifespan development; personality; social psychology; stress, health, and coping; psychological disorders; and therapies. Completion of the major provides a solid foundation for a psychology transfer program and many careers in the social service fields. A Master's degree or higher is required for most counseling or research psychologist positions.

PROGRAM LEVEL STUDENT LEARNING OUTCOMES

Upon completion of this program, students will be able to:

1. Characterize the nature of psychology as a science.
2. Apply the major theories, principles, and concepts of psychology to everyday life.
3. Utilize investigative methods to collect, interpret, and present scientific data on psychological topics.

Requirements for the Major

All courses must be completed with a grade of "C" or better.

| Required Core | Units |
|---|-------------|
| Students will complete all of the following: | |
| PSYC C100 Introduction to Psychology | 3.0 |
| PSYC C280 Intro to Research Methods in Psychology | 4.0 |
| MATH C160 Introduction to Statistics | 4.0 |
| Subtotal | 11.0 |

Program Electives

9 units from the following:

| | |
|--|-----|
| PSYC C116 Child Growth and Development | 3.0 |
| PSYC C118 Life Span Developmental Psychology | 3.0 |
| PSYC C165 Principles of Human Sexuality 1 | 3.0 |
| PSYC C170 Psychology of Aging | 3.0 |
| PSYC C250 Psychobiology | 3.0 |
| PSYC C255 Abnormal Psychology | 3.0 |
| PSYC C260 Social Psychology | 3.0 |

Subtotal Electives **9.0**

Subtotal for Major **At least 20.0**

Total for Degree **60.0**

**Real Estate Broker
Certificate of Achievement
3_CL_BRKR**

This is an overall comprehensive program that will provide the student with the requirements needed to become a State of California Real Estate Broker. The program courses are designed to enable the student to reach his/her course requirements to qualify for the real estate broker license exam. These courses also provide the basic background and information needed as a future employer of sales people in real estate.

PROGRAM LEVEL STUDENT LEARNING OUTCOMES

Upon completion of this program, students will be able to:

1. Be prepared to take and pass the California Real Estate Sales and/or Broker License Exam.
2. Select and complete appropriate real estate forms, including listing agreements, purchase contracts, and cost sheets.
3. Guide and assist buyers or sellers with the purchase or sale process, including identifying and articulating issues, ensuring compliance with relevant laws, coordinating inspections and appraisals, negotiating sales price, and helping clients understand and select financing options.
4. Be prepared to list, market, show, rent, lease, and/or sell a property.
5. Demonstrate ability to apply common knowledge of loan processing and underwriting.

| Required Courses | Units |
|---|--------------|
| Students will complete all of the following: | |
| RE C100 Real Estate Principles | 3.0 |
| RE C105 California Mortgage Loan Brokering and Lending | 3.0 |
| RE C110 Real Estate Legal Aspects | 3.0 |
| RE C120 Real Estate Practice | 3.0 |
| RE C130 Real Estate Appraisal 1 | 3.0 |
| RE C140 Real Estate Finance | 3.0 |
| RE C160 Real Property Management | 3.0 |
| RE C352 Real Estate Loan Processing | 3.0 |
| Total for Certificate | 24.0 |

**Real Estate Lending and
Mortgage Brokering
Certificate of Specialization**

3_CE_REBR

The certificate in Real Estate Lending and Mortgage Brokering is an overall program that will provide the student with career opportunities. The program courses are designed to enable the student to reach his/her professional goals with the knowledge and skills in real estate to meet the current requirements in the field.

PROGRAM LEVEL STUDENT LEARNING OUTCOMES

Upon completion of this program, students will be able to:

1. Be prepared to take and pass the California Real Estate Sales and/or Broker License Exam.
2. Select and complete appropriate real estate forms, including listing agreements, purchase contracts, and cost sheets.
3. Guide and assist buyers or sellers with the purchase or sale process, including identifying and articulating issues, ensuring compliance with relevant laws, coordinating inspections and appraisals, negotiating sales price, and helping clients understand and select financing options.
4. Be prepared to list, market, show, rent, lease and/or sell a property.

| Required Courses | Units |
|---|--------------|
| Students will complete all of the following: | |
| RE C100 Real Estate Principles | 3.0 |
| RE C105 California Mortgage Loan Brokering and Lending | 3.0 |
| RE C120 Real Estate Practice | 3.0 |
| RE C130 Real Estate Appraisal 1 | 3.0 |
| RE C140 Real Estate Finance | 3.0 |
| Total for Certificate | 15.0 |

Real Estate Property Salesperson

Certificate of Specialization

3_CE_REPS

The certificate in Real Estate Property Salesperson is an overall comprehensive program that will provide the student with basic skills needed to qualify for the State of California real estate salesperson license requirements. The program courses are designed to enable the student to reach his/her professional goals as a licensed real estate salesperson.

PROGRAM LEVEL STUDENT LEARNING OUTCOMES

Upon completion of this program, students will be able to:

1. Be prepared to take and pass the California Real Estate Sales and/or Broker License Exam.
2. Select and complete appropriate real estate forms, including listing agreements, purchase contracts, and cost sheets.
3. Guide and assist buyers or sellers with the purchase or sale process, including identifying and articulating issues, ensuring compliance with relevant laws, coordinating inspections and appraisals, negotiating sales price, and helping clients understand and select financing options.
4. Be prepared to list, market, show, rent, lease and/or sell a property.

| Required Courses | Units |
|---|------------|
| Students will complete all of the following: | |
| RE C100 Real Estate Principles | 3.0 |
| RE C120 Real Estate Practice | 3.0 |
| Subtotal | 6.0 |

Choose one course from the following:

| | |
|--|-----|
| RE C110 Real Estate Legal Aspects | 3.0 |
| RE C130 Real Estate Appraisal 1 | 3.0 |
| RE C140 Real Estate Finance | 3.0 |
| RE C160 Real Property Management | 3.0 |

| | |
|------------------------------------|------------|
| Subtotal Electives | 3.0 |
| Total for Certificate | 9.0 |

Real Estate Studies

Certificate of Achievement

3_CL_RESTY

The certificate in Real Estate Studies is a comprehensive program that will provide the student with career opportunities. The program courses are designed to enable the student to reach his/her professional goals with the knowledge and skills to succeed in a rapidly changing real estate environment.

PROGRAM LEVEL STUDENT LEARNING OUTCOMES

Upon completion of this program, students will be able to:

1. Be prepared to take and pass the California Real Estate Sales and/or Broker License Exam.
2. Guide and assist buyers or sellers with the purchase or sale process, including identifying and articulating issues, ensuring compliance with relevant laws, coordinating inspections and appraisals, negotiating sales price, and helping clients understand and select financing options.
3. Be prepared to list, market, show, rent, lease and/or sell a property.

Required Courses

Units

Students will complete all of the following:

| | | |
|---------|---------------------------|-----|
| RE C100 | Real Estate Principles | 3.0 |
| RE C110 | Real Estate Legal Aspects | 3.0 |
| RE C120 | Real Estate Practice | 3.0 |
| RE C130 | Real Estate Appraisal 1 | 3.0 |
| RE C140 | Real Estate Finance | 3.0 |
| RE C160 | Real Property Management | 3.0 |

Total for Certificate **18.0**

Retail Management

**Associate of Arts Degree
or Certificate of Achievement**

3_AA_RTMG or 3_CL_RTMG

The Retail Management Degree is a specially recognized program designed to prepare individuals for the fast-paced retail industry. This program is also intended to help students develop an understanding of the retail manager's job and the requirements for success in the retail environment.

This program is approved by the Western Association of Food Chains (WAFAC), and persons completing the prescribed courses are eligible to receive both the CCC Associate Degree (or Certificate of Achievement) and the WAFAC Retail Management Certificate.

PROGRAM LEVEL STUDENT LEARNING OUTCOMES

Upon completion of this program, students will be able to:

1. Effectively communicate solutions to business problems, using appropriate language and tools and demonstrating understanding of business terms and concepts.
2. Analyze and recommend effective business decisions/solutions using a systematic, evaluative, and information-based approach.
3. Develop and exhibit high standards of professional practice, demonstrating awareness of ethical and social responsibilities in today's multicultural, team-oriented, rapidly-changing global environment.

| Required Courses | | Units |
|---|---|--------------|
| Students will complete all of the following: | | |
| ACCT C116 | ACCT for Non-Financial Managers, Entrepreneurs, Business Owners | 3.0 |
| BUS C150 | Introduction to Marketing | 3.0 |
| BUS C283 | Work Based Learning | 3.0 |
| CIS C111 | Introduction to Information Systems Programming | 3.0 |
| MS C100 | Business Organization and Management | 3.0 |
| MS C101 | Management and Employee Communication | 3.0 |
| MS C102 | Human Relations in Business | 3.0 |
| MS C104 | Human Resource Management | 3.0 |
| Total for Certificate | | 24.0 |
| Total for Degree | | 60.0 |

Retail Management Essentials

Certificate of Specialization

3_CE_RMESS

The Retail Management - Essentials Certificate is a specially recognized program designed to prepare individuals for the fast-paced retail industry. This program is also intended to help students develop an understanding of the retail manager's job and the requirements for success in the retail environment. This program is approved by the Western Association of Food Chains (WAFAC).

PROGRAM LEVEL STUDENT LEARNING OUTCOMES

Upon completion of this program, students will be able to:

1. Effectively communicate solutions to business problems, using appropriate language and tools and demonstrating understanding of business terms and concepts.
2. Analyze and recommend effective business decisions/solutions using a systematic, evaluative, and information based approach.
3. Develop and exhibit high standards of professional practice, demonstrating awareness of ethical and social responsibilities in today's multicultural, team-oriented, rapidly-changing global environment.

| Required Courses | | Units |
|---|---|--------------|
| Students will complete all of the following: | | |
| ACCT C116 | ACCT for Non-Financial Managers, Entrepreneurs, Business Owners | 3.0 |
| CIS C111 | Introduction to Information Systems Programming | 3.0 |
| MS C100 | Business Organization and Management | 3.0 |
| MS C101 | Management and Employee Communication | 3.0 |
| Total for Certificate | | 12.0 |

Retail Management – Advanced

Certificate of Specialization

3_CE_RMADV

The Retail Management - Advanced Certificate is a specially recognized program designed to prepare individuals for the fast-paced retail industry. This program is also intended to help students develop an understanding of the retail manager's job and the requirements for success in the retail environment. This program is approved by the Western Association of Food Chains (WAFC).

PROGRAM LEVEL STUDENT LEARNING OUTCOMES

Upon completion of this program, students will be able to:

1. Effectively communicate solutions to business problems, using appropriate language and tools and demonstrating understanding of business terms and concepts.
2. Analyze and recommend effective business decisions/solutions using a systematic, evaluative, and information based approach.
3. Develop and exhibit high standards of professional practice, demonstrating awareness of ethical and social responsibilities in today's multicultural, team-oriented, rapidly-changing global environment.

| Required Courses | Units |
|---|-------------|
| Students will complete all of the following: | |
| BUS C150 Introduction to Marketing | 3.0 |
| MS C102 Human Relations in Business | 3.0 |
| MS C104 Human Resource Management | 3.0 |
| BUS C283 Work Based Learning | 3.0 |
| Total for Certificate..... | 12.0 |

Science and Math

Associate of Arts Degree Area of Emphasis

3_AA_SCMA

Courses in the Science and Math area develop an understanding of mathematical and scientific methods and knowledge. Continuing study in science and math will prepare students for a wide range of careers in technology, the health field, education, research, engineering, and business.

Some university majors within Science and Math include: Accounting, Astronomy, Biology, Biotechnology, Botany, Chemistry, Computer Science, Ecology, Education, Engineering, Marketing, Math, Medicine, Microbiology, Nursing, Pharmacy, Physics, and Veterinary Medicine.

PROGRAM LEVEL STUDENT LEARNING OUTCOMES

Upon completion of this program, students will be able to:

1. Design and apply the process of science to address a hypothesis.
2. Find, select, evaluate, and communicate scientific information present in primary research literature, mass media, online, or other sources.
3. Adequately explain thinking and mathematical processes, and justify mathematical solutions effectively and accurately.

Requirements for the Degree

All courses must be completed with a grade of "C" or better. Select at least 18 units from the following courses. At least one course should be a science course and at least one should be a math course.

ANTH C185

ASTR C100, C100L, C102, C103, C104

BIOL C100, C100C, C100L, C102, C103, C103L, C104, C106, C120, C180, C185, C200, C210, C211, C211L, C220, C221, C225, C281 or CHEM C281, BIOL C282, C283, C291*, C292*, C293*

CHEM C100, C105, C110, C130, C140 or PHYS C140, CHEM C180, C180L, C185, C185L, C220, C220L, C225, C225L

ECOL C100

GEOL C105, C105L, C115, C185, C185L

MRSC C100, C100L, C105

MATH C100, C103, C104, C106, C115, C120, C140, C146, C150, C160, C170, C180, C185, C280, C285

PHYS C110, C110L, C120, C125, C140 or CHEM C140, PHYS C185, C280, C285

* Work Based Learning limited to a maximum of 3 units.

Subtotal for Area of Emphasis at least 18.0
Total for Degree..... 60.0

Social and Behavioral Sciences

Associate of Arts Degree Area of Emphasis

3_AA_SOBS

The Social and Behavioral Sciences area of emphasis provides a broad understanding of the social, cultural, and intellectual world in which we live. Students who choose this area of emphasis typically have a diverse interest in human problems and seek a liberal education in a broad spectrum of understandings, insights, and appreciations. Multidisciplinary in nature, this area of emphasis seeks to provide an understanding of the interrelationships and varied methodologies of its many subject areas. The Social and Behavioral area of emphasis develops students' intellectual and emotional understanding, appreciation, and insights which prepares them for jobs in government services, commerce or industry, and teaching.

PROGRAM LEVEL STUDENT LEARNING OUTCOMES

Upon completion of this program, students will be able to:

1. Utilize methods and theories from the social and behavioral sciences to collect, interpret, and apply quantitative and qualitative evidence regarding the human experience as an individual and in the context of the larger society.
2. Employ methods and theories from different disciplines to analyze social and behavioral problems, policies related to these problems, and how they both change over time.

Select at least 18 units from the following courses:

All courses must be completed with a grade of "C" or better.

ANTH C100, C120, C150

ECON C110, C170, C175

GEOG C100, C150, C185

HIST C115, C121, C122, C135, C150, C155, C161, C162, C170, C175, C180, C185

HSVC C100, C101, C102, C104, C105, C106, C273

MCOM C100

PSCI C101, C180, C185

PSYC C100, C116, C118, C165, C170, C250, C255, C260, C280

SOC C100, C110, C120, C130, C185, C233, C245

Subtotal for Area of Emphasis at least 18.0

Total for Degree..... 60.0

Sociology

Associate in Arts Degree in Sociology for Transfer

3_AAT_SOC

The Associate in Arts for Transfer Sociology major emphasizes a scientific approach to the study of human society, utilizing a variety of theories and research methods to understand the interaction between human groups and institutions and their influences on each other. Sociology ranges from the study of relationships in intimate social settings to the study of large bureaucratic institutions. Students taking this major will examine a variety of social institutions, including family, religion, and education, and will gain a better understanding of the roles played by social class, gender, and race in shaping social interactions. Successful students will develop their ability to think critically about social relationships, perform scientific social research, construct analytical arguments, and communicate their ideas effectively. Completion of this major will provide a solid foundation for people interested in a wide variety of careers, including law and law enforcement, social welfare, gerontology, urban planning, business, education, and public health.

PROGRAM LEVEL STUDENT LEARNING OUTCOMES

Upon completion of this program, students will be able to:

1. Demonstrate critical thinking and the use of sociological theory in analyzing social reality.
2. Develop an understanding of the sociological perspectives and apply the logic to the analysis of issues.
3. Articulate the process of social change and diversity in the U.S. and in the international context.
4. Distinguish between personal opinion and evidence gathered using the scientific process.

Requirements for the Major:

All courses must be completed with a grade of "C" or better.

Required Course

| | Units |
|------------------------------------|--------------|
| SOC C100 Introduction to Sociology | 3.0 |

List A — Select two courses from the following:

| | |
|--------------------------------------|-----|
| SOC C185 Analysis of Social Problems | 3.0 |
|--------------------------------------|-----|

| | |
|--------------------------------------|-----|
| MATH C160 Introduction to Statistics | 4.0 |
|--------------------------------------|-----|

| | |
|--|-----|
| PSYC C280 Introduction to Research Methods in Psychology | 4.0 |
|--|-----|

List B — Select two courses from the following:

Any course from List A not used to fulfill List A requirements

| | |
|--|-----|
| SOC C110 Introduction to Marriage and Family | 3.0 |
|--|-----|

| | |
|-----------------------------|-----|
| PSYC C260 Social Psychology | 3.0 |
|-----------------------------|-----|

List C — Select one course from the following:

Any course from List A or List B not used to fulfill List A or B requirements

| | |
|---------------------------------|-----|
| ANTH C100 Cultural Anthropology | 3.0 |
|---------------------------------|-----|

| | |
|------------------------------|-----|
| GEOG C185 Cultural Geography | 3.0 |
|------------------------------|-----|

| | |
|--------------------------------------|-----|
| PSYC C100 Introduction to Psychology | 3.0 |
|--------------------------------------|-----|

| | |
|--------------------------------------|-----|
| SOC C120 Introduction to Gerontology | 3.0 |
|--------------------------------------|-----|

| | |
|--|-----|
| SOC C130 Globalization and Social Change | 3.0 |
|--|-----|

Total Required for the Major 18.0-19.0

CSU General Education or IGETC pattern: 37-39

Transfer Electives as needed to reach 60 transferable units

Total for Degree..... 60.0

Sociology

Associate of Arts Degree Major

3_AA_SOC

Sociology is the study of social life and focuses on the interaction between human groups and institutions and their influences on each other. Sociology ranges from the study of relationships in family units in the most primitive cultures to the research of large bureaucratic institutions in major industrialized nations. Sociology also studies more tangible measures of human behavior such as class or social status, social movements, and criminal deviance.

PROGRAM LEVEL STUDENT LEARNING OUTCOMES

Upon completion of this program, students will be able to:

1. Demonstrate critical thinking and the use of sociological theory in analyzing social reality.
2. Develop an understanding of the sociological perspectives and apply the logic to the analysis of issues.
3. Articulate the process of social change and diversity in the U.S. and in the international context.
4. Distinguish between personal opinion and evidence gathered using the scientific process.

Requirements for the Major

All courses must be completed with a grade of “C” or better.

| Required Courses | Units |
|---|------------|
| Students will complete all of the following: | |
| SOC C100 Introduction to Sociology | 3.0 |
| MATH C160 Introduction to Statistic | 4.0 |
| Subtotal | 7.0 |

Program Electives

Select four courses from the following:

| | |
|--|-----|
| ANTH C100 Cultural Anthropology | 3.0 |
| HSVC C100 Introduction to Human Services | 3.0 |
| HSVC C101 Helping Theories and Intervention Strategies | 3.0 |
| HSVC C102 Introduction to Crisis Intervention | 3.0 |
| HSVC C104 Treatment Issues in Substance Abuse | 3.0 |
| MS C102 Human Relations in Business | 3.0 |
| SOC C110 Introduction to Marriage and Family | 3.0 |
| SOC C120 Introduction to Gerontology | 3.0 |
| SOC C130 Globalization and Social Change | 3.0 |

| | |
|--|------------------|
| International Language Course | 2.5-5.0 |
| Subtotal Electives | 11.5-14.0 |
| Subtotal for Major | 18.5-21.0 |
| Total for Degree | 60.0 |

Spanish

Associate in Arts Degree in Spanish for Transfer

3_AAT_SPAN

The sequence of classes leading to the Associate in Arts in Spanish for Transfer Degree helps the students develop proficiency in Spanish and provides them with the intercultural sophistication necessary to function comfortably and effectively in a Spanish-speaking environment. Courses are designed to develop the students' speaking, reading, writing, and listening skills, as well as provide a general overview of Spanish-speaking cultures around the globe.

PROGRAM LEVEL STUDENT LEARNING OUTCOMES

Upon completion of this program, students will be able to:

1. Communicate in Spanish in a variety of real-world settings demonstrating the ability to read, write, speak, and listen with intermediate level fluency.
2. Demonstrate appreciation for cultural and global diversity in Spanish-speaking countries.

Requirements for the Major

All courses must be completed with a grade of “C” or better.

| Required Core | Units |
|---|-------------|
| Students will complete all of the following: | |
| SPAN C160 Spanish for Spanish Speakers 1 | 5.0 |
| OR | |
| SPAN C180 Elementary Spanish 1 | 5.0 |
| OR | |
| SPAN C180A Elementary Spanish 1A | 2.5 |
| AND | |
| SPAN C180B Elementary Spanish 1B | 2.5 |
| SPAN C165 Spanish for Spanish Speakers 2 | 5.0 |
| OR | |
| SPAN C185 Elementary Spanish 2 | 5.0 |
| OR | |
| SPAN C185A Elementary Spanish 2A | 2.5 |
| AND | |
| SPAN C185B Elementary Spanish 2B | 2.5 |
| SPAN C280 Intermediate Spanish 1 | 4.0 |
| OR | |
| SPAN C280A Intermediate Spanish 1A | 2.0 |
| AND | |
| SPAN C280B Intermediate Spanish 1B | 2.0 |
| SPAN C285 Intermediate Spanish 2 | 4.0 |
| OR | |
| SPAN C285A Intermediate Spanish 2A | 2.0 |
| AND | |
| SPAN C285B Intermediate Spanish 2B | 2.0 |
| Subtotal | 18.0 |

List A – Select one course:

| | |
|--|------------|
| HIST C115 Latin American History and Culture | 3.0 |
| HIST C146 History of Mexico | 3.0 |
| Subtotal List A | 3.0 |

Continued on next page

Supervision and Management

Associate of Arts Degree or Certificate of Achievement

3_AA_SMGT or 3_CL_SMGT

The Supervision and Management Certificate consists of classes that will prepare an individual to have an understanding of sound supervisory skills to help him/her succeed in his/her professional and personal business goals.

PROGRAM LEVEL STUDENT LEARNING OUTCOMES

Upon completion of this program, students will be able to:

1. Effectively communicate solutions to business problems using appropriate language and tools and demonstrating understanding of business terms and concepts.
2. Analyze and recommend effective business decisions/solutions using a systematic, evaluative, and information-based approach.
3. Develop and exhibit high standards of professional practice, demonstrating awareness of ethical and social responsibilities in today's multicultural, team-oriented, rapidly-changing global environment.

Required Core Units

Students will complete all of the following:

| | | |
|-----------------|--------------------------------------|------------|
| MS C100 | Business Organization and Management | 3.0 |
| MS C102 | Human Relations in Business | 3.0 |
| MS C104 | Human Resource Management | 3.0 |
| Subtotal | | 9.0 |

Program Electives

Choose 12 Units from the following:

| | | |
|---------------|---|---------|
| BUS C100 | Introduction to Business | 3.0 |
| BUS C110 | Business Law/Legal Environment of Business | 3.0 |
| BUS C120 | Personal Finance | 3.0 |
| BUS C150 | Introduction to Marketing | 3.0 |
| BUS C222 | Entrepreneurship and Small Business Operations and Management | 3.0 |
| BUS C281-C284 | Work Based Learning | 1.0-4.0 |
| CMST C100 | Interpersonal Communication | 3.0 |
| CIS C100 | Introduction to Information Systems | 3.0 |
| MS C101 | Management and Employee Communication | 3.0 |
| MS C144 | Introduction to Leadership | 3.0 |

| | | |
|------------------------------|--|-------------|
| Subtotal Electives | | 12.0 |
| Total for Certificate | | 21.0 |
| Total for Degree | | 60.0 |

Substitution Courses – Select as needed:

If a student places out of any core course(s) and is not awarded units for that course, the student will need to take additional units to compensate for the course/units required to reach at least 18 total units in the major.

| | | |
|-----------|-----------------------|-----|
| ANTH C100 | Cultural Anthropology | 3.0 |
| GEOG C185 | Cultural Geography | 3.0 |
| HIST C122 | Chicano History | 3.0 |

Total Required for the Major **21.0**

CSU General Education or IGETC pattern: 37-39 units

Transfer Electives as needed to reach 60 transferable units

Total for Degree..... **60.0**

Spanish

Associate of Arts Degree Major

3_AA_SPAN

The Spanish major helps develop advanced proficiency in Spanish and provides students with intercultural sophistication to function comfortably and effectively in a Spanish-speaking environment. This major covers several of the aspects of written (grammar, word usage) and spoken (pronunciation and conversational style) Spanish that students will need to work toward fluency. Proficiency in Spanish can open up careers in international trade and politics or in helping other language communities in your area to receive full access to services and opportunities. Jobs open to language degree holders involve either interpretation (the spoken word) or translation (written documents).

PROGRAM LEVEL STUDENT LEARNING OUTCOMES

Upon completion of this program, students will be able to:

1. Demonstrate appropriate level written and spoken fluency in the language.
2. Demonstrate understanding and respect for the cultural and global diversity in the Spanish-speaking countries.

Requirements for the Major

All courses must be completed with a grade of “C” or better.

Required Courses

Units

Students will complete all of the following:

| | |
|--|-----|
| SPAN C180 (or C180A and C180B) Elementary Spanish 1 | 5.0 |
| SPAN C185 (or C185A and C185B) Elementary Spanish 2 | 5.0 |
| SPAN C280 (or C280A and C280B) Intermediate Spanish 1 | 4.0 |
| SPAN C285 (or C285A and C285B) Intermediate Spanish 2 | 4.0 |

Subtotal for Major **18.0**

Total for Degree..... **60.0**

Windows Server 2008

Certificate of Accomplishment

3_CE_WIND

The Microsoft (MCTS) Certificate of Accomplishment for Windows Server 2008 is designed to give the students the knowledge and skills necessary to understand the functions and features of Windows Server 2008 Networking Platform. This certificate aligns itself with the Microsoft Certified Technology Specialist: Windows Server 2008 Certification.

PROGRAM LEVEL STUDENT LEARNING OUTCOMES

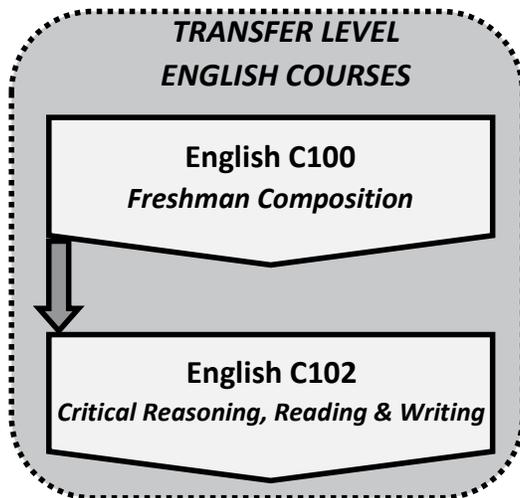
Upon completion of this program, students will be able to:

1. Demonstrate the ability to locate technical resources to solve problems with networking hardware and software.
2. Demonstrate proficiency with various software packages to solve common networking problems using theories learned in the classroom to design and implement a workable solution.
3. Build and maintain secure networks.

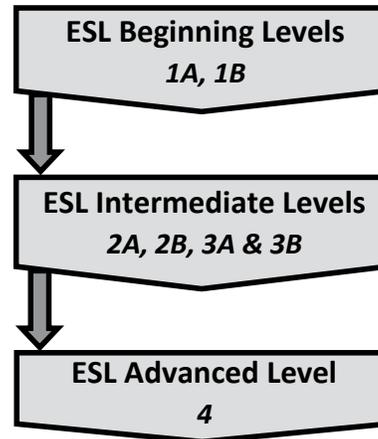
| Required Courses | Units |
|---|--------------|
| Students will complete all of the following: | |
| CST C177 Configuring Microsoft Windows 8 | 3.0 |
| CST C184 Microsoft Server 2008 Active Directory Configuration | 3.0 |
| CST C185 Microsoft Server 2008 Network Infrastructure | 3.0 |
| CST C186 Microsoft Server 2008 Applications Infrastructure Configuration | 3.0 |
| Total for Certificate..... | 12.0 |

Course Sequence Flow Charts

ENGLISH COURSE SEQUENCE



ESL COURSE SEQUENCE

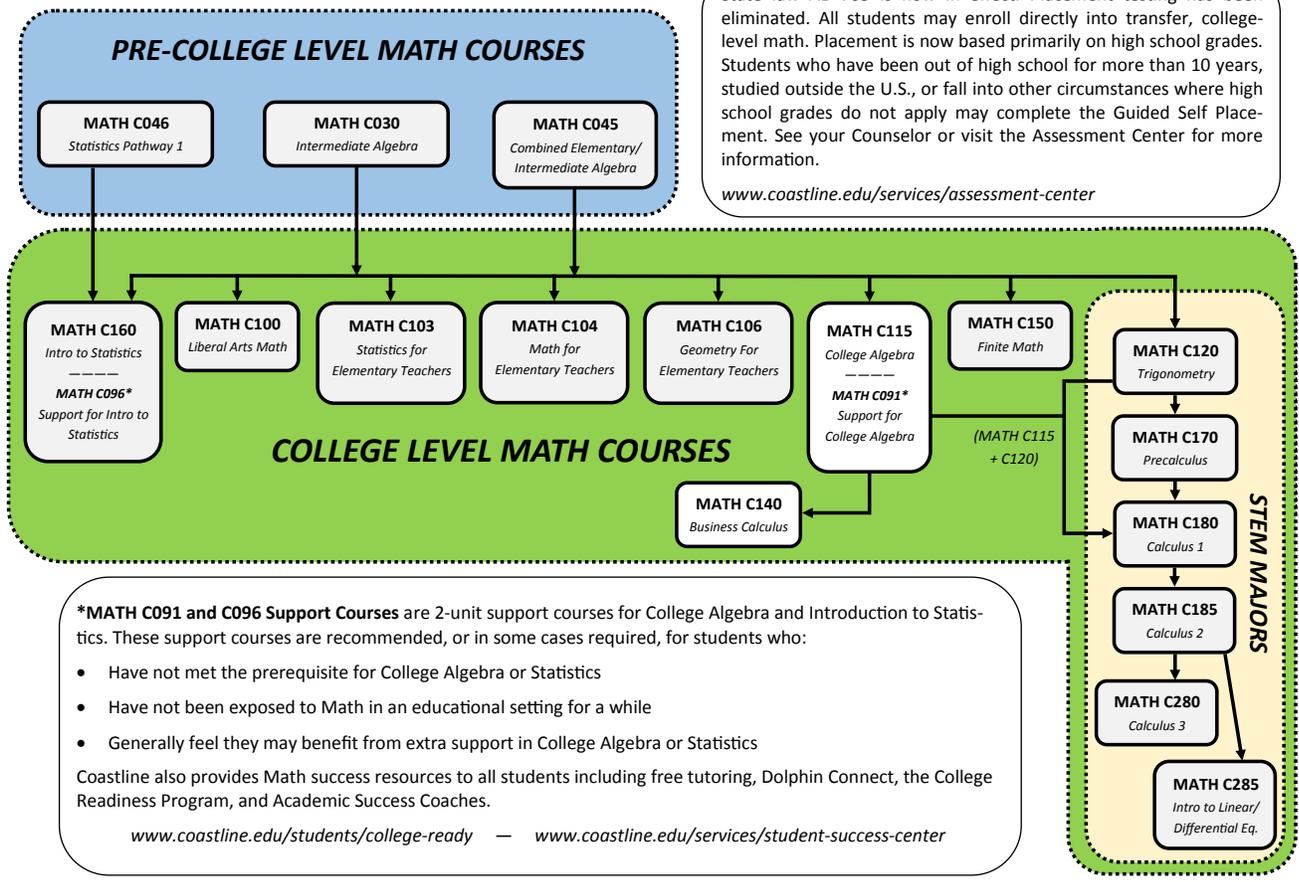


(Next course in sequence is ENGL C100)

Course Sequence Flow Charts

COASTLINE COLLEGE

MATH COURSE SEQUENCE 2019-2020



What is Noncredit Instruction?

Noncredit Instruction is one of many educational options offered at Coastline College. Students seeking noncredit instruction can access no cost courses and programs to aid them in their pursuit of personal and professional goals. Noncredit courses are intended to provide students with opportunities to gain skills for Career Development and College Preparation (CDCP).

Noncredit courses and programs focused on Career Development and College Preparation can lead to a Certificate of Competence or Certificate of Completion.

Noncredit Courses and Programs

Noncredit

courses prepare students to attain the essential knowledge, skills, and abilities to successfully acquire and retain employment, transition to College, and/or effectively explore, plan, and establish career pathways leading to opportunities in high demand occupations.

Noncredit

programs are designed to allow students to participate in workforce education programs as an initial step towards a career pathway. Successfully completing noncredit programs can be a benefit to students in attaining economic self-sufficiency with subsequent career pathway progression to credit, certificated programs, and associate degree programs.

All noncredit courses and programs are tuition free. Specific fees for materials and books may vary for each class.

Some noncredit classes may require students to participate in an orientation prior to enrollment. When you successfully complete all the classes required for a noncredit program, you will receive a signed Certificate of Competence or Completion that verifies your education, and the skills you learned.

What is the difference between a noncredit and credit student?

Noncredit

Students are taking courses for personal or professional interest. These courses do not offer college credit, but in some cases noncredit students can earn certification or other evidence of class or program completion to meet personal or professional goals and/or requirements.

Credit

Students are working towards either a career/technical certificate or degree program at Coastline or are taking courses that will be eligible to transfer for a program at another college or university. In some cases, students take courses that are offered for credit for personal reasons or skills updating, even if they do not need the college credit.

Noncredit students are eligible for many college services.

Evaluation

Noncredit courses can be evaluated as Pass (P)/No Pass (NP) or Satisfactory Progress (SP)

Noncredit courses do not generate grades or degree applicable credit; however, active student participation is critical for successful completion of classes, programs and attaining a certificate.

Benefits of taking noncredit classes

- No tuition, free classes
- Focus is on skill development and attainment, not grades or credit
- Repeatable classes
- Open Entry/Exit, self-paced (if applicable)
- Available to nearly all students
- Entry point for English language learners and Immigrant education (including citizenship)
- Basic Skills and College Preparation courses and certificate
- Career Development, Workforce Preparation, and Short term Vocational certificates
- Career Technical Education (CTE) Preparation, Practice, and Certification

Noncredit Programs

College and Career Preparation

Certificate of Competency

3_NCI_READI

The certificate in College and Career Preparation will provide students with information about majors and career pathways. The program course(s) are designed to develop necessary skills and knowledge and to enable the students to reach their academic and career goals.

- College and Career Readiness 1 course will develop students' skills and knowledge about college, resources, and services.
- College and Career Readiness 2 course will provide students with information about majors, careers, and areas of interest.

PROGRAM LEVEL STUDENT LEARNING OUTCOMES

Upon completion of this program, students will be able to:

1. Identify career options.
2. Identify a program of study.
3. Know what courses are needed to complete in order to meet an educational goal.

| Required Course | Hours |
|---|--------------|
| Students will complete all of the following: | |
| COUN C090N College and Career Preparation 1 | 55 |
| COUN C095N College and Career Preparation 2 | 55 |
| Total for Certificate | 110 |

ENGLISH AS A SECOND LANGUAGE PREPARATION FOR CAREERS

Certificate of Completion

3_NCQ_ESLPRP

This is a three-level certificate program in English as a Second Language, including basic English reading, writing, speaking, and listening, to prepare students for the language demands of entry-level career training and entry-level employment. After completing this certificate, students may go on to high-intermediate ESL classes leading to academic as well as career training programs.

PROGRAM LEVEL STUDENT LEARNING OUTCOMES

Upon completion of this program, students will be able to:

1. Identify the main idea and supporting details of a level-appropriate reading selection.
2. Write a grammatically-correct sentence identifying the main idea of a level-appropriate listening text.
3. Respond to a question by writing a short, appropriate paragraph, using correct grammar and punctuation.

Required Course

Hours

Students will complete all of the following:

Semester 1

| | | |
|----------|------------------------------|-----|
| ESL C412 | Sentence Structure 1 | 144 |
| ESL C414 | Reading and Writing 1 | 144 |
| ESL C416 | Listening and Conversation 1 | 180 |

Semester 2

| | | |
|----------|----------------------------------|-----|
| ESL C432 | Reading, Writing, and Grammar 1B | 144 |
| ESL C436 | Speaking and Listening 1B | 72 |

Semester 3

| | | |
|----------|----------------------------------|-----|
| ESL C442 | Reading, Writing, and Grammar 2A | 144 |
| ESL C446 | Speaking and Listening 2A | 72 |

Total for Certificate 900

HORTICULTURE

Certificate of Completion

3_NCP_HORT

The Horticulture Certificate of Completion is provided for students through Coastline College's Special Programs and Services office. This program is a pathway course of study culminating in competent, entry-level job preparedness with a focus on knowledge, professionalism, and personal responsibility. Coastline College offers a program specific to the population of students with intellectual/developmental disabilities, including autism spectrum disorders (ID Program). This certificate program is a response to state and local requests for occupational/educational training for adults with intellectual disabilities to enter the integrated work force. Courses in this program will be taught by Special Programs faculty with assistance/mentoring from field professionals. Students will enroll in a pathway series of courses with a required externship to earn a Horticulture Certificate of Completion. Upon completion of the Horticulture Certificate, students will have the knowledge, skills, and experience in Horticulture to work in a variety of occupational settings, which include Groundskeeping, Ornamental Gardening, Nursery, Greenhouse, and Farming.

PROGRAM LEVEL STUDENT LEARNING OUTCOMES

Upon completion of this program, students will be able to:

1. Demonstrate the knowledge, skills, and experience required to work in basic groundskeeping, gardening, nursery, and farming activities.
2. Independently recall and perform best practices of Horticulture settings while participating in work activities independently or with faculty, managers, customers, fellow work staff and students.

Required Course

Hours

Students will complete all of the following:

Semester 1

| | | |
|------------|---------------------------------|--------|
| SPED C076N | Groundskeeping Basics | 40 |
| SPED C051N | Personal and Social Development | 16-108 |

Semester 2

| | | |
|-------------|-------------------|--------|
| SPED CC077N | Gardening Basics | 40 |
| SPED C010N | Critical Thinking | 16-108 |

Semester 3

| | | |
|------------|--------------------------------------|-------|
| SPED C079N | Nursery Basics | 40 |
| SPED C061N | Vocational Preparation and Readiness | 16-64 |

Semester 4

| | | |
|------------|-------------------|----|
| SPED C078N | Greenhouse Basics | 40 |
|------------|-------------------|----|

Total for Certificate 208-440

PORTER

Certificate of Completion

3_NCI_PORTER

The Porter Certificate of Completion is provided for students through Coastline College's Special Programs and Services office. This program is a pathway course of study culminating in competent, entry-level job preparedness with a focus on knowledge, professionalism, and personal responsibility.

This certificate program is a response to state and local requests for occupational/educational training for adults with intellectual disabilities to enter the integrated work force.

Courses in this program will be taught by Special Programs faculty with assistance/mentoring from field professionals. Students will enroll in a pathway series of courses with a required externship to earn a Porter Certificate of Completion.

Upon completion of the Porter Certificate, students will have the knowledge, skills, and experience in Porter (light custodial/maintenance) duties to work in a variety of occupational settings, which may include maintenance of residential or commercial properties, groundskeeping and custodial work.

PROGRAM LEVEL STUDENT LEARNING OUTCOMES

Upon completion of this program, students will be able to:

1. Demonstrate skills and experience required to take part in basic groundskeeping and custodial activities in both residential and commercial settings.
2. Independently recall and perform best practices in light maintenance/custodial duties while participating in work activities independently or with faculty, managers, customers, fellow work staff and students.

| Required Course | Hours |
|---|----------------|
| Students will complete all of the following: | |
| Semester 1 | |
| SPED C076N Groundskeeping Basics | 40 |
| SPED C051N Personal and Social Development | 16-108 |
| Semester 2 | |
| SPED C085N Maintenance Basics | 32 |
| SPED C010N Critical Thinking | 16-108 |
| Total for Certificate | 104-288 |

PREPARATION FOR COLLEGE WRITING

Certificate of Competency

3_NC_PWC

Consisting of two free enhanced noncredit courses, this certificate is designed for students who want to move on confidently to ENGL C100 and transfer or for anyone who wants to enhance his or her writing skills without the high stakes of a for-credit class. Students in the course Writing Sentences to Paragraphs study grammar, sentence structure, parts of speech, punctuation, style, and syntax. Students in the course Writing Paragraphs to Essays build upon the skills in Writing Sentence to Paragraphs and write paragraphs and short essays in various modes. There are no fees and no skills prerequisites for these courses, which may be taken concurrently, sequentially, or out of sequence.

PROGRAM LEVEL STUDENT LEARNING OUTCOMES

Upon completion of this program, students will be able to:

1. Demonstrate grammar, punctuation, capitalization, spelling, and syntax proficiency in written sentences.
2. Write a well-developed, coherent paragraph of at least 250 words in Standard English; the paragraph will include a clear topic sentence, one or more specific supporting examples, transitions, and a concluding sentence.
3. Write a short essay that includes an introductory paragraph, supporting paragraphs, and a concluding paragraph.

| Required Course | Hours |
|---|--------------|
| Students will complete all of the following: | |
| ENGLC098N Writing Sentences to Paragraphs | 55 |
| ENGL C099N Writing Paragraphs to Essays | 55 |
| Total for Certificate | 108 |

Noncredit Courses

(See detailed description of noncredit courses in the Course Descriptions section.)

COUNSELING

COUN C090N College and Career Preparation 1

COUN C095N College and Career Preparation 2

ENGLISH

ENGL C098N Writing Sentences to Paragraphs

ENGL C099N Writing Paragraphs to Essays

ENGLISH AS A SECOND LANGUAGE (ESL)

ESL C008N ESL Preparation

ESL C065N Integrated English Skills 1A

ESL C090N Advanced Pronunciation

ESL C412 ESL Sentence Structure 1

ESL C414 Reading and Writing 1

ESL C416 Listen and Conversation 1

ESL C432 Reading, Writing, and Grammar 1B

ESL C436 Speaking and Listening 1B

ESL C442 Reading, Writing, and Grammar 2A

ESL C446 Speaking and Listening 2A

LEARNING SKILLS (LRSK)

LRSK C921 Supervised Tutorial Services Attendance

SPECIAL EDUCATION (SPED)

SPED C001N Employability Skills

SPED C002N Problem-Solving in the Work Place

SPED C003N Oral Communications 1 – Beginning Communication Skills

SPED C004N Oral Communication 2 – Conversational Language

SPED C006N Manual Communication

SPED C008N Reading and Writing Development

SPED C009N Applied Academics

SPED C010N Critical Thinking

SPED C012N Mathematical Concepts

SPED C013N Functional Math

SPED C020N Survey of Arts and Activities

SPED C021N Orientation to Art

SPED C022N Art

SPED C023N Orientation to Music

SPED C024N Beginning Instrumental Music

SPED C025N Advanced Instrumental Music

SPED C026N Vocal Music

SPED C030N Adapted Fitness

SPED C031N Adapted Balance and Mobility

SPED C032N Adapted Strength and Conditioning

SPED C033N Adapted Seated Fitness

SPED C035N Rhythmic Movement

SPED C036N Adult Fitness

SPED C037N Aerobics

SPED C038N Adaptive Physical Education 1

SPED C050N Customs, Cultures, and Holidays

SPED C051N Personal and Social Development

SPED C052N Health Concepts

SPED C053N Home Economics 1 - Food Preparation

SPED C054N Home Economics 2 - Home Maintenance

SPED C056N Community Resources

SPED C057N Consumer Skills

SPED C061N Vocational Preparation and Readiness

SPED C062N Career Development for the Disabled

SPED C063N Introduction to Career Planning for the Disabled

SPED C064N Identifying Career Options for the Disabled

SPED C065N Job Search Strategies and Skills for the Disabled

SPED C070N ABI Pre-Admission

SPED C075N ABI Cognitive Refresher Course

SPED C076N Groundskeeping Basics

SPED C077N Gardening Basics

SPED C078N Greenhouse Basics

SPED C079N Nursery Basics

SPED C080N Introduction to Computers: Computer Awareness and Use

SPED C081N Introduction to Desktop Publishing

SPED C082N Introduction to the Internet

SPED C085N Maintenance Basics

SPED C086N Guest Services Basics

SPED C087N Guest Services Vocations

SPED C091N Culinary Basics 1

SPED C092N Culinary Basics 2

SPED C095N Introduction to Animal Care

SPED C096N Introduction to Animal Care Vocations

SPED C099N COAST Survey

SPED C407 Beginning Reading

SPED C455 Mobility Training

Course Numbering System



Courses Numbered 001-099:

Introductory, developmental, special interest, and some technical courses (not transferable to CSU or UC). English C099 and Mathematics, C030, C045, and C046 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.

Courses Numbered 001N-099N:

Noncredit courses.

Special Topics:

Special topics courses offer in-depth 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 (ACCT)

ACCOUNTING C100 3.0 Units

Introduction to Accounting

Advisory: ENGL C100 or C135 and MATH C030

Elementary theory and principles of elementary accounting applicable to a single-proprietorship business. Practical application of accounting theory to the accounting cycles of service and merchandising businesses: bookkeeping practice, common debit and credit procedure, books of original entry, ledgers, working papers, adjusting and closing entries, income statement, statement of owners' equity, balance sheet, cash, payroll, and special journals. Recommended for business students needing a bookkeeping foundation before enrolling in ACCT C101, and for retailing, sales and merchandising, and Office Administration majors. Transfer Credit: CSU; UC.

ACCOUNTING C101 4.0 Units

Financial Accounting

Prerequisite: ACCT C101

Advisory: Eligibility for ENGL C100 and MATH C010

This is the study of accounting as an information system, examining why it is important and how it is used by investors, creditors, and others to make decisions. The course covers the accounting information system, including recording and reporting of business transactions with a focus on the accounting cycle and the application of generally accepted accounting principles, the financial statements, and statement analysis. Students will analyze issues relating to asset, liability, and equity valuation; and revenue and expense recognition, cash flow, internal controls, and ethics and will record financial transactions and interpret financial statements. This course meets the accounting-related or business related course requirements needed to sit for the CPA exam. Transfer Credit: CSU; UC. C-ID: ACCT 110.

ACCOUNTING C102 4.0 Units

Managerial Accounting

Prerequisite: ACCT C101 with a grade of C or better

Advisory: eligibility for ENGL C100 and MATH C010

This is the study of how managers use accounting information in decision-making, planning, directing operations, and controlling. Focuses on cost terms and concepts, cost behavior, cost structure, and cost-volume-profit analysis. Includes issues relating to cost systems, cost control, profit planning, and performance analysis in manufacturing and service environments. This course meets the accounting-related or business related course requirements needed to sit for the CPA exam. Transfer Credit: CSU; UC. C-ID: ACCT 120.

ACCOUNTING C103 3.0 Units

Individual Taxation

Advisory: ACCT C101

Introduction to income taxation. Emphasis on individual taxation, the income tax formula, the expanded tax formula, introduction to forms 1040EZ, 1040, and 1040A, gross income: inclusions and exclusions, adjustments for adjusted gross income, itemized deductions, self-employed business income, capital gains and other sales of property, rental property, royalties, and income from flow-through entities, tax credits, payroll taxes, retirement and other tax-deferred plans and annuities, special property transactions, at-risk/passive activity loss rules, and the individual alternative minimum tax. Transfer Credit: CSU.

ACCOUNTING C104 4.0 Units

Business Taxation

Advisory: ACCT C100 or C101

Topics will include rules related to the organization, life, and dissolution of corporations, partnerships, S corporations, and LLCs. Tax research and planning issues are considered. Case simulation project similar to the new computerized CPA exam will be required. Transfer Credit: CSU.

ACCOUNTING C106 2.0 Units

Excel for Accounting

Application of fundamental spreadsheet concepts, principles, functions and formulas in working with problems in the Accounting discipline. Transfer Credit: CSU.

ACCOUNTING C107 2.0 Units

Accounting with QuickBooks

Advisory: ACCT C100 or C101

QuickBooks is a complete computerized accounting system for small businesses. Topics include a review of basic accounting concepts, preparation of business reports and graphs, and the creation of a company using QuickBooks accounting. Covers creation and operation of a detailed accounting system for new and existing businesses. Transfer Credit: CSU.

ACCOUNTING C108 2.0 Units

Tax Return Preparation using Turbo Tax Software

This course introduces students to federal income tax preparation using Tax Return Preparation with Turbo Tax for Windows, the most popular software package for preparing Individual Income Tax Returns (1040). Transfer Credit: CSU.

ACCOUNTING C111 2.0 Units

Advanced QuickBooks

Advisory: ACCT C107

Advanced QuickBooks covers planning and budgeting; progress billing/job costing; file importing and exporting; customizing set up; and processing of inventory, payroll, and fixed assets in addition to reports and graphs for merchandising and manufacturing businesses. Transfer Credit: CSU.

ACCOUNTING C112 3.0 Units

Intermediate Accounting 1

Advisory: ACCT C101

This course will explore topics, such as accounting standards; framework underlying financial accounting; accounting information systems; income statements; balance sheets; statement of cash flows; accounting for the time value of money, cash, receivables; and valuation of inventories. Transfer Credit: CSU.

ACCOUNTING C113 3.0 Units

Intermediate Accounting 2

Advisory: ACCT C101

Foundation acquired in ACCT C101 will be further developed through more detailed principles. Topics covered include acquisition and disposition of property, plant, and equipment; depreciation, impairments and depletion, intangible assets, current liabilities and contingencies, long-term liabilities, stockholders equity, dilutive securities, earnings per share, and investments. This is the second semester of a three-semester sequence that will explore topics in intermediate accounting. Transfer Credit: CSU.

ACCOUNTING C114 3.0 Units

Intermediate Accounting 3

Advisory: ACCT C101

Foundation acquired in Accounting C101 will be further developed through more detailed principles. Topics covered are revenue recognition, accounting for income taxes, accounting for pensions and postretirement benefits, accounting for leases, accounting changes and error analysis, statement of cash flows, and full disclosure in financial reporting. This is the third semester of a three-semester sequence that will explore topics in intermediate accounting. Transfer Credit: CSU.

ACCOUNTING C116 3.0 Units

Accounting for Non-Financial Managers and Entrepreneurs/Business Owners

Basic accounting course for managers and entrepreneurs that provides a foundation in financial analysis, taxes and decision-making tools. Develops knowledge in determining financing needs and options to facilitate continued operations as well as the future growth of organizations. Transfer Credit: CSU.

ACCOUNTING C118 3.0 Units

Fundamentals of Auditing

Advisory: ACCT C101

Topics cover the process of examining and evaluating financial conditions and records. It is designed to provide a basis for an opinion concerning the reliability of the records, as evidenced by a written audit report. Transfer Credit: CSU.

ACCOUNTING C120 3.0 Units**Advanced Accounting****Advisory: ACCT C101**

Topics cover corporate reporting for segments; interim reporting; accounting for foreign operations; accounting for partnerships; and accounting for government entities, not-for-profit entities, estates, and trusts. Also covered are bankruptcies, equity method, consolidated financial statements, and foreign currency transactions. Transfer Credit: CSU.

ACCOUNTING C130 1.0 Unit**VITA 1 (Volunteer Income Tax Assistance)****Advisory: ACCT C103**

To enhance each volunteer Income Tax Assistance (VITA) student's opportunity for success in the field of Accounting by bridging the gap between educational theory and on-the-job practices. Successful completion of VITA 1 course certification in IRS provided online Basic, Advanced, and additional tax courses. The course also includes tax software training that provides skills transferable to the workplace. Transfer Credit: CSU.

ACCOUNTING C131 0.5 Units**VITA 2 (Volunteer Income Tax Assistance)****Prerequisite: ACCT C130 with a grade of B or better**

To enhance each Volunteer Income Tax Assistance (VITA) student's opportunity for success in the field of accounting by bridging the gap between educational theory and on-the-job practices. Successful completion of the VITA 2 course using IRS provided tax software is through completion of service hours in the VITA program that provides skills transferable to the workplace. Transfer Credit: CSU.

ACCOUNTING C281 1.0 Units**Work Based Learning****Prerequisite: Be employed or volunteer in a field related to Accounting for 5 hours per week per 1.0 unit of Work Based Learning****Corequisite: Be enrolled in a total of 7.0 units including Work Based Learning**

To enhance each Work Based Learning 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.

ACCOUNTING C282 2.0 Units**Work Based Learning****Prerequisite: Be employed or volunteer in a field related to Accounting for 5 hours per week per 1.0 unit of Work Based Learning****Corequisite: Be enrolled in a total of 7.0 units including Work Based Learning**

To enhance each Work Based Learning 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.

ACCOUNTING C283 3.0 Units**Work Based Learning****Prerequisite: Be employed or volunteer in a field related to Accounting for 5 hours per week per 1.0 unit of Work Based Learning****Corequisite: Be enrolled in a total of 7.0 units including Work Based Learning**

To enhance each Work Based Learning 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.

ACCOUNTING C284 4.0 Units**Work Based Learning****Prerequisite: Be employed or volunteer in a field related to Accounting for 5 hours per week per 1.0 unit of Work Based Learning****Corequisite: Be enrolled in a total of 7.0 units including Work Based Learning**

To enhance each Work Based Learning 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.

AMERICAN SIGN LANGUAGE (SIGN)

AMERICAN**SIGN LANGUAGE C180 4.0 Units****(Formerly American Sign Language C110)****American Sign Language 1**

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 C185 4.0 Units****(Formerly American Sign Language C111)****American Sign Language 2****Prerequisite: SIGN C180 with a grade of C or better**

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 America. Transfer Credit: CSU; UC.

ANTHROPOLOGY (ANTH)

ANTHROPOLOGY C100 3.0 Units**Cultural Anthropology**

This course offers an introductory study of the structure and process of culture. It focuses on the major features of culture and the methods of anthropological research and theoretical orientations with examples of culture variations in both traditional and modern societies. Transfer Credit: CSU; UC. C-ID ANTH 120.

ANTHROPOLOGY C120 3.0 Units**Introduction to Archeology****Advisory: ANTH C100**

History, contemporary theory, field and lab methodology, and dating techniques in modern archaeology studied through Old and New World cultures. The emphasis will be on a conceptual approach to data interpretation. Transfer Credit: CSU; UC.

ANTHROPOLOGY C150 3.0 Units**World Cultures**

This course surveys cultures providing a foundation for understanding current global developments and human behavior dynamics when encountering cultural differences. Emphasizes practical communication skills used in culturally diverse settings. Transfer Credit: CSU; UC.

ANTHROPOLOGY C175 3 Units**Global Perspectives of Food and Culture**

This course uses anthropological concepts to examine the social, cultural, and ecological aspects of food, food production, material culture of food, and food resources in a global, historical, and comparative perspective. Examines how food choices affect personal health, lifestyle, environment, and the wider human society. Transfer Credit: CSU.

ANTHROPOLOGY C185 3.0 Units**(Formerly Anthropology C110)****Physical Anthropology**

This course provides students with an understanding of human evolution and diversity from a biological perspective. Students will explore the central patterns of anatomical, behavioral, and genetic similarities and differences among living primates and humans, in addition to reconstructing the evidence for human evolution found in the fossil record. Transfer Credit: CSU; UC.

ARABIC (ARAB)

ARABIC C180 **5.0 Units**
Elementary Arabic 1

ARAB C180 is an introductory course in Arabic. ARAB C180 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. Study of the customs and cultures of the Arab peoples will enhance student's global awareness. ARAB C180A and C180B are equivalent to ARAB C180. Transfer Credit: CSU; UC.

ARABIC C180A **2.5 Units**
Elementary Arabic 1A

ARAB C180A is an introductory course in Arabic. ARAB C180A 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 student's global awareness. ARAB C180A is equivalent to the first half of ARAB C180. Transfer Credit: CSU; UC.

ARABIC C180B **2.5 Units**
Elementary Arabic 1B

Prerequisite: ARAB C180A with a grade of C or better

ARAB C180B is a continuation of ARAB C180A. ARAB C180B enhances the fundamental abilities developed in ARAB C180A 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. ARAB C180B is equivalent to the second half of ARAB C180. Transfer Credit: CSU; UC.

ARABIC C182 **3.0 Units**
Conversational Arabic

Prerequisite: ARAB C180 or C180B with a grade of C or better

Conversational course emphasizing pronunciation, production, and comprehension of spoken standard Arabic, augmented by structures unique to colloquial dialects, such as Lebanese, Egyptian, Gulf, etc. and taught within the dynamic cultural context of the language of a major world civilization with contemporary influence and interest. Transfer Credit: CSU.

ARABIC C185 **5.0 Units**
Elementary Arabic 2

Prerequisite: ARAB C180 or C180B with a grade of C or better

Advanced beginning course continuing ARAB C180 or C180B, emphasizing listening and reading comprehension, grammar, oral production, 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. Transfer Credit: CSU; UC.

ARABIC C185A **2.5 Units**
Elementary Arabic 2A

Prerequisite: ARAB C180 or C180B with a grade of C or better

Advanced beginning course continuing ARAB C180 or C180B, 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. ARAB C185A is equivalent to the first half of ARAB C185. Transfer Credit: CSU; UC credit limitations (see counselor).

ARABIC C185B **2.5 Units**
Elementary Arabic 2B

Prerequisite: ARAB C185A with a grade of C or better

Continuation of ARAB C185A. ARAB C185B 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. ARAB C185B is equivalent to the second half of ARAB C185. Transfer Credit: CSU; UC credit limitations (see counselor).

ARABIC C280A **2.0 Units**
Intermediate Arabic 1A

Prerequisite: ARAB C185 or C185B with a grade of C or better

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. ARAB C280A and C280B equal ARAB C280. Transfer Credit: CSU; UC. (Must be taken with C280B for UC credit.)

ARABIC C280B **2.0 Units**
Intermediate Arabic 1B

Prerequisite: ARAB C280A with a grade of C or better

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. ARAB C280A and C280B equal ARAB C280. Transfer Credit: CSU; UC. (Must be taken with C280A for UC credit.)

ARABIC C285A **2.0 Units**
Intermediate Arabic 2A

Prerequisite: ARAB C280 or C280B with a grade of C or better

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. ARAB C285A and C285B equal ARAB C285. Transfer Credit: CSU; UC. (Must be taken with C285B for UC credit.)

ARABIC C285B 2.0 Units**Intermediate Arabic 2B**

Prerequisite: ARAB C285A with a grade of C or better

Continuation of ARAB C285A, part 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. ARAB C285A and C285B equal ARAB C285. Transfer Credit: CSU; UC. (Must be taken with C285A for UC credit.)

ART

(SEE ALSO DIGITAL GRAPHICS APPLICATIONS)

ART C100 3.0 Units**Survey of Art: Prehistory through Late Gothic**

Advisory: Required for Art majors; Associate Degree credit course

This course provides an overview of art and architecture from prehistory up to the Late Gothic period. Transfer Credit: CSU; UC.

ART C101 3.0 Units**Survey of Art: Renaissance to Contemporary**

Advisory: Required for Art majors; Associate Degree credit course

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.

ART C102 3.0 Units**Contemporary Art History**

Advisory: ART C100 and C101 or knowledge of art historical movements

This is an interactive lecture course dealing with the nature of late 20th and 21st Century art and its origins. Emphasis is placed on examining how art reflects history from the perspective of Eastern and Western Civilization; how style communicates the ideas of the artist and his/her culture; and how symbols, techniques, materials, and subjects are used and expanded in twentieth-century artistic expression. Transfer Credit: CSU; UC.

ART C103 3.0 Units**History of Asian Art**

Advisory: ART C100 and C101

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. Transfer Credit: CSU; UC.

ART C104 3.0 Units**The History of Impressionist and Post-Impressionist Art**

Advisory: ART C100 and/or C101 or knowledge of art historical movements

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.

ART C105 3.0 Units**Introduction to Art**

This course provides an introduction to art from prehistoric times to the present. While examining the role that the visual arts play in the historical development of world cultures, the student will study a wide variety of artistic media, such as architecture, painting, drawing, sculpture, graphic design, and photography. This course will also examine the visual elements, such as line, color and texture, and explore the principles of design, such as unity and balance to discover how they communicate ideas. Transfer Credit: CSU; UC.

ART C107 3.0 Units**Art Gallery Production and Portfolio Design**

This course provides the student with developmental skills and knowledge related to gallery management and design, art careers, and portfolio design. Transfer Credit: CSU.

ART C109 3.0 Units**The History and Appreciation of Italian Renaissance Art**

Advisory: ART C101

A multicultural 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.

ART C110 3.0 Units**Color and Design: 2-D**

In this course students will develop and apply design skills using the visual elements and principles of two-dimensional design. They will use the creative process as both viewers and designers, solve visual problems, and create authentic designs using black and white and color media. Students will also study design in historical, social, and multi-cultural contexts. For general education and Art/Design majors. Transfer Credit: CSU; UC.

ART C110A 1.5 Units**Color and Design: 2D**

The first half of a two-part course in color and design. Students will develop design skills by using the visual elements and principles of two-dimensional design. They will use the creative process as both viewers and designers, solve visual problems and create authentic designs using black-and-white and color media, and study design in historical, social, and multi-cultural contexts. For general education and Art/Design majors. Transfer Credit: CSU; UC.

ART C111 3.0 Units**Color and Design: 3-D**

This course explores three-dimensional forms, space manipulation, and color interactions for both fine and commercial art applications. Through the use of a variety of traditional and contemporary materials and tools, students will learn how to generate effective 3-D design presentations. Awareness of the creative process for viewer and artist is emphasized as well as formal analysis of both professional and student works through written and verbal critiques. Included is a survey of 3-D design in historical, social, and multi-cultural contexts. Generation of authentic prototypes using learned art elements, including new technologies, will be stressed for General Education and Art/Design majors. Transfer Credit: CSU; UC.

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| <p>ART C120 Drawing 1 A drawing course for the beginning and intermediate student that includes the basic elements of shape, volume, and perspective. The technical application of diverse drawing materials will include charcoal, graphite, ink, and colored media to create illusionistic space and form. Transfer Credit: CSU; UC.</p> <p>ART C120A Drawing 1A First segment of a two-part course in beginning drawing emphasizing composition and proportion and basic elements of shape, volume, and perspective. Introduces usage of line, texture, and various methods of shading to create illusionistic space and form. Transfer Credit: CSU; UC.</p> <p>ART C121 Life Drawing 1 Advisory: ART C110A or C120A A comprehensive course in beginning drawing from the model. Involves the student in working from observation, emphasizing composition, proportion, and anatomy, using line, texture, value, modeling, gesture, and contour drawing principles. Includes the technical application of diverse drawing materials and techniques. The concept and reactive 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.</p> <p>ART C122 Painting 1 Advisory: ART C110A and C120 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.</p> <p>ART C131 Chinese Brush Painting Teaching Techniques I This course is designed to train students, artists, or teachers to learn how to share the technique of this ancient dynamic form of art. The class will focus on learning the materials: paper, colors, and brushes. It will offer techniques on brush strokes used for line; texture; shading; and washes on flowers, animals, and scenery. It will show methods of critique in design and composition. It will prepare students to teach brush painting at various levels. Transfer Credit: CSU.</p> | <p>3.0 Units</p> <p>1.5 Units</p> <p>3.0 Units</p> <p>3.0 Units</p> <p>3.0 Units</p> <p>2.0 Units</p> | <p>ART C133 Chinese Landscape Painting 1 Learn the brush strokes used for line, texture, shading, and wash to capture the beauty of forests, mountains, and water. Students will learn the stroke to do design, composition, and the enchanting background of each subject. Travel in spirit to the land of Shangri-La and explore history and folklore. Transfer Credit: CSU.</p> <p>ART C135 Survey of Chinese Brush Painting 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 floral, animals and landscape. Detailed instructions on the use of materials, colors, brushes, the rice paper, seals, and Chinese mounting technique. Transfer Credit: CSU; UC.</p> <p>ART C137 History and Appreciation of Chinese Art and Culture 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. Course includes nature study techniques and skills related to picture formation and composition. Emphasis on calligraphy strokes pertinent to brush painting. Transfer Credit: CSU; UC.</p> <p>ART C140 Advanced Drawing Advisory: ART C120 Designed as a continuation of Art C120, this course will emphasize advanced artistic concepts, styles, and creative expression for intermediate and advanced students using a variety of drawing mediums, techniques, and methodologies. Transfer Credit: CSU; UC.</p> <p>ART C142 Painting 2 Advisory: ART C122 Designed as a continuation of Art C122 for the intermediate and advanced painting student, this course emphasizes creative and interpretive expression in oil, acrylic painting, and non-traditional media. Includes awareness of the creative process, exploration of historical and contemporary issues in art, and advanced artistic concepts. Transfer Credit: CSU; UC.</p> <p>ART C150 Ceramics 1 Introduces hand-building techniques of pinch, coil, slab, and simple mold construction used in the design, forming, glazing, and firing of ceramic materials. Introduces historical, philosophical, and contemporary analysis of ceramics as an art form. Lecture/lab. Transfer Credit: CSU.</p> | <p>2.0 Units</p> <p>2.0 Units</p> <p>2.0 Units</p> <p>2.0 Units</p> <p>3.0 Units</p> <p>3.0 Units</p> <p>3.0 Units</p> <p>3.0 Units</p> <p>3.0 Units</p> | <p>ART C151 Ceramics 2 Advisory: ART C150 Introduces use of the potter's wheel for forming utilitarian and sculptural vessels. Expanded analysis of the historical foundation and contemporary context of ceramics as an art form. Kiln loading and firing will be introduced. Lecture/lab. Transfer Credit: CSU.</p> <p>ART C190 Multimedia with Painter 6.0 Prerequisite: ART C202 Experience Painter's infinite paint box. 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 webpages, create interface designs, and learn to use Painter on the World Wide Web. Transfer Credit: CSU.</p> <p>ART C205 Digital Design with Painter and Photoshop 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.</p> <p>ART C212 Creative Photoshop for Digital Photographs Work with award winning Photography professionals to build an exciting portfolio using Adobe's Creative Suite Photoshop. Learn digital camera design features and work with Camera Raw images. Learn how to integrate dynamic Photoshop images with other Creative Suite software, such as Illustrator for dynamic Type Design, and InDesign for book layouts, and uploading your images to the Web for display. Transfer Credit: CSU.</p> <p>ART C221 Life Drawing 2 Advisory: ART C110A, C120A, or C121 A comprehensive course in advanced drawing from the model. Involves the student in working from observation, emphasizing composition, proportion, and anatomy, using line, texture, value, modeling, gesture, and contour drawing principles. Includes then technical application of diverse drawing materials and techniques. The concept and creative process of making art will be examined in historical and multi-cultural contexts. This course leads to a developmental of a personal style that is required for art majors and includes written and verbal critique and analysis. Transfer Credit: CSU; UC.</p> | <p>3.0 Units</p> |
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| <p>BIOLOGY C102 3.0 Units Introduction to the Concepts of Anatomy and Physiology Advisory: ENGL C100 This lecture-only course provides a general overview of the anatomy and physiology of the eleven human body systems. It is designed for the student with little or no biological background who would like to learn more about the structure and function of the human body, including anatomical and physiological terminology, the student who would like a preparatory course before embarking on the more advanced anatomy and physiology courses, and the student interested in the Health and Fitness major. Transfer Credit CSU; UC credit limitations (see counselor).</p> | <p>BIOLOGY C120 3.0 Units Biology of Aging 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.</p> | <p>BIOLOGY C210 5.0 Units General Microbiology Advisory: CHEM C110 and BIOL C100 or BIOL C180 and Eligibility for ENGL C100 Major concepts of microbiology are discussed as they relate to the principal classes of microorganisms: bacteria, fungi, algae, protozoa, and viruses. Topics covered include 1) functional anatomy of prokaryotes and eukaryotes, 2) microbial metabolism and genetics, 3) characteristics and control of microbial growth, 4) microbial taxonomy and methods of microbial classification, 5) host-microbe interactions, 6) mechanisms of microbial pathogenicity, 7) immunology, 8) biotechnology and human infectious diseases. The laboratory focuses on methods for identifying and characterizing microbes, including aseptic technique, microscopy, staining, cultivation, molecular biology, and bioinformatics. Both lecture and laboratory content relate to general and clinical applications. Transfer Credit: CSU; UC.</p> |
| <p>BIOLOGY C103 3.0 Units Introduction to Marine Science (Same as Marine Science C100) 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 geo-political and economic impact. Transfer Credit: CSU; UC.</p> | <p>BIOLOGY C122 3.0 Units Bioethics (Same as PHILOSOPHY C122) Bioethics looks at the ethical implications of advancements in biology and medicine and at how they affect decisions on life, death, biotechnology, politics, law, and philosophy. This course is identical to PHIL C122 and fulfills the philosophy humanities requirement. Transfer Credit: CSU; UC.</p> | <p>BIOLOGY C211 3.0 Units General Microbiology Lecture Advisory: BIOL C100, CHEM C110, eligibility for ENGL C100 Major concepts of microbiology are discussed as they relate to the principal classes of microorganisms: bacteria, fungi, algae, protozoa, and viruses. Topics covered include 1) functional anatomy of prokaryotes and eukaryotes, 2) microbial metabolism and genetics, 3) characteristics and control of microbial growth, 4) microbial taxonomy and methods of microbial classification, 5) host-microbe interactions, 6) mechanisms of microbial pathogenicity, 7) immunology, 8) biotechnology and human infectious diseases. This course covers the lecture content in BIOL C210. Transfer Credit: CSU; UC credit limitations (see counselor).</p> |
| <p>BIOLOGY C103L 1.0 Unit Marine Sciences Lab Prerequisite: BIOL C103 or concurrent enrollment (Same as Marine Science C100L) 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; and 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, UC.</p> | <p>BIOLOGY C180 4.0 Units Cell and Molecular Biology Prerequisite: CHEM C180 with a grade of C or better or equivalent Advisory: Eligibility for ENGL C100 This course, intended for biological sciences and pre-health profession majors, explores principles and applications in cell and molecular biology. Topics include biological molecules; homeostasis; viruses; eukaryotic/prokaryotic cell structure and function; cell metabolism, including photosynthesis and respiration; cell communication; cell reproduction and its controls; classical (Mendelian) genetics; molecular genetics; and biotechnology. Transfer Credit: CSU; UC. C-ID: BIOL 190.</p> | <p>BIOLOGY C211L 2.0 Units General Microbiology Lab Prerequisite: BIOL C211 with a grade of C or better or concurrent enrollment Laboratory focuses on methods for identifying and characterizing microbes, including aseptic technique, microscopy, staining, cultivation, molecular biology and bioinformatics. This course covers the laboratory content in BIOL C210 and is meant to be taken with BIOL C211, the General Microbiology lecture. Transfer Credit: CSU; UC credit limitations (see counselor).</p> |
| <p>BIOLOGY C104 3.0 Units Medical Terminology for Health Professionals This course introduces students to the subject of Medical Terminology and prepares them for all careers in the medical field. It covers the study of the basic elements of medical terms as well as the basic anatomy and physiology of the human body. In addition, it covers the medical terms used to describe different pathological conditions, diagnostic tests, and therapeutic procedures. Transfer Credit: CSU.</p> | <p>BIOLOGY C185 5.0 Units Diversity of Organisms Prerequisite: BIOL C180 with a grade of C or better This course is a survey of the basic biology and diversity of unicellular and multicellular organisms. It emphasizes general biological principles, such as classification, structure, function, evolution, and environmental interactions. Topics include morphological and molecular phylogeny, comparative anatomy, physiology, development, evolution, taxonomy, behavior, and ecology. Designed for biological science majors. Transfer Credit: CSU; UC. C-ID: BIOL 140.</p> | <p>BIOLOGY C211L 2.0 Units General Microbiology Lab Prerequisite: BIOL C211 with a grade of C or better or concurrent enrollment Laboratory focuses on methods for identifying and characterizing microbes, including aseptic technique, microscopy, staining, cultivation, molecular biology and bioinformatics. This course covers the laboratory content in BIOL C210 and is meant to be taken with BIOL C211, the General Microbiology lecture. Transfer Credit: CSU; UC credit limitations (see counselor).</p> |
| <p>BIOLOGY C106 3.0 Units Human Ecology (Same as Ecology C100) 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.</p> | <p>BIOLOGY C200 3.0 Units Pharmacology Prerequisite: BIOL C225 with a grade of C or better Advisory: CHEM C110; eligibility for ENGL C100 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.</p> | <p>BIOLOGY C211L 2.0 Units General Microbiology Lab Prerequisite: BIOL C211 with a grade of C or better or concurrent enrollment Laboratory focuses on methods for identifying and characterizing microbes, including aseptic technique, microscopy, staining, cultivation, molecular biology and bioinformatics. This course covers the laboratory content in BIOL C210 and is meant to be taken with BIOL C211, the General Microbiology lecture. Transfer Credit: CSU; UC credit limitations (see counselor).</p> |

BIOLOGY C220 5.0 Units
(Formerly Biology C170)**Human Anatomy****Advisory: BIOL C100 or C102, ENGL C100, and MATH C100**

Introduction to the structure and design of the human body. Includes structural components, spatial relationships, and body system interactions. Students participate in the laboratory, which will include dissections. Appropriate for students interested in human anatomy and in pursuing a health field pathway; satisfies requirements for nursing, physician assistant, occupational therapy, physical therapy, pre-pharmacy majors, kinesiology majors, medical, dental, and other health field programs. Transfer Credit: CSU; UC. C-ID: BIOL 110 B.

BIOLOGY C221 4.0 Units
(Formerly Biology C105)**Introduction to Anatomy and Physiology**

This course with laboratory introduces students to the subject of Anatomy and Physiology of the human body. It highlights the interaction between different body systems to maintain homeostasis. This course prepares students for many programs in the medical field. Transfer Credit: CSU; UC credit limitations (see counselor).

BIOLOGY C225 4.0 Units
(Formerly Biology C175)**Human Physiology****Prerequisite: BIOL C220 and CHEM C110, or C130, or C180 with a grade of C or better; or concurrent enrollment**

Emphasis is on integration of body systems and the interrelationships for maintaining body homeostasis. This course is designed for pre-medical health field majors, including the pre-nursing, pre-physical therapy, pre-occupational therapy, pre-pharmacy, pre-physician assistant, pre-dental, and pre-medical student. Transfer Credit: CSU; UC. C-ID: BIOL 120 B.

BIOLOGY C281 4.0 Units
Biochemistry**Prerequisite: CHEM C220 with a grade of C or better****Advisory: BIOL C180**

An introduction to the chemistry of biology. This course serves to satisfy transfer requirements for some biology majors. Transfer Credit: CSU; UC.

BIOLOGY C282 2.0 Units
Molecular Biology**Prerequisite: BIOL C281 with a grade of C or better****Advisory: BIOL C180**

An introduction to molecular biology, emphasizing gene structure and function. This course serves to satisfy transfer requirements for biology majors. Transfer Credit: CSU; UC.

BIOLOGY C283 4.0 Units
Genetics**Prerequisite: BIOL C180 and CHEM C180 or C185 with a grade of C or better**

This course covers the principles of Mendelian and non-Mendelian inheritance, eukaryotic and prokaryotic gene transmission, replication, mutation, recombination, gene expression and regulation, cell division, meiosis, human genetic diseases, and ethical implications of genetics. Emphasis is placed on problem solving. Transfer Credit: CSU; UC.

BIOLOGY C291 1.0 Unit
Work Based Learning**Prerequisite: Complete 5.0 Units in college level biology coursework. Instructor permission required. Be employed or volunteer in a biology-related setting for 5 hours per week per unit of credit.**

Course is designed to provide students with real-life experiences in Biological Science. On-campus work consists of instruction and experience in the maintenance and operation of equipment and materials used in the Biology Department. Students complete research projects that align with STEM fields in cooperation with an internship in which the student is employed, or serves as a volunteer, in a biology-related setting (e.g., hospital, lab, museum, park) under the supervision of a qualified professional or faculty member. Transfer Credit: CSU.

BIOLOGY C292 2.0 Units
Work Based Learning**Prerequisite: Complete 5.0 Units in college level biology coursework. Instructor permission required. Be employed or volunteer in a Biology-related setting for 5 hours per week per unit of credit.**

Course is designed to provide students with real-life experiences in Biological Science. On-campus work consists of instruction and experience in the maintenance and operation of equipment and materials used in the Biology Department. Students complete research projects that align with STEM fields in cooperation with an internship in which the student is employed, or serves as a volunteer, in a biology-related setting (e.g., hospital, lab, museum, park) under the supervision of a qualified professional or faculty member. Transfer Credit: CSU.

BIOLOGY C293 3.0 Units
Work Based Learning**Prerequisite: Complete 5.0 Units in college level biology coursework. Instructor permission required. Be employed or volunteer in a Biology-related setting for 5 hours per week per unit of credit.**

Course is designed to provide students with real-life experiences in Biological Science. On-campus work consists of instruction and experience in the maintenance and operation of equipment and materials used in the Biology Department. Students complete research projects that align with STEM fields in cooperation with an internship in which the student is employed, or serves as a volunteer, in a biology-related setting (e.g., hospital, lab, museum, park) under the supervision of a qualified professional or faculty member. Transfer Credit: CSU.

BIOLOGY C296 1.0 Units
Advanced Anatomical Dissection**Prerequisite: BIOL C220 with a minimum grade of A and instructor approval**

Course is designed to provide prior anatomy students with the opportunity to dissect dissections of a human cadaver. The student will independently perform the dissections during open laboratory times. At the end of the course, the student will have successfully dissected a selected dissection that can be used in future anatomy courses. Transfer Credit: CSU.

BIOTECHNOLOGY (BIOT)**BIOTECHNOLOGY C100** 4.0 Units
Introduction to Biological Technology Skills**Advisory: Successful completion of a math class at least at the MATH C030 level**

A course designed to equip students with fundamental biological laboratory skills needed in a biotechnology laboratory. Students will learn good laboratory practices and current good manufacturing practices, participate in group meetings, receive laboratory projects, and use equipment similar to those found in biotechnology laboratories. Skills include proper industry laboratory notebook preparation, laboratory safety, and DNA manipulation, bacterial handling for cloning, sterile technique, media preparation, and quality control protocols. Internet projects assigned to enhance learning of theory and methods. Transfer Credit: CSU.

BIOTECHNOLOGY C105 **4.0 Units**
Biological Technology Skills II

Prerequisite: BIOT C100 with a grade of C or better

A course in advanced biological laboratory techniques used in the biotechnology industry, with an emphasis on protein detection and analysis. Protein techniques include polyacrylamide gel electrophoresis, ELISA, Bradford assay, horizontal electrophoresis, column chromatography, Western blot, GFP characterization, affinity column, dialysis, protein standard curve, sonication, ion exchange column purification, and fraction analysis. DNA techniques include PCR, restriction digests, DNA purification, and Southern blot. Students will learn to use a spectrophotometer, plot standard curves, and use a microplate reader. Internet projects assigned to enhance learning of theory and methods (virtual DNA sequencing, reading output from a DNA sequence, and entering sequences in BLAST database for DNA sequence comparison). Transfer Credit: CSU.

BIOTECHNOLOGY C110 **3.0 Units**
Overview of Quality Assurance and Medical Devices

An overview of quality assurance systems used in the biotechnology industry, organizational functions, engineering technology, analysis, and application in an FDA regulated industry. Emphasizes the importance of adequate lot control, process and product, and record keeping. Transfer Credit: CSU.

BUILDING CODES TECHNOLOGY (BCT)

BUILDING CODES TECHNOLOGY C281 **1.0 Units**
Work Based Learning

Prerequisite: Be employed or volunteer in a field related to Building Codes Technology for 5 hours per week per 1.0 unit of Work Based Learning

Corequisite: Be enrolled in a total of 7.0 units including Work Based Learning

To enhance each Work Based Learning participant's opportunity for success in the field of Building Codes 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 Building Codes Technology. Transfer Credit: CSU.

BUILDING CODES TECHNOLOGY C282 **2.0 Units**

Work Based Learning

Prerequisite: Be employed or volunteer in a field related to Building Codes Technology for 5 hours per week per 1.0 unit of Work Based Learning

Corequisite: Be enrolled in a total of 7.0 units including Work Based Learning

To enhance each Work Based Learning participant's opportunity for success in the field of Building Codes 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 Building Codes Technology. Transfer Credit: CSU.

BUILDING CODES TECHNOLOGY C283 **3.0 Units**
Work Based Learning

Prerequisite: Be employed or volunteer in a field related to Building Codes Technology for 5 hours per week per 1.0 unit of Work Based Learning

Corequisite: Be enrolled in a total of 7.0 units including Work Based Learning

To enhance each Work Based Learning participant's opportunity for success in the field of Building Codes 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 Building Codes Technology. Transfer Credit: CSU.

BUILDING CODES TECHNOLOGY C284 **4.0 Units**
Work Based Learning

Prerequisite: Be employed or volunteer in a field related to Building Codes Technology for 5 hours per week per 1.0 unit of Work Based Learning

Corequisite: Be enrolled in a total of 7.0 units including Work Based Learning

To enhance each Work Based Learning participant's opportunity for success in the field of Building Codes 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 Building Codes Technology. Transfer Credit: CSU.

BUILDING CODES TECHNOLOGY C300 **3.0 Units**
Introduction to the International Building Code

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 CODES TECHNOLOGY C301 **3.0 Units**

Residential/Construction Blueprint Reading

An introduction to residential/commercial construction, this course is designed to provide you with foundational knowledge and with enough practice at reading blueprints to get you started. It is a guide to understanding the drawings used in the major construction trades, including carpentry, electrical, plumbing, heating, and air conditioning. The course includes information for styles of building from small-scale residential to large-scale commercial.

BUILDING CODES TECHNOLOGY C302 **3.0 Units**
California Administrative Code (Title 24)

Applies the California Code of Regulations (Title 24) as it pertains to various types of buildings. Special emphasis will be placed on California State energy regulations, building modifications for the disabled for accessibility, and includes an introduction to the California State Green Building codes.

BUILDING CODES TECHNOLOGY C303 **3.0 Units**
Non-Structural Provisions of Building Codes

Advisory: BCT C300

A comprehensive course designed to give the student an understanding of the non-structural provisions of the International Building Code. Important aspects of this course are regulation of building areas, heights, location on property, fire resistance rated materials, fire suppression systems, and the means of egress of buildings.

BUILDING CODES TECHNOLOGY C304 **3.0 Units**
Concrete Codes

Advisory: BCT C300

Students who are preparing for a career in Building Code Technology or concrete specialty inspection and who want to learn more about code requirements for concrete construction will find this course a major learning asset. Every aspect of construction will have some sort of concrete placement. This fundamental course will provide the student with basic knowledge through advanced practices and procedures of the concrete industry.

BUILDING CODES TECHNOLOGY C305 **3.0 Units**
Framing Requirements of Building Code

Advisory: BCT C300

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.

BUILDING CODES**TECHNOLOGY C306****3.0 Units****Electrical Code**

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 with details of electrical construction.

BUILDING CODES**TECHNOLOGY C307****3.0 Units****Mechanical Code**

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 applicable State Green Building codes.

BUILDING CODES**TECHNOLOGY C308****3.0 Units****Plumbing Code****Advisory: Knowledge of building construction**

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

BUILDING CODES**TECHNOLOGY C311****3.0 Units****International Residential Code**

Comprehensive study of International Residential Code for One and Two-Family Dwellings. Topics include all residential code requirements for building a home according to IRC, including international building, electrical, plumbing, mechanical, and fire codes. Academic experiences are designed to develop skills in noncommercial construction. Field experiences are used when applicable.

BUSINESS (BUS)**BUSINESS C007****3.0 Units****Business Mathematics**

Business Mathematics provides a practical, up-to-date coverage of widely-used topics in business, including basic math, bank services, payroll, discounts and markups, simple and compound interest, stocks and bonds, consumer loans, taxes and insurance, depreciation, financial statements, and business statistics. (NOT DEGREE APPLICABLE.)

BUSINESS C100**3.0 Units****Introduction to Business**

Introduction to Business is an introductory course that defines and applies the fundamental principles of economics, management, ethics, leadership, marketing, management information systems (MIS), accounting, and finance to the current business environment. The course will help students select their field of business specialization and will provide the foundation for future study of business and management. It presents an in-depth examination of elements of contemporary business, from the Internet functions to the challenges of business on an international scale. Transfer Credit: CSU; UC credit limitations (see counselor); C-ID: BUS 110.

BUSINESS C101**3.0 Units****Introduction to Project Management**

The introduction to Project Management class is designed to provide students an overview of the concepts, tools, and techniques of formal project management. Concepts and methods learned are immediately usable in the workplace, leading to a greater retention of newly acquired skills, measurable project improvements, and the achievement of desired project results. The class focuses on key concepts in each of the process and knowledge areas of project management to create a unique learning environment that prepares students to manage projects in a global, multicultural, and online environment. Transfer Credit: CSU.

BUSINESS C102**3.0 Units****Advanced Project Management**

The Advanced Project Management (PMP) class is designed to give students a solid foundation in the concepts, tools, and techniques of formal project management. Concepts and methods learned are immediately usable in the workplace, leading to a greater retention of newly acquired skills, measurable project improvements, and the achievement of desired project results. The focus of the class is key concepts in each of the process and knowledge areas of project management. This course also helps the student to prepare for the Project Management Professional (PMP) certification exam. Transfer Credit: CSU.

BUSINESS C103**3.0 Units****Project Management Professional Certification Review**

This course is designed to assist students in preparing for the PMP certification exam given by the Project Management Institute (PMI). The topics include the project management processes and skills and professional responsibility. The class will focus on learning the purpose for processes, inputs, tools, techniques, and outputs. The students will develop a study schedule, organize study groups, and create a plan with tasks that will guide them in preparing for the PMP exam. Techniques on exam taking, including study time management, will also be addressed to ensure success. Transfer Credit: CSU.

BUSINESS C110**3.0 Units****Business Law/Legal Environment of Business**

Fundamental legal principles pertaining to business transactions. Introduction to the legal process and law as an instrument of social and political control in society. Topics include sources of law and ethics, contracts, torts, agency, criminal law, business organizations, judicial and administrative processes, employment law, forms of business organizations, and domestic and international governmental regulations. This course meets the requirements for Business Law and the Legal Environment of Business. Transfer Credit: CSU; UC. C-ID: BUS 120.

BUSINESS C112**3.0 Units****Legal Aspects of Entrepreneurship**

This course provides an overview of legal issues associated with starting and managing a small or entrepreneurial business, including business formation and structure, intellectual property, hiring and managing employees, business agreements, and other legal issues facing the business owner. Transfer Credit: CSU.

BUSINESS C118**3.0 Units****Introduction to International Business**

Provides an overview of international business. Explores political, financial, and legal environments of selected countries and their impacts on U.S. firms' international business activities. Emphasis is given to business practices and comparative cultural topics. Transfer Credit: CSU.

BUSINESS C120**3.0 Units****Personal Finance**

PREREQUISITE: BUS C007, or MATH C005, or higher MATH course; or placement into MATH C008 or higher by qualifying score on Math Placement Test or by Multiple Measures Assessment.

Personal Finance teaches students the fundamentals of financial planning as well as development of an understanding of the social, psychological, and physiological contexts that influence decision making. Personal Finance provides comprehensive coverage of the role of money in students' lives and personal financial planning in the areas of money management, stress management, healthcare, career planning, taxes, consumer credit, debt, insurance, investments, retirement planning, and estate planning. The course provides financial planning tools, enabling students to identify and evaluate choices that lead to long-term financial security and a healthy lifestyle and to develop an understanding of their connection with money and the consequences of their decisions. Transfer Credit: CSU.

BUSINESS C124 3.0 Units**Risk Management for Enterprises and Individuals**

Risk Management for Enterprises and Individuals focuses on current as well as old and new risks for our times, treating them in a holistic, global, and integrated manner. Today the stakes are higher, decisions more complex, and consequences more severe and global. Knowledge and understanding of the risks at every phase in business and personal undertakings are critical. Tomorrow's leaders in business and individuals need to understand risks to make successful decisions. This course provides the background needed. Transfer Credit: CSU.

BUSINESS C130 3.0 Units**E-Commerce: Strategic Thinking and Management**

This course provides a comprehensive introduction to e-Commerce/e-Business. The course provides comprehensive coverage of a broad spectrum of e-Commerce essentials from a global perspective centering on four key areas of strategic planning, technology, management, marketing, and finance. The course focuses on the most recent developments in online behavior and what students need to know about developing, managing, and maintaining a successful e-business. Transfer Credit: CSU.

BUSINESS C150 3.0 Units**Introduction to Marketing**

Introduction to Marketing provides a practical introduction to contemporary marketing principles as applied in an increasingly Internet-driven marketplace. Topics include analyzing market characteristics, evaluating product and service strategies, and building strategic marketing plans. Transfer Credit: CSU.

BUSINESS C170 3.0 Units**Entrepreneurship and Small Business Finance**

Upon successful completion of this course, the student should be able to identify and evaluate the various sources available for funding a small business; demonstrate an understanding of financial terminology; read, prepare and analyze a financial statement; and write a loan proposal. In addition, the student should be able to explain the importance of working capital and cash management. The student should also be able to identify financing needs, establish credit policies, and prepare sales forecasts. Transfer Credit: CSU.

BUSINESS C180 3.0 Units**Entrepreneurship and Small Business Plan**

This course focuses on the development of a comprehensive business plan applicable for the needs of an entrepreneurial venture by moving through several phases: generating ideas and recognizing opportunities, researching and gathering marketing data, assembling resources, launching the new venture, and enabling long-term success. Students will learn the individual components of a business plan which comprises of marketing, management, operation, and finance. It is ideal for anyone who is ready to take the entrepreneurship challenge. Transfer Credit: CSU.

BUSINESS C190 3.0 Units**Investments****Advisory: BUS C120**

Examination of various investment vehicles and portfolios. This course provides a comprehensive study of stocks, bonds, mutual funds, and related securities that include a detailed study of the nature of these securities and their markets. Emphasis is placed on personal investment objectives for growth, growth with income, and income with preservation of capital. Also covered are portfolio management and the effect of taxes on investment policy. Transfer Credit: CSU.

BUSINESS C197 3.0 Units**E-Commerce/Online Business**

E-Commerce/Online Business 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 is a hands-on course that includes setting up an e-Commerce business. Transfer Credit: CSU.

BUSINESS C222 3.0 Units**Entrepreneurship and Small Business Operations and Management**

Provides a study of the practical problems encountered in finding, organizing and operating small business enterprises. Included are topics related to initiating the business, developing strategies, marketing, financial and administrative control and related topics. Transfer Credit: CSU.

BUSINESS C281 1.0 Units**Work Based Learning**

Prerequisite: Be employed or volunteer in a field related to Business for 5 hours per week per 1.0 unit of Work Based Learning

Corequisite: Be enrolled in a total of 7.0 units including Work Based Learning

To enhance each Work Based Learning 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.

BUSINESS C282 2.0 Units**Work Based Learning**

Prerequisite: Be employed or volunteer in a field related to Business for 5 hours per week per 1.0 unit of Work Based Learning

Corequisite: Be enrolled in a total of 7.0 units including Work Based Learning

To enhance each Work Based Learning 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.

BUSINESS C283 3.0 Units**Work Based Learning**

Prerequisite: Be employed or volunteer in a field related to Business for 5 hours per week per 1.0 unit of Work Based Learning

Corequisite: Be enrolled in a total of 7.0 units including Work Based Learning

To enhance each Work Based Learning 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.

BUSINESS C284 4.0 Units**Work Based Learning**

Prerequisite: Be employed or volunteer in a field related to Business for 5 hours per week per 1.0 unit of Work Based Learning

Corequisite: Be enrolled in a total of 7.0 units including Work Based Learning

To enhance each Work Based Learning 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.

BUSINESS COMPUTING (BC)**BUSINESS COMPUTING C103** 3.0 Units**Cascading Style Sheets****Advisory: BC C171**

Cascading style sheets are used to create dynamic, high-quality web pages, quickly and set the "look and feel" of the site. Use CSS to implement the desired layout, positioning, styling, tables, headings and other page elements with efficiency. Transfer Credit: CSU.

**BUSINESS
COMPUTING C104 1.5 Units****Introduction to Windows Operating System**

This course provides an overview of the Windows operating system. Topics include opening and closing programs; editing; saving and storing files; working with folders, the interface, and Internet; performing customizations; and using multimedia, communications, security, cloud storage, and other related topics. Transfer Credit: CSU.

**BUSINESS
COMPUTING C107A 1.5 Units
Keyboarding****Advisory: Computer access required**

Introduction to learning to touch-type on the computer. Good for personal or business use. Transfer Credit: CSU.

**BUSINESS
COMPUTING C107B 1.5 Units****Keyboarding and Formatting Documents****Advisory: BC C107A and computer access required**

Develop your typing speed and accuracy. Learn to type simple letters, memos, and more. For personal or business use. Transfer Credit: CSU.

**BUSINESS
COMPUTING C112 3.0 Units****Office Organization****Advisory: Keyboarding skills of at least 25 words per minute**

This course prepares you to work efficiently in today's professional office environment. Topics include customer service, time management, writing/proofreading/editing skills, workplace communications, records management, office computing/Internet skills, meeting organization and plans, business terminology, office design, career advancement, and business etiquette. Transfer Credit: CSU.

**BUSINESS
COMPUTING C115 1.5 Units****Customer Service/Soft Skills**

This course focuses on the importance of effectively developing quality customer service techniques to be successful in any career. Transfer Credit: CSU.

**BUSINESS
COMPUTING C116 3.0 Units****Introduction to Mobile Applications****Advisory: Computer literacy**

This course examines the development and future of mobile applications, including Smart Phone, iPhone, iPad, and other Mobile Tablet devices. Content will include how mobile applications are researched, designed, created, and marketed. Project outcomes, software selection, interface design, graphics, programming, marketing, and promotion will be introduced. Students will create a simple mobile application of their own design. Transfer Credit: CSU.

**BUSINESS
COMPUTING C117 3.0 Units****Mobile Applications Development****Advisory: BC C116**

This course investigates further the rapidly changing development of mobile applications. Focus will be on converting to native apps, distributing, designing for various platforms (iPhone, Android, Windows Mobile etc.), and recognizing the specific constraints and requirements of user interface design. The course combines a conceptual overview, design issues, and practical development. Students will create a working mobile application as a final project. Transfer Credit: CSU.

**BUSINESS
COMPUTING C120 1.5 Units****Microsoft Excel 1****Advisory: BC C104 and keyboarding skills of at least 25 words per minute**

Students will learn to use Microsoft Excel to create professional worksheets that include formulas, functions, charts, printing techniques, and data analysis. Transfer Credit: CSU.

**BUSINESS
COMPUTING C121 1.5 Units****Microsoft Excel 2****Advisory: BC C120**

Advanced training and application in Microsoft Excel based on the fundamentals learned in the Excel Introductory course. Topics include formulas, functions, range names, templates, tables/databases, linking worksheets, advanced charting, and macros. Transfer Credit: CSU.

**BUSINESS
COMPUTING C123 3.0 Units****Introduction to QuickBooks**

Use QuickBooks to track the financial activity of a small business. Topics include banking, accounts payable/receivable, invoicing, inventory, billing, and customer data management. Students should be familiar with personal computers and current operating systems. Transfer Credit: CSU.

**BUSINESS
COMPUTING C124 3.0 Units****Using Adobe Acrobat**

Adobe Acrobat is the essential tool for universal document exchange. It is an effective, reliable, and efficient way to share information electronically. Convert any document into a PDF file with its original appearance preserved, and then distribute it for viewing and printing on any system. Transfer Credit: CSU.

**BUSINESS
COMPUTING C145 3.0 Units****Medical Administrative Assistant I****Advisory: Microsoft Word and Internet experience**

A practical course designed for students in medical assisting, nursing, and allied health programs to learn how to successfully support the front or back office of a clinic or hospital. Transfer Credit: CSU.

**BUSINESS
COMPUTING C147 2.0 Units****Beginning Microsoft Word****Advisory: BC C107A or keyboarding skills of at least 25 words per minute**

Learn to use the latest version of Microsoft Word to create professional-looking documents for personal and business needs. Topics include using Windows operating system basics and Internet Explorer; creating, editing, formatting, and managing documents; inserting objects, tables, SmartArt, diagrams, and organizational charts. Transfer Credit: CSU.

**BUSINESS
COMPUTING C148 2.0 Units****Intermediate Microsoft Word****Advisory: BC C147**

Learn to use the latest version of Microsoft Word to create professional-looking documents for personal and business needs. Topics include using Windows operating system basics and Internet Explorer; creating, editing, formatting, and managing documents; inserting objects, tables, SmartArt, diagrams, and organizational charts. Transfer Credit: CSU.

**BUSINESS
COMPUTING C150 3.0 Units****Microsoft Office Professional 1**

An introduction to MS Office applications – Microsoft Word, Excel, Access, PowerPoint, and other related tools. Transfer Credit: CSU.

**BUSINESS
COMPUTING C154 3.0 Units****Analytics: Fundamentals of Adobe Analytics****Advisory: Proficient in the Microsoft Office Suite – Word, PowerPoint and Excel and knowledge of HTML**

The Fundamentals of Adobe Analytics course is designed to introduce you to the key capabilities within the Adobe Reports & Analytics within Adobe Analysis Workspace solutions. You will learn how to navigate the reporting interface, create engaging reports to get answers to business questions, and configure reports for effective decision-making. You will also learn how to segment data, create calculated metrics, implement powerful visualizations for analysis, perform intelligent analysis on marketing performance, and share reports. You will explore the role of a digital analyst and learn how to have an impact within a data-driven organization. Transfer Credit: CSU.

BUSINESS
COMPUTING C156 **3.0 Units**
Advanced Analytics – Adobe Analytics Advanced Features and Admin
 The Adobe Analytics Advanced Features and Administration is designed to introduce students to the administrative functions in Analytics in order to create and configure data environments and manage users' permissions. Students will understand how data is collected and processed from online and offline resources to have a complete picture of visitors and analyze their behaviors across the entire digital journey as well as prove Return on Investment (ROI) through customer attribution, anomaly detection, and cohort analysis to better direct companies' marketing spending. Transfer Credit: CSU.

BUSINESS
COMPUTING C161 **3.0 Units**
**Health Information Technology—
 Medical Coding 1**
Advisory: BC C104 or ability to use Microsoft Windows and BC C163
 An introductory course in Current Procedural Terminology (CPT). Systematically learn CPT codes by body system, various procedures and ways to code each one. This course includes an introduction to International Classification of Diseases, 9th Revision, Clinical Modification (ICD 9-CM/10-CM) and information about third party reimbursement. Transfer Credit: CSU.

BUSINESS
COMPUTING C162 **3.0 Units**
**Health Information Technology—
 Medical Coding 2**
Advisory: BC C104 or ability to use Microsoft Windows, BC C161 and C163
 This second course in medical coding emphasizes coding physician services and diagnoses in the outpatient settings of clinics and outpatient departments of hospitals. Study authentic medical cases covering concepts that give a more in-depth understanding of physician-based services. It includes auditing previously coded cases that were returned because of errors. This is the second course in preparing for the certification examination given by either the American Health Information Management Association or the American Academy of Professional Coders. Transfer Credit: CSU.

BUSINESS
COMPUTING C163 **3.0 Units**
**Health Information Technology—
 Medical Terminology 1**
Advisory: BC C104 or ability to use Microsoft Windows
 Introduction to medical terminology for body structure, body systems, and diagnostic work. Prefixes, suffixes, word roots, and combined word forms. Includes instruction in spelling, definition, and pronunciation. Transfer Credit: CSU.

BUSINESS
COMPUTING C171 **3.0 Units**
Web Design/XHTML 1
Advisory: BC C170 or DGA C166A
 Web Design/XHTML 1 introduces students to the foundations of web design, including planning, creating, and publishing a website. It emphasizes HTML/XHTML coding rather than using a WYSIWYG (What You See Is What You Get) editor. The course also covers some critical issues related to web design, such as background information, including copyright issues. Transfer Credit: CSU.

BUSINESS
COMPUTING C175 **1.5 Units**
Microsoft Access 1
Advisory: BC C104
 Using Microsoft Access, learn database basics. Design and create tables, forms, and reports. Create queries, including aggregate functions and crosstab queries to analyze and filter data. Transfer Credit: CSU.

BUSINESS
COMPUTING C176 **1.5 Units**
Microsoft Access 2
Advisory: BC C175 or fundamental skills using a personal database
 Continuation of Microsoft Access Level 1, emphasizing relational database design, maintenance, customized forms, built-in functions, macros, an introduction to Structured Query Language and an overview of Visual Basic for Applications. Transfer Credit: CSU.

BUSINESS
COMPUTING C185 **1.5 Units**
Microsoft PowerPoint
Advisory: BC C104, C147 or C150 or ability to use current computer operating systems
 Create powerful, effective, professional presentations using Microsoft PowerPoint. Topics will include creating, organizing ideas, editing, communicating ideas, and delivering presentations in multiple modalities. Transfer Credit: CSU.

BUSINESS
COMPUTING C281 **1.0 Unit**
Work Based Learning
Prerequisite: Be employed or volunteer in a field related to Business Computing for 5 hours per week per 1.0 unit of Work Based Learning
Corequisite: Be enrolled in a total of 7.0 units including Work Based Learning
 To enhance each Work Based Learning participant's opportunity for success in the field of Business Computing 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 Computing. Transfer Credit: CSU.

BUSINESS
COMPUTING C282 **2.0 Units**
Work Based Learning
Prerequisite: Be employed or volunteer in a field related to Business Computing for 5 hours per week per 1.0 unit of Work Based Learning
Corequisite: Be enrolled in a total of 7.0 units including Work Based Learning
 To enhance each Work Based Learning participant's opportunity for success in the field of Business Computing 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 Computing. Transfer Credit: CSU.

BUSINESS
COMPUTING C283 **3.0 Units**
Work Based Learning
Prerequisite: Be employed or volunteer in a field related to Business Computing for 5 hours per week per 1.0 unit of Work Based Learning
Corequisite: Be enrolled in a total of 7.0 units including Work Based Learning
 To enhance each Work Based Learning participant's opportunity for success in the field of Business Computing 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 Computing. Transfer Credit: CSU.

BUSINESS
COMPUTING C284 **4.0 Units**
Work Based Learning
Prerequisite: Be employed or volunteer in a field related to Business Computing for 5 hours per week per 1.0 unit of Work Based Learning
Corequisite: Be enrolled in a total of 7.0 units including Work Based Learning
 To enhance each Work Based Learning participant's opportunity for success in the field of Business Computing 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 Computing. Transfer Credit: CSU.

CHEMISTRY (CHEM)
CHEMISTRY C100 **3.0 Units**
Principles of Chemistry
 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.

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| <p>CHEMISTRY C105 2.0 Units Chemistry Explorations for Teachers 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.</p> | <p>CHEMISTRY C180 4.0 Units General Chemistry A Prerequisite: Completion of CHEM C130 with a grade of C or better or a recent high school chemistry course with a grade of C or better, and completion of MATH C030 with a grade of C or better or a recent high school course in intermediate algebra with a grade of C or better, or appropriate placement on a math placement assessment Corequisite: CHEM C180L Introduction to both the principles and mathematical analysis of general chemistry and basic lab techniques, especially for students intending to proceed with further chemistry courses. Topics include atomic structure and bonding, the stoichiometry of chemical equations, thermochemistry, and the behavior of gases and solutions. Transfer Credit: CSU; UC. CHEM C180 + CHEM C180L + CHEM C185 + CHEM C185L = C-ID: CHEM 120S.</p> | <p>CHEMISTRY C185L 1.0 Unit General Chemistry B Lab Prerequisite: CHEM C180 and CHEM C180L with a grade of C or better Corequisite: CHEM C185 This course is the second semester of a two-semester sequence (CHEM C180L and CHEM C185L) which continues the examination of the basic principles of inorganic chemistry with a special emphasis on reaction kinetics, chemical equilibrium, acid/base and solubility equilibria, enthalpy, entropy and Gibbs free energy, electrochemistry, coordination chemistry, and nuclear chemistry. Transfer Credit: CSU; UC. CHEM C180 + CHEM C180L + CHEM C185 + CHEM C185L = C-ID: CHEM 120S.</p> |
| <p>CHEMISTRY C110 5.0 Units Introduction to Chemistry Advisory: MATH C010 with a grade of C or better 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 CHEM C130. Transfer Credit: CSU; UC.</p> | <p>CHEMISTRY C180L 1.0 Unit General Chemistry A Lab Prerequisite: Completion of CHEM C130 with a grade of C or better or a recent high school chemistry course with a grade of C or better, and completion of MATH C030 with a grade of C or better, or a recent high school course in intermediate algebra with a grade of C or better, or appropriate placement on a math placement assessment Corequisite: CHEM C180 Introduction to both the principles and mathematical analysis of general chemistry lab techniques, especially for students intending to proceed with further chemistry courses. Topics include atomic structure and bonding, the stoichiometry of chemical equations, thermochemistry, and the behavior of gases and solutions. Transfer Credit: CSU; UC. CHEM C180 + CHEM C180L + CHEM C185 + CHEM C185L = C-ID: CHEM 120S.</p> | <p>CHEMISTRY C220 3.0 Units Organic Chemistry A Prerequisite: CHEM C185 with grade of C or better Corequisite: CHEM C220L This course is the first semester of Organic Chemistry, a two semester, which includes topics on the properties and reactions of aliphatic and aromatic organic compounds. Emphasis is placed on the reaction mechanisms, fundamental principles, and modern instrumental methods. Transfer Credit: CSU; UC.</p> |
| <p>CHEMISTRY C130 4.0 Units Preparation for General Chemistry Advisory: MATH C030 with a grade of C or better 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.</p> | <p>CHEMISTRY C185 4.0 Units General Chemistry B Prerequisite: CHEM C180 and C180L with a grade of C or better Corequisite: CHEM C185L This course is the second semester of a two-semester sequence which continues the examination of the basic principles of inorganic chemistry with a special emphasis on reaction kinetics, chemical equilibrium, acid/base and solubility equilibria, enthalpy, entropy and Gibbs free energy, electrochemistry, coordination chemistry, and nuclear chemistry. Transfer Credit: CSU; UC. CHEM C180 + CHEM C180L + CHEM C185 + CHEM C185L = C-ID: CHEM 120S.</p> | <p>CHEMISTRY C220L 2.0 Units (Formerly Chemistry 221) Organic Chemistry A Lab Prerequisite: CHEM C185 with grade of C or better Corequisite: CHEM C220 The laboratory component of Organic Chemistry A emphasizes basic organic chemistry theory and the techniques of separation, purification, synthesis, and analysis of organic compounds, including chromatography and instrumental methods, such as infrared and nuclear magnetic spectroscopy. Transfer Credit: CSU; UC.</p> |
| <p>CHEMISTRY C140 4.0 Units Survey of Chemistry and Physics (Same as Physics C140) Prerequisite: MATH C010 with a grade of C or better An investigation of basic principles of physics and chemistry, including matter, physical and chemical properties, energy, motion, light, atomic structure, bonding, solutions and chemical reactions. The inter-dependence of chemistry and physics will be emphasized. This course is intended for non-science majors. Transfer Credit: CSU; UC credit limitations (see counselor). C-ID: PHYS 140.</p> | | <p>CHEMISTRY C225 3.0 Units Organic Chemistry B Prerequisite: CHEM C220 with grade of C or better Corequisite: CHEM C225L Further study of the structures, reactions, and reaction mechanisms of organic compounds, with particular emphasis on conjugated molecules, aromatic systems, and carbonyl containing compounds and an introduction to biologically important molecules, such as amino acids, carbohydrates, and lipids. Transfer Credit: CSU; UC.</p> |

CHEMISTRY C225L 2.0 Units
 (Formerly Chemistry 226)
Organic Chemistry B Lab
Prerequisite: CHEM C220L with a grade of C or better
Corequisite: CHEM C225
 Further study of the structures, reactions, and reaction mechanisms of organic compounds, with particular emphasis on conjugated molecules, aromatic systems, and carbonyl containing-compounds and an introduction to biologically important molecules such as amino acids, carbohydrates, and lipids. Transfer Credit: CSU; UC.

CHEMISTRY C281 4.0 Units
Biochemistry
 (Same as BIOLOGY C281)
Prerequisite: CHEM C220
Advisory: BIOL C180
 An introduction to the chemistry of biology. This course serves to satisfy transfer requirements for some biology and chemistry majors. This course is identical to BIOL C281. Transfer Credit: CSU.

CHINESE (CHIN)

CHINESE C180 5.0 Units
Elementary Chinese 1
Advisory: Students who have completed two years of high school Chinese with a grade of C or better should enroll in CHIN C185 or C185A.
 This Develop the fundamental ability to both comprehend and converse in daily spoken Mandarin Chinese. Introduction to early reading and writing skills as well as Chinese customs and culture. Transfer Credit: CSU; UC credit limitations (see counselor).

CHINESE C185 5.0 Units
Elementary Chinese 2
Prerequisite: CHIN C180 or C180B with a grade of C or better
 Continued acquisition of more complex language structures to develop listening, reading, writing and conversational skills in Mandarin Chinese. Further explores Chinese daily life, culture and customs. Transfer Credit: CSU; UC credit limitations (see counselor).

COMMUNICATION STUDIES (CMST)

COMMUNICATION STUDIES C100 3.0 Units
(Formerly Speech C100)
Interpersonal Communication

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. C-ID: COMM 130.

COMMUNICATION STUDIES C101 3.0 Units
(Formerly Speech C101)
Human Communication

This course is an introduction to the fundamentals and principles which underlie effective speech communication. Practical experience, emphasizing content, organization and delivery, will be required in at least three speaking situations, specifically including persuasive and informative speaking. Particular emphasis will be on Milton Rokeach's value theory (1968) as an explanation for the relationship between self-concept and behavior. Transfer Credit: CSU; UC.

COMMUNICATION STUDIES C110 3.0 Units
(Formerly Speech C110)
Public Speaking

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. C-ID: COMM 110.

COMMUNICATION STUDIES C140 3.0 Units
Small Group Communication
Advisory: ENGL C100

Introduction to study, practice, and application of communication principles and theory in small group contexts. Analysis of small group concepts and processes with focus on group norms, leadership, cooperative problem solving, decision making, and conflict management. Transfer Credit: CSU; UC. C-ID: COMM 140.

COMMUNICATION STUDIES C150 3.0 Units
Intercultural Communication
Advisory: ENGL C100 and CMST C100 or C110

This course is an introduction to the study, practice, and application of communication concepts and theory in intercultural contexts. Analysis of cultural influence and interactional patterns to explain, predict, and improve communication behavior within and across cultural groups. With emphasis of examination of various communication patterns across cultures to increase interpersonal and intercultural effectiveness and to decrease ethnocentric and prejudicial beliefs and discriminative behavior. Transfer Credit: CSU; UC. C-ID: COMM 150.

COMMUNICATION STUDIES C200 3.0 Unit
(Formerly Speech C200)
Public Communications

This course focuses on the preparation, presentation, and delivery of informative and persuasive public speeches. Particular emphasis is on organizing and outlining, reasoning and arguing, and analyzing audiences and adapting to different audiences. Transfer Credit: CSU.

COMMUNICATION STUDIES C220 3.0 Units
Essentials of Argumentation
Advisory: ENGL C100

Essentials of Argumentation is the study of theory, practice, and criticism of argumentation, focusing on principles of effective argumentation, including the use of inductive and deductive logic, propositions, reasoning, evidence, and refutation. Students analyze, construct, and present written and oral arguments. The emphasis of the course is on critical thinking skills necessary for personal, professional, and academic success. Transfer Credit: CSU; UC. C-ID: COMM 120.

COMPUTER INFORMATION SYSTEMS (CIS)

(SEE ALSO INFORMATION AND COMPUTER SCIENCE)

COMPUTER INFORMATION SYSTEMS C100 3.0 Units
Introduction to Information Systems

This course prepares students with a non-programming introduction to information systems and personal computer applications, including word processing, spreadsheets, database and presentation software. Transfer Credit: CSU.

COMPUTER INFORMATION**SYSTEMS C110 1.5 Units****Introduction to Programming with Visual Basic.Net**

This course teaches the students the fundamentals of programming with emphasis on programming, coding, and troubleshooting tips using Visual Basic.Net. Transfer Credit: CSU.

COMPUTER INFORMATION**SYSTEMS C111 3.0 Units****Introduction to Information Systems and Programming****Advisory: CIS C100**

Examination of information systems and their role in business. Focus on information systems, database management systems, networking, e-commerce, ethics and security, and computer systems hardware and software components. Application of these concepts and methods through hands-on projects developing computer-based solutions to business problems. Transfer Credit: CSU; UC. C-ID: BUS 140.

COMPUTER INFORMATION**SYSTEMS C113 2.0 Units****Personal Cyber Wellness**

This course focuses on the development of cyber wellness from a personal perspective. Students will learn about responsible computer usage, evaluation of social networking, the impact of cyber-attacks, risks of social engineering attacks, and recognition of unusual activity. As a community of lifelong learners and critical thinkers, students will strengthen their abilities, including following policy guidelines, behaving ethically and professionally, and minimizing the risk of attacks. Transfer Credit: CSU.

COMPUTER INFORMATION**SYSTEMS C155 3.0 Units****Introduction to Programming Using Java****Advisory: CIS C111**

Student will learn structured programming techniques using Java. There is an emphasis on control structures, procedures, simple data types, file I/O, and a general introduction to object-oriented programming. Transfer Credit: CSU.

COMPUTER INFORMATION**SYSTEMS C156 3.0 Units****Web Development with JavaScript and Cloud Services**

An introduction for aspiring web developers and programmers to the concepts and topics of the JavaScript language. Topics of the course include JavaScript for interactive web development, with flow control, interaction with hypertext markup language (HTML), variables, object-oriented programming, interaction with databases, and JavaScript Object Notation (JSON). Industry concepts dealing with application security are taught, including Identity and Access Management (IAM), third-party authentication (OAUTH), Web Identify Federation, and token-based security. Students will develop a portfolio site hosted publicly using cloud services to display their work. Transfer Credit: CSU.

COMPUTER INFORMATION**SYSTEMS C157 3.0 Units****Introduction to Python Programming**

Offers an overview of the Python programming language for students without prior programming experience. Variables, expressions, functions, looping, and flow control pertaining to Python is taught through hands-on exercises and guided demonstrations by the instructor. Transfer Credit: CSU.

COMPUTER INFORMATION**SYSTEMS C190 3.0 Units****Introduction to Geographic Information Systems****Advisory: BC C121 and C175**

An introduction to the concepts and use of Geographic Information Systems (GIS) and its role in analysis and decision making. Course work is based on the mapping and spatial analysis capabilities of the ArcView software program. Students will be introduced to basic cartographic principles, maps, scales, coordinate systems, and projections. Through computer lab tutorials and case studies, students will learn to use ArcView to view relationships, patterns, or trends that are not possible to see with traditional charts, graphs, and spreadsheets. Transfer Credit: CSU.

COMPUTER INFORMATION**SYSTEMS C191 3.0 Units****Intermediate Geographic Information Systems****Advisory: CIS C190**

This intermediate course provides further study in ArcView; it is a continuation of the skills and concepts learned in CIS C190, Introduction to Geographic Information System (GIS). Course work is based on the mapping and spatial analysis capabilities of ArcView software. Students will be creating and editing spatial data and geocode data, perform spatial data processing, and conduct spatial analysis. Transfer Credit: CSU.

COMPUTER INFORMATION**SYSTEMS C231 3.0 Units****Fundamentals of Computer Information Systems****Advisory: CIS C100 and C111 and ENGL C100**

Students will explore the topics of Computer Information Systems as an academic and professional discipline. The practical application of the principles and techniques of Systems Development Life Cycle (SDLC) will be experienced in a Web development project. The process of prototyping and client-developer interaction will be applied with an emphasis on soft skills for professional development. Careers and emerging trends in the Information Systems field will be analyzed. Transfer Credit: CSU.

COMPUTER INFORMATION**SYSTEMS C240 3.0 Units****SQL Database Development****(Same as Computer Services Technology C157)****Advisory: CST C172**

Students will explore an introduction to relational database fundamentals and SQL programming skills in the Microsoft environment. Topics covered include relational database architecture, database design techniques, data retrieval, data integrity, and simple and complex query skills. This course is intended for students new to the SQL programming language. Careers and emerging trends in the field will be evaluated. This course is identical to CST C157. Transfer Credit: CSU.

COMPUTER INFORMATION**SYSTEMS C250 3.0 Units****Business Intelligence 1 - Data Analytic Thinking****Advisory: CIS C111 and ENGL C100 and MATH C160**

Students will explore the topics of data analytic thinking and its applicability to the business world. The practical application of business intelligence and data analysis will be experienced in a hands-on project. The process of business decision-making will be applied with an emphasis on data mining. Careers and emerging trends in the field will be evaluated. Transfer Credit: CSU.

COMPUTER INFORMATION**SYSTEMS C260 3.0 Units****Data Analytics 2 - Systems Analysis and Design**

Students will explore the topics of systems analysis and design and its applicability to the business world. The practical application of systems analysis and design will be experienced in hands-on projects. The process of business decision-making will be applied with an emphasis on the systems development life cycle. Careers and emerging trends in the field will be evaluated. ADVISORY: CIS C111 and C240 and C250 and ENGL C100 and MATH C160. Transfer Credit: CSU.

COMPUTER INFORMATION

SYSTEMS C270 3.0 Units

Data Analytics 3 - Applied Predictive Analytics

Prerequisite: CIS C240 and C250 and 260 with a grade of C or better

Advisory: MATH C160 and PSYC C280 with a grade of C or better

In this course students will gain a fundamental understanding of the art and science of predictive analytics as it relates to improving business performance. This hands-on course will cover the key concepts necessary to extract stored data elements, understand what they mean from a business perspective, and transform their formats and derive new relationships among them to produce a dataset suitable for analytical modeling. After successful completion of the course, students will be able to use these skills to produce fully processed datasets that are compatible for building predictive models that can be deployed to increase organizational effectiveness. Transfer Credit: CSU.

COMPUTER SERVICES TECHNOLOGY (CST)

COMPUTER SERVICES

TECHNOLOGY C091 1.0 Units

CyberPatriot I - Introduction

This course prepares students for participation in the CyberPatriot cyber defense competition. It covers topics in the major areas of ethical and legal issues of cybersecurity vulnerabilities, countermeasures, vulnerabilities of Windows desktop operating systems, online safety, and computer anatomy. Students will participate in practice competitions using virtual machines to develop the ability to concentrate during competition. Students will learn practical techniques for securing a network and sensitive data through business scenarios. Emphasis on hands-on training. (NOT DEGREE APPLICABLE.)

COMPUTER SERVICES

TECHNOLOGY C092 1.0 Units

CyberPatriot II - Intermediate

Advisory: CST C091

This course prepares students for participation in the CyberPatriot cyber defense competition. It covers topics in the major areas of ethical and legal issues of cybersecurity vulnerabilities, countermeasures, an introduction to Linux operating systems and administration. Students will participate in practice competitions using virtual machines to develop the ability to concentrate during competition. Students will learn practical techniques for securing a network and sensitive data through business scenarios. Emphasis on hands-on training. (NOT DEGREE APPLICABLE.)

COMPUTER SERVICES

TECHNOLOGY C093 1.0 Units

CyberPatriot III - Advanced

Advisory: CST C091 and C092

This course prepares students for participation in the CyberPatriot cyber defense competition. It covers topics in the major areas of ethical and legal issues of cybersecurity vulnerabilities, countermeasures, exploration of vulnerabilities of Linux operating systems, Linux services, and an introduction to Cisco routing and switching. Students will participate in practice competitions using virtual machines to develop the ability to work and strategize as a team. Students will learn practical techniques for securing a network and sensitive data through business scenarios. Emphasis on hands-on training. (NOT DEGREE APPLICABLE.)

COMPUTER SERVICES

TECHNOLOGY C094 1.0 Units

CyberPatriot IV - Veteran

Advisory: CST C091 and C092 and C093

This course prepares students for participation in the CyberPatriot cyber defense competition. It covers topics in the major areas of ethical and legal issues of cybersecurity vulnerabilities, countermeasures, routing and switching protocols, IOS security, networking techniques and best practices, and development of practice competitions for other teams. Students will participate in practice competitions using virtual machines to develop the ability to work and strategize as a team. Students will learn practical techniques for securing a network and sensitive data through business scenarios. Emphasis on hands-on training. (NOT DEGREE APPLICABLE.)

COMPUTER SERVICES

TECHNOLOGY C096 3.0 Units

CyberPatriot Coaching

Advisory: CST C099

This course prepares students for coaching the CyberPatriot cyber defense competition. It covers the introduction to CyberPatriot, recruitment of competitors, competition operating systems, overview of virtual machines, and preparation for competition. The course includes an introduction to security fundamentals. Students will learn about resources available for coaches and competitors, such as scoring engines and competition preparation materials. (NOT DEGREE APPLICABLE.)

COMPUTER SERVICES

TECHNOLOGY C104 3.0 Units

IT Fundamentals

Advisory: CIS C113

This course will cover the topics of the IT Fundamentals certification exam, which validates the knowledge and skills required to identify and explain the basics of computing, IT infrastructure, software development, and database use. In addition, candidates will demonstrate their knowledge to install software, establish basic network connectivity, and identify/prevent basic security risks. Technologies and trends of the IT industry will be covered to reinforce current best practices. Transfer Credit: CSU.

COMPUTER SERVICES

TECHNOLOGY C112 1.0 Unit

Introduction to VMware

Advisory: CST C116, C117, and C128

Virtualization is one of the exciting new technologies being adopted by the computer industry. In this class we will explore the business and educational usages of Virtualization and give the student hands-on experience with the software. Students will install a virtual environment on their classroom systems and learn how to create and run virtual computer systems (Microsoft, Linux, and Novell) simultaneously in this environment. Transfer Credit: CSU.

COMPUTER SERVICES

TECHNOLOGY C113 3.0 Units

Overview of VMware Technologies

Advisory: CST C128

This class is a hands-on survey of several of the Virtualization Software products available. It includes VMWare Server, Microsoft Virtual PC, and SUSE Xen Works as well as several other products. Virtualization Software allows businesses to achieve the maximum use of their computer system potential and better plan for business continuity. Students will find that they can have multiple operating system environments for each class. Transfer Credit: CSU.

COMPUTER SERVICES

TECHNOLOGY C115 1.5 Units

Command/Line Scripting

This course prepares students to use Command Line Utilities and scripting techniques to manage and maintain operating systems and network appliances. Transfer Credit: CSU.

COMPUTER SERVICES**TECHNOLOGY C116** 3.0 Units**A+ Essentials Hardware**

The A+ Essentials Hardware course maps to CompTIA's A+ Essentials Hardware exam. Course covers topics related to installing, building, upgrading, repairing, configuring, troubleshooting, optimizing, diagnosing, and performing preventive maintenance of basic personal computer hardware. Lecture and hands-on experience in structured labs is included. The A+ Essentials Hardware course teaches necessary competencies for an entry-level IT professional. Topics include Personal Computer Components, Operating Systems, Networks, Security. Lecture and hands-on experience in structured labs is included. The A+ Essentials Hardware course maps to CompTIA's A+ Essentials Hardware exam. Transfer Credit: CSU.

COMPUTER SERVICES**TECHNOLOGY C117** 3.0 Units**A+ Essentials Software****Advisory: CST C116**

The A+ Essentials Software course teaches necessary competencies for an entry-level IT professional. Topics include Personal Computer Components, Operating Systems, Networks, and Security. Lecture and hands-on experience in structured labs is included. The A+ Essentials Software course maps to CompTIA's A+ Essentials exam. Transfer Credit: CSU.

COMPUTER SERVICES**TECHNOLOGY C128** 3.0 Units**Network +**

This Network + certification course provides an in-depth survey of the field of Networking, including terms, OSI model, various NOS, certification requirements, and security. Transfer Credit: CSU.

COMPUTER SERVICES**TECHNOLOGY C157** 3.0 Units**SQL Database Development****(Same as Computer Information Systems C240)****Advisory: CST C172**

Students will explore an introduction to relational database fundamentals and SQL programming skills in the Microsoft environment. Topics covered include relational database architecture, database design techniques, data retrieval, data integrity, and simple and complex query skills. This course is intended for students new to the SQL programming language. Careers and emerging trends in the field will be evaluated. This course is identical to CIS C240. Transfer Credit: CSU.

COMPUTER SERVICES**TECHNOLOGY C158** 3.0 Units**Server+****Advisory: CST C128**

This course will cover the topics of the Server+ certification exam, which validates the knowledge of skills with the most commonly used server and storage systems in the IT industry. Technologies and trends of the server environment will be covered, such as virtualization, data centers, software-defined networking, security risks, and network attached storage improvements. Transfer Credit: CSU.

COMPUTER SERVICES**TECHNOLOGY C165** 3.0 Units**Installing/Configuring Windows Server 2012****Advisory: CST C128**

This course covers the skills and knowledge to implement a core Windows Servers 2012 Infrastructure into an existing enterprise environment. First of three courses in preparation for the MCSE certification. Topics include implementing/configuration of Server 2012 core services, including Active Directory and networking services. Topics covered maps to Microsoft 70-410 Exam. Transfer Credit: CSU.

COMPUTER SERVICES**TECHNOLOGY C172** 3.0 Units**SQL Server Design and Implementation****Advisory: CST C165**

Installing, configuring administering and maintaining the Microsoft SQL Server database management system. Students will learn how to design logical and physical databases, create data structures, monitor secure and optimize a database, and evaluate and implement High Availability options. Transfer Credit: CSU.

COMPUTER SERVICES**TECHNOLOGY C173** 3.0 Units**MCTS – Microsoft Exchange Server – Configuration****Advisory: CST C165**

Microsoft Exchange Server is the email solution offered by Microsoft. In this course students will learn to support, maintain, and secure a reliable messaging infrastructure in a medium to large sized messaging environment. This course is intended to give the student a basis of understanding to both maintain the Microsoft Exchange Server and to be a preparation tool for the Microsoft certified exam. Transfer Credit: CSU.

COMPUTER SERVICES**TECHNOLOGY C177** 3.0 Units**Configuring Microsoft Windows 8****Advisory: CST C128**

The course provides hands-on experience with Windows 8. Topics include storage management, optimization of file system, performance and reliability tools, troubleshooting, configuring IPv6, wireless networking, file/folder management, SkyDrive functionality, client Hyper-V, VPNs, and Direct Access. This course maps to Windows 8 MCSA and 70-687 exam. Transfer Credit: CSU.

COMPUTER SERVICES**TECHNOLOGY C177A** 3.0 Units**Configuring Microsoft Windows 10****Advisory: CST C128**

The course provides hands-on experience with Windows 10. Topics include configuring Windows 10, demonstrating Windows media tools, optimizing the file system, using management tools, troubleshooting, configuring IPv6, wireless networking, configuring file folder management, creating a network, working with mobile devices, implementing security and VPNs, and editing the registry. This course maps to Windows 10 MCSA and 698 exams. Transfer Credit: CSU.

COMPUTER SERVICES**TECHNOLOGY C177B** 3.0 Units**Configuring Windows Devices****Advisory: CST C128**

This course provides hands-on experience configuring Windows devices in the enterprise. Topics include managing data access and protection, remote access, apps, updates, system or file recovery, authentication, authorization and configuring Hyper-V and Wi-Fi direct. This course maps to Windows 10 MCSA and 697 exams. Transfer Credit: CSU.

COMPUTER SERVICES**TECHNOLOGY C178** 3.0 Units**Managing and Maintaining Windows 8****Advisory: CST C128**

This course provides hands-on experience managing and maintaining Windows 8 desktop enterprise environment. Topics include: desktop applications, cloud applications, user settings, network connectivity, remote access, authentication, storage, security, mobile devices, endpoint security, Windows Intune, public cloud and, MDOP. Maps to Windows 8 MCSA and 70-688 exams. Transfer Credit: CSU.

**COMPUTER SERVICES
TECHNOLOGY C184 3.0 Units**
MS Server 2008 Active Directory Configuration
Advisory: CST C128
 This course provides students with the knowledge and skills to configure Active Directory Domain Services in a distributed environment, implement Group Policies, perform backup and restore and monitor and troubleshoot Active Directory related issues. Covers topics associated with the Microsoft 70-640 MCTS exam. Transfer Credit: CSU.

**COMPUTER SERVICES
TECHNOLOGY C185 3.0 Units**
MS Server 2008 Network Infrastructure
Advisory: CST C128
 This course provides students with the knowledge and skills to configure and troubleshoot a Windows Sever 2008 network infrastructure. Students will learn to implement and configure secure network access and implement fault tolerant storage technologies through secure servers and IP-enabled networks. Covers topics associated with the Microsoft 70-642 MCTS exam. Transfer Credit: CSU.

**COMPUTER SERVICES
TECHNOLOGY C186 3.0 Units**
MS Server 2008 Applications Infrastructure Configuration
Advisory: CST C128
 This course provides students with the knowledge and skills to configure and deploy Microsoft 2008 Applications, using applications server, IIS, terminal services, and application services. Covers topics associated with Microsoft 70-643 MCTS exam. Transfer Credit: CSU.

**COMPUTER SERVICES
TECHNOLOGY C191 3.0 Units**
CompTIA Linux +
Advisory: CST C116 or C117 or C128
 Linux + is CompTIA's vendor neutral entry level certification. Like most of CompTIA's certifications (A+, Net+, etc.) Linux + has become the entry level "must have" certification. You will explore the history, various releases of Linux, and perform Linux installation. You will compare and contrast desktop managers, traverse the Linux file system structure, explore the wonders of VI—scripts and the Command Line. What is a Runlevel? You will know at the end of this class. Before it is over, you will document, archive, back up, and secure the workstation. Transfer Credit: CSU.

**COMPUTER SERVICES
TECHNOLOGY C201 3.0 Units**
Cisco Fundamentals/CCNA 1
 Lecture and labs in this introductory course will include topics, such as the OSI model, IP addressing, basic cabling, network topologies, and an intro to configuring Cisco devices. This is the first in a series of courses providing preparation for students seeking the Cisco CCNA Certification. Emphasis is on hands-on training. Transfer Credit: CSU.

**COMPUTER SERVICES
TECHNOLOGY C201C 3.0 Units**
CCNA 1: Introduction to Networks)
Advisory: CST C128
 In this introductory course, students will be able to build simple LANs, perform basic configurations of routers and switches, and implement IP addressing schemes. This is the first in a series of courses providing preparation for students seeking the Cisco CCNA Certification. There is an emphasis on hands-on training. Transfer Credit: CSU.

**COMPUTER SERVICES
TECHNOLOGY C202 3.0 Units**
Cisco Router Configuration/CCNA 2
Advisory: CST C201
 This course covers routing protocols, VLSM and CIDR, and RIP. It provides an introduction to the CLI and Cisco Router Configuration. This is the second in a series of courses providing preparation for students seeking the Cisco CCNA Certification. Emphasis is on hands-on training. Transfer Credit: CSU.

**COMPUTER SERVICES
TECHNOLOGY C202C 3.0 Units**
CCNA 2: Routing and Switching Essentials
Advisory: CST C201C
 This course covers configuration and troubleshooting routers and switches, resolving common issues with RIPv1, RIPv2, single-area and multi-area OSPF, virtual LANs, and inter-VLAN routing in both IPv4 and IPv6 networks. This is the second in a series of courses providing preparation for students seeking the Cisco CCNA Certification. Emphasis is on hands-on training. Transfer Credit: CSU.

**COMPUTER SERVICES
TECHNOLOGY C203 3.0 Units**
Cisco Switching/CCNA 3
Advisory: CST C202
 This course covers switch concepts, LAN design, VLAN implantation, interVLAN routing, VTP, and Cisco switch configuration. This is the third in a series of courses providing preparation for students seeking the Cisco CCNA Certification. Emphasis is on hands-on training. Cisco Academy requires that students complete CCNA 1 (CST C201) prior to enrollment in this course. Transfer Credit: CSU.

**COMPUTER SERVICES
TECHNOLOGY C203C 3.0 Units**
CCNA 3: Scaling Networks
Advisory: CST C201C and C202C
 This course covers LAN Design, LAN Redundancy, Link Aggregation, Wireless LANs, Single and Multi-area OSPF, EIGRP and IOS Images. This is the third in a series of courses providing preparation for students seeking the Cisco CCNAv5 Certification. There is an emphasis on hands-on training. Transfer Credit: CSU.

**COMPUTER SERVICES
TECHNOLOGY C204 3.0 Units**
Cisco WAN Configuration/CCNA 4
Advisory: CST C201 and C202 and C203
 This course includes topics, such as WAN technologies; Access Control Lists (ACLs), WAN protocols, Natting, Security, and Frame Relay. This is the fourth and last in a series of courses providing preparation for students seeking the Cisco CCNA Certification Emphasis is on hands-on training. Cisco Academy requires that students complete CCNA 1 (CST C201) prior to enrollment in this course. Transfer Credit: CSU.

**COMPUTER SERVICES
TECHNOLOGY C204C 3.0 Units)**
CCNA 4: Connecting Networks
Advisory: CST C201C and C202C and C203C
 The focus of this course is WAN technologies and network services required by converged applications in a complex network. This is the fourth in a series of courses providing preparation for students seeking the Cisco CCNA Certification. Topics include PPP, Frame Relay, NAT, VPN Tunnels, Syslog, and SNMP. There is an emphasis on hands-on training. Transfer Credit: CSU.

**COMPUTER SERVICES
TECHNOLOGY C205 3.0 Units**
CCNP: Implementing Cisco IP Routing
Advisory: CST C204 or CCNA
 Students will learn to plan designs, perform tasks, and interpret performance measurements. Hands-on activities include configuring and verifying routing and routing protocols. This course covers the material in the current version of Implementing Cisco IP Routing. Transfer Credit: CSU.

**COMPUTER SERVICES
TECHNOLOGY C206 3.0 Units**
Implementing Secure Converged Wide-Area Networks/CCNP 2
Advisory: CST C204 or CCNA
 Introduction to secure enterprise-class network services. Learn to secure and expand the reach of an Enterprise Network. Topics include teleworker configuration and access, MPLS, IPSEC VPN, Cisco ZVPN, Cisco device hardening, IOS firewall features. Transfer Credit: CSU.

**COMPUTER SERVICES
TECHNOLOGY C207 3.0 Units**
Building Multilayer Switched Networks/CCNP 3
Advisory: CCNA
 Authorized Cisco Networking Academy CCNP course. This course covers VLAN's, Spanning-tree protocol, interVLAN routing, implementing security features, and designing and implementing a Multilayer Switched Network. Emphasis on hands on training. Transfer Credit: CSU.

COMPUTER SERVICES**TECHNOLOGY C208** 3.0 Units**CCNP: Troubleshooting and Maintaining Cisco IP Networks****Advisory: CST C205**

Students will learn to plan tasks, evaluate designs, and interpret performance measurements. Hands-on activities will include configuring, verifying, and troubleshooting a Cisco IP Network. This course covers the material in the current version of Troubleshooting and Maintaining Cisco IP Networks. Transfer Credit: CSU.

COMPUTER SERVICES**TECHNOLOGY C209** 3.0 Units**CCNA Security****Advisory: CST C202C**

The Cisco Networking Academy course provides an introduction to the core security concepts and skills needed for the installing, troubleshooting, and monitoring of network devices to maintain the integrity, confidentiality, and availability of data and devices. Transfer Credit: CSU.

COMPUTER SERVICES**TECHNOLOGY C220C** 3.0 Units**VMware vSphere: Install, Configure, Manage 6**

Virtualization allows consolidation of many traditional servers into a few physical servers with many virtual machines to realize significant cost savings. In this VMware-authorized hands-on training course, students explore installation, configuration, and management of VMware vSphere 6, which consists of VMware ESXi and VMware vCenter Server. This course is based on versions of ESXi 6 and vCenter Server 6. Completion of this course satisfies the prerequisite for taking the VMware Certified Professional exam. Topics covered map to a VCP6-DCA Exam. Transfer Credit: CSU.

COMPUTER SERVICES**TECHNOLOGY C220D** 3.0 Units**VMware vSphere: Install, Configure, Manage 6.5****Advisory: CST C191 or C222**

Virtualization allows consolidation of many traditional servers into a few physical servers with many virtual machines to realize significant cost savings. This VMware-authorized hands-on training course focuses on the installation, configuration, and management of VMware® vSphere® 6.5, which consists of VMware ESXi™ and VMware® vCenter Server™. This course is based on versions of ESXi 6.5 and vCenter Server 6.5. Completion of this course is preparation for the vSphere 6.5 Foundations Exam and portions of the VMware® Certified Professional 6.5 - Data Center Virtualization exam. Topics covered map to a VCP6-DCA Exam and a subset of the VCP6.5-DCV exam. Transfer Credit: CSU.

COMPUTER SERVICES**TECHNOLOGY C222** 3.0 Units**Installing/Configuring Windows Server 2012****Advisory: CST C128**

This course covers the skills and knowledge to implement a core Windows Servers 2012 Infrastructure into an existing enterprise environment. First of three courses in preparation for the MCSE certification. Topics include implementation/configuration of Server 2012 core services, including Active Directory and networking services. Topics covered maps to Microsoft 70-410 Exam. Transfer Credit: CSU.

COMPUTER SERVICES**TECHNOLOGY C222A** 3.0 Units**Installing/Configuring Windows Server 2016****Advisory: CST C128 and C117**

This course focuses on the installation, storage, and compute features and functionality available in Windows Server 2016. It also covers local and server storage solutions, including the configuration of disks and volumes, Data Deduplication, High Availability, Disaster Recovery, Storage Spaces Direct, and Failover Clustering solutions. Topics covered map to Microsoft 70-740 Exam. Transfer Credit: CSU.

COMPUTER SERVICES**TECHNOLOGY C223** 3.0 Units**Administering Windows Server 2012****Advisory: CST C128**

This course covers the administration tasks needed to implement, manage, and maintain provisioning services and infrastructure in a Windows 2012 environment. Building on CST 222, this course maps to Windows Server 2012 MCSA and 70-411 exam. Transfer Credit: CSU.

COMPUTER SERVICES**TECHNOLOGY C223A** 3.0 Units**Networking with Windows Server 2016****Advisory: CST C222A**

This class focuses on the networking features and functionality available in Windows Server 2016. It covers DNS, DHCP, and IPAM implementations, in addition to remote access solutions, such as VPN and Direct Access. It also covers high-performance network features and functionality, and implementation of software-defined networking (SDN) solutions, such as Hyper-V Network Virtualization (HNV) and Network Controller. Topics covered map to Microsoft 70-741 Exam. Transfer Credit: CSU.

COMPUTER SERVICES**TECHNOLOGY C224** 3.0 Units**Configuring Advanced Windows Server 2012 Services****Advisory: CST C128**

This course covers advanced configuration and service tasks for deploying, managing, and maintaining a Windows Server 2012 infrastructure and builds on materials covered in CST 223. Maps to Windows Server 2012 MCSA and 70-412 exam. Transfer Credit: CSU.

COMPUTER SERVICES**TECHNOLOGY C224A** 3.0 Units**Identity with Windows Server 2016****Advisory: CST C128**

This course covers advanced configuration and service tasks for deploying, managing, and maintaining a Windows Server 2016 infrastructure and builds on materials covered in CST C223A. Topics covered in this course include identity federation and access solutions, Active Directory Domain Services, creating and managing group policy, and Active Directory Certificate Services. Aligns with Windows Server 2016 MCSA and 70-742 exam. Transfer Credit: CSU.

COMPUTER SERVICES**TECHNOLOGY C230** 3.0 Units**Introduction to Security****Advisory: CST C128**

This class is a survey of Network/Internet security. It will help prepare you for the CompTIA Security+ Exam. Topics will cover: Authentication, Malicious Code, Web Security, Intrusion Detection, Cryptography, and Biometrics. The class will have lecture and hands-on components. Transfer Credit: CSU.

COMPUTER SERVICES**TECHNOLOGY C231** 3.0 Units**CompTIA Advanced Security Practitioner****Advisory: CST C230**

Building on the skills learned in Security +, this course builds the technical knowledge and skills required to conceptualize, design, and engineer secure solutions across complex enterprise environments. The candidate will apply critical thinking and judgment across a broad spectrum of security disciplines to propose and implement solutions that map to enterprise drivers. This course maps to the CompTIA CASP exam. Transfer Credit: CSU.

COMPUTER SERVICES**TECHNOLOGY C232** 3.0 Units**Ethical Hacking****Advisory: CST C230**

This course is a survey of the ethical and legal issues pertaining to security testing. It will demonstrate how to use tools that can be used to gain information about a computer network, how to recognize that the tools are being used, and how to defend a network against those attacks. Transfer Credit: CSU.

COMPUTER SERVICES**TECHNOLOGY C233** 2.0 Units**Cybersecurity Competition****Advisory: CST C230**

This course prepares the student to participate in various cybersecurity competitions. It covers topics in the major areas of concentration for the competitions, and students will participate in practice competitions. Participating in a competition teaches students practical techniques for securing a network or personal data. Transfer Credit: CSU.

**COMPUTER SERVICES
TECHNOLOGY C237** **1.5 Units**
Cisco ASA and Network Security
Advisory: CCNA
Network security is moving towards all-in-one security solutions. This course covers the Cisco Adaptive Security Appliance (ASA). Students will learn to configure the Cisco ASA to identify, mitigate, and respond to network attacks. Transfer Credit: CSU.

**COMPUTER SERVICES
TECHNOLOGY C238** **1.5 Units**
Intrusion Detection Systems
Advisory: CST C230
This course uses a combination of lecture and hands-on training to demonstrate the use of network and host-based Intrusion 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.

**COMPUTER SERVICES
TECHNOLOGY C241** **3.0 Units**
Palo Alto Networks Cybersecurity Essentials
Advisory: CST C128 and C230
The course covers installing, configuring, and managing Palo Alto Networks next-generation firewalls as well as steps for maintaining security, preventing threats, networking, logging, and reporting features. This course starts at an introductory level and builds to an intermediate level. Aspects of basic next-generation firewall configuration covered include steps for security, networking, threat prevention, logging, and reporting features of Palo Alto Networks Operating System. Aspects of intermediate firewall configuration include managing GlobalProtect and Active/Active High Availability and optimizing visibility and control over applications, users, and content. Basic firewall troubleshooting is also covered. Security engineers, network engineers, and support staff are the targeted audience for this course. Transfer Credit: CSU.

**COMPUTER SERVICES
TECHNOLOGY C242** **3.0 Units**
PenTest+
Advisory: CST C232 and C230 and C128 or C201C
This course will cover the topics of the PenTest+ certification exam, which validates the knowledge and skills required to plan and scope an assessment, understand legal and compliance requirements, perform vulnerability scanning and penetration testing using appropriate tools and techniques, and analyze the results. In addition, candidates will demonstrate their knowledge by producing a written report containing proposed remediation techniques and provide practical recommendations that can be effectively communicated to management. Technologies and trends of the IT industry will be covered to reinforce current best practices. Transfer Credit: CSU.

**COMPUTER SERVICES
TECHNOLOGY C245** **3.0 Units**
Exploring Computer Forensics
Advisory: CST C232 and C238
Introduction to Computer Forensics Investigations. The class will cover such topics as how to recognize that a computer crime has occurred and steps to follow when acquiring, authenticating, and analyzing data on a compromised system. Hands-on portion will explore the use of several Computer Forensics tools. Transfer Credit: CSU.

**COMPUTER SERVICES
TECHNOLOGY C248** **3.0 Units**
Wireless Networking
Advisory: CST C128
This is an entry level course in wireless data communications. It covers the fundamentals of wireless communications and provides an overview of protocols, transmission methods, and IEEE standards. It also examines the broad range of wireless communications technologies available beginning with the basics of radio frequency and wireless data transmission and progressing to the protocols and mechanisms that every wireless network technician needs to understand. Transfer Credit: CSU.

**COMPUTER SERVICES
TECHNOLOGY C253** **3.0 Units**
Cisco ASA, PIX, and Network Security
Advisory: CCNA
Network security is moving towards unified security solutions. This course covers the Cisco Adaptive Security Appliance (ASA) and Cisco Private Internet Exchange (PIX). Students will learn to configure the Cisco ASA and PIX to identify, mitigate, and respond to network attacks. Transfer Credit: CSU.

**COMPUTER SERVICES
TECHNOLOGY C255** **3.0 Units**
CyberSecurity Analyst+
Advisory: CST C230 and C232
This course is a survey of 'threat-detection' and 'threat-analysis' tools that allow protection of critical industry infrastructure. It will teach intermediate-level security skills and knowledge using a variety of security tools. It provides a hands-on focus on IT security analytics. Transfer Credit: CSU.

**COMPUTER SERVICES
TECHNOLOGY C258** **3.0 Units**
Linux Networking and Security
Advisory: CST C191
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.

**COMPUTER SERVICES
TECHNOLOGY C260** **3.0 Units**
CISSP (Certified Information Systems Security Professional)
Advisory: CST C230
This course covers the ten domains of information security known as the CISSP Common Body of Knowledge (CBK). Completing this course does not guarantee CISSP certification; however, the course addresses the test objectives defined by (ISC)2 for the CISSP examination. Transfer Credit: CSU.

**COMPUTER SERVICES
TECHNOLOGY C264** **3.0 Units**
Red Hat System Administration 1 version 7
Advisory: CST C117
Linux is the #1 operating system for web servers, cloud computing, smartphones, and consumer electronics. Linux system administration is one of the most in-demand skills in IT.

Red Hat System Administration 1 (RH124) provides a foundation for students wishing to become full-time Linux system administrators by introducing key command line concepts and other enterprise-level tools. These concepts are further developed in the follow-on course, Red Hat System Administration 2 (RH134). Transfer Credit: CSU.

**COMPUTER SERVICES
TECHNOLOGY C271** **3.0 Units**
Become a Security Consultant
Advisory: CST C230
This course walks the student through the steps to become a cybersecurity consultant. Topics will include what a cybersecurity consultant does and ways to become one. Tools used, type of training needed, and the ethics of security consulting are explained. There will be a lecture and hands-on portions of the course with the hands-on portion demonstrating tools commonly used by a security consultant. Transfer Credit: CSU.

**COMPUTER SERVICES
TECHNOLOGY C281** **1.0 Unit**
Work Based Learning
Prerequisite: Be employed or volunteer in a field related to Computer Services Technology for 5 hours per week per 1.0 unit of Work Based Learning
Corequisite: Be enrolled in a total of 7.0 units including Work Based Learning
To enhance each Work Based Learning 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.

COMPUTER SERVICES**TECHNOLOGY C282****2.0 Units****Work Based Learning**

Prerequisite: Be employed or volunteer in a field related to Computer Services Technology for 5 hours per week per 1.0 unit of Work Based Learning

Corequisite: Be enrolled in a total of 7.0 units including Work Based Learning

To enhance each Work Based Learning 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.

COMPUTER SERVICES**TECHNOLOGY C283****3.0 Units****Work Based Learning**

Prerequisite: Be employed or volunteer in a field related to Computer Services Technology for 5 hours per week per 1.0 unit of Work Based Learning

Corequisite: Be enrolled in a total of 7.0 units including Work Based Learning

To enhance each Work Based Learning 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.

COMPUTER SERVICES**TECHNOLOGY C284****4.0 Units****Work Based Learning**

Prerequisite: Be employed or volunteer in a field related to Computer Services Technology for 5 hours per week per 1.0 unit of Work Based Learning

Corequisite: Be enrolled in a total of 7.0 units including Work Based Learning

To enhance each Work Based Learning 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.

COMPUTER SERVICES**TECHNOLOGY C290****3.0 Units****VMware vSphere-Optimize and Scale 6.0****Advisory: CST C128 or C220C**

Proper server consolidation using virtualization requires advanced skills to realize optimal cost savings and efficient scaling. In this VMware Authorized hands-on training course, students learn advanced skills for configuring and maintaining a highly available and scalable virtual infrastructure using VMware® vSphere® 6, which consists of VMware ESXi™ and VMware® vCenter Server™. Students should have completed the vSphere Install, Configure, Manage 5.5 or 6 course, or have equivalent working knowledge before attending this course. Transfer Credit: CSU.

COMPUTER SERVICES**TECHNOLOGY C390A****1.0 Unit****Network Laboratory**

Corequisite: Student must be enrolled in a CST course for the current semester.

This lab course provides supervised computer lab time on computers and network hardware. Microsoft, CompTIA, Cisco, VMware and other computer and/or networking students can utilize specialized software and hardware for additional "hands-on" practice and completion of classroom projects.

COMPUTER SERVICES**TECHNOLOGY C390B****1.0 Unit****Network Laboratory**

COREQUISITE: Student must be enrolled in a CST course for the current semester.

This course provides supervised lab time on network hardware and software. Microsoft, CompTIA, Cisco, VMware and other networking students can utilize specialized software and hardware for additional "hands-on" practice.

COMPUTER SERVICES**TECHNOLOGY C390L****1.0 Unit****Network Laboratory**

Advisory: Concurrent enrollment in any Coastline College class

The lab provides supervised computer lab time on network computers and servers. Microsoft, CompTIA, Cisco and other networking students can utilize specialized software and hardware for additional "hands-on" practice.

COMPUTER SERVICES**TECHNOLOGY C391L****1.0 Unit****Network Laboratory**

This course provides supervised lab time on network hardware and software. Microsoft, CompTIA, Cisco, and other networking students can utilize specialized software and hardware for additional "hands-on" practice.

COUNSELING (COUN)**COUNSELING C090N****0 Units****College and Career Preparation 1**

The course introduces students to college life and personal development. It includes an introduction to the higher educational systems, important college terminology, and expectations. This course will support incoming students in their transition into college, which is necessary for student success. (NOT DEGREE APPLICABLE.)

COUNSELING C095N**0 Units****College and Career Preparation 2**

The course introduces students to career exploration, majors, and areas of interest. It includes an introduction to programs of study at Coastline College, General Education Options, and Transfer Requirements. Students will use interest and personality assessments to assist with major identification. (NOT DEGREE APPLICABLE.)

COUNSELING C104**3.0 Unit****(Formerly Counseling C100)****Career/Life Planning**

This is an introductory career and life planning course that 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. Topics will include labor market trends, major choices, cover letter and resume creation, interviewing skills, and job search strategies. Transfer Credit: CSU; UC credit limitations (see counselor).

COUNSELING C105**3.0 Units****Strategies for College Success**

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 C115**0.5 Units****Educational Planning**

This course provides students with important information needed to develop a comprehensive Student Educational Plan (SEP) that is in alignment with individual educational and career goals. It includes an overview of Coastline College programs, graduation requirements, transfer requirements, college policies and regulations and student support services. Transfer Credit: CSU.

CRIMINAL JUSTICE (CJ)

Criminal Justice courses are offered through Coastline's Military Distance Learning Program. The courses are applicable to the Emergency Management/Homeland Security Degree Program. Students who reside in the local Orange County area and who are not eligible for enrollment in our global Military Distance Learning Program are encouraged to visit our sister college, Golden West College, for local course offerings.

CRIMINAL JUSTICE C110 3.0 Units

Criminal Investigation

This course examines fundamental principles and procedures employed to effectively investigate criminal cases. Students explore traditional methods used to manage crime scenes, preserve evidence and write reports. Students also recognize how to effectively develop sources of information, as well as obtain information from witnesses and suspects. Emphasis is placed on the investigation of specific crimes and the role of the investigator as a liaison in the criminal trial. Transfer Credit: CSU.

CRIMINAL JUSTICE C128 3.0 Units

Criminal Procedure

This course explores some of the basic protections the U.S. Constitution affords citizens against government intrusion when individuals are suspected of criminal conduct. It allows students to analyze legal and practical problems related to search and seizure, arrest, and interrogation law from the perspective of both law enforcement and the community member. Emphasis is placed on court decisions involving specific amendments to the Bill of Rights, as well as the Due Process Clause of the Fourteenth Amendment. Topics include important legal concepts, such as the exclusionary rule, stop and frisk, probable cause, and Miranda warnings. Transfer Credit: CSU.

CRIMINAL JUSTICE C135 3.0 Units

Introduction to Policing

This course gives students an overview of the police and their mission. It examines the evolution of policing as well as methods, issues, and challenges to present day policing. The course also looks at technology in the service of law enforcement and explores the future of policing. Emphasis is placed on the student's developing a proper understanding of police accountability and ethical behavior. Transfer Credit: CSU.

CRIMINAL JUSTICE C140 3.0 Units

Introduction to Criminal Justice

An introductory course that examines the history, development and philosophy of the American criminal justice system. Provides an overview of law enforcement, courts and correctional systems in a democratic society. Topics include the major theories of crime causation, the nature and scope of police work, the role of courts and prison life in the United States. Covers recent trends in terrorism prevention and homeland security matters. Transfer Credit: CSU.

CRIMINAL JUSTICE C141 3.0 Units

Criminal Law

An introduction to the general doctrines of criminal liability. This course covers the historical and philosophical foundations of criminal law, as well as its purpose and structure. Students examine major conceptual legal principles and terminology. Topics include constitutional issues, legal causation, criminal defenses, parties to a crime, and inchoate offenses. Emphasis is placed on court decisions and their impact on law enforcement activities. Transfer Credit: CSU.

CRIMINAL JUSTICE C146 3.0 Units

Written Communication for Criminal Justice

This course presents techniques for accurately communicating information and ideas in a clear, concise manner within the context of the criminal justice community. It focuses on developing the student's ability to organize information and prepare effective written correspondence in a law enforcement, court, or correctional environment. The course emphasizes instruction in the mechanics of writing, vocabulary development, and methods of effectively gathering information. Students practice note-taking, report writing, and investigative strategies to assist in the administration of justice. Transfer Credit: CSU.

CRIMINAL JUSTICE C148 3.0 Units

Multi-Cultural Studies in Criminal Justice

This course examines current issues and social problems relating to the administration of justice in a culturally diverse society. It focuses on the cross-cultural contact that criminal justice professionals have with citizens, victims, suspects, and coworkers from diverse backgrounds. The course emphasizes law enforcement's role and responsibility in understanding cultural differences and respect toward those of different backgrounds. Topics include prejudice in law enforcement, hate crimes, jury bias, racial profiling, disparate treatment in prisons, and terrorism/homeland security considerations. Transfer Credit: CSU.

CUSTOMER SERVICE ACADEMY (CSA)

CUSTOMER SERVICE

ACADEMY C010 0.5 Unit

Customer Service

This course is designed to provide the student with certain key skills and attitudes in order to effectively meet the needs of customers. The student will be introduced to the concept of internal and external customers, customer satisfaction, and customer retention. Topics will include communicating with customers, developing a positive attitude, handling complaints, and developing sales skills.

CUSTOMER SERVICE

ACADEMY C015 0.5 Unit

Communicating with People

This course is designed to introduce the student to key elements in communication within business organizations. Topics will include verbal and nonverbal communication, listening skills, and supervisory communication.

CUSTOMER SERVICE

ACADEMY C020 0.5 Unit

Team Building

This course is designed to provide the student with an understanding of how to solve common types of problems. Students will learn to recognize various team player styles and will be introduced to team building in the workplace.

CUSTOMER SERVICE

ACADEMY C025 0.5 Unit

Stress Management

This course is designed to acquaint the student with various skills the supervisor needs to help employees. Topics include stress recognition and how to manage it, job burnout and what to do about it, and employee counseling in various situations.

CUSTOMER SERVICE

ACADEMY C030 0.5 Unit

Time Management

This course is designed to introduce the student to time management principles and specific tools that assist in making maximum use of time. Basic concepts of managing space will also be covered.

CUSTOMER SERVICE

ACADEMY C035 0.5 Unit

Conflict Resolution

This course is designed to provide the student with an analysis of attitudes and behavior that create conflict between individuals and groups within an organization.

CUSTOMER SERVICE

ACADEMY C040 0.5 Unit

Attitude in the Workplace

This course is designed to provide the student with certain key skills in the area of attitude so that they may effectively maintain a positive attitude in the workplace and at home. The student will be introduced to attitude style recognition, attitude communication, and attitude adjustment. Topics will also include the primary causes of bad attitudes, turnaround strategies to battle these bad attitudes, and specific techniques to improve these bad attitudes.

CUSTOMER SERVICE

ACADEMY C045 0.5 Unit

Managing Organizational Change

This course is designed to provide the student with an understanding of change and the influence it has on an organization and the individuals in that organization.

CUSTOMER SERVICE**ACADEMY C050** 0.5 Unit**Decision Making and Problem Solving**

This course is designed to introduce the student to decision making and problem solving as a supervisor.

CUSTOMER SERVICE**ACADEMY C055** 0.5 Unit**Foundation Essential: Values and Ethics**

This course is designed to acquaint the student with the importance of values and ethics in the workplace. The importance of values and ethics involved in the supervisor's carrying out his/her duties will be emphasized.

DANCE (DANC)**DANCE C200** 3.0 Units**Dance Appreciation**

A lecture course exploring the evolution of dance throughout history and different cultures, and an appreciation for the various elements to observe when viewing dance choreography. Mandatory attendance at minimum of two live dance performances; cost to be paid by student (discounts available). Transfer Credit: CSU; UC.

DIGITAL GRAPHICS APPLICATIONS (DGA)

(SEE ALSO ART)

DIGITAL GRAPHICS**APPLICATIONS C111** 3.0 Units**3ds Max Fundamentals****Advisory: DGA C116A**

This course teaches foundational animation skills, such as 3D modeling, animation, rendering, compositing, visual effects, production, and performance skills. Hands-on training is emphasized using Autodesk Suite. Transfer Credit: CSU.

DIGITAL GRAPHICS**APPLICATIONS C116A** 3.0 Units**Adobe Photoshop 1**

The course will introduce basic tools and techniques to explore the graphic 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 retouch photos. No art background required. Transfer Credit: CSU.

DIGITAL GRAPHICS**APPLICATIONS C116B** 3.0 Units**Adobe Photoshop 2****Advisory: DGA C116A**

This project-based course will focus on the intermediate tools and techniques that expand the graphic capabilities of Adobe Photoshop. Learn how editing tools and actions are used to enhance images and retouch photographs by compositing, deleting, replacing, or changing image elements with filters, masks, channels, and paths. Create original images and produce multi-layered graphics for print and the web. No art background required. Transfer Credit: CSU.

DIGITAL GRAPHICS**APPLICATIONS C117** 3.0 Units**Typography Fundamentals**

Typography is the window into the world of visual communication. Explore the history and development of basic letterforms and the ubiquitous nature of type and typography as it relates to mastering the skills necessary to design effective digital assets. Real world applications will be discussed relating to perceptions, intention, readability and usage of typography, while creating successful designs for a professional portfolio. Recommended for Digital Graphic Application majors and certificates. Transfer Credit: CSU.

DIGITAL GRAPHICS**APPLICATIONS C118A** 3.0 Units**Introduction to Adobe Illustrator**

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. Course is hands-on environment with lecture. No artistic background is required. Transfer Credit: CSU.

DIGITAL GRAPHICS**APPLICATIONS C118B** 3.0 Units**Adobe Illustrator 2****Advisory: DGA C118A**

This course is primarily designed for students wishing to expand their basic knowledge and enhance their skills using Adobe Illustrator. Topics include Illustrator's effect and appearance features, expanded text techniques, special effects filters, stylized palettes, transformation tools, and preparation of illustrations for the web. Create impressive illustrations utilizing features, such as transparency, text, masking, and shadow-and-glow effects. No artistic background is required. Transfer Credit: CSU.

DIGITAL GRAPHICS**APPLICATIONS C120** 3.0 Units**Introduction to InDesign**

This project-based course will introduce the basic tools and techniques to explore the graphic and type capabilities of Adobe InDesign. Learn how to import and edit text; create and manipulate styles, tables, and graphics; and use effects and blend modes to create multi-page documents, such as letterhead, tri-fold brochures, flyers, and booklets for print and the web. No art background required. Transfer Credit: CSU.

DIGITAL GRAPHICS**APPLICATIONS C121** 3.0 Units**Introduction to Adobe Premiere**

This project-based course will introduce the basic tools and techniques to explore the capabilities of Adobe Premiere in storytelling using video. Learn how to import and edit video and audio; create; and apply transitions, effects, and animations to create movies that can be exported in various formats. No art background required. Transfer Credit: CSU.

DIGITAL GRAPHICS**APPLICATIONS C122** 3.0 Units**Introduction to After Effects**

This project-based course will introduce fundamental techniques used to integrate text, graphics, sound, video, and 2D/CG animation into video projects. Learn the skills used to create compelling digital effects and motion graphics to enhance storytelling and bring a new dimension to the finished video. Transfer Credit: CSU.

DIGITAL GRAPHICS**APPLICATIONS C131** 3.0 Units**Digital Photography Using Photoshop****Advisory: Student must have access to/own a digital camera.**

Use a digital camera with Adobe Photoshop to perform basic image editing techniques to enhance and correct images. Learn basic camera controls, camera support systems, basic lighting techniques, file formats, transfer of files, and saving options. Transfer Credit: CSU.

DIGITAL GRAPHICS**APPLICATIONS C135** 3.0 Units**Digital Media Design Principles**

This introductory course in digital media design principles will focus on concepts, theories, and practices required in a media design career path for the workplace. The course includes aspects of the design process selection, problem-solving, client relations, production techniques, and varied media solutions. Topics range from proximity and alignment to contrast, visual hierarchy, value, and balance. Projects are aligned with authentic industry outcomes, resulting in entry-level readiness for professional work or employment. Current industry software will be utilized to produce the required projects. Transfer Credit: CSU.

**DIGITAL GRAPHICS
APPLICATIONS C140****3.0 Units****Beginning Audio Production**

This course covers basic theory and practice in the areas of audio recording and production – emphasizing the recording process, sound and hearing, microphone design and application, digital audio technology, multimedia and sound, signal processing, studio design, and sound integration with current digital technologies. Transfer Credit: CSU.

**DIGITAL GRAPHICS
APPLICATIONS C150A****3.0 Units****Drone Imaging 1**

Students will receive instruction in digital imaging, cinematography, colorization and photo editing while participating in hands-on or virtual flight activities to develop, practice, and optimize Unmanned Aircraft System flight and photography skills. Students will learn how to manage and edit photographic imagery captured by drones. High-end photo equipment and drones or drone-simulators will be used. This course is a media management and image editing course for drone operators, which focuses on developing careers in digital media capturing and editing images for a variety of industries across multiple sectors. Some information pertaining to FAA certifications will be discussed; this is not an FAA certification course. Transfer Credit: CSU.

**DIGITAL GRAPHICS
APPLICATIONS C150B****3.0 Units****Drone Imaging 2****Advisory: DGA C150A**

Students will receive instruction and participate in hands-on or virtual flight activities to develop, practice, and optimize Unmanned Aircraft System flight to develop skills in advanced aerial photography for use in videography and 3D mapping with drones. High-end photo equipment and drones or drone-simulators will be used. This course is a media management course for drone operators, which focuses on developing careers using drones as tools that capture images for a variety of industries across multiple sectors. This is not a FAA certificate training course, but some information pertaining to the FAA certifications will be discussed. The FAA certification is not part of this course. Transfer Credit: CSU.

**DIGITAL GRAPHICS
APPLICATIONS C164****3.0 Units****Adobe Muse****Advisory: DGA C120**

Students learn how to use Adobe Muse to design and publish a professional, original website without learning code. Students develop master pages; create type styles; import and edit images; work with links, buttons, anchors, and widgets; embed HTML; develop alternate layouts for mobile devices; and publish and export their own website. Transfer Credit: CSU.

**DIGITAL GRAPHICS
APPLICATIONS C166A****3.0 Units****Dreamweaver Basics**

To be competitive, website developers need to stay current in the newest web technology tools. Learn to use Dreamweaver to produce visually appealing websites with concise editable code while allowing you to use the most advanced features of this web editor, especially responsive design. Transfer Credit: CSU.

**DIGITAL GRAPHICS
APPLICATIONS C166C****3.0 Units****Adobe Animate**

Design interactive animations with cutting-edge drawing tools and publish them to multiple platforms, including Flash/AIR, HTML5 Canvas, WebGL, or even custom platforms. Allow your creative talent to emerge and reach users on virtually any desktop or mobile device. Transfer Credit: CSU.

**DIGITAL GRAPHICS
APPLICATIONS C174****3.0 Units****Introduction to 3-D Animation****Advisory: DGA C172**

Create 3-D animations using techniques, such as applying key framing, textures, camera angles, and editing. Animation samples from various production studios will be explored and discussed resulting in strategies to independently design and critique 2-D animations for your digital media portfolio. Transfer Credit: CSU.

**DIGITAL GRAPHICS
APPLICATIONS C195****3.0 Units****Introduction to Biotechnology Media Design****Advisory: DGA C116A and C118A**

This course emphasizes the foundational digital arts skills required to design and create professional media products for the BioTech field. Students will develop conceptual pathways related to interdisciplinary STEAM fields (Science, Technology, Engineering, Art & Math); experiment with mixed digital arts and media, including 3D modeling; and discuss the importance of research, models, and props in the design and execution of the final product. Career options, self-promotion, and practical application of digital media skills will also be discussed. Transfer Credit: CSU.

ECOLOGY (ECOL)**ECOLOGY C100****3.0 Units****Human Ecology**

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.

ECONOMICS (ECON)**ECONOMICS C110****3.0 Units****(Formerly Economics C100)****Contemporary Economic Issues and Policy**

Provides an introduction to the basic tools and concepts of economic analysis with an emphasis of applying economic theory to current problems and issues. Topics include scarcity and decision making, supply and demand, and the effects of fiscal and monetary policy as applied to selected problems, such as crime and drug control, pollution, taxation, Social Security, healthcare, poverty and income equality, and international trade. Transfer Credit: CSU; UC credit limitations (see counselor).

ECONOMICS C170**3.0 Units****(Formerly Economics C185)****Principles of Microeconomics****Prerequisite: MATH C030 or C045 with a grade of C or better**

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. C-ID: ECON 201.

ECONOMICS C175**3.0 Units****(Formerly Economics C180)****Principles of Macroeconomics****Prerequisite: MATH C030 or C045 with a grade of C or better**

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. C-ID: ECON 202.

EDUCATION (EDUC)**EDUCATION C101****1. Unit****Tutor Training**

Learn strategies for effective tutoring. Discover how to motivate, foster independence, stimulate active learning, and build confidence in the learner. Identify factors that affect student learning such as language and cultural differences; learn how to handle difficult tutoring situations and to identify different learning styles. A three-hour service learning component will be required. Transfer Credit: CSU.

EDUCATION C103 2.0 Units**Introduction to Computers in Education: Technology Proficiencies for Teachers 1**

Advisory: EDUC C104 may be taken at the same time.

Based on the Technology Standard for a California K-12 Preliminary Teaching Credential, this class focuses on the computer proficiencies that 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 will complete a portfolio in all the state mandated proficiencies and will receive certification as a Preliminary (Level I) Technology Proficient Educator. Transfer Credit: CSU.

EDUCATION C104 1.0 Unit**Introduction to Teaching and Learning in Diverse Contemporary Classrooms**

Advisory: Eligibility for ENGL C100

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. Learning outcomes are aligned to the California Standards for the Teaching Profession and associated teacher performance expectations. In addition to class time, this course requires ten hours of arranged fieldwork in public school classrooms that represent California's diverse student population and includes cooperation with at least one campus-approved certificated classroom teacher. Transfer Credit: CSU; UC.

EDUCATION C107 1.0 Unit**Introduction to Distance Learning**

Advisory: BC C050 or basic computer skills

Using the tools and systems of distance learning, students will develop skills that will enable them to successfully complete distance learning programs on their own in the future. This course is a 1.0 unit class that addresses the technical competencies and computer skills needed for distance learning success. Transfer Credit: CSU.

EDUCATION C108 1.0 Unit**How to Succeed in Distance Learning**

Advisory: EDUC C107 or equivalent experience with computer technology in an online environment

This course provides an orientation to the characteristics and processes of distance learning. Students will learn the meaning of key terms used in distance education. They will experience the differences between traditional classroom and distance learning courses. They will learn how to anticipate, avoid, and/or solve typical problems encountered in distance learning environments. In addition, students will learn practical strategies and skills that will help them succeed in online, telecourse, cable TV, and hybrid classes. Transfer Credit: CSU.

EDUCATION C121 2.0 Units**Expert Learning 1**

This course focuses on students' acquisition of expert learner skills in the areas of text comprehension and summarization, note-taking, test-taking, memory tools, graphic organizers, and time management. Transfer Credit: CSU.

EDUCATION C122 2.0 Units**Expert Learning 2**

Prerequisite: EDUC C121 with a grade of C or better

This course focuses on students' acquisition of expert learner skills in the areas of textbook reading and comprehension, note-taking, listening skills, and visual notes and study tools. Transfer Credit: CSU.

EDUCATION C180 3.0 Units**Family/School/Community Partnerships**

A course for prospective teachers and students interested in a teaching-related career focusing on the process of socialization and the interrelationships of family, school, and community. Emphasis is on the interaction among systems covering influences of age, gender, diverse abilities, culture, race, ethnicity, and socio-economic and public-policy factors. Explores the role of collaboration between family, community, and schools in supporting children's development, including the identification of community resources and strategies that support children and families. Includes ten hours of arranged fieldwork/focused observations aligned with students' area of interest. Meets the educational requirements for the Child Development Permit issued by the State of California Commission on Teacher Credentialing and child care licensing requirements. Transfer Credit: CSU.

EDUCATION C200 3.5 Units**The Teaching Profession**

Advisory: Eligibility for ENGL C100

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. In addition to class time, the course includes field work training and requires a minimum of 45 hours of structured fieldwork in public elementary school classrooms that represent California's diverse student population and includes cooperation with at least one campus-approved certificated classroom teacher. Meets the 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. C-ID: EDUC 200.

EDUCATION C210 3.0 Units**Introduction to Special Education**

This course provides an overview of the broad range of exceptionalities and the varying levels of characteristics, prevalence, causes and prevention, assessment, early intervention, and teaching methods concerning individuals with disabilities. Topics include the impact on academic, social, and emotional performances along with ways teachers can support these individuals and their families to promote a successful learning experience. In addition to class time, this course requires ten hours of arranged fieldwork in public school special education classrooms and includes cooperation with at least one campus-approved certificated classroom teacher. Transfer Credit: CSU.

ELECTRONICS (ELEC)

The Electronics courses below are offered online through the Military/Contract Education Program only. Students who reside in the local Orange County area and who are not eligible for enrollment in our global military/contract education program are encouraged to visit our sister college, Orange Coast College, for local course offerings.

ELECTRONICS C101 3.0 Units

Introduction to Electronics with Computer Applications

Advisory: MATH C010

This class is an introduction to the field of Electronics. It is designed to familiarize the student with the fundamental equations, calculations, and numeric representations used by Engineers and Technicians. Topics covered will include understanding the range of magnitude of numbers (data) and their SI representation in Scientific and Engineering notation. Base conversion of numbers (hex to decimal). Analog to digital (A/D) and digital to Analog (D/A) conversion. Charting and Graphing of data and how to interpret data on different graphs (semi-log, log-log). Transfer Credit: CSU.

ELECTRONICS C102 4.0 Units

DC Circuit Analysis

Advisory: MATH C010

Students learn to conduct an experiment using modern tools, collect data, analyze data, and write a report to professional standards. Students learn to analyze DC networks with applied scientific principles. Students develop an understanding of the function of resistors, capacitors, and inductors in a functioning circuit. Students are required to perform computer analysis using modern software tools to validate calculations and experimental results. Transfer Credit: CSU.

ELECTRONICS C103 4.0 Units

AC Circuit Analysis

Advisory: ELEC C101 and MATH C010

Students learn to conduct an experiment using modern tools, collect data, analyze data, and write a report to professional standards. Students learn to analyze AC networks with applied scientific principles. Students develop an understanding of the function of resistors, capacitors, and inductors in a functioning circuit. Students are required to perform computer analysis using modern software tools to validate calculations and experimental results. Transfer Credit: CSU.

ELECTRONICS C104 3.0 Units

Digital Computer Electronics

Advisory: ELEC C101 and C102

This class is a continuation of the digital logic portion of ELEC C101 and C102 (binary numbers, Logic gates AND / OR). It starts with an introduction to one-bit memory cells (Flip-Flops), comparators, ADDITION and 2's complement using discreet logic gates (XOR), decision making circuitry, sequential circuits, program counter, instruction sequencing. This class gives the student a "behind the scene look" at what makes every digital computer work. Transfer Credit: CSU.

ELECTRONICS C204 4.0 Units

Semiconductor Devices and Circuits

Advisory: ELEC C101, C102, and C103

The student will learn the characteristics of semiconductor devices, including diodes, BJTs, and FETs. Biasing and DC and AC load-lines are presented in each of the three configurations -- CB/CG, CE/CS, and CC/CD, followed by analysis and design of amplifier circuits at mid-band with emphasis on input/output impedance and gain. Students learn to design and analyze diode and transistor circuits, simulate test results with a circuit simulation package. Transfer Credit: CSU.

ELECTRONICS C210 4.0 Units

Analog Electric Circuit Analysis

Advisory: ELEC C102 and C103 and MATH C010

Students will learn to write transfer functions of low, high, and band pass RC filters; phase lead and lag RC networks; and use complex conjugates to separate functions into gain-magnitude and phase components and sketch bode plots on semi-log axes. Write transfer functions of series and parallel RLC resonant circuits and plot their response. Determine h-parameters from device curves and convert them into small signal models to compute input/output impedance and gain. Work with four idealized forms of amplifiers -- VV, VI, IV, and II. Students learn to analyze passive RC, RC, and RLC circuits, simulate test results with EWB or PSpice, set-up test apparatus, and gather data and to prepare technical reports to professional standards. Transfer Credit: CSU.

ELECTRONICS C230 3.0 Units

Advanced Digital Electronics

Advisory: ELEC C101, C102, and C104

The student will use discrete integrated circuits, glue logic, TTL or CMOS to simulate then prototype or breadboard functional components from the ELEC C104 class, such as Multiplexers, Adders, Shift registers, stacks. These components will be ported to Alerta PLDs and their operation verified. For the final project the student will construct a project from discrete components and PLDs then compare the operation / cost / complexity tradeoff in a final paper. Typical final projects in the past included Tic-Tac-Toe, a traffic signal, Pong, read/write a sequence of 1s and 0s to RAM. These projects will be converted again in ELEC C240 to run on a M68HC11 controller. Transfer Credit: CSU.

ELECTRONICS C240 4.0 Units

Microcomputer Systems & Assembly Programming

Advisory: ELEC C101, C102, and C104

The student will learn to design, write, and debug programs in assembly and a subset of American National Standards Institute (ANSI) "C." The student will learn to download programs to the microcomputer after they have been converted on a host computer with an assembler or C compiler. The first few programs will duplicate some of the hardwired processes developed in the Advanced Digital Logic class then progress to more complex time-dependent processes, such as Temperature measurement, motor speed control, metering the flow of liquids. This class is the logical continuation of ELEC C104 and will rely on information learned in other electronics classes, such as ELEC C204 and C210. Transfer Credit: CSU.

ELECTRONICS C272 3.0 Units

Electronic Manufacturing

Advisory: ELEC C102, C103, C104, C215 and MATH C010

This course is designed to fulfill the needs of technicians seeking competency in all aspects of electronic design and fabrication techniques. It serves as a practical and realistic guide for developing skills in planning, designing and constructing electronic equipment. Students learn the process of design, from concept to completion of a piece of working hardware. Students learn the importance of safety in regards to AC wiring and protection. Students learn about modern manufacturing techniques with Printed circuit boards and automation. Students learn how to use modern CAD software to design a project, and use an outside vendor to produce a product using CAM files. Students learn to work in a group setting to design and manufacture a device. Transfer Credit: CSU.

ELECTRONICS C280 4.0 Units

Basic Electrical Machines

Advisory: ELEC C101, C102, C104, and C210

This class will provide students with a broad understanding of modern electric power, where it comes from, how it is transmitted and how it is turned into useful work. The scope of the class reflects the rapid changes that have occurred in power technology over the past few years—allowing the entrance of power electronics into every facet of industrial drives, and expanding the field to open more career opportunities. Transfer Credit: CSU.

ELECTRONICS C281 1.0 Unit**Work Based Learning**

Prerequisite: Be employed or volunteer in the field of Electronics for 5 hours per week per 1.0 unit of Work Based Learning

Corequisite: Be enrolled in a total of 7.0 units including Work Based Learning

To enhance each Work Based Learning experience participant's opportunity for success in the field of Electronics 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 Electronics. Transfer Credit: CSU.

ELECTRONICS C282 2.0 Units**Work Based Learning**

Prerequisite: Be employed or volunteer in the field of Electronics for 5 hours per week per 1.0 unit of Work Based Learning

Corequisite: Be enrolled in a total of 7.0 units including Work Based Learning

This course enhances each Work Based Learning experience participant's opportunity for success in the field of Electronics 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 Electronics. Transfer Credit: CSU.

ELECTRONICS C283 3.0 Units**Work Based Learning**

Prerequisite: Be employed or volunteer in the field of Electronics for 5 hours per week per 1.0 unit of Work Based Learning

Corequisite: Be enrolled in a total of 7.0 units including Work Based Learning

This course enhances each Work Based Learning experience participant's opportunity for success in the field of Electronics 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 Electronics. Transfer Credit: CSU.

ELECTRONICS C284 4.0 Units**Work Based Learning**

Prerequisite: Be employed or volunteer in the field of Electronics for 5 hours per week per 1.0 unit of Work Based Learning

Corequisite: Be enrolled in a total of 7.0 units including Work Based Learning

This course enhances each Work Based Learning experience participant's opportunity for success in the field of Electronics 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 Electronics. Transfer Credit: CSU.

EMERGENCY MANAGEMENT/HOMELAND SECURITY (EMGT)

EMERGENCY**MANAGEMENT C101** 3.0 Units**Introduction to Emergency Management**

This course introduces the student to the fundamental aspects of emergency management. It examines the roles and responsibilities of government and non-profit agencies when responding to disasters and emergencies with emphasis on man-made, natural, and technological events most likely to affect the United States. The course emphasizes the four concepts of emergency management: preparedness, mitigation, response, and recovery. Transfer Credit: CSU.

EMERGENCY**MANAGEMENT C102** 3.0 Units**Introduction to Homeland Security**

This introductory course explores the history, development, and organization of homeland security in the United States. It examines the roles and functions of the various components of the Department of Homeland Security and its relationship to state and local agencies. Topics include the threat of terrorism and countermeasures, the importance of the intelligence community, and how government systems can effectively prepare for and respond to security threats on American soil. Emphasis is placed on homeland security practices of the emergency manager. Transfer Credit: CSU.

EMERGENCY**MANAGEMENT C105** 3.0 Units**(Formerly EMERGENCY MANAGEMENT C100)****Emergency Preparedness**

This course is designed for individuals from both the private and public sector who may be responsible for developing and implementing their organization's emergency planning guide. This course will identify steps of preparedness and the importance of community involvement, education, and disaster preparedness. Preparedness levels will include natural disaster, terrorism, incidents, and events. Transfer Credit: CSU.

EMERGENCY**MANAGEMENT C110** 3.0 Units**Emergency Response**

This course is designed for individuals from both the private and public sector who may be responsible for developing and implementing their organization's emergency response due to incidents and/or man-made occurrences. This course will introduce the Incident Command System, identify necessary capabilities for effective response, and demonstrate coordination between various levels of government and the private sector. The course will also demonstrate how to effectively transition between the normal and emergency operations. Transfer Credit: CSU.

EMERGENCY**MANAGEMENT C120** 3.0 Units**Disaster Recovery**

This course is designed for individuals from both the private and public sector who may be responsible for developing and implementing their organization's emergency recovery team during contingencies. The course will define and discuss short-term restoration and long-term recovery, discuss common restoration and recovery measures and activities and challenges related to this phase of emergency management, and identify recovery planning considerations and key elements of the recovery process. Transfer Credit: CSU.

EMERGENCY**MANAGEMENT C130** 3.0 Units**Hazard Mitigation**

This course is designed for individuals from both the private and public sector, who may be responsible for developing and implementing their organization's hazard mitigation strategies, based upon a defined hazard analysis process. This course will review advanced concepts of mitigation, in both the pre and post disaster or man-made occurrence, with an emphasis on strategy development. Transfer Credit: CSU.

EMERGENCY**MANAGEMENT C140** 3.0 Units**Crisis Response for Responders (CRR)**

An introduction to crisis response for first responders of an emergency or significant incident or event. This course will assist those who are assisting people in the immediate aftermath of a disaster or other type of tragedy. Students will learn how to reduce initial stress, gather information, debrief, and produce an environment of connectedness to empower communities to heal in the recovery process. It is an organized approach to supporting emergency first responders who are involved in emergency operations under stress. The purpose of debrief is to mitigate long-term emotional trauma following the incident. Transfer Credit: CSU.

EMERGENCY**MANAGEMENT C150** 3.0 Units**Crisis Management of Special Populations**

This course discusses the challenges emergency responders face with individuals with special needs during a disaster or emergency. The course includes an overview of important issues and recommendations for solutions when establishing preparedness plans for individuals with special needs. Transfer Credit: CSU.

EMERGENCY MANAGEMENT C160 **3.0 Units**
Introduction to Public Information Officer (PIO)
 This course is a basic introduction to the role of a Public Information Officer (PIO). It is designed for those who are new to the field or have had limited exposure carrying out the role as a PIO as well as those students who have been assigned the position of PIO as an ancillary duty. The course emphasizes the basic skills and knowledge needed for emergency management PIO activities. Course topics will include the role of the PIO as well as composing press releases, public speaking, doing television interviews, and conducting awareness campaigns. Transfer Credit: CSU.

EMERGENCY MANAGEMENT C172 **3.0 Units**
Intelligence Analysis and Security Management
Advisory: EMT C102
 This course examines intelligence analysis and its indispensable relationship to the security management of terrorist attacks, man-made disasters, and natural disasters. It also explores vulnerabilities of our national defense and private sectors as well as the threats posed to these institutions by terrorists, man-made disasters, and natural disasters. Students will discuss substantive issues regarding intelligence support of homeland security measures implemented by the United States and explore how the intelligence community operates. Letter grade only. Transfer Credit: CSU.

EMERGENCY MANAGEMENT C174 **3.0 Units**
Transportation and Border Security
Advisory: EMT C102
 This course provides an overview of modern border and transportation security challenges, as well as different methods employed to address these challenges. The course covers a time period from post 9-11 to the present. The course explores topics associated with border security and security for transportation infrastructure, to include: seaports, ships, aircraft, airports, trains, train stations, trucks, highways, bridges, rail lines, pipelines, and buses. The course will include an exploration of technological solutions employed to enhance security of borders and transportation systems. Students will be required to discuss the legal, economic, political, and cultural concerns and impacts associated with transportation and border security. The course provides students with a knowledge level understanding of the variety of challenges inherent in transportation and border security. Transfer Credit: CSU.

EMERGENCY MANAGEMENT C283 **3.0 Units**
Work Based Learning
Prerequisite: Be employed or volunteer in a field related to Process Technology for 5 hours per week per 1.0 unit of Work Based Learning
Corequisite: Be enrolled in a total of 7.0 units including Work Based Learning
 To enhance each Work Based Learning experience participant's opportunity for success in the field of Emergency Management/Homeland Security 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 Emergency Management/Homeland Security Transfer Credit: CSU.

ENGLISH (ENGL)
ENGLISH C020 **1.5 Units**
Basic Grammar

This basic grammar course covers sentence structure, parts of speech, punctuation, and syntax. Emphasis is placed on grammatical structure and correct usage. (NOT DEGREE APPLICABLE.)

ENGLISH C021 **1.5 Units**
College Spelling 1

A beginning, self-paced, programmed course designed to help students master the basic rules of spelling. Among other topics, it addresses phonics, silent letters, plurals, suffixes, commonly misspelled words, and apostrophes. (NOT DEGREE APPLICABLE.)

ENGLISH C024 **1.5 Units**
College Vocabulary 1

A beginning course designed to help students develop a college-level vocabulary. Students learn word usage and ways to build words using context clues, word derivatives, and prefixes and suffixes. (NOT DEGREE APPLICABLE.)

ENGLISH C025 **1.5 Units**
College Vocabulary 2

This is the second of a series of courses designed to help students develop a college-level vocabulary. Students learn word usage and ways to build words using context clues, word derivatives, and prefixes and suffixes. (NOT DEGREE APPLICABLE.)

ENGLISH C090 **1.0 Unit**
English Basic Skills Co-requisite

Students will review the basics of grammar and academic reading and writing through activities, reading assignments, and short writing assignments. (NOT DEGREE APPLICABLE.)

ENGLISH C098N **0 Units**
Writing Sentences to Paragraphs

One of two free noncredit courses leading to the Preparation for College Writing certificate, C098N is for students who wish to improve their sentence-level writing prior to enrolling in ENGL C100 or for anyone who wishes to improve his or her writing in general. Students practice writing and rewriting sentences with correct grammar, sentence structure, punctuation, and syntax, culminating in short paragraphs in various modes. (NOT DEGREE APPLICABLE.)

ENGLISH C099 **3.0 Units**
Fundamentals of Composition

Advisory: ESL students are advised to complete ESL C054: Grammar, Reading, and Writing 4A with a grade of C or better

Students will practice the writing process and learn the composition principles for expository sentences, extended paragraphs, and short essays. Students will also review grammar, sentence structure, punctuation, and organization in order to express ideas clearly.

ENGLISH C099N **0 Units**
Writing Paragraphs to Essays

One of two free noncredit courses leading to the Preparation for College Writing certificate, C099N is for students who wish to improve their paragraph-level writing prior to enrolling in ENGL C100 or for anyone who wishes to improve his or her writing in general. Students will practice the expository writing process and learn the composition principles for paragraphs and short essays. Students will also review grammar, sentence structure, punctuation, and organization in order to express ideas clearly. (NOT DEGREE APPLICABLE.)

ENGLISH C100 **3.0 Units**
Freshman Composition

Advisory: All students are advised to enroll in ENGL C100 during their first semester of college. Students with a high school GPA of 2.59 or below, English Language Learners who have completed the ESL composition sequence, and students out of high school for more than ten years are advised to take ENGL C100 with the C090 co-requisite basic skills course.

Freshman Composition offers instruction in expository and argumentative writing, close reading, cogent thinking, research strategies, information literacy, and documentation. By applying the principles and processes of college composition, students cultivate thesis-driven, ordered, logical, grammatically-correct prose. Must be taken for letter grade. Transfer Credit: CSU; UC. C-ID: ENGL 100.

ENGLISH C102 3.0 Units**Critical Reasoning, Reading, and Writing****Prerequisite:** ENGL C100 with a grade of C or better

This course offers instruction in argumentation, logical reasoning, critical analysis of non-fiction texts from different disciplines and perspectives, research strategies, information literacy, and documentation. Students write a minimum of 6,000 words of structured, academic prose. Transfer Credit: CSU; UC. C-ID: ENGL 105.

ENGLISH C103 3.0 Units**Business English**

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 C109 3.0 Units**Essay Writing****Prerequisite:** ENGL C099 with a passing grade or achieving qualifying score on English placement test or by Multiple Measures Assessment

Students will write essays in different rhetorical modes. The basic principles of written composition will be applied through writing assignments and assigned essays. The process of choosing and shaping a thesis and writing an extended, well developed essay will be stressed. English C109 fulfills the Option 1 AA or AS degree's A2 requirement. It transfers to private and out-of-state colleges and universities as the first semester of a two-semester Freshman Composition requirement. It transfers to CSU only as an elective. Transfer Credit: CSU.

ENGLISH C111 3.0 Units**Argumentative Writing and Critical Thinking through Literature****Prerequisite:** ENGL C100 or C109 with a grade of C or better

This course offers instruction in analytical and argumentative writing, critical thinking, research strategies, information literacy, and proper documentation through the study of literary works from major genres (e.g., poetry, short stories, drama), while developing students' close reading skills and promoting an appreciation for the aesthetic qualities of literature. Transfer Credit: CSU; UC.

ENGLISH C133 3.0 Units**Introduction to Creative Writing****Prerequisite:** ENGL C100 with a grade of C or better

This course presents the craft of creative writing through the study and analysis of the works of established and peer writers. Students will practice writing in various genres and will be introduced to the workshop method. Transfer Credit: CSU. C-ID: ENGL 200.

ENGLISH C135 3.0 Units**Business Writing****Advisory:** ENGL C103. This course addresses techniques, strategies, and forms of business communication, including use of precise, professional, and persuasive language to achieve business goals and communicate effectively in the workplace. Using a variety of media and technologies, students will learn how to produce effective memos, letters, and reports; prepare successful resumes and employment documents; and make effective presentations. Transfer Credit: CSU.**ENGLISH C136 3.0 Units****Business Communication****Prerequisite:** ENGL C100 with a grade of C or better**Advisory:** ENGL C103

This course addresses techniques, strategies, and forms of business communication, including use of precise, professional, and persuasive language to achieve business goals and communicate effectively at work. Using a variety of media, technologies, and research tools, students will learn how to write effective memos, letters, reports, and proposals; present effective oral and multimedia presentations; and prepare successful resumes and employment documents. Transfer Credit: CSU; C-ID: BUS 115.

ENGLISH C140 3.0 Units**Appreciation of Literature****Prerequisite:** ENGL C100 with a grade of C or better

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; UC. C-ID: ENGL 120.

ENGLISH C143 3.0 Units**Children's Literature****Prerequisite:** ENGL C100 with a grade of C or better

This course provides a survey of classic and contemporary children's literature. The course will provide an overview of the literary content and social values found in selected works of children's literature. Transfer Credit: CSU; UC. C-ID: ENGL 180.

ENGLISH C144 3.0 Units**The International Short Story****Advisory:** ENGL C100

This course introduces 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.

ENGLISH C145 3.0 Units**American Literature: The Short Story****Advisory:** ENGL C100

This course is an introduction to the American short story, emphasizing major American writers from various cultures in modern/contemporary America. Included is a view of 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 a particular story. Transfer Credit: CSU; UC.

ENGLISH C146 3.0 Units**Introduction to 20th Century Military Fiction****Advisory:** ENGL C100

A survey of 20th century military fiction. This course will provide an overview of the literary content and social values found in selected works of military literature. Transfer Credit: CSU; UC.

ENGLISH C150 3.0 Units**American Literature through the Civil War****Prerequisite:** ENGL C100 with a grade of C or better

This course exposes students to the legends, poetry, short stories, and essays of early American writers beginning with Native Americans, through Colonialism, to the Civil War. Students will examine the philosophical, cultural, religious, and historic elements related to these texts. Attention will be paid to literary devices and styles evident in individual works and the commentary made by these works on moral and social issues. Writers include Mary Rowlandson, Benjamin Franklin, Phillis Wheatley, William Apess, Frederick Douglass, Harriet Beecher Stowe, Edgar Allan Poe, Louisa May Alcott, Washington Irving, Henry David Thoreau, Nathaniel Hawthorne, Herman Melville, and many others will be included. Transfer Credit: CSU; UC. C-ID: ENGL 130.

ENGLISH C155 3.0 Units**American Literature 1865 to Present****Prerequisite:** ENGL C100 with a grade of C or better

This course is designed to expose students to the poetry, short stories, essays, and novels of American writers after the Civil War to the present. Students will examine the philosophical, cultural, religious, and historic elements related to these texts. Attention will be paid to literary devices and styles evident in individual works and the commentary made by these works on moral and social issues. The course includes major writers, such as Walt Whitman, Emily Dickinson, Mark Twain, F. Scott Fitzgerald, Langston Hughes, Robert Frost, Ernest Hemingway, William Faulkner, T.S. Elliott, Toni Morrison, Alice Walker, and many others. Transfer Credit: CSU; UC. C-ID: ENGL 135.

ENGLISH C181 **3.0 Units**
(Formerly English C180)
Shakespeare

Prerequisite: ENGL C100 with a grade of C or better
 Participants will engage in analysis and interpretation of the works of William Shakespeare, evaluating his poems, comedies, histories, tragedies, and romances. This instruction may be complemented by attendance of performances and/or viewing recommended videos/DVDs. Transfer Credit: CSU; UC.

ENGLISH C270 **3.0 Units**
(Formerly English C290)
British Literature to 1800

Prerequisite: ENGL C100 with a grade of C or better
 Analysis and interpretation of British Literature from the Middle Ages through the Restoration period in the eighteenth century. The course includes the literary characteristics of the major forms during this time period. Writers from this period may include Chaucer, Mallory, Elizabeth I, William Shakespeare, John Donne, Andrew Marvell, John Milton, Jonathan Swift, Samuel Johnson, and others Transfer Credit: CSU; UC. C-ID: ENGL 160.

ENGLISH C275 **3.0 Units**
(Formerly English C295)
British Literature Since 1800

Prerequisite: ENGL C100 with a grade of C or better
 Analysis and interpretation of British Literature from the Romantic Period through the twentieth century. The course includes the literary characteristics of the major forms during this time period. Writers from this period may include William Blake, Robert Burns, Mary Wollstonecraft, William Wordsworth, Samuel Taylor Coleridge, John Keats, Robert Browning, Christina Rossetti, Matthew Arnold, Oscar Wilde, Joseph Conrad, Salman Rushdie, and others. Transfer Credit: CSU; UC. C-ID: ENGL 165.

ENGLISH C296 **3.0 Units**
Gothic Victorian Literature
Advisory: ENGL C100

This course is a survey of Gothic literature written during England's 19th century. The course will begin with the origins of the genre and its major conventions and go on to trace the changes in the genre as measured by its historical and social contexts. Important Gothic texts, including the pre-Victorian work Frankenstein and canonical Victorian texts Dracula and Jane Eyre will be studied in order to identify the components of 19th century British Gothic literature. Transfer Credit: CSU; UC.

ENGLISH C297 **3.0 Units**
Contemporary Gothic Literature
Advisory: ENGL C100

This course is a survey of Gothic literature, concentrating on critically-acclaimed novels written during the 20th century in the United States, which demonstrate the use of Gothic conventions in contemporary narrative. The course will begin with the initial development of the genre, and focus on 20th century American Gothicism and its major conventions. The course will study Nobel Prize winner Toni Morrison's "Beloved", Joyce Carol Oates's National Book award-winning "Them" and Jeffrey Eugenides "The Virgin Suicides". The course will also study the 19th century short story "Carmilla" by Le Fanu that illustrates vampire themes, and compare the story's literary conventions to contemporary Gothic themes. Transfer Credit: CSU; UC.

ENGLISH AS A SECOND LANGUAGE (ESL)

ENGLISH AS A SECOND LANGUAGE C008N **0 Units**
ESL: Preparation

Advisory: Placement by ESL assessment process

A beginning course in English grammar, conversation, reading, and writing. This course is for students with little or no knowledge of the English language. Emphasis is placed on basic sentence structures and simple, practical conversation skills. (NOT DEGREE APPLICABLE.)

ENGLISH AS A SECOND LANGUAGE C010 **3.0 Units**
Grammar 1B

Advisory: Placement by ESL assessment process

This is a beginning course designed to provide interactive practice in comprehending and generating English sentences in the simple present and present progressive tenses. (NOT DEGREE APPLICABLE.)

ENGLISH AS A SECOND LANGUAGE C011 **3.0 Units**
Grammar 1C

Advisory: Placement by ESL assessment process

This is a beginning course designed to provide interactive practice in comprehending and generating English sentences in the simple present, present progressive, simple past, and future tenses. (NOT DEGREE APPLICABLE.)

ENGLISH AS A SECOND LANGUAGE C013 **3.0 Units**
Reading / Writing 1B

Advisory: Placement by ESL assessment process

This is a beginning course designed to provide practice in reading short narrative and descriptive paragraphs and writing simple sentences in English. Focus on reading comprehension and analysis of reading passages. (NOT DEGREE APPLICABLE.)

ENGLISH AS A SECOND LANGUAGE C017 **3.0 Units**
Listening / Conversation 1B

Advisory: Placement by ESL assessment process

This is a beginning listening, speaking, and pronunciation course designed to provide practice in comprehending simple narratives, descriptions, and dialogs in English, speaking clearly, and engaging in simple conversations. (NOT DEGREE APPLICABLE.)

ENGLISH AS A SECOND LANGUAGE C019 **4.0 Units**
Listening & Speaking Skills 2B

Prerequisite: ACCUPLACER ESL: Composite score (Reading Skills + Sentence Meaning + Language Use):210 or higher or by Multiple Measures Assessment

This is a listening comprehension, oral communication, and accent reduction course for low-intermediate students. Emphasis on preparation for classroom situations. (NOT DEGREE APPLICABLE.)

ENGLISH AS A SECOND LANGUAGE C031 **8.0 Units**
Grammar, Reading, and Writing 2B

Prerequisite: ACCUPLACER ESL composite score (Reading Skills + Sentence Meaning + Language Use) 210 or higher or Multiple Measures Assessment.

This is an intensive, integrated grammar and reading course for low-intermediate students who are non-native speakers of English. This course provides practice in reading and analyzing short text selections and writing paragraphs that include a topic sentence and supporting details. (NOT DEGREE APPLICABLE.)

ENGLISH AS A SECOND LANGUAGE C035 **8.0 Units**
Grammar, Reading, and Writing 3A

Prerequisite: ESL C031 or Placement by assessment: ACCUPLACER ESL: Composite Score (Reading Skills + Sentence Meaning + Language Use): 245 or higher or by Multiple Measures Assessment process

This is an intensive, integrated grammar, reading, and writing course for intermediate students who are non-native speakers of English. This course provides an introduction to literal and critical reading and responding to un-simplified texts and practice in writing unified paragraphs with a topic sentence and supporting details with an emphasis on accuracy in grammar and mechanics. (NOT DEGREE APPLICABLE.)

**ENGLISH AS A
SECOND LANGUAGE C039** 8.0 Units
Grammar, Reading, and Writing 3B

Prerequisite: ESL C035 or ACCUPLACER ESL
**Composite score (Reading Skills + Sentence
Meaning + Language Use): 274 or higher or by
Multiple Measures Assessment**

This is an intensive, integrated grammar, reading, and writing course for high-intermediate students who are non-native speakers of English. This course provides practice in literal and critical reading and responding to un-simplified texts. Emphasis on writing focused, grammatically-correct paragraphs with an effective topic sentence and supporting details. (NOT DEGREE APPLICABLE.)

**ENGLISH AS A
SECOND LANGUAGE C049** 4.0 Units
Listening & Speaking Skills 3A

Prerequisite: ESL C019 or ACCUPLACER ESL
**Composite score (Reading Skills + Sentence
Meaning + Language Use): 245 or higher or by
Multiple Measures Assessment**

This is a listening comprehension, oral communication, and accent reduction course for intermediate students. Emphasis on basic note-taking skills. (NOT DEGREE APPLICABLE.)

**ENGLISH AS A
SECOND LANGUAGE C052** 4.0 Units
Listening & Speaking Skills 3B

Prerequisite: ESL C049 or ACCUPLACER ESL
**Composite score (Reading Skills + Sentence
Meaning + Language Use): 274 or higher or by
Multiple Measures Assessment**

This is a listening comprehension, oral communication, and accent reduction course for high-intermediate students. Emphasis on effective note taking and participation in class discussion. (NOT DEGREE APPLICABLE.)

**ENGLISH AS A
SECOND LANGUAGE C054** 8.0 Units
Grammar, Reading, and Writing 4A

Prerequisite: ESL C039 or ACCUPLACER ESL:
**Composite score (Reading Skills + Sentence
Meaning + Language Use): 305 or higher or by
Multiple Measures Assessment process**

The current ESL program includes separate Reading/Writing and Grammar courses. This course combines these subjects in an integrated curriculum designed to increase efficiency and accelerate students' progress in gaining English proficiency. The low-advanced level Reading, Writing, and Grammar course is the sixth in the series of six core ESL courses. (NOT DEGREE APPLICABLE.)

**ENGLISH AS A
SECOND LANGUAGE C056** 4.0 Units
Listening & Speaking Skills 4

Prerequisite: ESL, C052 or ACCUPLACER ESL
**Composite Score (Reading Skills + Sentence
Meaning + Language Use): 305 or higher or by
Multiple Measures Assessment**

This is a listening comprehension, oral communication, and accent reduction course for advanced second language students. Emphasis on effective note taking from lectures on academic topics. (NOT DEGREE APPLICABLE.)

**ENGLISH AS A
SECOND LANGUAGE C065N** 0 Units
Integrated English Skills 1A

This is a very basic course for low-beginning non-native English speakers focusing on English language skills necessary for simple reading, writing, listening, and speaking tasks in classroom situations. Emphasis on correct sentence structure, basic vocabulary, reading comprehension, listening comprehension, and correct pronunciation. (NOT DEGREE APPLICABLE.)

**ENGLISH AS A
SECOND LANGUAGE C090N** 0 Units
ESL: Advanced Pronunciation

**Advisory: Placement by ESL assessment
process**

A pronunciation and communication course for non-native English speakers of intermediate to advanced level English proficiency. Emphasis is placed on highly accurate pronunciation and comprehension of American English speech patterns and communication skills necessary for common business and social situations. (NOT DEGREE APPLICABLE.)

**ENGLISH AS A
SECOND LANGUAGE C141** 3.0 Units
Grammar/Writing 4B

**Advisory: Placement by ESL assessment
process**

This is an advanced course in paragraph writing. Students will refine their critical thinking skills and use of English syntax. Course curriculum includes introduction to short essays. Transfer Credit: CSU.

**ENGLISH AS A
SECOND LANGUAGE C158** 4.0 Units
Intensive Listening/Conversation 3B

**Advisory: Placement by ESL assessment
process**

This is an intensive, low advanced listening, speaking, and pronunciation course designed to provide interactive practice in comprehending and responding to short lectures, dialogs, and narratives. Focus on guided note taking. Transfer Credit: CSU.

**ENGLISH AS A
SECOND LANGUAGE C412** 0 Units
ESL: Sentence Structure 1

**Advisory: Placement by ESL assessment
process**

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. (NOT DEGREE APPLICABLE.)

**ENGLISH AS A
SECOND LANGUAGE C414** 0 Units
ESL: Reading and Writing 1

**Advisory: Placement by ESL assessment
process**

A beginning-level course in English reading and writing for non-native English speakers. Emphasis on developing vocabulary and communication skills necessary for reading and comprehending simple, short paragraphs and writing simple sentences. (NOT DEGREE APPLICABLE.)

**ENGLISH AS A
SECOND LANGUAGE C416** 0 Units
ESL: Listening and Conversation 1

**Advisory: Placement by ESL assessment
process or by Multiple Measures Assessment**

An intensive, beginning-level course in English listening comprehension and oral communication for non-native English speakers. Emphasis on skill necessary to comprehend spoken English and to speak English fluently and accurately. (NOT DEGREE APPLICABLE.)

**ENGLISH AS A
SECOND LANGUAGE C432** 0 Units
Reading, Writing, and Grammar 1B

**Advisory: Placement by ESL assessment
process or by Multiple Measures Assessment**

This is an intensive reading, writing, and grammar course for beginning-level non-native English speakers who are preparing for general college coursework. This course provides an introduction to reading and interpreting short reading passages on familiar topics and writing sentences in the simple and progressive present and past tenses. Students will become familiar with grammatical terms in preparation for higher-level academic courses. (NOT DEGREE APPLICABLE.)

**ENGLISH AS A
SECOND LANGUAGE C436** 0 Units
Speaking and Listening 1B

**Advisory: Placement by ESL assessment
process or by Multiple Measures Assessment**

This is an oral communication, pronunciation, and listening comprehension course for beginning-level non-native English speakers. Emphasis on mastering accurate pronunciation and building listening skills to facilitate accurate comprehension of spoken English. (NOT DEGREE APPLICABLE.)

ENGLISH AS A SECOND LANGUAGE C442 **0 Units**
Reading, Writing, and Grammar 2A
Advisory: Placement by ESL assessment process or by Multiple Measures Assessment
 This is an intensive reading, writing, and grammar course for high-beginning level non-native English speakers who are preparing for college coursework. This course provides practice in reading and interpreting short reading passages, writing sentences in the simple, progressive, and perfect past and present tenses, and writing short paragraphs. (NOT DEGREE APPLICABLE.)

ENGLISH AS A SECOND LANGUAGE C446 **0 Units**
Speaking and Listening 2A
Advisory: Placement by ESL assessment process or by Multiple Measures Assessment
 This is an oral communication, accent reduction, and listening comprehension course for high-beginning level non-native English speakers who are preparing for general college coursework. Emphasis on accurate pronunciation and communication and listening skills necessary for classroom situations. (NOT DEGREE APPLICABLE.)

FOODS AND NUTRITION (FN)

FOODS AND NUTRITION C170 **3.0 Units**
Nutrition
 Scientific concepts of nutrition relating to the functioning of nutrients in the basic processes of life, individual needs, and food sources of nutrients, current nutrition issues, scientific principles to analyze and evaluate nutritional information, and diet analysis will be emphasized. Transfer Credit: CSU; UC.

FOODS AND NUTRITION C225 **3.0 Units**
(Formerly FOODS AND NUTRITION C175)
Nutrition and Aging
Advisory: FN C170 or SOC C120
 Fundamentals of foods and nutrition and food topics related to the health and well-being of older adults. Transfer Credit: CSU.

FRENCH (FREN)

FRENCH C180 **5.0 Units**
Elementary French 1
 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 C185 **5.0 Units**
Elementary French 2
Prerequisite: FREN C180 or C180B with a grade of C or better, or completion of two years of high school French with a grade of C or better
 Continuation of FREN C180 or C180B, designed to enhance the student's abilities to comprehend and converse, to read and to write in standard French at the second-semester college level. Diverse cultural and philosophical features of the francophone world will be discussed, and reading and writing skills broadened and deepened. The notions of language, dialect, and socio-cultural variation will be discussed. FREN C185 comprises the single-semester equivalent of FREN C185A and FREN C185B combined. Transfer Credit: CSU; UC credit limitations (see counselor).

FRENCH C280 **4.0 Units**
Intermediate French 1
Prerequisite: FREN C185 or C185B
 Continuation of FREN C185, 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. Socio-cultural, psycholinguistic, and philosophical trappings of the French language and francophone cultures are discussed. FREN C280A + C280B = FREN C280 sequence. Transfer Credit: CSU; UC.

FRENCH C285 **4.0 Units**
Intermediate French 2
Prerequisite: FREN C280 or C280B
 Continuation of FREN C280, 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.

GEOGRAPHY (GEOG)

GEOGRAPHY C100 **3.0 Units**
World Regional Geography
 This course covers the physical and cultural features of various regions of the world. It examines the relationship between the physical environment and the cultural, political, and economic development of human societies, the reciprocal impact of human societies upon the environment, and current and potential world problems relating to geographic issues. Transfer Credit: CSU; UC. C-ID: GEOG 125.

GEOGRAPHY C150 **3.0 Units**
California Geography
 A study of California's diverse natural, cultural, economic, and human systems. Specific emphasis on geological processes, climate, biogeography, hydrology, migration, and landscapes. Current environmental, social, and economic concerns relating to California geographic concepts are explored. Transfer Credit: CSU; UC.

GEOGRAPHY C180 **3.0 Units**
Physical Geography
 This course examines the physical elements of geography with particular attention to the earth as a planet. Students will study the interactions between the atmosphere, biosphere, hydrosphere, and lithosphere, how these interactions create particular environments, and the impact of human actions upon earth's environments. Transfer Credit: CSU; UC.

GEOGRAPHY C185 **3.0 Units**
Cultural Geography
 This course is a study of diverse human populations, their cultural origins, diffusion and contemporary spatial expressions. Topics include demography, languages, religions, identity, urbanization and landscape modification, political units and nationalism, globalization, and economic systems and development. The course includes a geographic examination of global, regional, national, and local issues and requires students to critically evaluate these issues. At some colleges, this course is referred to as "Introduction to Human Geography." Transfer Credit: CSU; UC.

GEOLOGY (GEOL)

GEOLOGY C105 **3.0 Units**
(Formerly Geology C100)
General Geology
 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). C-ID: GEOL 100.

GEOLOGY C105L **1.0 Unit**
(Formerly Geology C141)
Geology Lab
Prerequisite: GEOL C105 with a grade of C or better or concurrent enrollment
 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). C-ID: GEOL 100 L.

GEOLOGY C106 4.0 Units**Earth Sciences for Teachers**

A broad-based lecture/laboratory study of introductory Earth Science, including geology, oceanography, meteorology, planetary science, and astronomy. Topics are aligned with the California State Science Standards for K-12 and will prepare future teachers to teach these subjects within the California Science Framework. Transfer Credit: CSU; UC credit limitations (see counselor). C-ID: GEOL 121.

GEOLOGY C115 3.0 Units**(Formerly Geology C130)****California Geology**

A study of California's topography, natural resources, and economic patterns with emphasis on current problems related to geographic factors. During the course, students will develop an overall understanding of geology and then examine specific California regions, learning how and why California has so many geologic wonders. Transfer Credit: CSU; UC.

GEOLOGY C121 3.0 Units**Environmental Geology**

The study of human interactions with the earth's geologic systems, environment, hazards and resources. It will focus on studies of environmental problems associated with soils, water resources and pollution, energy and mineral utilization, coastal erosion, natural geologic hazards, and global atmospheric changes. Principles of sound management of the geologic environment will be emphasized. Transfer Credit: CSU; UC.

GEOLOGY C185 3.0 Units**Historical Geology****Advisory: GEOL C105**

An introduction to Earth's history and the life it supports. Subjects include geologic dating, plate tectonics, stratigraphy, fossils, biological evolution, the planet's origin and the processes that have influenced paleogeography during the past 4.6 billion years. Transfer Credit: CSU; UC. C-ID: GEOL 110.

GEOLOGY C185L 1.0 Unit**Historical Geology Lab****Advisory: GEOL C105**

Prerequisite: GEOL C185. Students should have taken or be currently enrolled in GEOL C185 in order to enroll in the lab section.

The laboratory component to an introduction to Earth's history and the life it supports. Subjects include geologic dating, plate tectonics, stratigraphy, fossils, biological evolution, the planet's origin and the processes that have influenced paleogeography during the past 4.6 billion years. Transfer Credit: CSU; UC. C-ID: GEOL 110 L.

GERONTOLOGY (GERO)**GERONTOLOGY C121** 3.0 Units**Introduction to Gerontology****(Same as Sociology C120)**

A multidisciplinary overview of the biological, psychological, and sociological aspects of the aging process. This course is identical to SOC C120. Transfer Credit: CSU; UC credit limitations (see counselor).

GERONTOLOGY C131 3.0 Units**Home Care****Advisory: BIOL C120 or SOC C120**

Specifically targeted to students who are interested in understanding the non-medical in-home care industry and/or in operating a home care business. Provides in-depth information about the applicable California regulations that apply as well as the real-life challenges of operating an in-home care business. Transfer Credit CSU.

GERONTOLOGY C170 3.0 Units**Psychology of Aging****(Same as Psychology C170)****Advisory: GERO C121 or SOC C120**

Investigates the lifespan of adults - career choices and changes, marriage, relationships, family issues, aging parents, and retirement. Opportunities and challenges for retirees and the elderly to explore the potential for longer, healthier lives. This course is identical to PSYC C170. Transfer Credit: CSU; UC credit limitations (see counselor).

GERONTOLOGY C190 0.5 Units**Issues in Gerontology**

A topical course covering current issues of concern to those in the field of gerontology. Topics vary each semester. Repetition legally mandated. Transfer Credit: CSU.

GERONTOLOGY C191 1.0 Unit**Issues in Gerontology**

A topical course covering current issues of concern to those in the field of gerontology. Topics vary each semester. Repetition legally mandated. Transfer Credit: CSU.

GERONTOLOGY C193 2.0 Units**Issues in Gerontology**

A topical course covering current issues of concern to those in the field of gerontology. Topics vary each semester. Repetition legally mandated. Transfer Credit: CSU.

GERONTOLOGY C195 3.0 Units**Issues in Gerontology**

A topical course covering current issues of concern to those in the field of gerontology. Topics vary each semester. Repetition legally mandated. Transfer Credit: CSU.

GERONTOLOGY C220 3.0 Units**(Formerly: GERONTOLOGY C120)****Professional Issues in Gerontology****Advisory: SOC C120**

This multidisciplinary 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.

GERONTOLOGY C230 3.0 Units**(Formerly: GERONTOLOGY C130)****Care of Frail Elderly****Advisory: BIOL C120 or SOC C120**

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 in-depth practical information on how to work with elderly clients who are frail due to advanced age or dementia. Transfer Credit CSU.

GERONTOLOGY C240 3.0 Units**(Formerly: GERONTOLOGY C140)****Aging in a Multicultural Society**

A multicultural course that addresses how one's ethnic background impacts health care attitudes, the delivery of social services, caregiving expectations, and attitudes towards death and dying. Students completing this course will learn the importance of establishing culturally competent health care and social programs for ethnically diverse aging populations. Transfer Credit: CSU.

GERONTOLOGY C273 3.0 Units**Careers in Gerontology—A Field Practicum****Prerequisite: Be employed or volunteer in the field of Gerontology for a total of 40 hours during the semester**

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.

HEALTH (HLTH)**HEALTH C100** 3.0 Units**Personal Health**

Examines personal, community, and global health issues and problems. Provides basic information for healthful living, stressing positive health behavior, models of behavior change, 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 C120 **3.0 Units**
Introduction to Wellness Coaching
Advisory: HLTH C100
 Skills and strategies for promoting the total well-being of the person, including behavior change strategies, physical fitness, nutritional awareness, coping with stress, and taking responsibility for one's health. Decisions affecting individual and social health will be emphasized. Transfer Credit: CSU.

HEALTH C121 **3.0 Units**
Introduction to Health Care Management
 This course introduces students to the subject of Health Care Management and prepares them to start their career in that field. It covers all aspects of management, such as communication, coordination, leadership, planning, and decision making. In addition, it also covers organization design, staffing, and budgeting within the context of health care management and administration. Transfer Credit: CSU.

HEALTH C220 **3.0 Units**
Introduction to Public Health
 The factors that influence health and disease from a population-based perspective, with focus on basic concepts and terminologies of public health and an overview of the history, functions, and accomplishments of public health officials and agencies. Topics include history; health promotion; determinants of health and burden of disease; legal and ethical issues; epidemiology of communicable and non-communicable disease; environmental health; community organizing and health promotion programming; environmental health and safety; global health; and healthcare policy and management and career opportunities in public health. Transfer Credit: CSU.

HEALTH C223 **3.0 Units**
(Formerly HEALTH C175)
Healthy Aging
Advisory: HLTH C100 or SOC C120
 Physical and emotional aspects of healthful living in the later years. Emphasis is placed 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 C281 **1.0 Unit**
Work Based Learning
Prerequisite: Be employed or volunteer in the field of Health Care Management for 10 hours per week per 1.0 unit of Work Based Learning
Corequisite: Be enrolled in a total of 7 units including Work Based Learning
 This course will enhance students' ability to succeed in the field of Health Care management by providing an opportunity to bridge the gap between theory and practice. Students will have specific performance objectives relative to their career or occupational goal in the field of Health Care Management. Transfer Credit: CSU.

HEALTH C282 **2.0 Units**
Work Based Learning
Prerequisite: Be employed or volunteer in the field of Health Care Management for 10 hours per week per 1.0 unit of Work Based Learning
Corequisite: Be enrolled in a total of 7 units including Work Based Learning

This course will enhance students' ability to succeed in the field of Health Care management by providing an opportunity to bridge the gap between theory and practice. Students will have specific performance objectives relative to their career or occupational goal in the field of Health Care Management. Transfer Credit: CSU.

HEALTH C283 **3.0 Units**
Work Based Learning
Prerequisite: Be employed or volunteer in the field of Health Care Management for 10 hours per week per 1.0 unit of Work Based Learning
Corequisite: Be enrolled in a total of 7 units including Work Based Learning

This course will enhance students' ability to succeed in the field of Health Care management by providing an opportunity to bridge the gap between theory and practice. Students will have specific performance objectives relative to their career or occupational goal in the field of Health Care Management. Transfer Credit: CSU.

HEALTH C284 **4.0 Units**
Work Based Learning
Prerequisite: Be employed or volunteer in the field of Health Care Management for 10 hours per week per 1.0 unit of Work Based Learning
Corequisite: Be enrolled in a total of 7 units including Work Based Learning

This course will enhance students' ability to succeed in the field of Health Care management by providing an opportunity to bridge the gap between theory and practice. Students will have specific performance objectives relative to their career or occupational goal in the field of Health Care Management. Transfer Credit: CSU.

HISTORY (HIST)

HISTORY C115 **3.0 Units**
Latin American History and Culture

This introductory course in Latin American history covers the Caribbean, Central America, and South America from pre-Columbian times to the present. It emphasizes the development of the cultures, social institutions, political forms, and economic structures of this region, including the complex interactions between Native-American, African, and European societies and the significance of international political and economic connections. Transfer Credit: CSU; UC.

HISTORY C121 **3.0 Units**
(Formerly History C120)
History of American Women

The course will examine the traditional and developing roles of women in American history. Emphasis will be on the 19th 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 C122 **3.0 Units**
Chicano History

This introductory course explores the role played by peoples of Mexican heritage in the development of the United States with a particular focus upon the Southwest. This class will evaluate the significance of Mexican/Latino culture, the status of Chicanos as a minority group within the U.S. society, and the struggles for civil rights. Transfer Credit: CSU; UC.

HISTORY C132 **3.0 Units**
History of Britain and Ireland 1

This course surveys the history of the British Isles from the Neolithic age through the 17th century. It explores how various cultures synthesized to create English, Scottish, Welsh, and Irish identities. Major topics include Celtic culture, Roman imperialism, Viking impact, and the Tudor and Stuart monarchies as well as the development of parliamentary institutions and the Common Law. Transfer Credit: CSU; UC.

HISTORY C135 **3.0 Units**
History of Britain and Ireland 2

This course surveys the history of the British Isles from the 17th century to the present. Content spans the major political, economic, social, cultural, and intellectual forces that have shaped the United Kingdom and Eire. Historical emphasis is placed on constitutional development, the impact of the industrial revolution, and the origins and consequences of British imperialism, Irish nationalism, the world wars, the Cold War, decolonization, the growth of the European community, and contemporary British and Irish culture. Transfer Credit: CSU; UC.

HISTORY C146 **3.0 Unit**
History of Mexico

An introductory course on Mexican history and culture from pre-history to modern times. Emphasis will be on ancient civilizations, colonization, independence, foreign intervention, the Revolution of 1910, and modern developments. Transfer Credit: CSU; UC.

HISTORY C150 3.0 Units**History of California**

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 C155 3.0 Units**The American West**

This course explores the evolution of the trans-Mississippi West from earliest times to the present. Key topics include the interaction between nature and human society; the significance of the Western mythos in American society; the impact of racial and cultural diversity; the role played by government in the creation of the West; and the evolving role of the West within the context of the nation and the world. Transfer Credit: CSU; UC.

HISTORY C161 3.0 Units**(Formerly History C160)****World History 1**

A survey of the economic, political, social, and cultural evolution of civilizations in Asia, the Near East, Europe, Africa, and the Americas, from antiquity to 1500 C.E. This course covers the origin and early development of human civilizations in each region as well as unique cultural traditions and the beginnings of interactions between the different societies. Transfer Credit: CSU; UC. C-ID: HIST 150.

HISTORY C162 3.0 Units**(Formerly History C165)****World History 2**

This course traces the economic, political, social, and cultural evolution of civilizations in Asia, the Near East, Europe, Africa, and the Americas from 1500 to the present. It covers the varied impact of industrialization and the creation of a global economy, the evolution and interaction of disparate political systems, and the development of diverse cultural, social, and ideological trends. Transfer Credit: CSU; UC. C-ID: HIST 160.

HISTORY C170 3.0 Units**U.S. History to 1876**

A comprehensive examination of the history of the United States from the beginnings of exploration to the end of reconstruction after the Civil War. It covers the political, economic, diplomatic, social, and cultural aspects of American life during this time span. This course fulfills the UC and CSU requirements for the BA degree and is transferable to all state institutions of higher learning. Transfer Credit: CSU; UC. C-ID: HIST 130.

HISTORY C175 3.0 Units**U.S. History Since 1876**

A comprehensive examination of the history of the United States from Reconstruction to the present time that covers the political, economic, diplomatic, social, and cultural aspects of American life. This course fulfills the UC and CSU requirements for the BA degree and is transferable to all state institutions of higher learning. Transfer Credit: CSU; UC. C-ID: HIST 140.

HISTORY C180 3.0 Units**Western Civilization 1**

A study of the development of western culture from the earliest beginnings to 1550 with an emphasis upon the impact of philosophical, social, and economic factors upon western civilization. Transfer Credit: CSU; UC. C-ID: HIST 170.

HISTORY C185 3.0 Units**Western Civilization 2**

A survey of the development of present day Western society from 1550 to the present, the course will emphasize the cultural, and socio-economic changes wrought by the Reformation, the Enlightenment, the Scientific Revolution, industrialization and imperialism. It will also trace the political evolution of the West by examining a variety of political trends, including liberalism, nationalism, socialism, communism, and fascism. Transfer Credit: CSU; UC. C-ID: HIST 180.

HUMAN SERVICES (HSVC)**HUMAN SERVICES C100 3.0 Units****Introduction to Human Services**

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 C101 3.0 Units**Helping Theories and Intervention Strategies**

An overview of the major helping theories and strategies in the counseling process the emphasis will be placed on enabling students to develop theoretical foundations and apply appropriate intervention strategies. Topics covered include dealing with a crisis and disaster, clarifying personal values, solving common problems encountered as a helper, and case management. Transfer Credit: CSU.

HUMAN SERVICES C102 3.0 Units**Introduction to Crisis Intervention**

This 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 interventions. Transfer Credit: CSU.

HUMAN SERVICES C104 3.0 Units**Treatment Issues in Substance Abuse**

This course will introduce students to theoretical and intervention models involved in the treatment of substance dependencies. Students will explore the effects of substance abuse on the individual, the family unit, workplace, and the community. Topics include counselor characteristics, legal and ethical issues facing substance abuse counselors, pharmacology, and substance abuse assessment, issues of diversity and treatment, group counseling, family counseling, codependency and enabling, and modalities of treatment. Transfer Credit: CSU.

HUMAN SERVICES C105 3.0 Units**Introduction to Case Management**

This course introduces students to case management and documentation in a variety of settings. Students will study the purpose, function, and rationale for case management. In addition, the documentation of client clinical records will be covered, emphasizing the taking of social histories and writing of treatment plans. The professional guidelines necessary for working with clients in a social services setting will also be covered, providing the student with an understanding of issues related to ethics, client rights, and confidentiality. This class is designed for students interested in working in a social services setting. Transfer Credit: CSU.

HUMAN SERVICES C106 3.0 Units**Cultural Diversity in Human Services**

Focuses on the major cultural, historical, and societal themes in the US and highlights the competencies needed to address and work effectively with people from various ethnic, racial, and religious groups. Examines the knowledge, skills, and attitudes needed for the treatment provider to understand the full context of a client's sociocultural environment and examines those who have been disadvantaged or excluded from mainstream US society. Includes those with co-occurring disorders. Transfer Credit: CSU.

HUMAN SERVICES C273 3.0 Units**Human Services Practicum**

Prerequisite: HSVC C100 and C101 with a grade of C or better

Corequisite: 60 hours of employment or volunteer work with an organization that provides helping.

Through community agencies, students will learn the work of human services delivery through supervised participation. The course will emphasize student self-awareness and self-esteem, interviewing and communication skills, the relationship of theory and practice, and organization and client systems. Students will need to locate a volunteer worksite that is approved by the instructor. Transfer Credit: CSU.

HUMANITIES (HUM)

HUMANITIES C100 3.0 Units

Introduction to the Humanities

A survey of Western Civilization from its roots in prehistory to its current influence throughout the world, this course considers the religious, intellectual, socio-political, philosophical, and cultural values that have influenced the arts of the West. Transfer Credit: CSU; UC.

HUMANITIES C110 3.0 Units

Humanities through the Arts

This course surveys Western Civilization's cultural achievements in music, literature, drama, film, painting, sculpture, and architecture. Transfer Credit: CSU; UC.

HUMANITIES C135 3.0 Units

(Formerly Humanities C130)

History and Appreciation of the Cinema

This course explores the world of cinema. Content includes film theory, appreciation and criticism, narrative devices and techniques, the movie-making industry, and film's influence on culture. Among other genres, the rom-com, musical, gangster, western, action, epic, foreign, independent, animated, and documentary will be critiqued. Students also learn the terminology of cinematography. Transfer Credit: CSU; UC.

INFORMATICS (INFM)

INFORMATICS C102 3.0 Units

Concepts of Programming Languages 2

Prerequisite: INFM C111, C141, C142, C143, and C144; ICS C123 and C141; PHIL C115; ENGL C100; MATH C225 with a grade of C or better

In-depth study of major programming paradigms: imperative, functional, declarative, object-oriented, and aspect-oriented. Understanding the role of programming languages in software development and the suitability of languages in context, including domain-specific languages. Designing new languages for better software development support. Transfer Credit: CSU.

INFORMATICS C111 3.0 Units

Software Methods and Tools

Prerequisite: INFM C141, C142, C143, and C144; ICS C123; PHIL C115; ENGL C100; MATH C225 with a grade of C or better

Concepts and techniques of constructing software in a systematic fashion, including detailed design techniques, specifications, programming methods, quality-inducing procedures, development tools, team techniques, testing, estimation, and performance improvement. Laboratory work involves exercises to illustrate important concepts, methods, and tools. Transfer Credit: CSU.

INFORMATICS C113 3.0 Units

Requirements Analysis and Engineering

Prerequisite: INFM C111, C141, C142, C143, and C144; ICS C123 and C141; PHIL C115; ENGL C100; MATH C160 and C225 with a grade of C or better

Students learn the systematic process of developing requirements through cooperative problem analysis, representation, and validation. Develop techniques of software-intensive systems through successful requirements analysis techniques and requirements engineering. Transfer Credit: CSU.

INFORMATICS C115 3.0 Units

Software Specification and Quality Engineering

Prerequisite: INFM C102, C111, C113, C141, C142, C143, and C144; ICS C123 and C141; PHIL C115; ENGL C100; MATH C160 and C225 with a grade of C or better

A hands-on course in preparing to produce high-quality software through the use of software specifications and other techniques. What constitutes software quality; how to specify it; how to plan for it; how to measure it; software specification; testing; and software process. Transfer Credit: CSU.

INFORMATICS C121 3.0 Units

Software Design 1

Prerequisite: INFM C102, C111, C113, C131, C141, C142, C143, and C144; ICS C123 and C141; PHIL C115; ENGL C100; MATH C160 and C225 with a grade of C or better

An introduction to software and design principles, paradigms, tools, and techniques. Topics include alternative and architectural styles, iterative refinement, and design patterns, mapping design onto code, design tools, and design notations. The course includes extensive practice in creating designs and in the study of existing designs. Transfer Credit: CSU.

INFORMATICS C131 3.0 Units

Human Computer Interaction

An introduction to human-computer interaction with an emphasis placed on user interface design. Students learn about Human Computer Interaction (HCI) theory, guidelines for effective interface design, and the evaluation of user interfaces. Transfer Credit: CSU.

INFORMATICS C132 3.0 Units

Project in Human Computer Interaction and User Interfaces

A project based course in which students, working in teams, will design and implement new software/web based systems, paying particular attention to human computer interface issues. Transfer Credit: CSU.

INFORMATICS C141 4.0 Units

Informatics Core Course 1

Fundamental concepts of computer software design and construction that includes data, algorithms, functions, and abstractions. Overview of computer systems: data representation, architectural components, operating systems, and networks. Introduction to information systems: parties involved architectural alternatives, usability, and organizational and social concerns. Transfer Credit: CSU.

INFORMATICS C142 4.0 Units

Informatics Core Course 2

Advisory: INFM C141

This course introduces object-oriented programming concepts and techniques classes, objects, inheritance, interfaces, formal languages, automata, and the Java programming language. It introduces additional data structures (hash tables and balanced trees) and explores the basis for making tradeoffs and design decisions among alternative data structures and implementations. Transfer Credit: CSU; UC.

INFORMATICS C143 4.0 Units

Informatics Core Course 3

Advisory: INFM C141 and C142

This course describes the development process for large-scale software systems, explores the tools and techniques available to facilitate development and enhance quality, and provides students with the opportunity to apply these tools and techniques to a problem of significant size. Transfer Credit: CSU.

INFORMATICS C144 1.0 Unit

Seminar in Informatics Research Topics

Advisory: INFM C141, C142, and C143

This seminar course explores the current research topics in Informatics. Experts, faculty members, and student team's present topics related to software/interface design, programming and interface design. Transfer Credit: CSU.

INFORMATICS C168 1.5 Units

Introduction/Survey of Multimedia Entertainment

This course will present a survey of the multimedia industry. It will focus on entry-level jobs and responsibilities, career paths, and the necessary skills for success. The regional differences in employment and types of projects and products will be explored. An introduction of the production processes from concept to publication will be researched and discussed. Transfer Credit: CSU.

INFORMATICS C171 1.0 Unit**Computer Programming with Alice**

This course introduces both majors and non-majors to the concepts and topics of computer and simulation programming. Students will develop algorithmic thinking and abstraction through the use of a 3-D animation programming environment. This course is designed for beginning programmers, and web developers who need to understand object oriented concepts. Transfer Credit: CSU.

INFORMATICS C176 3.0 Units**Web Animation**

The course uses industry standard animation tools in which the principles of animation are developed for web animation. Students are expected to create one short web-i-sode with sound of at least one minute in length using these tools. Transfer Credit: CSU.

INFORMATICS C182 3.0 Units**Simulation Building****Advisory: DGA C174**

Students will learn to apply basic design principles to the solution of visual problems using elements of 3-D design. The student will conceptualize his/her intended design from concept into a 3-D environment. The use of primitive shape-based design, 3-D coordinate systems and construction of 3-D models will be explored. Transfer Credit: CSU.

INFORMATICS C184 3.0 Units**Interface Design****(Same as Digital Graphics Applications C184)**

This course covers the basics of designing media using authoring software and creating animation, interactivity, and basic programming techniques. Emphasis is on interface design and development. Transfer Credit: CSU.

INFORMATICS C185 3.0 Units**Interface Design Project****Advisory: INFM C184**

Students, working in teams, will design and implement a multimedia entertainment software system, paying particular attention to human computer/interface issues. Transfer Credit: CSU.

INFORMATION AND COMPUTER SCIENCE (ICS)

(SEE ALSO COMPUTER INFORMATION SYSTEMS)

INFORMATION AND COMPUTER**SCIENCE C123** 3.0 Units**Fundamental Data Structures**

Prerequisite: INFM C141 and C142, PHIL C115; ENGL C100 with a grade of C or better

An introduction to computer science that is primarily concerned with the topic of data structures: what various ones are and how they are used, and the pros and cons, in terms of execution time and memory usage, of choosing one over another. Transfer Credit: CSU; UC.

INFORMATION AND COMPUTER**SCIENCE C141** 3.0 Units**Concepts of Programming Languages 1**

Prerequisite: INFM C141, C142, and C144; ICS C123; PHIL C115; ENGL C100 with a grade of C" or better

Explore a broad range of approaches to programming, the technical principles and characteristics of different programming languages, and the issues that programming language designers must consider. Transfer Credit: CSU; UC.

ITALIAN (ITAL)

ITALIAN C180 5.0 Units**Elementary Italian 1**

Advisory: Students who have completed two years of high school Italian with a grade of C or better should enroll in ITAL C185 or ITAL C185A.

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).

ITALIAN C185 5.0 Units**Elementary Italian 2**

Prerequisite: ITAL C180 or C180B with a grade of C or better

Continuation of ITAL C180 or C180B, 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).

JAPANESE (JAPN)

JAPANESE C180 5.0 Units**Elementary Japanese 1**

Advisory: Students who have completed two years of high school Japanese with a grade of C or better should enroll in JAPN C185.

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 customs and cultures of the Japanese language speakers. Transfer Credit: CSU; UC credit limitations (see counselor).

JAPANESE C185 5.0 Units**Elementary Japanese 2**

Prerequisite: JAPN C180 or C180B with a grade of C or better

Advanced beginning course continuing JAPN C180 or C180B 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).

KINESIOLOGY (KIN)

(SEE ALSO PHYSICAL EDUCATION)

KINESIOLOGY C101 1.0 Unit**(Formerly PHYSICAL EDUCATION C101)****Personal Fitness and Wellness**

Individualized program of exercise, fitness, stress control and body weight control to improve muscle strength, endurance, flexibility, and overall physical fitness to achieve and maintain a healthy lifestyle. Transfer Credit: CSU; UC.

KINESIOLOGY C190 3.0 Units**(Formerly PHYSICAL EDUCATION C190)****Physiology of Exercise**

This course is 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.

KINESIOLOGY C201 3.0 Units**(Formerly PHYSICAL EDUCATION C201)****Fitness for Life**

Application of principles of human anatomy, physiology, nutrition, and behavior change to the development of exercise programs for health and fitness. Transfer Credit: CSU.

KINESIOLOGY C202 3.0 Units**Introduction to Kinesiology**

An introduction to the study of human movement, including its role in daily life, its place in higher education, and professional career opportunities in areas related to sport, movement, exercise, and fitness. Students will examine the multiple ways of knowing and studying human movement with a focus on the sub disciplines within Kinesiology. Transfer Credit: CSU. C-ID: KIN 100.

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| <p>KINESIOLOGY C289 3.0 Units (Formerly PHYSICAL EDUCATION C189 and C289) Exercise Assessment and Program Implementation Advisory: BIOL C102 and PE C190 Prepares students to use a variety of screening methods to analyze the fitness level and risk factors of implementing an individual exercise program. The course will include the application of health behavior modification theories, strategies for determining individual expectations, and appropriate fitness goals to optimize adherence to an exercise plan. Students will be able to design and implement exercise programs for specific client needs (e.g., specific sports, performance, lifestyle, functional, balance, agility, aerobic, and anaerobic) as well as for some special populations. Transfer Credit: CSU.</p> | <p>LAW C118 3.0 Units Legal Analysis and Briefing Advisory: LAW C100, C127, and/or C128 Learn the methods and procedures of statutory and case law analysis, including proper briefing and persuasive writing techniques. Transfer Credit: CSU.</p> <p>LAW C120 3.0 Units Legal Research Advisory: LAW C100 or C127; C118, and C128 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 of statutory and case law, secondary sources, and computerized research techniques. Transfer Credit: CSU.</p> <p>LAW C121 4.0 Units Legal Research/CALR Advisory: LAW C100, C105 and C118 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 of statutory, case law, secondary source research techniques, and computer-assisted legal research. Transfer Credit: CSU.</p> <p>LAW C122 1.0 Unit Computer Assisted Legal Research Prerequisite: LAW C120 with a grade of C or better or concurrent enrollment Advisory: LAW C118 This course is a continuation of LAW C120, solving legal research problems with computer assisted legal research resources. Transfer Credit: CSU.</p> <p>LAW C126 3.0 Units Legal Aspects of Health Care Administration This course introduces students to the legal and ethical issues that affect the health care industry, health care providers, and health care managers. It covers all related topics, such as tort law, criminal aspects of health care, patient confidentiality, release of medical information, informed consent, corporate and personal liability, and medical malpractice. Special emphasis is placed on the procedures that protect the security of health care data. Transfer Credit: CSU.</p> <p>LAW C127 3.0 Units Legal Procedure 1 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.</p> | <p>LAW C128 3.0 Units Legal Procedure 2 Advisory: LAW C127 or concurrent enrollment Continuation of LAW C127, 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.</p> <p>LAW C130 1.5 Units Law Office Management Advisory: LAW C100 or C120 and C128 A study of the systems and procedures for management and administration of legal entities, including structure and decision process, delegation, personnel selection, job descriptions, office policies, file systems, calendar systems, records management, new matters and client conflicts, facilities, communication, technology, billing systems, risk management, ethics, and paralegal employment. Transfer Credit: CSU.</p> <p>LAW C135 1.5 Units Family Law Advisory: LAW C100 or C127 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.</p> <p>LAW C142 3.0 Units Probate Administration/Estate Planning Advisory: LAW C100 or C127 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.</p> <p>LAW C148 1.5 Units Elder Law Advisory: LAW C100 or C142 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 probate statutes. Transfer Credit: CSU.</p> |
| LAW (PARALEGAL STUDIES) | | |
| <p>LAW C100 3.0 Units Introduction to Paralegal Studies 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.</p> <p>LAW C105 3.0 Units Civil Litigation 1 Advisory: LAW C100 and C127 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.</p> <p>LAW C110 1.5 Units Civil Litigation 2 Advisory: LAW C100 and C105 Advanced principles of civil litigation as applicable to parties to the action, jurisdiction and venue, defaults, pleadings, discovery, motions, provisional remedies, summary judgment, and summary adjudication. Transfer Credit: CSU.</p> <p>LAW C115 1.5 Units Criminal Litigation Advisory: LAW C100 and C121 The criminal court system and litigation in criminal cases, constitutional law, criminal law, criminal procedure; including investigation, prosecution, defenses, discovery, motions, trial preparation, and appeal in criminal cases. Transfer Credit: CSU.</p> | | |

MANAGEMENT AND SUPERVISION (MS)

MANAGEMENT AND SUPERVISION C100 3.0 Units

Business Organization and Management

Business Organization and Management is a course designed to provide a comprehensive review of the role of management in the current business environment. Students will be introduced to the terminology, theories, and principles that make up the core of business management. The 21st Century workplace is undergoing dramatic changes. Organizations are reinventing themselves for speed, efficiency, and flexibility and are creating a strategic advantage with customer-focused leadership. Teams are becoming the basic organizational building block with increased emphasis on employee participation and empowerment. Transfer Credit: CSU.

MANAGEMENT AND SUPERVISION C101 3.0 Units

Management and Employee Communication

This course applies the principles of ethical and effective communication to the creation of letters, memos, emails, and written and oral reports for a variety of business situations. The course emphasizes planning, organizing, composing, and revising business documents using word processing software for written documents and presentation-graphics software to create and deliver professional-level oral reports. This course is designed for students who already have college-level writing skills. Transfer Status: CSU.

MANAGEMENT AND SUPERVISION C102 3.0 Units

Human Relations in Business

The course explores the influence of individual differences, interpersonal dynamics, and culture on human relations. Its focus is on learning to apply the principles of social science as a business management skill and to improve working relationships and the ability to deal with a variety of people and situations. Students will learn how to utilize problem solving, critical thinking, and human relations skills to become effective supervisors and managers in today's business environment. Transfer Credit: CSU.

MANAGEMENT AND SUPERVISION C104 3.0 Units

Human Resource Management

This course provides an introduction to the human resources function and related elements and activities while focusing on the crucial role of effective human resource management in achieving organizational success. It emphasizes the ways human resource management can provide a competitive edge and support corporate strategies. It examines the diversity of today's workforce and the economic, social, legislative, and attitudinal changes affecting human resources as well as key functions, such as recruitment, equal opportunity, selection, development, appraisal, retention, compensation, and labor relations. Students will be exposed to the view of HRM from the perception of both management and subordinate employees. Transfer Credit: CSU.

MANAGEMENT AND SUPERVISION C144 3.0 Units

(Formerly Leadership C140)

Introduction to Leadership

An introductory participative 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. Transfer Credit: CSU.

MANAGEMENT AND SUPERVISION C145 3.0 Units

(Formerly Leadership C144)

Personal Leadership

Advisory: MS C144

A participative 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 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. Transfer Credit: CSU.

MANAGEMENT AND SUPERVISION C150 3.0 Units

(Formerly Leadership C150)

Organizational Leadership 1

Advisory: MS C144 and C145

An introductory participative 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. Transfer Credit: CSU.

MANAGEMENT AND SUPERVISION C151 3.0 Units

(Formerly Leadership C155)

Organizational Leadership 2

Advisory: MS C144, C145, and C150

A participative 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 organizations. Transfer Credit: CSU.

MANAGEMENT AND SUPERVISION C171 3.0 Units

Principles of Logistics/Supply Chain Management

(Same as Supply Management C101)

This course encompasses purchasing, operations, and logistics activities, and explains how these aspects of supply-chain activity are accomplished effectively and efficiently. The course follows a natural flow through the supply chain, demonstrating the practical applications of supply-chain management in the workplace. Transfer Credit: CSU.

MANAGEMENT AND SUPERVISION C172 3.0 Units**Logistics/Supply Chain Operations**
(Same as Supply Management C102)

This course provides a strong foundation and solid understanding of key supply-chain processes. Topic highlights include supply-chain strategy development; process evaluation and design; and planning, controlling, and scheduling with a focus on value-added approaches to link suppliers, the organizations, and customers. Strategic and operational issues are covered with an emphasis on tools and techniques. Transfer Credit: CSU.

MANAGEMENT AND SUPERVISION C174 3.0 Units**Purchasing and Procurement**
(Same as Supply Management C104)

Purchasing and Procurement provides contextual insight and knowledge into the strategies, processes, and practices of purchasing. Topics include supplier integration, evaluation, cost analysis, negotiations, contracts, inventory and information, e-systems, and management, measurement and evaluation of sources and supplies. Transfer Credit: CSU.

MANAGEMENT AND SUPERVISION C176 3.0 Units**Supply Chain/Logistics Management**
(Same as Supply Management C204)

This course provides a strategic focus that blends logistics theory with practical applications showing how all the pieces fit together. Topics include logistics management, operations, design, administration, and changes in the way business is being conducted. Emphasis is on relating current technology developments to supply chain managerial concepts and logistical practices. Transfer Credit: CSU.

MANAGEMENT AND SUPERVISION C283 3.0 Units**Work Based Learning**

Prerequisite: Be employed or volunteer in a field related to Management and Supervision for 5 hours per week per 1.0 unit of Work Based Learning

Corequisite: Be enrolled in a total of 7.0 units including Work Based Learning

To enhance each Work Based Learning participant's opportunity for success in the field of Management and Supervision 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 Management and Supervision. Transfer Credit: CSU.

MANAGEMENT AND SUPERVISION C284 4.0 Units**Work Based Learning**

Prerequisite: Be employed or volunteer in a field related to Management and Supervision for 5 hours per week per 1.0 unit of Work Based Learning

Corequisite: Be enrolled in a total of 7.0 units including Work Based Learning

To enhance each Work Based Learning participant's opportunity for success in the field of Management and Supervision 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 Management and Supervision. Transfer Credit: CSU.

MARINE SCIENCE (MRSC)**MARINE SCIENCE C100** 3.0 Units**Introduction to Marine Science**
(Same as BIOLOGY C103)

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 geo-political and economic impact. Transfer Credit: CSU; UC.

MARINE SCIENCE C100L 1.0 Unit**Marine Sciences Oceanography Laboratory**

Prerequisite: MRSC C100 with a grade of C or better or concurrent enrollment

(Same as BIOLOGY C103L)

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; UC.

MARINE SCIENCE C105 4.0 Units**Marine Biology**

Prerequisite: MRSC C100 with a grade of C or better

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.

MASS COMMUNICATIONS (MCOM)**MASS COMMUNICATIONS C100** 3.0 Units**Introduction to Mass Communications**

A study and analysis of the major media: newspapers, magazines, radio, and television covering how they function and affect society. Transfer Credit: CSU; UC.

MASS COMMUNICATIONS C140 3.0 Units**Public Relations**

Overview and analysis of the management of publicity using the media as a vehicle to persuade and influence groups of people through effective organizational communications. Various examples of successful campaigns will be examined in addition to historical events and contemporary publicity. Transfer Credit: CSU.

MASS COMMUNICATIONS C150 3.0 Units**Introduction to Radio, TV, Film**

Overview and analysis of the radio, TV, and film industries in the U.S. with emphasis on the historical, cultural, and technical functions of each medium. Broadcast advertising, audience ratings, broadcast law, and regulations are also explored in addition to the impact of global broadcasting, cable TV, the Internet, and satellite technologies. Transfer Credit: CSU.

MATHEMATICS (MATH)**MATHEMATICS C005** 3.0 Units**Basic Mathematics**

Advisory: Take math placement test.

Fundamental operations of arithmetic, including operations on whole numbers, fractions, decimals, percents, and descriptive statistics, geometry, and consumer applications. (NOT DEGREE APPLICABLE.)

SEE ALSO MATHEMATICS C044 Combined Basic Mathematics and Pre-Algebra**MATHEMATICS C008** 3.0 Units**Pre-Algebra**

Prerequisite: MATH C005 or MATH C007 with a passing grade or achieve qualifying score on math placement test or by Multiple Measures Assessment

Introduction to algebraic expression and linear equations with an emphasis on the arithmetic of integers, fractions, decimal numbers, and rules of exponents. Applications include ratios, percentages, and graphs. (NOT DEGREE APPLICABLE.)

SEE ALSO MATHEMATICS C045 Combined Elementary and Intermediate Algebra

MATHEMATICS C010 **4.0 Units**
Elementary Algebra
Prerequisite: MATH C008 or C044 with a passing grade or achieve qualifying score on math placement test or by Multiple Measures Assessment

Numerical and algebraic operations, number systems, linear and quadratic equations/inequalities, polynomials, factors, roots and exponents, and applications. (NOT DEGREE APPLICABLE.)

SEE ALSO MATHEMATICS C045 Combined Elementary and Intermediate Algebra

MATHEMATICS C030 **4.0 Units**
Intermediate Algebra
Prerequisite: MATH C010 with a grade of C or better or achieve qualifying score on math placement test or by Multiple Measures Assessment

Review of elementary algebra, linear and quadratic equations, curve plotting, exponents, radicals, polynomials, systems of equations/inequalities, nonlinear equations, logarithmic and exponential functions, complex numbers, and applications.

MATHEMATICS C044 **5.0 Units**
Combined Basic Mathematics and Pre-Algebra

This course prepares students with the basic math principles and foundation for Elementary Algebra (MATH C010). The course content is equivalent to that covered separately in Basic Arithmetic (MATH C005) and Pre-Algebra (MATH C008). The course develops number and operation sense with regard to whole numbers, integers, rational numbers, mixed numbers, and decimals. Also included are grouping symbols, order of operations, estimation and approximation, scientific notation, ratios, percents, proportions, geometric figures, and units of measurement with conversions. An introduction to algebraic topics, including simple linear equations, algebraic expressions and formulas, and practical applications of the material are also covered. All topics will be covered without the use of a calculating device.

Mathematics C045 **6.0 Units**
Combined Elementary and Intermediate Algebra
Prerequisite: MATH C008 or C044 with a grade of C or better or achieve qualifying score on math placement test or by Multiple Measures Assessment

Numerical and algebraic operations, number systems, linear and quadratic equations/inequalities, exponents, polynomials, radicals, curve plotting, systems of equations/inequalities, nonlinear equations, logarithmic and exponential functions, complex numbers, and applications.

MATHEMATICS C046 **5.0 Units**
Statistics Pathway 1
Advisory: MATH C005

The Statway path is a two-semester sequence recommended for majors that require no mathematics beyond freshman-level statistics. MATH C046 is the first semester of two in the Statway sequence. MATH C046 includes topics from descriptive statistics (experimental design and descriptive statistics) and beginning algebra (linear and quadratic algebraic phenomena) and is a prerequisite for MATH C146, the second course in the Statway sequence. Both courses in the sequence, MATH C046 and C146, must be taken to receive credit for college level statistics. (NOT DEGREE APPLICABLE.)

MATHEMATICS C047 **6.0 Units**
Algebra: A Combined Course

This one-semester course combines Basic Math, Prealgebra, Beginning Algebra, and Intermediate Algebra. After completing this course, students may enroll in any class with Intermediate Algebra as a prerequisite.

MATHEMATICS C091 **2.0 Units**
Support for College Algebra

Corequisite: MATH C115
 This course covers the underlying algebra skills and concepts, along with mathematical problem solving and study skills that promote or are needed for success in College Algebra. Concurrent enrollment in specified sections of MATH C115 is required. (NOT DEGREE APPLICABLE.)

MATHEMATICS C096 **2.0 Units**
Support for Introduction to Statistics

Corequisite: MATH C160
 This course covers the underlying algebra skills and concepts, along with mathematical problem solving and study skills, that promote or are needed for success in Introduction to Statistics. Concurrent enrollment in specified sections of MATH C160 is required. (NOT APPLICABLE)

MATHEMATICS C100 **3.0 Units**
Liberal Arts Mathematics

Prerequisite: MATH C030 or C045 with a grade of C or better or achieve qualifying score on math placement test or by Multiple Measures Assessment

Examines the mathematics involved in personal finance, environmental issues, the social sciences, politics and voting, business and economics, graph theory, fractals, art, and music. The course will also include a writing and research component. Transfer Credit: CSU, UC

MATHEMATICS C103 **3.0 Units**
Statistics for Elementary Teachers
Prerequisite: MATH C030 or C045 with a grade of C or better or achieve qualifying score on math placement test or by Multiple Measures Assessment

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.

MATHEMATICS C104 **3.0 Units**
Mathematics for Elementary Teachers

Prerequisite: MATH C030 or C045 with a grade of C or better or achieve qualifying score on math placement test or by Multiple Measures Assessment

This course will develop and reinforce conceptual understanding of mathematical topics through the use of connections, modeling, and representation and national and state curriculum standards for elementary school math, including Common Core State Standards. Instructional delivery design techniques and technological applications will be explored. The course involves using technology, participating in group work and projects, and observing and/or teaching in local elementary schools. Topics covered include whole numbers, integers, rational numbers, real numbers, number theory, ratio, proportion, percent, set theory, and elementary logic. Transfer Credit: CSU; UC credit limitations (see counselor).

MATHEMATICS C106 **3.0 Units**
Geometry for Elementary Teachers

Prerequisite: MATH C030 or C045 with a grade of C or better or achieve qualifying score on math placement test or by Multiple Measures Assessment

This course will build fluency and understanding of basic mathematical concepts and develop reasoning, problem solving, and communicating skills. The course involves using technology, participating in group work and projects, and observing and/or teaching in local elementary schools. Topics covered include data analysis, probability, geometry, measurement, algebra, and coordinate geometry. Transfer Credit: CSU; UC credit limitations (see counselor).

MATHEMATICS C115 **4.0 Units**
College Algebra

Prerequisite: MATH C030 or MATH C045 with a grade of C or better or achieve qualifying score on math placement test or by Multiple Measures Assessment

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 credit limitations (see counselor).

MATHEMATICS C120 3.0 Units**Trigonometry**

Prerequisite: MATH C030 or C045 with a grade of C or better or achieve qualifying score on math placement test or by Multiple Measures Assessment

Circular functions, trigonometric identities and graphs, inverse functions, triangles, vectors, applications, and imaginary and complex numbers. Transfer Credit: CSU.

MATHEMATICS C140 4.0 Units**Business Calculus**

Prerequisite: MATH C115 or C170 with a grade of C or better or achieve qualifying score on math placement test or by Multiple Measures Assessment

This course is designed for business, management, and social science majors. It will cover functions, graphs, limits, continuity, derivatives, and integrals of exponential and logarithmic functions, the chain rule, multivariable functions, differential equations, and applications. Transfer Credit: CSU; UC credit limitations (see counselor).

MATHEMATICS C146 5.0 Units**Statistics Pathway 2**

Prerequisite: MATH C046 with a grade of C or better

The Statway path is a two-semester sequence recommended for majors that require no mathematics beyond freshman-level statistics. MATH C146 is the second semester of the Statway sequence. MATH C146 includes topics from intermediate algebra (radical, exponential, and logarithmic algebraic phenomena) and inferential statistics. Transfer Credit: CSU; UC credit limitation (see counselor).

MATHEMATICS C150 4.0 Units**Finite Mathematics with Applications**

Prerequisite: MATH C030 or C045 with a grade of C or better or achieve qualifying score on math placement test or by Multiple Measures Assessment

Topics include sets, logic, number bases, number theory, mathematical systems, equations, graphs, probability, statistics, matrices, Markov chains, and game theory with applications. Transfer Credit: CSU; UC.

MATHEMATICS C160 4.0 Units**Introduction to Statistics**

Prerequisite: MATH C030, C045, or C046 with a grade of C or better or achieve qualifying score on math placement test or by Multiple Measures Assessment

Topics covered include collecting of data, sampling, probability, hypothesis testing, analyzing of variance, correlation and regression, nonparametric testing, and correlating for application in the natural sciences, social sciences, business, and management. Use of statistical technology will be introduced. Transfer Credit: CSU; UC. C-ID: MATH 110.

MATHEMATICS C170 5.0 Units**Precalculus**

Prerequisite: MATH C120 with a grade of C or better or achieve a qualifying score on math placement test or by Multiple Measures Assessment

Topics include algebra review, complex numbers, sequences and series, polynomial, rational, exponential, logarithmic, and 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 credit limitations (see counselor).

MATHEMATICS C180 5.0 Units**Calculus 1**

Prerequisite: MATH C170, or MATH C115 and C 120 with a grade of C or better, or achieve a qualifying score on math placement test or by Multiple Measures Assessment

A first course in the calculus sequence. It satisfies the requirement for majors in mathematics, science, or engineering. Topics include limits, derivatives of algebraic and transcendental functions, applications of derivatives, indefinite integrals, definite integrals, the fundamental theorem of calculus, and applications of integration. Transfer Credit: CSU; UC credit limitations (see counselor). C-ID: MATH 210.

MATHEMATICS C185 5.0 Units**Calculus 2**

Prerequisite: MATH C180 with a grade of C or better or by Multiple Measures Assessment

Second course in the calculus sequence. It satisfies the requirement for majors in mathematics, science, or engineering. Topics include techniques and applications of integration, calculus applied to parametric curves and polar curves, analytic geometry, sequences, series, and an introduction to differential equations. Transfer Credit: CSU; UC.

MATHEMATICS C280 5.0 Units**Calculus 3**

Prerequisite: MATH C185 with a grade of C or better

Multivariable calculus, including vectors, vector-valued functions, functions of several variables, partial derivatives, multiple integrals, calculus of vector fields, Green's theorem, Stokes' theorem, and the divergence theorem. Transfer Credit: CSU; UC. C-ID: MATH 230.

MATHEMATICS C285 5.0 Units**Introduction to Linear Algebra and Differential Equations**

Prerequisite: MATH C185 with a grade of C or better

Introduction to linear algebra and differential equations, matrices, determinants, eigenvectors and eigenvalues, inverse and implicit function theorems, linear methods and numerical methods, Fourier series, and Laplace transforms. Transfer Credit: CSU; UC. C-ID: MATH 910 S.

MUSIC (MUS)**MUSIC C100** 3.0 Units**History and Appreciation of Music**

The study of the major genres, forms, styles, and periods of musical history since the Middle Ages with an emphasis on listening with an increased awareness of the musical material of the composers and characteristics of each period. Transfer Credit: CSU; UC. C-ID: MUS 100.

MUSIC C103 3.0 Units**World Music**

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. Transfer Credit: CSU.

MUSIC C130 2.0 Units**Beginning Guitar**

Prerequisite: Must have own acoustic or electric guitar

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 C131 2.0 Units**Intermediate Guitar**

Prerequisite: Must have own acoustic or electric guitar

Advisory: MUS C130

Continuation of MUS C130. Studies include advanced chord forms, modes, diatonic music theory, improvisation, and song analysis. 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 C139 3.0 Units**(Formerly Music C105)****History of Rock Music**

An overview of the social and musical characteristics of music in the Rock and Roll era, 1950's through the present, with emphasis on its impact on American culture today. Multimedia selections will be used. Transfer Credit: CSU; UC.

MUSIC C143 **3.0 Units**
(Formerly Music C106)
History of Jazz
 An overview of the social and musical characteristics of music in the Jazz era from the early 20th century to the present, with an emphasis on its impact on American culture and the world. An appreciation of Jazz History will be achieved through compact discs, videos, live performances, and multimedia. Transfer Credit: CSU; UC.

PARALEGAL STUDIES

(SEE LAW)

PHILOSOPHY (PHIL)

PHILOSOPHY C100 **3.0 Units**
Introduction to Philosophy

This course provides an introduction to the main ideas, methods, and problems of philosophy. The course will touch on the four main branches of philosophy: Logic, epistemology, metaphysics, and ethics. Specific topics may include such issues as the nature of philosophy and reality, questions of human nature and free will, relationship between mind and body, the question of God's existence, sources of knowledge, and personal and social ethics. There will be a focus on Western analytic philosophy though some instructors may weave elements of Continental and Eastern philosophy into the course. Transfer Credit: CSU; UC. C-ID: PHIL 100.

PHILOSOPHY C102 **3.0 Units**
History of Ancient Philosophy
Advisory: Eligibility for ENGL C100

This course addresses ancient philosophy, emphasizing the development of Greek philosophy from the pre-Socratics through Aristotle, and may also include Hellenistic, Roman, medieval, and non-Western thinkers. Recommended for all students interested in refining critical thinking faculties. Essential for philosophy majors. Transfer Credit: CSU; UC.

PHILOSOPHY C113 **3.0 Units**
Environmental Ethics: Philosophical Approaches to Sustainability
Advisory: Eligibility for ENGL C100

A philosophical course focusing upon global environmental issues, such as scarcity of resources, world hunger, animal welfare, conservation, and preservation. Transfer Credit: CSU; UC.

PHILOSOPHY C115 **3.0 Units**
Logic and Critical Thinking

This course introduces logic and critical thinking. It covers persuasion, argument, semantic and logical consistency, and the accurate use of language, both meaning and structure. It evaluates the effects of advertising, politics, religion, and the news media. The course also explores the gulf between reasoning in theory and in practice. Students critically evaluate world philosophies, religions, cultural influences, and history, and analyze deductive and inductive proofs through categorical and sentential logic. Transfer Credit: CSU; UC.

PHILOSOPHY C120 **3.0 Units**
Ethics

This course examines morality, values, and representative ethical theories. Moral problems may include euthanasia/assisted suicide, capital punishment, war, hunger and homelessness, global resource inequality, animal rights, the free rider problem, the environment and future generations, racial and gender injustice, sexual and reproductive autonomy, exploitation, or personal and social responsibility. Transfer Credit: CSU; UC. C-ID: PHIL 120.

PHILOSOPHY C122 **3.0 Units**
Bioethics
(Same as BIOLOGY C122)

Bioethics looks at the ethical implications of advancements in biology and medicine and at how they affect decisions on life, death, biotechnology, politics, law, and philosophy. This course is identical to BIOL C122 and fulfills the philosophy humanities requirement. Transfer Credit: CSU; UC.

PHILOSOPHY C140 **3.0 Units**
Business and Organizational Ethics
Advisory: Eligibility for ENGL C100

The elements of moral ethical reasoning appropriate to individuals in organizations in all fields, including business, finance, law, engineering, government, media, social services, scientific research, medicine and neonatal units, and the environment. The focus is on the ethical and social responsibilities of professionals, wherever employed. Transfer Credit: CSU; UC.

PHOTOGRAPHY (PHOT)

PHOTOGRAPHY C105 **3.0 Unit**
Basic Non-Laboratory Photography

Fundamentals of black-and-white, color, and digital photography. Includes basic information on lenses, filters, film, lighting methods, flash systems, and other accessories. Includes application of lighting, composition, design and color theory, with shooting sessions and critiques. Recommend students use SLR or DSLR camera. Transfer Credit: CSU.

PHOTOGRAPHY C108 **1.0 Unit**
Digital Photography for Travelers

Introductory course in shooting techniques and photographic management methods necessary for successful travel photography. Basic skills, such as shooting night scenes and scenic panoramas, and using professional effects to take more accomplished interior and exterior photographs will be covered. Includes brief history of the digital camera and discussion of some basic computer, printer, or publishing output options as well as suggestions for simple image manipulation. Student shall provide own digital camera. Transfer Credit: CSU.

PHYSICAL EDUCATION (PE)

(SEE ALSO KINESIOLOGY)

PHYSICAL EDUCATION C102 **0.5 - 1.0 Unit**
Lifetime Fitness

Individualized program for adults to achieve and maintain physical fitness. Transfer Credit: CSU; UC credit limitations (see counselor).

PHYSICAL EDUCATION C115 **0.5 - 1.0 Unit**
Tai Chi Beginning

A focus on movement, balance, and concentration for greater health and well-being. Transfer Credit: CSU; UC credit limitations (see counselor).

PHYSICAL EDUCATION C116 **0.5 - 1.0 Unit**
Tai Chi Intermediate
Advisory: PE C115

An intermediate level of Tai Chi skills, including movement, balance, and concentration. Transfer Credit: CSU; UC credit limitations (see counselor).

PHYSICAL EDUCATION C118A **0.5 - 1.5 Units**
Introduction to Yoga 1

An overview course in yoga, the integrated study of health and movement. It includes breathing techniques, yoga postures, meditation, and relaxation. Emphasis is on practicing the principles of breathing and deep relaxation to reduce stress as well as practicing the postures to improve flexibility, balance, and strength. The first segment of a two-part course. Transfer Credit: CSU; UC credit limitations (see counselor).

PHYSICAL EDUCATION C118B **0.5 - 1.5 Units**
Introduction to Yoga 2

An overview of yoga, which is 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 as well as practicing the postures to improve flexibility, balance, and strength. The second segment of a two-part course. Transfer Credit: CSU; UC credit limitations (see counselor).

PHYSICAL EDUCATION C119A 0.5 - 1.5 Units
Hatha Yoga 1

Designed to teach a variety of yoga postures. Breathing, concentration/meditation and relaxation techniques will be presented as a method of personal development encompassing body, mind, and spirit. The first segment of a two-part course. Transfer Credit: CSU; UC credit limitations (see counselor).

PHYSICAL EDUCATION C119B 0.5 - 1.5 Units
Hatha Yoga 2**Advisory: PE C119A**

Designed to teach a variety of yoga postures. Breathing, concentration/meditation, and relaxation techniques will be presented as a method of personal development encompassing body, mind, and spirit. The second segment of a two-part course. Transfer Credit: CSU; UC credit limitations (see counselor).

PHYSICAL EDUCATION C121A 0.5 - 1.5 Units
Power Yoga 1

Power Yoga is an ancient Eastern practice, connecting movement using mind, body, and breathing practice. The course focuses on dynamic movement to keep the body strong, flexible, and relaxed. The first segment of a two-part course. Transfer Credit: CSU; UC credit limitations (see counselor).

PHYSICAL EDUCATION C121B 0.5 - 1.5 Units
Power Yoga 2**Advisory: PE C121A**

Power Yoga is an ancient Eastern practice, connecting movement using mind, body, and breathing practice. The course focuses on dynamic movement to keep the body strong, flexible, and relaxed. The second segment of a two-part course. Transfer Credit: CSU; UC credit limitations (see counselor).

PHYSICAL EDUCATION C126A 0.5 - 1.5 Units
Relaxation Movements 1

The students will participate in a variety of techniques from various Eastern healing traditions which can include Hatha Yoga, Qigong, Taiji (Tai Chi) that are designed to improve quality of life on all levels-physical, emotional, and spiritual. Techniques on breathing, concentration/meditation, self-massage, gentle flowing movement, strength poses, and relaxation will be presented. The first segment of a two-part course. Transfer Credit: CSU.

PHYSICAL EDUCATION C126B 0.5 - 1.5 Units
Relaxation Movements 2**Advisory: PE C121A**

The students will participate in a variety of techniques from various Eastern healing traditions which can include Hatha Yoga, Qigong, Taiji (Tai Chi) that are designed to improve quality of life on all levels-physical, emotional, and spiritual. Techniques on breathing, concentration/meditation, self-massage, gentle flowing movement, strength poses, and relaxation will be presented. The second segment of a two-part course. Transfer Credit: CSU.

PHYSICAL EDUCATION C169A 0.5 - 1.5 Units
Self-Defense Arts

The first segment of a two-part course. The student will participate in and sample a variety of techniques from various Martial Arts, which can include Aikido, Judo, Karate, and Hawaiian Lua, that are designed to increase self-awareness, confidence, and assertiveness when faced with a physical confrontation. The Laws of Self-Defense will also be covered in the course. Transfer Credit: CSU.

PHYSICAL EDUCATION C169B 0.5 - 1.5 Units
Self-Defense Arts Part 2**Advisory: PE C169A**

The second segment of a two-part course. The student will participate in and sample a variety of techniques from various Martial Arts, which can include Aikido, Judo, Jujitsu, Karate, and Hawaiian Lua, that are designed to increase self-awareness, confidence, and assertiveness when faced with a physical confrontation. The Laws of Self-Defense will also be covered in the course. Transfer Credit: CSU.

PHYSICS (PHYS)**PHYSICS C110 3.0 Units****Conceptual Physics****Advisory: MATH C010**

A survey of the fundamental phenomena and laws in physics related to forces and motion, energy and work, electricity and magnetism, and modern physics that emphasizes conceptual scientific thinking. Transfer Credit: CSU; UC credit limitations (see counselor).

PHYSICS C110L 1.0 Unit**(Formerly Physics C111)****Conceptual Physics Lab****Prerequisite: PHYS C110 with a grade of C or better or concurrent enrollment****Advisory: MATH C010**

This course is designed to supplement Physics C110. The student will do laboratory exercises which illustrate some of the phenomena discussed in Physics C110. Transfer Credit: CSU; UC credit limitations (see counselor).

PHYSICS C120 4.0 Units**Algebra Based Physics: Mechanics****Corequisite: MATH C120 or achieving qualifying score on math placement test****Advisory: PHYS C110 or concurrent enrollment**

The course covers mechanics, heat, and sound. 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 liberal arts elective. Transfer Credit: CSU; UC credit limitations (see counselor). C-ID: PHYS 105.

PHYSICS C125 4.0 Units**Algebra Based Physics: Electricity and Magnetism****Prerequisite: PHYS C120 with a grade of C or better**

The course covers electricity, magnetism, light/optics and modern physics. It satisfies the physics requirement of biological science programs and technical programs, except physics, chemistry, or engineering. It satisfies requirements as liberal arts elective. Transfer Credit: CSU; UC credit limitations (see counselor). C-ID: PHYS 110.

PHYSICS C140 4.0 Units**Survey of Chemistry and Physics****Prerequisite: MATH C010 with a grade of C or better****(Same as Chemistry C140)**

An investigation of basic principles of physics and chemistry, including matter, physical and chemical properties, energy, motion, light, atomic structure, bonding, solutions and chemical reactions. The inter-dependence of chemistry and physics will be emphasized. This course is intended for non-science majors. Transfer Credit: CSU; UC credit limitations (see counselor). C-ID: PHYS 140.

PHYSICS C185 4.0 Units**Calculus Based Physics: Mechanics****Prerequisite: MATH C180 with a grade of C or better****Advisory: MATH C185, PHYS C110**

The Physics C185, C280, and C285 sequence is required for science and engineering majors who need calculus-based physics. Topics include the kinematics and dynamics of translational and rotational motion of objects, conservation laws, Hooke's Law, simple harmonic motion, wave motion, fluid statics, and dynamics. Transfer Credit: CSU; UC credit limitations (see counselor). C-ID: PHYS 205.

PHYSICS C280 4.0 Units**Calculus Based Physics: Electricity and Magnetism****Prerequisite: PHYS C185 and MATH C185 with a grade of C or better**

Continuation of PHYS C185. The course covers electricity and magnetism. Topics include electric fields, Gauss's Law, electric potential, capacitance and dielectrics, current and resistance, direct current circuits, magnetic fields, sources of the magnetic fields, Faraday's Law, inductance, alternating current circuits, and electromagnetic waves. Lecture and Lab. Transfer Credit: CSU; UC credit limitations (see counselor). C-ID: PHYS 210.

PHYSICS C285 4.0 Units**General Physics: Modern****Prerequisite: MATH C185 and PHYS C185 or C280 with a grade of C or better**

This course covers thermodynamics, light, optics, and modern physics. Topics include heat transfer and the kinetic theory of gases, geometric optics, wave optics, an introduction to relativity, an introduction to quantum mechanics and quantum theory, and the structure of matter. Transfer Credit: CSU; UC. C-ID: PHYS 215.

POLITICAL SCIENCE (PSCI)

POLITICAL SCIENCE C101 3.0 Units
(Formerly Political Science C110)

Survey of Current Issues

Advisory: Read the U.S. Constitution prior.

An analysis of crucial current political issues in American society and the world. This course will focus on defining key problems facing modern society and potential resolutions. Students will learn how to evaluate contemporary issues in an informed manner and construct arguments based upon reliable data and appropriate political science theory. Transfer Credit: CSU; UC.

POLITICAL SCIENCE C160 3.0 Units
Law and Democracy

Interdisciplinary exploration of themes, such as citizenship, participation, access, and social justice. Critical analysis of how law structures as well as limits democracy. Democracy as a universal value will be examined. Transfer Credit: CSU; UC.

POLITICAL SCIENCE C180 3.0 Units
(Formerly Political Science C100)

American Government

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. This course satisfies the state college requirement on the Constitution of the United States and California State and local government. Transfer Credit: CSU; UC. C-ID: POLS 110.

POLITICAL SCIENCE C185 3.0 Units
(Formerly Political Science C130)

Comparative Politics

This class provides a comparative analysis of governments in various regions of the world, including Latin America, Asia, Europe, Africa, and the Middle East by examining the differences in the structures and functions of major political systems, including democratic, communistic, and monarchical types of governance. Transfer Credit: CSU; UC. C-ID: POLS 130.

PROCESS TECHNOLOGY (PTEC)

PROCESS TECHNOLOGY C110 3.0 Units

Introduction to Process Technology

Introduction to Process Technology provides an overview of various process industries (oil and gas, chemical, mining, power generation, pulp and paper, water and waste water treatment, food and beverage, and pharmaceutical), basic chemistry, basic physics, safety, health, environment and security, quality, teams, process drawings, and process equipment. Transfer Credit: CSU.

PROCESS TECHNOLOGY C111 3.0 Units

Health, Safety, and Environment

Advisory: PTEC C110

The purpose of this course is to provide an introduction into the field of Safety, Health, and Environment within the process industry. Within this course, students will be introduced to various types of plant hazards, safety and environmental systems, equipment, and regulations under which plants are governed. Transfer Credit: CSU.

PROCESS TECHNOLOGY C112 1.5 Units

Quality Management

The purpose of this course is to provide an introduction to the field of Quality within the process industry. Within this course students will be introduced to many process industry-related quality concepts, including operating consistency, continuous improvement, plant economics, team skills, and statistical process control (SPC). Transfer Credit: CSU.

PROCESS TECHNOLOGY C113 3.0 Units

Process Technology 1: Equipment

Advisory: PTEC C110

The purpose of this course is to provide an introduction to the field of equipment within the process industry. Within this course, students will be introduced to many process industry-related equipment concepts, including purpose, components, operation, and the Process technician's role for operating and troubleshooting the equipment. Transfer Credit: CSU.

PROCESS TECHNOLOGY C114 3.0 Units

Process Technology 2: Systems

Advisory: PTEC C113

The purpose of this course is to study the interrelation of process equipment and process systems. Students will be able to arrange process equipment into basic systems, describe the purpose and function of specific process systems, explain how factors affecting process systems are controlled under normal conditions, and recognize abnormal process conditions. Transfer Credit: CSU.

PROCESS TECHNOLOGY C115 3.0 Units

Process Technology 3: Operations

Advisory: PTEC C114

The purpose of this course is to provide an introduction to the field of operations within the process industry. Within this course, students will use existing knowledge of equipment, systems, and instrumentation to understand the operation of an entire unit. Students study concepts related to commission, normal startup, normal operations, normal shutdown, turnarounds, and abnormal situations as well as the process technician's role in performing the tasks associated with these concepts within an operating unit. Transfer Credit: CSU.

PROCESS TECHNOLOGY C116 3.0 Units

Instrumentation 1

Advisory: PTEC C115

The purpose of this course is to study the interrelation of instrumentation used in the petrochemical and refining industries. Students will be able to identify instrumentation loops and explain how industrial processes are controlled by instruments and loops. Transfer Credit: CSU.

PROCESS TECHNOLOGY C117 3.0 Units

Instrumentation 2

Advisory: PTEC C116

The purpose of this course is to study the advanced instrumentation used in the petrochemical and refining industries. Students will be able to select instrumentation loops and describe industrial processes controls. Transfer Credit: CSU.

PROCESS TECHNOLOGY C120 2.0 Units

OSHA Standards for Construction Industry

This course covers Federal OSHA policies, procedures, and standards, as well as construction safety and health principles. Topics include scope and application of the OSHA construction standards. Special emphasis is placed on those areas that are the most hazardous, using OSHA standards as a guide. Learn to apply the appropriate Federal OSHA standard that applies to hazards in the construction industry (#510). Transfer Credit: CSU.

PROCESS TECHNOLOGY C121 2.0 Units

OSHA Guide to Industrial Hygiene

This course covers industrial hygiene practices and related OSHA regulations and procedures. Course topics include recognition, evaluation, and control of chemical, physical, biological and ergonomic hazards, Permissible Exposure Limits (PEL), OSHA health standards, respiratory protection, engineering controls, OSHA sampling protocols and strategies, and workplace health program elements (#521). Transfer Credit: CSU.

PROCESS**TECHNOLOGY C122** 2.0 Units**OSHA Electrical Standards**

This course covers OSHA Electrical Standards and the hazards associated with electrical installations and equipment. Course topics include single- and three-phase systems, cord- and plug-connected and fixed equipment, grounding, ground fault circuit interrupters, and safety-related work practices. Emphasis is placed on electrical hazard recognition and OSHA Standards, policies, and procedures and applicable portions of the National Electrical Code (NEC). Students will participate in workshops on the safe and correct use of electrical testing equipment (#3095). Transfer Credit: CSU.

PROCESS**TECHNOLOGY C123** 2.0 Units**OSHA Fall Protection**

This course covers OSHA Fall Protection Standards for construction and an overview of fall protection methods. Course topics include principles of fall protection, components and limitations of fall arrest systems, and OSHA Standards and policies regarding fall protection. Students will participate in activities demonstrating the inspection and use of fall protection equipment, residential construction fall protection, training requirements, and development of a fall protection program (#3115/3110). Transfer Credit: CSU.

PROCESS**TECHNOLOGY C124** 2.0 Units**OSHA Excavation, Trenching, and Soil Mechanics**

This course covers OSHA Excavation Standards and safety and health aspects of excavation and trenching. Course topics include practical soil mechanics and its relationship to the stability of shored and unshored slopes and walls of excavations, introduction of various types of shoring (wood timbers and hydraulic), soil classification, and use of protective systems. Testing methods are demonstrated, and students participate in activities in the use of instruments, such as penetrometers, torvane shears, and engineering rods (#3015/3010). Transfer Credit: CSU.

PROCESS**TECHNOLOGY C125** 2.0 Units**OSHA Electrical Safety and Lockout-Tagout for Construction**

This course covers the role and responsibility of the employer to develop and implement an energy-control program or lock-out/tag-out (LOTO) for the protection of workers while performing servicing and maintenance activities on machinery and equipment. Topics include explaining types of hazardous energy, detecting hazardous conditions, implementing control measures as they relate to the control of hazardous energy, developing and implementing energy control programs, including written isolation procedures, training of authorized and affected employees, and periodically inspecting energy control procedures using the OSHA Control of Hazardous Energy Standard (#7115). Transfer Credit: CSU.

PROCESS**TECHNOLOGY C126** 2.0 Units**OSHA Principles of Ergonomics**

This course covers the use of ergonomic principles to recognize, evaluate, and control workplace conditions that cause or contribute to musculoskeletal and nerve disorders. Course topics include work physiology; anthropometry; musculoskeletal disorders; use of video display terminals; and risk factors, such as vibration, temperature, material handling, repetition, and lifting and patient transfers in health care. Course emphasis is on industrial case studies covering analysis and design of work stations and equipment activities in manual lifting and coverage of current OSHA compliance policies and guidelines (#2255/2250). Transfer Credit: CSU.

PROCESS**TECHNOLOGY C127** 2.0 Units**OSHA Hazardous Materials**

This course covers OSHA General Industry Standards and other consensus and proprietary standards that relate to the use of hazardous materials. Course topics include flammable and combustible liquids, compressed gases, LP gases, and cryogenic liquids. Related processes, such as spraying and dipping and using electrical equipment in hazardous locations are also discussed (#2015). Transfer Credit: CSU.

PROCESS**TECHNOLOGY C128** 2.0 Units**OSHA Respiratory Protection**

This course covers the requirements for establishing, maintaining, and monitoring a respiratory protection program. Course topics include terminology, OSHA Respiratory Protection Standards, NIOSH certification, respiratory protection programs, and medical evaluation requirements. Program highlights include activities on respirator selection, qualitative and quantitative fit testing, and the use of respiratory protection and support equipment (#2225). Transfer Credit: CSU.

PROCESS**TECHNOLOGY C130** 2.0 Units**OSHA Standards - General Industry**

This course covers OSHA Standards, policies, and procedures in general industry. Topics include scope and application of the OSHA General Industry Standards and general industry principles with special emphasis on those areas in general industry that are most hazardous (#511). Transfer Credit: CSU.

PROCESS**TECHNOLOGY C132** 2.0 Units**OSHA Permit-Required Confined Space Entry**

This course covers the safety and health hazards associated with permit-required confined space entry. Course topics include recognition of confined space hazards, identification of permit and non-permit required confined spaces, use of instrumentation to evaluate atmospheric hazards, ventilation techniques, development and implementation of a confined space program, proper signage, and training requirements. This course features activities on permit entry classification, instrumentation, and program development (#2264). Transfer Credit: CSU.

PROCESS**TECHNOLOGY C134** 2.0 Units**OSHA Machinery and Machine Guarding Standards**

This course covers the various types of common machinery, machine safe guards, and related OSHA regulations and procedures. Guidance is provided on the hazards associated with various types of machinery and the determination of proper machine safe guards. Course topics include machinery processes, mechanical motions, points of operation, control of hazardous energy sources (lockout/tagout), guarding of portable powered tools, and common OSHA machine guarding violations. Program highlights include the ability to recognize hazards and provide options for control and hazard abatement through machine safeguarding inspection activities (#2045). Transfer Credit: CSU.

PROCESS**TECHNOLOGY C281** 1.0 Unit**Work Based Learning**

Prerequisite: Be employed or volunteer in a field related to Process Technology for 5 hours per week per 1.0 unit of Work Based Learning

Corequisite: Be enrolled in a total of 7.0 units including Work Based Learning

To enhance each Work Based Learning participant's opportunity for success in the field of Process 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 Process Technology. Transfer Credit: CSU.

PROCESS**TECHNOLOGY C282** 2.0 Units**Work Based Learning**

Prerequisite: Be employed or volunteer in a field related to Process Technology for 5 hours per week per 1.0 unit of Work Based Learning

Corequisite: Be enrolled in a total of 7.0 units including Work Based Learning

To enhance each Work Based Learning participant's opportunity for success in the field of Process 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 Process Technology. Transfer Credit: CSU.

PROCESS TECHNOLOGY C283 3.0 Units
Work Based Learning

Prerequisite: Be employed or volunteer in a field related to Process Technology for 5 hours per week per 1.0 unit of Work Based Learning
Corequisite: Be enrolled in a total of 7.0 units including Work Based Learning

To enhance each Work Based Learning participant's opportunity for success in the field of Process 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 Process Technology. Transfer Credit: CSU.

PROCESS TECHNOLOGY C284 4.0 Units
Work Based Learning

Prerequisite: Be employed or volunteer in a field related to Process Technology for 5 hours per week per 1.0 unit of Work Based Learning
Corequisite: Be enrolled in a total of 7.0 units including Work Based Learning

To enhance each Work Based Learning participant's opportunity for success in the field of Process 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 Process Technology. Transfer Credit: CSU.

PSYCHOLOGY (PSYC)

PSYCHOLOGY C100 3.0 Units
Introduction to Psychology

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, perception, motivation, learning and memory, maturation and development, personality, and social psychology. Transfer Credit: CSU; UC. C-ID: PSY 110.

PSYCHOLOGY C116 3.0 Units
(Formerly Psychology C115)
Child Growth and Development

Examination of human development from conception through adolescence. Includes the biological, psychological, and socio-cultural aspects of the maturation process. Transfer Credit: CSU; UC. C-ID: CDEV 100.

PSYCHOLOGY C118 3.0 Units
Life Span Development Psychology

Psychological study of human development across the lifespan from prenatal development through childhood, adolescence, adulthood, and dying, paying particular attention to the biological, cognitive, and psychosocial processes. Transfer Credit: CSU; UC. C-ID: PSY 180.

PSYCHOLOGY C165 3.0 Units
(Formerly Psychology C148)

Principles of Human Sexuality 1
Advisory: ENGL C099 or eligibility for ENGL C100

An interdisciplinary analysis of the biological, statistical, psychological, and emotional aspects of human sexual behavior. Emphasis on sexual patterns, sexual identity, physiological and biological processes, and reproduction. Transfer Credit: CSU; UC. C-ID: PSY 130.

PSYCHOLOGY C170 3.0 Units
Psychology of Aging
(Same as Gerontology C170)

Advisory: SOC C120
 Investigates the lifespan of adults - career choices and changes, marriage, relationships, family issues, aging parents, and retirement. Opportunities and challenges for retirees and the elderly to explore the potential for longer, healthier lives. Transfer Credit: CSU; UC credit limitations (see counselor).

PSYCHOLOGY C250 3.0 Units
Psychobiology

Prerequisite: PSYC C100 with a grade of C or better
Advisory: ENGL C099 or eligibility for ENGL C100 and ENGL C096 or ability to read a college-level text, as measured by the placement test

This course will provide an introduction to how the brain and nervous system influence our thinking and behavior. Students will examine neuroanatomy of the brain, the neuron, the peripheral and central nervous systems, and the endocrine system. Students will study the five major senses, perception, and higher cognitive processes. Students will understand how these nervous system components contribute to basic biological functions (e.g., sleep, wakefulness, and drive states), feelings, memory, movement, language, thinking, and behavioral actions. Transfer Credit: CSU; UC. C-ID: PSY 150.

PSYCHOLOGY C255 3.0 Units
(Formerly Psychology C120)
Abnormal Psychology

Prerequisite: PSYC C100 with a grade of C or better
 An introduction to emotional and mental disorders from a biological, socio-cultural, and psychological approach. The course covers the field's historical approaches and the range of psychological disorders as well as their symptoms, treatment, and the prevention of mental problems. Transfer Credit: CSU; UC. C-ID: PSY 120.

PSYCHOLOGY C260 3.0 Units
Social Psychology

Advisory: ENGL C099 or eligibility for English composition (ENGL C100) and ENGL C096 or ability to read a college-level text, as measured by the placement test

The scientific study of the influence of the group on an individual's mental processes and behavior. Topics include self-perceptions; attitudes and behavior; group influence and persuasion; attraction and relationships; stereotypes; prejudice, discrimination, aggression, belonging, helping, and the application of social psychology to law, health, and business. Transfer Credit: CSU; UC. C-ID: PSY 170.

PSYCHOLOGY C280 4.0 Units
Introduction to Research Methods in Psychology

Prerequisite: PSYC C100 and MATH C160 with grades of C or better
Advisory: ENGL C100

This course introduces to students psychological research methods and critical analysis techniques that may be applied to diverse research studies and issues. Transfer Credit: CSU; UC. C-ID: PSY 200.

PURCHASING

(SEE SUPPLY MANAGEMENT)

READING (READ)

READING C099 3.0 Units
Basic Reading

This basic skills course focuses on the fundamentals of academic reading. Paragraphs, short essays, and longer texts will be read with an emphasis on comprehension, vocabulary development, and study techniques. Recommended for students in basic skills English or intermediate-level ESL. (NOT DEGREE APPLICABLE.)

READING C100 3.0 Units
College Reading

Advisory: ENGL C099 or eligibility for ENGL C100
 Introduces strategies to improve the comprehension and analysis of college-level reading material for any academic discipline. Transfer Credit: CSU.

READING C102 3.0 Units
Critical Reading

Advisory: ENGL C099 with a passing grade or eligibility for ENGL C100
 Emphasizes the application of critical thinking in the analysis, criticism, and advocacy of ideas in academic readings in print and online media. Transfer Credit: CSU.

REAL ESTATE (RE)**REAL ESTATE C100 3.0 Units****Real Estate Principles**

This is an introductory course in California real estate business. Topics covered include the following: contracts, manner of holding title to real property, escrow, basic appraisal understanding, marketing, financing, property management, and many other topics. This course is one of three required for the State of California real estate license exams.

REAL ESTATE C105 3.0 Units**California Mortgage Loan Brokering and Lending****Advisory: RE C100**

Introduces student to Mortgage Brokering operations, 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.

REAL ESTATE C110 3.0 Units**Real Estate Legal Aspects****Advisory: RE C100**

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. Transfer Credit: CSU.

REAL ESTATE C120 3.0 Units**Real Estate Practice**

Introduction to the day-to-day activities performed by a licensed real estate salesperson. Students will examine various methods of prospecting for buyers and sellers, disclosure requirements, and types of financing available. One of three required courses for the State of California Real Estate exams. Transfer Credit: CSU.

REAL ESTATE C130 3.0 Units**Real Estate Appraisal 1****Advisory: RE C100**

Basic 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 of basic entry-level appraisals. Time will be devoted to discussion and reference to the Uniform Standards of Professional Appraisal Practice (USPAP) Transfer Credit: CSU.

REAL ESTATE C140 3.0 Units**Real Estate Finance**

Students will learn the sources of funding for real estate loans, including terminology, appraisal for real estate, and math for real estate as well as appropriate economic and legal terms. Included are open-end trust deeds, ARM loans, conventional, VA, FHA loans, the secondary mortgage market, the Federal Reserve, discount rates, and construction loans. Qualifying the property and borrower will also be discussed. Transfer Credit: CSU.

REAL ESTATE C160 3.0 Units**Real Property Management**

Principles and practices of managing income properties, including types of property management, collections, leases, tenants, and purchases. Elective for Real Estate Broker license requirements. Transfer Credit: CSU.

REAL ESTATE C281 1.0 Unit**Work Based Learning**

Prerequisite: Be employed or volunteer in a field related to Real Estate for 5 hours per week per 1.0 unit of Work Based Learning

Corequisite: Be enrolled in a total of 7.0 units including Work Based Learning

To enhance each Work Based Learning 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.

REAL ESTATE C282 2.0 Unit**Work Based Learning**

Prerequisite: Be employed or volunteer in a field related to Real Estate for 5 hours per week per 1.0 unit of Work Based Learning

Corequisite: Be enrolled in a total of 7.0 units including Work Based Learning

To enhance each Work Based Learning 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.

REAL ESTATE C283 3.0 Units**Work Based Learning**

Prerequisite: Be employed or volunteer in a field related to Real Estate for 5 hours per week per 1.0 unit of Work Based Learning

Corequisite: Be enrolled in a total of 7.0 units including Work Based Learning

To enhance each Work Based Learning 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.

REAL ESTATE C284 4.0 Units**Work Based Learning**

Prerequisite: Be employed or volunteer in a field related to Real Estate for 5 hours per week per 1.0 unit of Work Based Learning

Corequisite: Be enrolled in a total of 7.0 units including Work Based Learning

To enhance each Work Based Learning 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.

REAL ESTATE C352 3.0 Units**Real Estate Loan Processing****Advisory: RE C100**

This course will prepare students for entry-level positions as Real Estate Loan Processors. The content will include conventional and government loan processing and the completion of required documentation following established industry standards. Transfer Credit: CSU.

REAL ESTATE C356 3.0 Units**Real Estate Loan Underwriting****Advisory: RE C140 and C352**

This course will prepare the student with prior Real Estate Loan Processing experience for a junior Real Estate Loan Underwriter position. Course content will include online underwriting programs, and government loan underwriting. Transfer Credit: CSU.

SIGN LANGUAGE

(SEE AMERICAN SIGN LANGUAGE)

SOCIOLOGY (SOC)**SOCIOLOGY C100 3.0 Units****Introduction to Sociology**

An introduction to the scientific study of human society and social behavior, including the analysis of social interrelationships and human group organizations, culture, social differentiation, and social institutions. Transfer Credit: CSU; UC. C-ID: SOCI 110.

SOCIOLOGY C110 3.0 Units**Introduction to Marriage and Family**

A study of the family as a social institution. Examines the process of family development, 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; UC. C-ID: SOCI 130.

SOCIOLOGY C120 3.0 Units**Introduction to Gerontology****(Same as Gerontology C121)**

A multidisciplinary overview of the biological, psychological, and sociological aspects of the aging process. This course is identical to GERO C121. Transfer Credit: CSU; UC credit limitations (see counselor).

SOCIOLOGY C130 3.0 Units**Globalization and Social Change**

This course evaluates the social, cultural, economic, political, and environmental changes brought about by globalization. The course will deal with issues, such as outsourcing, immigration, economic development, and terrorism. The arguments and theories for and against globalization will be studied in depth and supplemented with empirical examples. Students will learn to understand how globalization is impacting their country, community, and ultimately themselves. Transfer Credit: CSU; UC.

SOCIOLOGY C185 **3.0 Units**
Analysis of Social Problems

An analysis of contemporary social problems. Topics include global ecology, political economy, sexual behavior, drug use, racism, sexism, ageism, education, environment, health issues, crime, and violence. Transfer Credit: CSU; UC. C-ID: SOCI 115.

SOCIOLOGY C233 **3.0 Units**
Racial and Ethnic Relations in America

Sociological analysis of race, ethnicity, and racism. Examines the cultural, political, and economic practices and institutions that support or challenge racism and racial and ethnic inequalities as well as historical and contemporary patterns of interaction between various racial and ethnic groups. Transfer Credit: CSU; UC.

SOCIOLOGY C245 **3.0 Units**
Perspectives of Sex and Gender

Sociological analysis of the social construction of gender, masculinity, and femininity historically and cross-culturally. It examines the debates on sex and gender. It analyzes the impact of economic and political change on gender expectations and practices. It focuses on macro-analyses of how institutions shape gender and microanalyses of how individuals are socialized and how they live and practice gender. Transfer Credit: CSU; UC.

SPANISH (SPAN)

SPANISH C160 **5 Units**
Spanish for Spanish Speakers 1

SPAN C160 is designed to enrich the communication skills of the Spanish-English bilingual student. The course focuses instruction on improving the communication skills in formal and familiar ways of speaking, reading, grammar, spelling, vocabulary building, and composition. The course explores Hispanic culture through readings, plays and film. The course is conducted mainly in Spanish. Transfer Credit: CSU; UC credit limitations (see counselor).

SPAN C160 esta disenado para mejorar las habilidades comunicativas; lectura, ortografia, vocabulario, escritura y composicion del estudiante bilingue espanol-ingles o del hispanohablante. El curso explora la cultura hispana a traves de la lectura, drama y cinematografia. El curso se dicta en espanol.

SPANISH C165 **5 Units**
Spanish for Spanish Speakers 2

Prerequisite: SPAN C160 or C160B with minimum grade of C

SPAN C165 is the continuation of SPAN C160. 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 communications skills in formal speaking, reading, using correct grammar, spelling, vocabulary building, and composing at the advanced intermediate level. The course explores Hispanic culture through literature, plays, music, and film. This course is conducted in Spanish. Transfer Credit: CSU; UC credit limitations (see counselor).

Español C165 está diseñado para mejorar las habilidades comunicativas de los estudiantes hispanohablantes y de los estudiantes avanzados intermedios de la lengua española. El curso se concentra en lectura, ortografía, vocabulario y escritura del estudiante bilingüe español-inglés o del hispanohablante. La cultura y civilización del mundo hispano son introducidas a través de literatura, drama, música y cinema. Este curso se dicta enteramente en español.

SPANISH C180 **5.0 Units**
Elementary Spanish 1

Advisory: Students who have completed two years of high school Spanish with a grade of C or better should enroll in SPAN C185 or C185A.

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).

SPANISH C180A **2.5 Units**
Elementary Spanish 1A

Advisory: Students who have completed two years of high school Spanish with a grade of C or better should enroll in SPAN C185.

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. SPAN C180A is equal to the first half of SPAN C180. SPAN C180A and C180B are equivalent to SPAN C180. Transfer Credit: CSU; UC credit limitations (see counselor).

SPANISH C180B **2.5 Units**
Elementary Spanish 1B

Prerequisite: SPAN C180A with a grade of C or better

Advisory: Students who have completed two years of high school Spanish with a grade of C or better should enroll in SPAN C185.

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. SPAN C180B is equal to the second half of SPAN C180. Transfer Credit: CSU; UC credit limitations (see counselor).

SPANISH C185 **5.0 Units**
Elementary Spanish 2

Prerequisite: SPAN C180, C180B with a grade of C or better, or completion of two years of high school Spanish with a grade of C or better

This course 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). C-ID: SPAN 110.

SPANISH C185A **2.5 Units**
Elementary Spanish 2A

Prerequisite: SPAN C180 or C180B with a minimum grade of C

Advisory: Students who have completed two years of high school Spanish with a grade of C or better should enroll in SPAN C185.

This course 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. SPAN C185A is equal to the first half of SPAN C185. SPAN C185A and C185B are equivalent to SPAN C185. Transfer Credit: CSU; UC credit limitations (see counselor). SPAN C185A + C185B = C-ID SPAN 110.

SPANISH C185B **2.5 Units**
Elementary Spanish 2B

Prerequisite: SPAN C185A with a minimum grade of C

This course 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. SPAN C185B is equal to the second half of SPAN C185. SPAN C185A and C185B are equivalent to SPAN C185. Transfer Credit: CSU; UC credit limitations (see counselor). SPAN C185A + C185B = C-ID SPAN 110.

SPANISH C280 4.0 Units**Intermediate Spanish 1**

Prerequisite: SPAN C185 or C185B with a grade of C or better

This course is a continuation of SPAN C185 or C185B and is designed to further develop the student's ability to comprehend and converse in daily spoken Spanish at the intermediate 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). C-ID: SPAN 200.

SPANISH C280A 2.0 Units**Intermediate Spanish 1A**

Prerequisite: SPAN C185 or C185B with a minimum grade of C

This course is a continuation of SPAN C185 or C185B and is designed to further develop the student's ability to comprehend and converse in daily spoken Spanish at the intermediate 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. SPAN C280A is equal to the first half of SPAN C280. SPAN C280A and C280B are equivalent to SPAN C280. Transfer Credit: CSU; UC credit limitations (see counselor). SPAN C280A + C280B = C-ID SPAN 200.

SPANISH C280B 2.0 Units**Intermediate Spanish 1B**

Prerequisite: SPAN C280A with a minimum grade of C

This course is a continuation of SPAN C280A and is designed to further develop the student's ability to comprehend and converse in daily spoken Spanish at the intermediate 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. SPAN C280B is equal to the second half of SPAN C280. Transfer Credit: CSU; UC credit limitations (see counselor). SPAN C280A and C280B are equivalent to SPAN C280. SPAN C280A + C280B = C-ID SPAN 200.

SPANISH C285 4.0 Units**Intermediate Spanish 2**

Prerequisite: SPAN C280 or C280B with a grade of C or better

Continuation of SPAN C280 or C280B. Designed to further develop student's ability to comprehend, converse, read, and write in Spanish at the advanced intermediate level. Discussion of literature and culture through selected readings. Transfer Credit: CSU; UC credit limitations (see counselor). C-ID: SPAN 210.

SPECIAL EDUCATION (SPED)**SPECIAL EDUCATION C001N 0 Units****Employability Skills**

Introductory course designed to develop basic employability skills required in vocational settings, focusing on gaining and maintaining employment. This course focuses on self-management, group dynamics, goal setting, resilience, and safety skills. (NOT DEGREE APPLICABLE.)

SPECIAL EDUCATION C002N 0 Units**Problem-Solving in the Work Place**

Introductory course designed to develop basic problem-solving skills required in vocational settings and to develop the resilience and self-confidence skills required to deal effectively with challenges in the workplace. Problem-solving and self-sufficiency skills are developed through group work, self-reflection, and evaluation of scenarios. (NOT DEGREE APPLICABLE.)

SPECIAL EDUCATION C003N 0 Units**Oral Communication 1 - Beginning Communication Skills**

Designed to assist students with intellectual disabilities in acquiring and improving basic 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. (NOT DEGREE APPLICABLE.)

SPECIAL EDUCATION C004N 0 Units**Oral Communication 2 - Conversational Language**

Designed to assist students with developmental delays in acquiring and improving receptive and expressive language skills. Students will develop communication 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. (NOT DEGREE APPLICABLE.)

SPECIAL EDUCATION C006N 0 Units**Manual Communication**

Basic sign language for non-verbal and hearing-impaired developmentally delayed learners to acquire the ability to communicate with others. Emphasis on understanding and utilizing signs related to everyday living. Students enrolled in the course receive an individualized Student 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. (NOT DEGREE APPLICABLE.)

SPECIAL EDUCATION C007 1.5 Units**Post-Concussion Cognitive Retraining**

Prerequisite: Acceptance into ABI Program and completion of SPED C470

Advisory: Individual should be currently employed or attending school full-time.

Cognitive retraining designed for individuals who have sustained a mild brain injury at or after age 13. Course work includes emphasis on fundamental cognitive skills, critical thinking skills, memory compensation techniques, and psychosocial and transition issues. (NOT DEGREE APPLICABLE.)

SPECIAL EDUCATION C008N 0 Units**Reading and Writing Development**

Designed to assist students with developmental delays in acquiring basic reading and writing skills or improving their present skills. Emphasis of the course will be on reading, comprehension, communication, and the functional application of those skills in everyday situations. (NOT DEGREE APPLICABLE.)

SPECIAL EDUCATION C009N 0 Units**Applied Academics**

Designed to assist students with developmental delays in acquiring basic academic skills or improving their present skills. Emphasis of the course will be on mathematics, reading, and writing skills and the functional application of those skills in everyday life situations. Students will identify their personal academic goals, and Student Educational Contracts will be developed for students based on their goals and ability level. (NOT DEGREE APPLICABLE.)

SPECIAL EDUCATION C010N 0 Units**Critical Thinking**

Designed to assist students with developmental delay 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. (NOT DEGREE APPLICABLE.)

SPECIAL EDUCATION C012N 0 Units**Mathematical Concepts**

Designed to assist students with developmental delays in acquiring and applying the following number, money, time, and measurement concepts. Students and teacher will identify the student's personal academic goals, and Student Educational Plans will be developed for students based on their goals and ability level. (NOT DEGREE APPLICABLE.)

SPECIAL EDUCATION C013N 0 Units**Functional Math**

Designed to assist students with developmental delays in acquiring and applying basic math skills in everyday life situations. Emphasis will be on using basic math operations, using money, and telling time. (NOT DEGREE APPLICABLE.)

SPECIAL EDUCATION C020N **0 Units**
Survey of Arts and Activities

An exploratory course designed for, but not limited to, students with developmental delays utilizing a variety of activities to develop knowledge and skills related to arts, crafts, and collections. The course relates to arts and activities, such as collecting, playing table games, and doing other activities. Students enrolled in the course receive an individualized educational contract where course objectives are evaluated according to whether or not the objectives/student outcomes are targeted, satisfied, not satisfied, deferred, or not applicable. (NOT DEGREE APPLICABLE.)

SPECIAL EDUCATION C021N **0 Units**
Orientation to Art

Introduction to a variety of creative art forms such as decoupage, needlework, painting, drawing, weaving, woodworking, and ceramics for adults with developmental delays. 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 student educational contract where course objectives are evaluated according to whether or not the objectives/student outcomes are targeted, satisfied, not satisfied, deferred, or not applicable. (NOT DEGREE APPLICABLE.)

SPECIAL EDUCATION C022N **0 Units**
Art

Art class for adults with developmental disabilities. Focus is 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 a chosen medium. Students receive an individualized student educational contract where course objectives are evaluated according to whether or not the objectives/student outcomes are targeted, satisfied, not satisfied, deferred, or not applicable. (NOT DEGREE APPLICABLE.)

SPECIAL EDUCATION C023N **0 Units**
Orientation to Music

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. (NOT DEGREE APPLICABLE.)

SPECIAL EDUCATION C024N **0 Units**
Beginning Instrumental Music

Introduction to instrumental music for students with developmental delays. 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 are evaluated according to whether or not the objectives/student outcomes are targeted, satisfied, not satisfied, deferred, or not applicable. (NOT DEGREE APPLICABLE.)

SPECIAL EDUCATION C025N **0 Units**
Advanced Instrumental Music

Advanced instrumental music for students with developmental delays. Focus is 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 are evaluated according to whether or not the objectives/student outcomes are targeted, satisfied, not satisfied, deferred, or not applicable. (NOT DEGREE APPLICABLE.)

SPECIAL EDUCATION C026N **0 Units**
Vocal Music

Designed for students with developmental delays in acquiring skills to participate in individual and/or small to large choral singing utilizing unison, and two and/or three-part music as well as emphasizing voice production, tone, dictation, breath control, and posture. (NOT DEGREE APPLICABLE.)

SPECIAL EDUCATION C030N **0 Units**
Adapted Fitness

Corequisite: Limitations may be temporary or permanent. A signed Coastline Verification of Disability form will be required from the student's physician.

Group exercise course designed for students with physical limitations to increase cardiovascular health, muscular strength, improve posture, enhance range of motion, and increase breath control. Focus is on functional motor control, coordination, strength, and flexibility. Special attention is given to activity programs that meet the interest and individual functional abilities of students who may not safely or successfully engage in the activities of a regular Physical Education program. (NOT DEGREE APPLICABLE.)

SPECIAL EDUCATION C031N **0 Units**
Adapted Balance and Mobility

Corequisite: Limitations may be temporary or permanent. A signed Coastline Verification of Disability form will be required from the student's physician.

Group exercise course designed for students with physical limitations to reduce the risk of falls by using a multidimensional approach to maintain/improve balance and mobility. (NOT DEGREE APPLICABLE.)

SPECIAL EDUCATION C032N **0 Units**
Adapted Strength and Conditioning

Corequisite: Limitations may be temporary or permanent. A signed Coastline Verification of Disability form will be required from the student's physician.

Group exercise course designed to meet the fitness needs of the student with a physical disability who requires individualized approaches to curriculum and adapted methodologies. Activities are designed and implemented to achieve improved levels of fitness: muscle strength, muscle endurance, cardio-respiratory and cardiovascular functions, anaerobic efficiency, general flexibility, and range of motion. All levels of body management, mobility/agility, and ambulation/locomotion are included. (NOT DEGREE APPLICABLE.)

SPECIAL EDUCATION C033N **0 Units**
Adapted Seated Fitness

Corequisite: Limitations may be temporary or permanent. A signed Coastline Verification of Disability form will be required from the student's physician.

Group exercise course designed to meet the needs of a student with a physical disability who is severely limited in their ability to perform fitness activities while standing. Activities are designed to promote improved levels of function in all areas of fitness including muscle strength/endurance, cardio-respiratory/cardiovascular functions, respiratory volumes, general flexibility and range of motion. Progressions to improve body management techniques, mobility/agility, and ambulation/locomotion when appropriate are included. (NOT DEGREE APPLICABLE.)

SPECIAL EDUCATION C035N **0 Units**
Rhythmic Movement

An aerobics class for students with developmental delays. Focus is on utilizing movement combined with a variety of musical rhythms to facilitate and strengthen the development of coordination, mobility, spatial orientation, body awareness, flexibility and socialization skills. 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. (NOT DEGREE APPLICABLE.)

SPECIAL EDUCATION C036N **0 Units**
Adult Fitness

A fitness class designed for students with developmental delays. This course is designed to utilize calisthenics, jogging, exercise, race walking, and weight training to increase muscular strength and endurance, to improve posture and mobility, and to increase breath control. Exercises are tailored to the abilities of the students. Students enrolled in the course receive an individualized educational contract where course objectives are evaluated according to whether or not the objectives/student outcomes are targeted, satisfied, not satisfied, deferred, or not applicable. (NOT DEGREE APPLICABLE.)

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|--|----------------|--|----------------|--|----------------|
| SPECIAL EDUCATION C037N | 0 Units | SPECIAL EDUCATION C053N | 0 Units | SPECIAL EDUCATION C063N | 0 Units |
| Aerobics | | Home Economics 1 - Food Preparation | | Introduction to Career Planning | |
| A fitness class for adults with developmental delays. 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 are evaluated according to whether or not the objectives/student outcomes are targeted, satisfied, not satisfied, deferred, or not applicable. (NOT DEGREE APPLICABLE.) | | Designed to assist the student with developmental delays to achieve greater independence within the home. This course emphasizes practical skills related to healthy and nutritious food preparation, including menu planning, using kitchen hygiene and safety, cooking, serving, and storing food properly. (NOT DEGREE APPLICABLE.) | | Advisory: Verification of disability | |
| | | | | 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. Emphasizes how to explore career options and develop goal setting strategies for making a career plan. (NOT DEGREE APPLICABLE.) | |
| SPECIAL EDUCATION C038N | 0 Units | SPECIAL EDUCATION C054N | 0 Units | SPECIAL EDUCATION C064N | 0 Units |
| Adaptive Physical Education 1 | | Home Economics 2 - Home Maintenance | | Identify Career Options | |
| A basic motor skills program designed for students with developmental delays. 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 are evaluated according to whether or not the objectives/student outcomes are targeted, satisfied, not satisfied, deferred, or not applicable. (NOT DEGREE APPLICABLE.) | | 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, safety, and home decorating. (NOT DEGREE APPLICABLE.) | | Advisory: Verification of disability | |
| | | | | 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 ways to utilize effective decision-making strategies in career planning. Community training options will be explored. (NOT DEGREE APPLICABLE.) | |
| SPECIAL EDUCATION C050N | 0 Units | SPECIAL EDUCATION C056N | 0 Units | SPECIAL EDUCATION C065N | 0 Units |
| Customs, Cultures, and Holidays | | Community Resources | | Job Search Strategies and Skills | |
| Designed to provide the student with developmental delays an understanding of the customs and cultures of various nationalities, ethnic, and religious groups; course will utilize holidays as a focal point for exploring customs, art, music, food, and special traditions. (NOT DEGREE APPLICABLE.) | | This course is designed to provide the student with developmental disabilities with skills necessary to function safely and independently within the community. The class will focus on utilizing free and low-cost community resources for entertainment and knowledge. The student may also gain knowledge of community services, including fire, police, library, and other social services. (NOT DEGREE APPLICABLE.) | | Advisory: Verification of disability | |
| | | | | 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. (NOT DEGREE APPLICABLE.) | |
| SPECIAL EDUCATION C051N | 0 Units | SPECIAL EDUCATION C057N | 0 Units | SPECIAL EDUCATION C070N | 0 Units |
| Personal and Social Development | | Consumer Skills | | ABI Program Pre-Admission Evaluation | |
| Course designed to assist students with developmental delays 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. (NOT DEGREE APPLICABLE.) | | Designed to provide the student with developmental disabilities with skills necessary to function independently as a consumer; course emphasizes consumer skills related to shopping, budgeting, and banking. (NOT DEGREE APPLICABLE.) | | Advisory: Referral by Acquired Brain Injury program admission committee | |
| | | | | Designed for adults who have acquired brain injuries and who have been referred by Coastline's ABI Program Admissions Committee for evaluation of cognitive and psychosocial skills for consideration for admission to the ABI Program. (NOT DEGREE APPLICABLE.) | |
| SPECIAL EDUCATION C052N | 0 Units | SPECIAL EDUCATION C061N | 0 Units | SPECIAL EDUCATION C075N | 0 Units |
| Health Concepts | | Vocational Preparation and Readiness | | ABI Cognitive Refresher Course | |
| Designed to provide developmentally disabled learners 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, self-care, and safety. (NOT DEGREE APPLICABLE.) | | This course is designed to prepare students with intellectual disabilities for competitive employment or volunteerism. Course will focus on activities to develop and identify vocational interests, job readiness skills, abilities, and behaviors. Students will identify their personal vocational goals and Student Educational Contracts will be developed. (NOT DEGREE APPLICABLE.) | | Prerequisite: Graduation from Coastline's Acquired Brain Injury program | |
| | | | | This is a refresher course in cognitive skills and compensation strategies as related to job, school, and home settings. The course will also teach students to self-assess job and school performance and to develop and implement plans for improving performance. (NOT DEGREE APPLICABLE.) | |

SPECIAL EDUCATION C076N 0 Units
Groundskeeping Basics

This course is designed for students with disabilities. This introductory horticulture course is designed for students interested in groundskeeping and landscaping careers. The principles and practices used in both residential and commercial grounds care, including generalized identification skills, plant knowledge, and basic care techniques will be integrated into both classroom lecture and lab experiences. (NOT DEGREE APPLICABLE.)

SPECIAL EDUCATION C077N 0 Units
Gardening Basics

This course is designed for students with disabilities. This introductory horticulture course is designed for student gardeners interested in residential and commercial gardening careers. The best care practices of regionally cultivated plant life will be covered, including the identification and care of gardened vegetables and fruits, techniques for planning, creating and sustaining traditional raised bed gardens and the care and propagation of drought tolerant and ornamental flora. These skills will be integrated into both classroom lecture and lab experiences. (NOT DEGREE APPLICABLE.)

SPECIAL EDUCATION C078N 0 Units
Greenhouse Basics

This course is designed for students with disabilities. Introductory course designed to develop identification skills, plant knowledge and basic care techniques used in personal and commercial greenhouses. Integrated field experience includes participation in propagation and care of seasonally appropriate landscaping elements. (NOT DEGREE APPLICABLE.)

SPECIAL EDUCATION C079N 0 Units
Nursery Basics

This course is designed for students with disabilities. This course is designed to develop rudimentary crop propagation skills through an integration of basic groundskeeping, gardening, and greenhouse skills and includes integrated field experience. (NOT DEGREE APPLICABLE.)

SPECIAL EDUCATION C080N 0 Units
Introduction to Computers

An individualized course designed to introduce adults with developmental delays to computer instruction. Computer Education topics will include basic equipment operation, keyboard knowledge, and basic word processing (WP) commands. (NOT DEGREE APPLICABLE.)

SPECIAL EDUCATION C081N 0 Units
Introduction to Desktop Publishing

Advisory: SPED C480
 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 DEGREE APPLICABLE.)

SPECIAL EDUCATION C082N 0 Units
Introduction to the Internet

A slow-paced beginning introduction to the Internet primarily designed for, but not limited to, students with developmental disabilities. The class will familiarize students with terms, protocol, and hazards of Internet, WWW, search engines, and e-mail. The class will help students find resources in the community. (NOT DEGREE APPLICABLE.)

SPECIAL EDUCATION C085N 0 Units
Maintenance Basics

This course is designed for students with disabilities. Introductory course designed to develop basic assessment, knowledge, and techniques of residential and commercial custodial caretaking. Integrated field experience includes an exploratory survey of typical hands-on and mechanized job tools and duties. (NOT DEGREE APPLICABLE.)

SPECIAL EDUCATION C086N 0 Units
Guest Services Basics

Guest Services Basics is an introductory course designed to familiarize students with basic assessments, skill knowledge, and techniques typical of entry-level Guest Services professions. Integrated field experience includes an exploratory survey of common hands-on and mechanized job tools and duties required for START Guestroom Attendant Certification. (NOT DEGREE APPLICABLE.)

SPECIAL EDUCATION C087N 0 Units
Guest Services Vocations

This course is designed to develop knowledge of guest services vocational options and required skills. Integrated field experience includes hands-on training in the basic vocational skills and responsibilities required for working as a server, food runner, lobby or bell attendant, and intermediate housekeeper in a hotel or resort setting. (NOT DEGREE APPLICABLE.)

SPECIAL EDUCATION C091N 0 Units
Culinary Basics 1

This introductory culinary arts course is designed for students interested in developing the basic skills required for a vocation in the modern food industry. Using both classroom and an integrated kitchen lab experience, this class teaches best practices for professional food handling with an emphasis on front-of-the-house skills, safety, and hygiene. Students will train for the California Food Handlers Certification. (NOT DEGREE APPLICABLE.)

SPECIAL EDUCATION C092N 0 Units
C092N Culinary Basics 2

This is the second of two Culinary Arts courses designed to help students refine traditional skills required for a vocation in the modern food industry. Integrated laboratory kitchen experiences will enhance classroom lecture in training students to successfully pass the California Food Handler Certification on-line and replicate these crucial skills with consistency in the classroom lab. Emphasis will be placed on back-of-the-house skills, including food preparations for the campus food cart and as training assistance to an in-house professional restaurant. (NOT DEGREE APPLICABLE.)

SPECIAL EDUCATION C095N 0 Units
Introduction to Animal Care

This introductory course is designed for students interested in developing pet knowledge skills that will lead to a pet-care vocation. Generalized animal identification skills and basic care techniques for domesticated animal care will be covered in classroom lecture and demonstrations, while integrated field experience will include live domesticated animal care, grooming, first aid demonstrations, and elementary pet training skills. (NOT DEGREE APPLICABLE.)

SPECIAL EDUCATION C096N 0 Units
Introduction to Animal Care Vocations

This Pet Care Vocations course is designed for students interested in exploring possible pet care vocations. Students will meet pet care professionals who provide specified animal knowledge including animal-specific care. Integrated field experience includes hands-on care with a variety of animals to assist students in learning basic care skills required for possible employment opportunities. (NOT DEGREE APPLICABLE.)

SPECIAL EDUCATION C099N 0 Units
COAST Survey

This introductory course is designed to develop generalized COAST program knowledge in each of the certificated programs: Horticulture, Porter, Culinary Basics, Animal Care, Guest Services, Drama, Art, and Music. Integrated field experience in each field will cover basic skill requirements and related job opportunities. Appropriate field trip experiences/opportunities will be arranged. (NOT DEGREE APPLICABLE.)

SPECIAL EDUCATION C300 1.0 Unit
Strategies and Technology for School Success

Students with learning challenges will be introduced to practical study skills and the benefits of using smart devices and apps at school, home, and work to help build independence and success. (NOT DEGREE APPLICABLE.)

SPECIAL EDUCATION C301 3.0 Units
Cognitive Strategy Building

This course is designed to help survivors of brain injury and their caretakers learn to build and apply cognitive strategies to help with adjustment to life after brain injury. (NOT DEGREE APPLICABLE.)

SPECIAL EDUCATION C302 3.0 Units**A Guide to Brain Injury**

This course is designed to help family members of brain injured adults deal with the cognitive, physical, and social changes that can be associated with life after brain injury. (NOT DEGREE APPLICABLE.)

SPECIAL EDUCATION C303 3.0 Units
Community Re-Integration

This course is designed to help survivors of brain injury and their caretakers learn about how to re-enter the community. (NOT DEGREE APPLICABLE.)

SPECIAL EDUCATION C305 1.0 - 2.0 Units
Cognitive Retraining for Acquired Brain Injury Survivors**Prerequisite: Acceptance into ABI program and completion of SPED C070N**

This course is designed to assist those with brain injuries learn to deal with and compensate for the various cognitive and psychosocial issues commonly experienced after brain injury. The program focuses on executive function skills (organization, time management, and problem-solving and decision-making strategies, etc.) as well as memory, practical note-taking, study strategies, and career development/transition. An emphasis is placed on the integration of technology as a cognitive prosthetic to assist with daily challenges. (NOT DEGREE APPLICABLE.)

SPECIAL EDUCATION C407 0 Units
Beginning Reading

Designed to assist students with developmental delays to acquire beginning reading skills. Emphasis of the course will be on pre-reading skills, knowledge of the alphabet, phonetic pronunciation, and sight word vocabulary. (NOT DEGREE APPLICABLE.)

SPECIAL EDUCATION C455 0 Units
Mobility Training

Designed to teach students with intellectual disabilities 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. (NOT DEGREE APPLICABLE.)

SPEECH**(SEE COMMUNICATION STUDIES)****SUPPLY MANAGEMENT (SM)****SUPPLY MANAGEMENT C101 3.0 Units****Principles of Logistics/Supply Chain Management****(Same as Management and Supervision C171)**

This course encompasses purchasing, operations, and logistics activities and explains how these aspects of supply-chain activity are accomplished effectively and efficiently. The course follows a natural flow through the supply chain, demonstrating the practical applications of supply-chain management in the workplace. Transfer Credit: CSU.

SUPPLY MANAGEMENT C102 3.0 Units**Logistics/Supply Chain Operations****(Same as Management and Supervision C172)**

This course provides a strong foundation and solid understanding of key supply-chain processes. Topic highlights include supply-chain strategy development; process evaluation and design; and planning, control, and scheduling with a focus on value-added approaches to link suppliers, the organizations, and customers. Strategic and operational issues are covered with an emphasis on tools and techniques. Transfer Credit: CSU.

SUPPLY MANAGEMENT C104 3.0 Units**Purchasing and Procurement****(Same as Management and Supervision C174)**

Purchasing and Procurement provides contextual insight and knowledge into the strategies, processes, and practices of purchasing. Topics include supplier integration, evaluation, cost analysis, negotiations, contracts, managing inventory and information, e-systems, measurement, and evaluation of sources and supplies. Transfer Credit: CSU.

SUPPLY MANAGEMENT C204 3.0 Units**Supply Chain/Logistics Management****(Same as Management and Supervision C176)**

This course provides a strategic focus that blends logistics theory with practical applications showing how all the pieces fit together. Topics include logistics management, operations, design, administration, and changes in the way business is being conducted. Emphasis is on relating current technology developments to supply chain managerial concepts and logistical practices. Transfer Credit: CSU.

THEATER ARTS (THEA)**THEATER ARTS C100 3.0 Units****Introduction to Theater**

A course designed to introduce students to all aspects of theatre. This course examines theatre history, acting, directing, and the technical elements of scenery, lighting, sound, costume and make-up. Lecture, demonstration, and classroom participation will be utilized. Attendance at a live theatrical performance is mandatory (the college will not pay for or reimburse a student the cost of attending a live theatrical performance). Transfer Credit: CSU; UC.

THEATER ARTS C101 3.0 Units**(Formerly English C164)****Introduction to History and Literature of Theater**

Designed for the General Education student, this course is an introduction to dramatic literature and an examination of the process of theater 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 an examination of the creative process. Transfer Credit: CSU; UC.

THEATER ARTS C103 2.0 Units**Acting Skills for Life**

This unique hands-on interactive course incorporates the best practices from the world of theater to strengthen human interaction and leadership skills for greater success in life. Students from diverse backgrounds will benefit from this practical experience. Topics include: style and power, body language, active listening, creative collaboration, vocal essentials, and the nature of leadership. Transfer Credit: CSU.

THEATER ARTS C104 3.0 Units**Drama Therapy: For Clinical and Personal Application**

This class serves as an introduction to drama therapy. It will expose students to the theory of drama therapy, its evolution as a profession, and its roots in theater and psychology, as well as providing students experiential learning about its application in both clinical and everyday situations. Transfer Credit: CSU.

THEATER ARTS C105 3.0 Units**Theater Games and Exercises**

A beginning class for anyone interested in drama. The course covers the basic principles and techniques of acting through the use of interactive theater games and improvisational exercises. Development of expressive freedom; creativity; relaxation; sensory awareness concentration; and the acting instruments of voice, body, and imagination will be emphasized. Minimal memorization. Transfer Credit: CSU.

THEATER ARTS C106 3.0 Units**Acting Fundamentals**

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 C107 3.0 Units**Acting 2****Advisory: THEA C106**

An interactive course further developing skills addressed in THEA C106, 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. Transfer Credit: CSU; UC.

THEATER ARTS C111 **3.0 Units**

The Show: Creating and Performing for Television and the Web

This course introduces students to the process of creating and performing in television productions intended for distribution to television and the Internet (Web). Both sides of the camera will be experienced: acting for television as well as the process of creating and taping a television program. Skill building through hands-on experience will be emphasized. Students will learn the process of television acting, including creating a character, auditioning, and performing monologues and dialogues, as well as movement. Students will also learn the fundamentals of television show creation, including camera work, audio recording, scriptwriting, producing, and directing. Finally, each student will have a hand in the creation of a television program that is uploaded to the Web. This course is designed for those interested in careers in acting and television as well as those just curious about the mysterious process of making television programs. No previous experience is required. Transfer Credit: CSU.

VIETNAMESE (VIET)

VIETNAMESE C160 **5.0 Units**

Vietnamese for Vietnamese Speakers (Formerly Vietnamese C260)

Advisory: Native or near-native fluency in Vietnamese recommended

VIET C160 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.

VIETNAMESE C180 **5.0 Units**

Elementary Vietnamese 1

Advisory: Students who have completed two years of high school Vietnamese with a grade of C or better should enroll in VIET C185.

This course is designed to develop the student's fundamental ability to both comprehend and converse in daily spoken Vietnamese. Early reading and writing skills are introduced as well as customs and cultures of the Vietnamese-speaking world. Transfer Credit: CSU; UC credit limitations (see counselor).

VIETNAMESE C185 **5.0 Units**

Elementary Vietnamese 2

Prerequisite: VIET C180 or C180B with a grade of C or better

Advanced beginning course emphasizing correct pronunciation, basic structural patterns, and vocabulary development necessary for the writing and understanding of elementary Vietnamese. Simple supplementary readings on Vietnamese culture and civilization will be included. Transfer Credit: CSU; UC credit limitations (see counselor).

VIETNAMESE C280 **4.0 Units**

Intermediate Vietnamese 1

Prerequisite: VIET C185 or C185B with a grade of C or better

This course 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.

VIETNAMESE C285 **4.0 Units**

Intermediate Vietnamese 2

Prerequisite: VIET C280 or C280B with a grade of C or better

VIET C285 is a continuation of VIET C280 with continuing emphasis on student's ability to comprehend and converse in daily spoken Vietnamese at the advanced intermediate level. The course focuses on enriching the communication skills in formal and familiar ways of speaking, reading, using correct grammar, spelling, vocabulary building, and composition. The course explores culture through readings, plays, and film. Transfer Credit: CSU; UC.

Policies and Regulations

Academic Freedom Statement

Coastline College recognizes that the free search for truth and the expression of diverse opinions are essential to a democratic society and encourages and protects academic freedom as per Coast Community College District Board of Trustees policy number BP 4030 as approved 01/15/2014.

Academic Honesty

Academic Integrity is a shared responsibility of the individual student and the College's faculty and staff

Coastline College's institutional reputation is built on the individual student's commitment to academic integrity and the effective administration of academic integrity issues by the College's faculty and staff.

Coastline College Faculty are responsible for ensuring that grades are truly indicative of the student's learned knowledge as exhibited in the classroom and through their coursework. Student acts of academic dishonesty cause disruption of the educational process, weaken our College's reputation, and present challenges for our faculty to fairly assess the student's academic performance.

While Coastline College Faculty hold primary responsibility for ensuring that academic honesty is maintained in their classes, individual students share in this responsibility. Coastline students are to refrain from engaging in academic dishonesty. The Coast Community College District's Student Code of Conduct Administrative Procedures (AP-5500) apply to all students whose conduct violates academic integrity.

Procedures for Dealing with Violations of Academic Integrity

Actions Taken by Faculty Member

Any Coastline Faculty member who has evidence that a student has committed an act of academic dishonesty, shall, after speaking with the student, take one or more of the following disciplinary actions:

Issue an oral 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; if the act of academic dishonesty results in a "F" grade or zero points being awarded to the student for that particular paper, project, or examination, and this result affects the student's overall grade in the class,

then the student shall be issued the proper grade, as affected by the specific "F" or zero grade, by the faculty member.

For all incidents of academic dishonesty, the instructor will report the matter to the College Disciplinary Officer (the Dean of Students).

Actions by the College Disciplinary Officer

Upon receipt of a report of an incident of academic dishonesty, the College Disciplinary Officer will send a letter to the student inviting them to present a response to the allegations of academic dishonesty. If a finding of academic dishonesty is made, the student will be placed on disciplinary probation, with other possible sanctions being imposed pursuant to the District's Student Code of Conduct.

Upon receipt of subsequent reports of academic dishonesty, the College Disciplinary Officer will consider suspending the student for one full calendar year.

If, following the student's return from the one year suspension, the College Disciplinary Officer receives further reports of academic dishonesty, they will recommend that the student be expelled from the District for a period of no less than three years.

The sanctions imposed for an act of academic dishonesty depend on the severity of the incident. As a result, a student may be suspended from the College on a first offense or be recommended for expulsion by the CCD Board of Trustees.

The College Disciplinary Officer shall keep the faculty member and appropriate Dean(s) reasonably informed of the status and outcome of the disciplinary process.

Examples of Academic Dishonesty

Examples of academic dishonesty include, but are not limited to, the following:

- Taking an examination for another student or having someone else take an examination on your behalf.
- Altering a graded examination/assignment and returning it for additional credit.
- Having another person or a company conduct research and/or write a report on your behalf.
- Stealing or attempting to steal an examination or answer key.
- Printing an online exam without the express authorization of the instructor.

Stealing or attempting to change official academic records.

- Forging or altering grades.
- Obtaining answers from another student before, during, or after an examination.

- Falsely reporting or claiming to have experienced technical difficulties with online instructional tests, quizzes, or assignments.
- Knowingly allowing another student to copy one's work.
- Using unauthorized materials, such as notebooks, calculators, or other items, without the instructor's consent during an examination.
- Sharing answers for a take-home or online examination unless otherwise authorized by the instructor.
- Receiving help in creating a speech, essay, discussion board posting, course assignment, report, project or paper unless otherwise authorized by the instructor.
- Using a speech, essay, discussion board posting, course assignment, report, project or paper done for one class in another class unless specifically authorized by the instructors.
- Misreporting or altering the data in laboratory or research projects.
- Presenting another person's work as one's own: copying a speech, essay, report, discussion board posting, project or paper from another person or from other sources.
- Using outside sources (books, or other written sources) without giving proper credit (by naming the source and putting any exact words in quotation marks).
- Intentionally impairing the performance of other students and/or a faculty member.
- Engaging in collusion, i.e. knowingly or intentionally helping another student perform an act of academic dishonesty.
- Using, or attempting to use materials, or assisting others in using materials that are prohibited or inappropriate in the context of the academic assignment.

Academic Renewal Policy and Procedure

This Academic Renewal Policy (BP 4240) and Procedures (AP 4240) for Coastline College is issued pursuant to Section 55040 of the California Administrative Code (Title 5) regulations. The purpose of this policy and procedure is to disregard past substandard academic performance of a student 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 student's control, the past substandard work will negatively affect their academic standing and unnecessarily prolong the rate at which they complete their current objectives. Academic renewal is intended to facilitate graduation from a College in the District or enable qualified students to transfer to a four-year college or university.

Therefore, under the specific circumstances outlined below, Coastline College may disregard from all consideration associated with the computation of a student's cumulative grade point average (GPA) up to a maximum of thirty (30) units of course work taken at any College in the District for graduation and transfer purposes only. These circumstances are:

1. The coursework to be disregarded is substandard (grades of D, F, or NP). If approved, the selected coursework shall be disregarded in that semester, except those courses required as a prerequisite or to satisfy a requirement in the student's current declared program of study.
2. A minimum of 15 semester units has been completed at any regionally accredited college or university with a cumulative GPA of at least 2.0 in all course work subsequent to the course work to be disregarded.
3. At least 12 months have elapsed since the most recent approved request for academic renewal.
4. Academic renewal cannot be reversed once it has been granted.
5. A student may request academic renewal a maximum of two times district-wide during enrollment at the Colleges in the District.

All coursework will remain legible on the student's permanent record (transcript), ensuring a true and complete academic history. However, students' permanent records will be annotated so that it is readily evident to all users of the records that the units are to be disregarded. This notation will be made at the time that the academic renewal has been approved by the appropriate College office.

If another accredited college has acted to remove previous course work from consideration in computing the GPA, such action shall be honored in terms of its Procedure. However, such units disregarded shall be deducted from the 30 units maximum of coursework eligible to be disregarded at a College in the District. Procedures and procedure is the responsibility of the appropriate College official, who may, for compelling reasons, make exceptions to the stated conditions provided that there is compliance with the applicable requirements of Title 5.

The Admissions and Records and Counseling departments at the Colleges in the District are responsible for implementing this Procedure.

Note: It is possible that other colleges or universities may not accept the Academic Renewal Policy.

Study Load

The average student carries a 15-unit full academic load during a semester at Coastline College. This load requires most students to spend 40-45 hours each week preparing for and attending classes. The College recommends that entering freshmen carrying a full

academic load (15 or more units) plan to work no more than 12-16 hours each week. Students who have a poor high school record — below a “C” average — probably should work no more than 6-8 hours each week. No CCC student may carry more than 19 units during a semester, 9 units during summer, or 6 units during intersession without the permission of the CCC Director of Enrollment Services. This maximum applies to the combination of all units in which the student enrolls per semester/term in the Coast Community Colleges (Coastline, Golden West and Orange Coast).

Transcript Requests Coastline College has retained Credentials, Inc. to accept transcript orders online via a secure website. Official transcripts must be ordered online. Current students may access the Credentials, Inc. service through their MyCCC Account. Former students may access the online service at <http://www.coastline.edu/admissions/transcripts>. Students on campus will have access to computers for online ordering in Admissions and Records Office, the Garden Grove, Westminster-Le-Jao and Newport Beach Campuses. The first two transcripts and/or verification of record are provided free. Each additional transcript or verification of record costs \$5. For more information, including fees for expedited processing, please visit

<http://www.coastline.edu/admissions/transcripts>. Please note that CCC does not offer same day transcript service.

Veterans, Active Duty Military, and Credit for Military Training Coastline College is approved for training veterans under all applicable laws. The College helps veterans by cooperating with the Veterans Administration and the California State Department of Veterans Affairs. CCC establishes policies and programs for educating veterans and active-duty military personnel. Under Title 5, Section 55024, members of the service called to active duty during a semester in which they are enrolled, may petition to withdraw under special circumstances. The withdrawal will be posted as “MW”- Military Withdrawal on the student’s transcript and will be non-punitive, which means that it will not count in the student’s grade point average nor will it count towards academic or progress probation/disqualification. Students with orders to report during a semester in which they are enrolled should contact Admissions and Records on the first floor of the College Center for the appropriate petition form. CCC recognizes and grants academic credit to veterans for eligible military service and training credit completed in the armed forces.

Remedial Coursework Limits

No more than 30 semester units of course credit may be assigned to a student for remedial coursework except when the student is enrolled in one or more course in English as a Second Language or is identified as having a learning disability. This limit may be waived if the student can show significant and/or measurable

progress toward the development of skills appropriate to enrollment in college-level courses. Student needing remedial instruction beyond the course credit restrictions set forth in this section shall be referred to appropriated non-credit adult basic education programs conducted by an adult school.

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. (See Board Policy / Administrative Procedure 3440 Service Animals.)

Enrollment Priorities

Coast Community College District (CCCD) uses a fair and equitable process to provide students access to courses and programs in pursuit of their educational goals, within the resource limits of the institution and in accordance with Education Code and Title 5 provisions and Board approved AP 5500 Enrollment Priorities. Effective January 14, 2016 priority registration will follow the framework established by BP 5505 and AP 5505.

Recognizing that not all students can be first to enroll, CCCD provides priority registration for students who enroll in one of the district colleges for the purpose of degree or certificate attainment, transfer to a four-year college or university, or career advancement. Furthermore, CCCD provides an opportunity for earlier registration for students who maintain good academic standing and have not exceeded 100 earned degree-applicable units across the three colleges in the district. Title 5 Sections 51006, 55031, 55524(b)2, 58106, 58108.

Family Educational Rights and Privacy

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 15 days of the day Coastline college receives a request for access. Students should submit to the Director of Admissions and Records, or appropriate official, written requests that identify the record(s) they wish to inspect. The Coastline College 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 College 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 records that the student believes are inaccurate. Students may ask Coastline College to amend a record that they believe is inaccurate. They should write the College official responsible for the records, clearly identify the part of the record they want changed, and specify why it is inaccurate.

If Coastline College 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 authorizes disclosure without consent.

One exception, which permits disclosure without consent, is 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 (including law enforcement unit personnel and health staff); 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 committee, 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.

School officials may disclose any and all educational records, including disciplinary records, to another institution at which the student seeks or intends to enroll without the prior consent of the student.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Coastline College to comply with the requirements of FERPA. The name and address of the office that administers FERPA is

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

Directory Information

Student's directory information is released only upon approval of the Director of Admissions and Records. Students may request in writing to the Director of Admissions and Records or his/her designee that directory information not be released.

Directory information includes one or more of the following: student's name, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, number of units of enrollment, and degrees and awards received.

Coastline College maintains in the Admissions and Records Office the following student record information:

1. Demographic data supplied to the College by the student through the enrollment process.
2. Transcripts of high school work if supplied by the student.
3. Transcripts of college work.
4. Placement test data.
5. Semester class enrollment data.

Additional information maintained in other offices on some students may include

6. Financial Aid and EOPS application information on students who have applied for either program.
7. Work Experience records on students who have taken work experience courses within the past three years.
8. Records maintained of students who have been disciplined.

Students may review the information contained in items 1-8. For items 1-5, a letter requesting review should be directed to the Admissions and Records Office. Requests for review of information contained in item 6 may be made to the Vice President of Student Services, and information in item 7 may be reviewed by arrangement with the office of Instruction. Inquiries regarding information contained in items 8 are to be directed to the Dean of Counseling. All requests for review will be honored within 15 days. Students may challenge the contents of any records by notifying the administrator associated with the records in question. If the issue is not resolved at that level, the student may use the student grievance procedure.

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 or 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 Newport Beach and Garden Grove Campuses. Any motorized vehicle requiring registration with the California Department of Motor Vehicles (DMV) must have a current parking permit affixed to the inside lower left corner of the windshield in clear view. Permit hangers are not recommended. However, if you choose to use one, you must ensure the permit is visible at all times. Motorcycles, mopeds, etc., should 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.

Purchase parking permits online: Current semester permits are now available online at www.coastline.edu. Daily parking permits can also be purchased for \$2 from permit dispensers at Newport Beach and Garden Grove Campuses. Coastline parking permits are also valid at Golden West and 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 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 Public Safety office.

Parking, Traffic Rules and Regulations:

ARTICLE 1—Enforcement

THE WEST ORANGE COUNTY MUNICIPAL COURT HAS GRANTED AUTHORIZATION TO THE CAMPUS SAFETY DEPARTMENT TO ISSUE PARKING CITATIONS WITHIN THE CONFINES OF ANY COASTLINE COLLEGE SITE. PARKING AND TRAFFIC RULES AND REGULATIONS WILL BE IN EFFECT 24 HOURS A DAY.

ARTICLE I. Parking Permits

SECTION NO / REGULATION

- 101 All parking permits are issued under the authority of the administrative staff of the College.
- 103 A parking permit is valid when issued by or authorized by the District, Coastline College, Orange Coast College, or Golden West College. It must not be altered in any way, and all portions must be completely legible. Permits being utilized by anyone other than by whom the permit is issued is strictly prohibited.
- 104 Some District facilities do not require parking permits to legally park a vehicle in appropriate marked stalls. District sites requiring parking permits are clearly identified with signage at the entrance and various appropriate locations of the facility.
- 105 Staff permits are issued at no charge to all District employees, exclusive of student assistants (terms and conditions under which students are employed by the District are addressed in BP and AP 7270, Student Assistants). Display of the staff permit will permit parking in “staff parking” areas at all District sites.

ARTICLE II. General Traffic

- 201 No person shall fail to obey any official sign erected or maintained regarding these traffic rules.
- 202 The driver of a vehicle shall yield the right-of-way to pedestrians.
- 203 No driver approaching the rear of a vehicle which is yielding the right-of-way to a pedestrian shall overtake or pass that vehicle.
- 204 No person shall drive or ride any vehicle, skateboard, roller skate, roller blade, bicycle, or scooter in willful, wanton, or reckless disregard for safety of persons or property.
- 205 No person shall drive or ride a motor-driven scooter or motorcycle on any College or District Office walkway.
- 206 No person shall ride skateboards, roller skate, or roller blade within the confines of the campus other than on specified routes designated by each College, if any.

- 207 No person shall operate a motor vehicle on any sidewalk, unpaved pathway, field, or any lawn or landscaped area, except for emergency or maintenance vehicles.
- 208 No person shall sleep in or remain overnight in any vehicle on campus. No vehicle shall be parked overnight on campus (midnight to 6:00 a.m.), with the exception of electric vehicles that are actively plugged into an Electric Vehicle (“EV”) charger, without permission from the College Public Safety Department.
- 209 No person shall drive a motor vehicle into a College or District Office parking area except by using roadways and drive lanes. All vehicles must travel only in the direction indicated by traffic signs or marking on the roadway.
- 210 No person shall park any vehicle of any kind containing merchandise or food offered for sale on campus without the written permission of the President or designee.

ARTICLE III. Speed Regulations

- 301 No person shall operate a motor vehicle or bicycle within the confines of the College or District Office parking lots at a speed greater than 15 miles per hour, or as posted, except for emergency vehicles. The maximum speed limit on the interior of the College or District Office is 5 miles per hour.

 Radar may be used at the Colleges to enforce posted speed limits.
- 302 No person shall operate a motor vehicle, motorized cycle, or bicycle at a speed or in a manner that disregards the safety of persons or property.

ARTICLE IV. Parking

- 401 No parking is allowed in any area that does not have a clearly marked stall, except designated dirt lots.
- 402 Vehicles parking within a stall shall not overlap the lines that designate the stall.
- 403 No persons shall park or leave standing a vehicle on any walkway, landscaped area, driveway, road, or field without prior approval of the College Public Safety Department.
- 404 No person shall park or leave standing a vehicle not a motorcycle or moped in an area designated for motorcycles only.
- 405 No vehicle shall be parked backwards in diagonal parking stalls.
- 406 No person shall park or leave standing a motor vehicle blocking traffic lanes on any College or District Office roadway or parking lot.

- 407 When official signs or marking (such as red curbs) 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.
- 408 No person shall park a vehicle in an area marked “visitor area” for longer than posted on signs.
- 409 No person shall park in any area marked in blue and identified as “Handicapped Parking” unless a handicapped placard/license plate issued by DMV is displayed on the vehicle.
- 410 No person shall park in an area posted or marked “Staff Parking” unless a valid staff parking permit is properly displayed.
- 411 No person shall park any vehicle in any fashion so as to create a traffic hazard.
- 412 No person shall park at the College or District office in a designated permit area without a current, valid parking permit properly displayed either on the left rear bumper or suspended from the rear view mirror, on the dashboard or inside lower left windshield. Motorcycles/mopeds shall have the permit affixed to the left front fork.
- 413 Vehicles parking in metered stalls must pay for use of the stall as indicated on the meter. Display of a College parking permit does not preclude payment of meter fees.
- 414 Vehicles parking in EV stalls must be actively plugged in to the EV charger. Vehicles that are actively plugged in are exempt from

ARTICLE V. Schedule of Bail

The following bail schedule is in effect:

| Section | Violation | Bail |
|---------|--|---------|
| 103 | Unauthorized Use of Permit (stolen/forged/altered) | \$40.00 |
| 201 | Failure to Obey Signage | \$35.00 |
| 202 | Failure to Yield | \$35.00 |
| 203 | Passing a Yielding Vehicle | \$35.00 |
| 204 | Reckless Driving | \$35.00 |
| 205 | Motorized Vehicles on Campus | \$35.00 |
| 206 | Non-motorized Vehicles on Campus | \$15.00 |
| 207 | Driving off pavement | \$35.00 |
| 208 | Overnight Parking | \$35.00 |
| 209 | Wrong-way Driving | \$35.00 |
| 210 | Unauthorized Sales/Distribution | \$35.00 |
| 301 | Excessive Speed | \$35.00 |
| 302 | Reckless Disregard for Safety | \$35.00 |

| | | |
|------|--|----------|
| 401 | Parked Outside Marked Stall | \$35.00 |
| 402 | Parked Overlapping Stalls | \$35.00 |
| 403 | Parked on Restricted Area | \$35.00 |
| 404 | Parked in Motorcycle/Moped Area | \$35.00 |
| 405 | Backed into Diagonal Stall | \$35.00 |
| 406 | Parked Blocking Traffic | \$40.00 |
| 407a | Parked in Prohibited Parking Zone (i.e. red curb) | \$40.00 |
| 407b | Limited Parking Zone Violation (i.e. timed or loading) | \$35.00 |
| 408 | Parked Overtime in Visitor Area | \$35.00 |
| 409 | Parked in Handicapped Area | \$250.00 |
| 410 | Parked in Staff Area | \$35.00 |
| 411 | Parked Creating Traffic Hazard | \$40.00 |
| 412 | Lack of Visible/Valid Parking Permit | \$35.00 |
| 413 | Expired Parking Meter | \$35.00 |
| 414 | Parking in Electric Vehicle stall without charging | \$35.00 |

Sexual Misconduct Information & Title IX Compliance

Members of the Coastline College (CCC) community, guests and visitors have the right to be free from sexual violence. All members of the campus community are expected to conduct themselves in a manner that does not infringe upon the rights of others. CCC has zero tolerance for sexual misconduct. When an allegation of misconduct is brought to an appropriate administration's attention and a respondent is found to have violated any sexual misconduct district policy, serious sanctions will be used to reasonably ensure that such actions are never repeated. The following is intended to define community expectations and to establish a mechanism for determining when those expectations have been violated.

SEXUAL VIOLENCE — Risk Reduction Tips

Risk reduction tips can often take a victim-blaming tone, even unintentionally. With no intention to victim-blame, and with recognition that only those who commit sexual violence are responsible for those actions, these suggestions may nevertheless help you to reduce your risk experiencing a non-consensual sexual act. Below, suggestions to avoid committing a non-consensual sexual act are also offered:

- If you have limits, make them known as early as possible.
- Tell a sexual aggressor "NO" clearly and firmly.
- Try to remove yourself from the physical presence of a sexual aggressor.
- Find someone nearby and ask for help.
- Take affirmative responsibility for your alcohol intake/drug use and acknowledge that alcohol/drugs lower your sexual inhibitions and may make you vulnerable to someone who views a drunk or high person as a sexual opportunity.
- Take care of your friends and ask that they take care of you. A real friend will challenge you if you are about to make a mistake. Respect them when they do.

If you find yourself in the position of being the initiator of sexual behavior, you owe sexual respect to your potential partner. These suggestions may help you to reduce your risk for being accused of sexual misconduct:

- Clearly communicate your intentions to your sexual partner and give them a chance to clearly relate their intentions to you.
- Understand and respect personal boundaries.
- DON'T MAKE ASSUMPTIONS about consent; about someone's sexual availability; about whether they are attracted to you; about how far you can go or about whether they are physically and/or mentally able to consent. If there are any questions or ambiguity, then you DO NOT have consent.
- Mixed messages from your partner are a clear indication that you should stop, defuse any sexual tension and communicate better. You may be misreading them. They may not have figured out how far they want to go with you yet. You must respect the timeline for sexual behaviors with which they are comfortable.
- Don't take advantage of someone's drunkenness or drugged state, even if they did it to themselves.
- Realize that your potential partner could be intimidated by you, or fearful. You may have a power advantage simply because of your gender or size. Don't abuse that power.
- Understand that consent to some form of sexual behavior does not automatically imply consent to any other forms of sexual behavior.
 - Know that consent can be revoked at any point in time. Consent to one sexual act does not imply consent to the next.
- Silence and passivity cannot be interpreted as an indication of consent. Read your potential partner carefully, paying attention to verbal and non-verbal communication and body language.
- In campus hearings, legal terms like "guilt," "innocence" and "burdens of proof" are not applicable, but the college never assumes a student is in violation of district policy. Campus hearings are conducted to take into account the totality of all evidence available, from all relevant sources.
- The college reserves the right to take whatever measures it deems necessary in response to an allegation of sexual misconduct in order to protect students' rights and personal safety. Such measures include, but are not limited to, interim suspension from campus pending a hearing and reporting the matter to the local police. Not all forms of sexual misconduct will be deemed to be equally serious offenses, and the college reserves the right to impose different sanctions, ranging from verbal warning to expulsion, depending on the severity of the offense. The college will consider the concerns and rights of both the complainant and the person accused of sexual misconduct.

SEXUAL MISCONDUCT OFFENSES INCLUDE, BUT ARE NOT LIMITED TO:

- Sexual Harassment
- Non-Consensual Sexual Contact (or attempts to commit same)
- Non-Consensual Sexual Intercourse (or attempts to commit same)
- Sexual Exploitation

Sexual Harassment

Sexual Harassment is unwelcome, gender-based verbal or physical conduct that is, sufficiently severe, persistent or pervasive that it, unreasonably interferes with, denies or limits someone's ability to participate in or benefit from the college's educational program and/or activities, and is based on power differentials (*quid pro quo*), the creation of a hostile environment⁵, or retaliation.

Examples include: an attempt to coerce an unwilling person into a sexual relationship; to repeatedly subject a person to egregious, unwelcome sexual attention; to punish a refusal to comply with a sexual based request; to condition a benefit on submitting to sexual advances; sexual violence; intimate partner violence, stalking; gender-based bullying.

NON-CONSENSUAL SEXUAL CONTACT:

- Non-Consensual Sexual Contact is any intentional sexual touching, however slight, with any object, by a man or a woman upon a man or a woman that is without consent and/or by force.
- The determination of whether an environment is "hostile" must be based on all of the circumstances. These circumstances could include:
 - the frequency of the conduct;
 - the nature and severity of the conduct;
 - whether the conduct was physically threatening;
 - whether the conduct was humiliating;
 - the effect of the conduct on the alleged victim's mental or emotional state;
 - whether the conduct was directed at more than one person;
 - whether the conduct arose in the context of other discriminatory conduct;
 - whether the conduct unreasonably interfered with the alleged victim's educational or work performance;
 - whether the statement is a mere utterance of an epithet which engenders offense in an employee or student, or offends by mere discourtesy or rudeness
 - whether the speech or conduct deserves the protections of academic freedom or the 1st Amendment.

Sexual Contact includes:

Intentional contact with the breasts, buttock, groin, or genitals, or touching another with any of these body parts, or making another touch you or themselves with or on any of these body parts; any intentional bodily contact in a sexual manner, though not involving contact with/of/by breasts, buttocks, groin, genitals, mouth or other orifice.

NON-CONSENSUAL SEXUAL INTERCOURSE:

Non-Consensual Sexual Intercourse is any sexual intercourse however slight, with any object, by a man or woman upon a man or a woman that is without consent and/or by force. Intercourse includes vaginal penetration by a penis, object, tongue or finger, anal penetration by a penis, object, tongue, or finger, and oral copulation (mouth to genital contact or genital to mouth contact), no matter how slight the penetration or contact.

SEXUAL EXPLOITATION:

Occurs when a student takes non-consensual or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of other sexual misconduct offenses. Examples of sexual exploitation include, but are not limited to:

- Invasion of sexual privacy;
- prostituting another student;
- non-consensual video or audio-taping of sexual activity;
- going beyond the boundaries of consent (such as letting your friends hide in the closet to watch you having consensual sex);
- engaging in voyeurism;
- knowingly transmitting an STI or HIV to another student;
- Exposing one's genitals in non-consensual circumstances; inducing another to expose their genitals;
- Sexually-based stalking and/or bullying may also be forms of sexual exploitation

Sanction Statement

Any student found responsible for violating the CCCD policy on Non-Consensual or Forced Sexual Contact (where no intercourse has occurred) will likely receive a sanction ranging from probation to expulsion, depending on the severity of the incident, and taking into account any previous campus conduct code violations.

Any student found responsible for violating the CCCD policy on Non-Consensual or Forced Sexual Intercourse will likely face a recommended sanction of suspension or expulsion.

Any student found responsible for violating the CCCD policy on sexual exploitation or sexual harassment will likely receive a recommended sanction ranging from

warning to expulsion, depending on the severity of the incident, and taking into account any previous campus conduct code violations.

The Title IX investigative team reserves the right to broaden or lessen any range of recommended sanctions in the case of serious mitigating circumstances or egregiously offensive behavior. Neither the initial hearing officers nor any appeals body or officer will deviate from the range of recommended sanctions unless compelling justification exists to do so.

Other Misconduct Offenses (Will fall under TITLE IX when gender-base)

- Threatening or causing physical harm, extreme verbal abuse, or other conduct which threatens or endangers the health or safety of any person;
- Discrimination, defined as actions that deprive other members of the community of educational or employment access, benefits or opportunities on the basis of gender;
- Intimidation, defined as implied threats or acts that cause an unreasonable fear of harm in another;
- Hazing, defined as acts likely to cause physical or psychological harm or social ostracism to any person within the college community, when related to the admission, initiation, pledging, joining, or any other group-affiliation activity (as defined further in the Student Code of Conduct);
- Bullying, defined as repeated and/or severe aggressive behavior likely to intimidate or intentionally hurt, control or diminish another person, physically or mentally (that is not speech or conduct otherwise protected by the 1st Amendment).
- Dating/Relationship Violence between those in an intimate relationship to each other;
- Stalking, defined as repetitive and/or menacing pursuit, following, harassment and/or interference with the peace and/or safety of a member of the community; or the safety of any of the immediate family of members of the community.

Privacy and Reporting

The Title IX Officer is responsible for the purposes of initiating notice and/or investigation of sexual misconduct excluding cases involving personnel (not related to a student). The Title IX Officer will assign deputy investigators, who are members of the Investigative Team, to investigate allegations of gender-based discrimination and/or sexual misconduct. The deputy investigators will use discretion on how they act in response to notice of gender-based discrimination. Understanding that different people on campus have different reporting responsibilities and varied abilities to maintain confidentiality, the Title IX

Officer may assign deputy investigators depending on the situation and the parties involved.

To Report Gender-Based Discrimination, sexual harassment, non-consensual sexual contact, non-consensual sexual intercourse, or sexual exploitation, please contact:

Director of Title IX & Student Equity
(College Center, Fountain Valley)
714-241-6204
titleix@coastline.edu

To Report Confidentially

If you want the details of the incident be kept confidential, you should speak with on-campus mental health counselors or off-campus rape crisis resources who can maintain confidentiality.

Reporting to those who can maintain the privacy of what you share—You can seek advice from certain individuals who are not required to tell anyone else your private, personally identifiable information unless there is cause for fear for your safety, or the safety of others. These are individuals who the college has not specifically designated as “responsible employees” for purposes of putting the institution on notice and for whom mandatory reporting is required, other than in the stated limited circumstances. If you are unsure of someone’s duties and ability to maintain your privacy, ask them before you talk to them.

To Report Confidentially, please contact
Mental Health Counselor
714-241-6005

NON-CONFIDENTIAL REPORTING OPTIONS—You are encouraged to speak to officials of the institution to make formal reports of incidents (deans, vice presidents, or other administrators with supervisory responsibilities, campus security, and human resources). The college considers these people to be “responsible employees.” Notice to them is official notice to the institution. You have the right and can expect to have incidents of sexual misconduct to be taken seriously by the institution when formally reported, and to have those incidents investigated and properly resolved through administrative procedures. Formal reporting means that only people who need to know will be informed of the report, and information will be shared only as necessary with investigators, witnesses, and the accused individual.

Federal Statistical Reporting Obligations—Certain campus officials have a duty to report sexual misconduct for federal statistical reporting purposes (Clery Act). All personally identifiable information is kept confidential, but statistical information must be passed along to campus law enforcement regarding the type of incident and its general location (on or off-campus, in the surrounding area, but no addresses are given) for publication in the annual Campus Security Report. This report helps

to provide the community with a clear picture of the extent and nature of campus crime, to ensure greater community safety. Mandated federal reporters include student/conduct affairs, campus law enforcement, coaches, athletic directors, student activities staff, human resources staff, advisors to student organizations and any other official with significant responsibility for student and campus activities. The information to be shared includes the date, the location of the incident (using Clery location categories) and the Clery crime category. This reporting protects the identity of the victim and may be done anonymously.

Federal Timely Warning Reporting Obligations—Victims of sexual misconduct should also be aware that college administrators must issue immediate timely warnings for incidents reported to them that are confirmed to pose a substantial threat of bodily harm or danger to members of the campus community. The college will make every effort to ensure that a victim's name and other identifying information is not disclosed, while still providing enough information for community members to make safety decisions in light of the danger. The reporters for timely warning purposes are exactly the same as detailed above.

Student Code of Conduct

BP 5500 - STUDENT CODE OF CONDUCT AND DISCIPLINARY PROCEDURES: The Coast Community College District has special interests and purposes essential to its effective functioning as an educational institution. These include (a) the opportunity for students to attain their educational objectives, (b) the creation and maintenance of an intellectual and educational atmosphere throughout the District, and (c) the protection of the health, safety, welfare, property, and human rights of all members of the District community and the property of the District itself. The Coast Community College District has a clear responsibility in the area of student conduct to protect and promote the pursuit of its goals.

The Coast Community College District Policy Regarding Student Code of Conduct and Disciplinary Procedures sets forth those acts which constitute unacceptable conduct. All alleged violations of this policy may result in referral to the College Administrator charged with enforcing this policy.

The Coast Community College District reserves the right, for educational purposes, to review any action taken by civil authorities regarding students. Students are expected to adhere, and will be held accountable for adhering, to all federal, state, and local laws, in addition to all District policies and regulations not set forth herein.

A student of the Coast Community College District accepts the responsibility to conform to all District rules and regulations. Failure to meet this obligation will justify appropriate disciplinary actions including, but not limited to, expulsion, suspension, disciplinary probation, or reprimand. Although the District will make

every reasonable effort to make the District's rules and regulations available, students are responsible for becoming familiar with them.

This policy applies to all students and also applies to:

- applicants for offenses committed as part of the application process;
- applicants for offenses committed on campus and/or while participating in District-related events or activities that take place following a student's submittal of the application through his or her official enrollment;
- individuals who participate in a District-sponsored program; and
- former students for offenses committed while a student.

If specified in the campus regulations, this policy shall also apply to conduct that occurs off campus and that would violate student conduct and discipline policies or regulations if the conduct occurred on campus, or where the conduct occurs within a reasonable distance from the campus and such conduct disrupts or interferes with the educational mission of the campus.

The following acts are defined by the District to be unacceptable. The list is not all inclusive. The Chancellor and/or College President may add violations to this code as they deem appropriate subject to the provisions of Section 3.50. A student found to have violated any of the following regulations is subject to the maximum sanction of expulsion. 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 Disciplinary Code.

The District may impose discipline for the commission, or attempted commission, of the following types of violations by Students, or for aiding or abetting, inciting, conspiring, assisting, hiring or encouraging another person to engage in a violation of this Student Code of Conduct, or for any violation of state or federal law. The following does not excuse a violation of this Student Code of Conduct:

- Being under the influence of alcohol, drugs, or other intoxicants
- Disability
- Psychological impairment

For the latest version see BP 5500 and Administrative Procedure at https://www.cccd.edu/boardoftrustees/BoardPolicies/Documents/Student_Services/AP_5500_Student_Code_of_Conduct.pdf.

1. Academic Misconduct. All forms of academic misconduct including, but not limited to, cheating, fabrication, plagiarism, or facilitating academic dishonesty.
2. Alcohol. Manufacture, distribution, dispensing, possession, use, consumption or sale of, or the attempted manufacture, distribution, dispensing,

- distribution, consumption or sale of alcohol that is unlawful or otherwise prohibited by, or not in compliance with, District policy, administrative procedures, or campus regulations.
3. Assault/Battery. Assault, battery, or any threat of force or violence upon a Student or upon any Member of the District Community. This includes, but is not limited to:
 - a. Inflicting bodily harm upon any Member of the District Community;
 - b. taking any action for the purpose of inflicting bodily harm upon any Member of the District Community;
 - c. taking any reckless, but not accidental action, from which bodily harm could result to any Member of the District Community;
 - d. Causing a Member of the District Community to believe that the offender or his/her agent may cause bodily harm to that person or any member of his/her family or any other Member of the District Community;
 - e. Inflicting or attempting to inflict bodily harm on oneself.
 4. Continued Misconduct or Repeat Violation. Repeated misconduct or violations of this Policy, when other means of correction have failed to bring about proper conduct.
 5. Dating Violence. Dating Violence is abuse committed by a person who is or has been in a social or dating relationship of a romantic or intimate nature with the victim. The existence of a romantic or intimate relationship will be determined based on the length of the relationship, the type of relationship, and the frequency of interactions between the persons involved in the relationship. "Abuse" means intentionally or recklessly causing or attempting to cause bodily injury or placing another person in reasonable apprehension of imminent serious bodily injury to self, or another⁶. Destruction of Property. The damaging, destroying, defacing, or tampering with District Property or the property of any person or business on District Property or at a District function, including but not limited to, taking down, defacing, or otherwise damaging District authorized posters, handbills and/or notices posted on District property.
 6. Discrimination. Adverse action taken against a person because of a Protected Status, as noted within Board Policy/Administrative Procedure 3410: Nondiscrimination.
 7. Dishonesty. All forms of dishonesty including but not limited to fabricating information, furnishing false information, or reporting a false emergency to the District.
 8. Disorderly or Lewd Conduct. Engaging in disorderly or lewd, indecent or obscene behavior on District Property or at a District function.
 9. Disruption of Educational Process. Destruction or disruption on or off District Property of the District educational process(es), including but not limited to interrupting, impeding, obstructing or causing the interruption or impediment of any class, lab, administrative office, teaching, research, administration, disciplinary procedures, District activity or District authorized Student activity or administrative process or other District function; or disturbing the peace on District Property or at any District function.
 10. Disruptive Behavior. Disruptive behavior, disobedience, profanity, vulgarity, or the open defiance of the authority of or abuse of District personnel, or which adversely effects the delivery of educational services to Students and the District Community.
 11. Disturbing the Peace. Disturbing the peace and good order of the District by, among other things, fighting, quarreling, disruptive behavior, or participation in a disturbance of the peace or unlawful assembly.
 12. Drugs. Unlawful or attempted manufacture, distribution, dispensing, possession, use, distribution or sale of, controlled substances, dangerous drugs, restricted dangerous drugs or narcotics, as those terms are used in state or federal statutes on District Property or at any District function. Possession of marijuana, or marijuana-infused products, for any purpose (recreational or medicinal) on District premises or at any District function is prohibited.
 13. Endangering Welfare of Others. Violation of any state or federal law relating to the placing at risk of physical or emotional harm of a member of the District Community.
 14. Failure to Appear. Failure to appear before a District official when directed to do so.
 15. Failure to Comply or Identify. Failure to identify oneself to, or comply with the directions of, a District Official, employee, policy, law enforcement, or other public official when requested to do so; or resisting or obstructing such District or other public officials in the performance of or the attempt to perform their duties.
 16. Failure to Obtain Permits. Participating in an organized protest for which a District permit has not been obtained.
 17. Failure to Repay Debts or Return District Property. Failure to:
 - a. Repay debts to the District;
 - b. Return District property;
 - c. Return property of any member of the District Community.
 18. False Report of Emergency. Knowingly and purposefully, causing, making, and/or circulating a false report or warning of a fire, explosion, crime, or other catastrophe.

19. **Forgery.** Any forgery alteration, or misuse of any District document, record, key, electronic device, or identification, or knowingly furnishing false information to a District official.
20. **Fraud.** Any attempt to steal, take, carry, lead, or take away the personal property of another, or who fraudulently appropriated property which has been entrusted to him or her, or who shall knowingly and designedly, by any false or fraudulent representation or pretense, defraud any other person of money, labor or property, or who causes or procures or obtains credit and thereby, or fraudulently gets or obtains possession of money, or property, or obtains the labor or service of another, is guilty of theft.
21. **Gambling.** Unauthorized gambling on District Property or at any District function.
22. **Harassment.** Harassment is unwelcome conduct, including verbal, physical, visual, or written, based on a person's Protected Status or the perception that a person has one or more of these Protected Status. This definition includes two kinds of harassment:
 - a. **Quid Pro Quo** - exists when an educational or employment decision or benefit is conditioned on the submission to or rejection of the unwelcome conduct.
 - b. **Hostile Environment** – exists if the conduct is sufficiently serious (i.e., severe, persistent, or pervasive) to deny or limit a person's ability to participate in or benefit from the District/College programs or activities.
23. **Hateful Behavior.** Hateful behavior aimed at a specific person or group of people.
24. **Hazing.** Participation in hazing or any method of initiation or pre-initiation into a campus organization or other activity engaged in by the organization or members of the organization at any time that causes, or is likely to cause, physical injury or personal degradation or disgrace which can inflict psychological or emotional harm to any Student or other person.
25. **Inappropriate Usage of Social Media.** Using social media to harass, intimidate, or threaten other individuals. Usage of social media that will have indirect or direct impact on an individual or interference with the educational process.
26. **Infliction of Mental Harm.** (a) Inflicting mental harm upon any member of the District Community; (b) taking any action for the purpose of inflicting mental harm upon any Member of the District Community; (c) taking any reckless, but not accidental action, from which mental harm to Member of the District Community could result; (d) causing a Member of the District Community to believe that the Student or his/her agent may cause mental harm to that person or any member of his/her family or any other member of the District Community; (e) any act which purposefully demeans, degrades, or disgraces any person.
27. **Misrepresentation.** A false statement or representation based upon the intentional disregard of false or possibly false information, or knowingly entering into a transaction based upon false information, or misrepresenting oneself to be an agent, employee, or representative of the District or its colleges.
28. **Misuse of Identification.** Transferring, lending, borrowing, altering or unauthorized creation of identification.
29. **Possession of Stolen Property.** Possession of District Property, or the property of any other person, when the Student knows, or reasonably should know, that the property was stolen.
30. **Possession of Weapons.** Unauthorized possession, use, storage, or manufacture of explosives, dangerous chemicals, firebombs, firearms, or other destructive devices or weapons as defined in Section K of Appendix A.
31. **Public Intoxication.** Public intoxication or being under the influence of alcoholic beverages, any illegal narcotics, or any substance that causes impairment on District/College Property or at any District/College function.
32. **Sexual Harassment.** Harassment is unwelcome conduct of a sexual nature, including verbal, physical, visual, or written. Sexual Harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, and any other conduct of a sexual nature where:
 - a. **Submission to the conduct** is made a term or condition of a person's employment, academic status, or progress;
 - b. **Submission to, or rejection of, the conduct** is used as a basis for any decision affecting the individual regarding employment, academic decisions, benefits, and services, honors, programs, or activities available at or through the District/College; or
 - c. **The conduct** has the purpose or effect of having a negative impact upon the individual's academic and business performance, or of creating an intimidating, hostile, or offensive environment. This Procedure is applicable regardless of the sexual orientation and/or gender identity of the participants involved. The standard for determining whether unwelcome conduct constitutes Sexual Harassment is whether a reasonable person in the shoes of the victim, and is in fact considered by the victim, as limiting their ability to participate in or benefit from the services, activities, or opportunities offered by the District/College or as creating an intimidating, hostile, or offensive environment. This definition encompasses two kinds of sexual harassment:
 - a) **Quid Pro Quo** – exists when an educational or employment decision or benefit is conditioned on the submission to or rejection of the unwelcome conduct.
 - b) **Hostile Environment** – exists if the conduct is sufficiently serious (i.e., severe, persistent, or pervasive) to deny or limit a person's ability to participate in or benefit from the District/College programs or activities. The more severe the conduct, the less need there is to show a repetitive series of incidents to prove a hostile environment on campus, particularly if the harassment is physical.

A single or isolated incident of sexual harassment, including sexual misconduct, may create a hostile environment on campus if the incident is sufficiently severe.

33. **Sexual Misconduct.** All sexual activity must be based on Affirmative Consent. Engaging in any sexual activity without first obtaining Affirmative Consent to the specific sexual activity is Sexual Misconduct, whether or not the conduct violates civil or criminal law. Non-consensual Sexual Contact is a form of Sexual Misconduct as is any intentional sexual touching, however slightly with any object by a person upon another person, that is without Affirmative Consent and/or by force. Sexual Contact includes intentional contact with the breast, buttock, groin, or genitals, or touching another with any of these body parts, or making another touch you or themselves with or on any of these body parts; or any other intentional bodily contact in a sexual manner. Non-consensual Sexual Intercourse is a form of Sexual Misconduct and is any sexual intercourse, however slightly with any object by a person upon another person, that is without Affirmative Consent and/or by force. Sexual Intercourse includes vaginal or anal penetration by a penis, object, tongue, or finger, or oral copulation (mouth to genital contact), no matter how slight the penetration or contact.
34. **Serious Injury or Death.** Any intentional or reckless action or conduct which results in serious injury or death to a Member of the District Community or his/her family.
35. **Smoking.** Smoking in an area where smoking has been prohibited by law or regulation of the District.
36. **Stalking.** Stalking is engaging in a repeated course of conduct directed at a specific person that would cause a reasonable person to fear for their or others' safety or to suffer substantial emotional distress. For the purpose of this definition: 25 a. Course of Conduct means two or more acts, including, but not limited to acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means follows, monitors, observes, surveys, threatens, or communicates to or about a person, or interferes with a person's property; b. Reasonable Person means a reasonable person under similar circumstances and with the same Protected Status as the victim; Substantial emotional distress means significant mental suffering or anguish that may but does not necessarily require medical or other professional treatment or counseling
37. **Theft or Abuse of District's Computers or Electronic Resources.** Theft or abuse of District computers and other District electronic resources such as computer and electronic communications facilities, systems, and services. Abuses include (but are not limited to) unauthorized entry, use, transfer, or tampering with the communications of others, and interference with the work of others, and with the operation of computer and electronic communications facilities, systems, and services. Theft or attempted theft of any kind, including seizing, receiving, or concealing property with knowledge that it has been stolen, is prohibited. Sale, possession, or misappropriation of any property or services without the owner's permission is also prohibited.
38. **Theft or Conversion of Property.** Theft or conversion of District Property or services, or the property of any person or business on District Property or at a District function, or possession of any property when the Student had knowledge or reasonably should have had knowledge that it was stolen.
39. **Trespass and Unauthorized Possession.** Unauthorized or forcible trespass on, entry to, possession of, receipt of, or use of any District services, grounds, equipment, resources, properties, structures, vehicles, boats, watercraft or facility, including the unauthorized use of District's name, insignia, or seal without permission or authorization.
40. **Unauthorized Tape Recording.** Electronic/digital recording by any person on District Property without that person's knowledge or consent. This definition shall not apply to recordings conducted in public or a commonly recognized public event. Electronic/digital recordings or streaming are prohibited in classrooms, labs, during lectures, or on field trips without the prior approval of the Instructor or having proper authorization by the College DSPS Office.
41. **Students of the District will abide by all aspects of United States copyright law, Title 17 of the United States Code, to the extent possible, under authoritative interpretation of the law. Students shall not reproduce copyrighted materials without prior permission of the copyright owner, except as allowed by the "fair use" doctrine. See Board Policy and Administrative Procedure 3710 Securing of Copyright and Board Policy and Administrative Procedure 3750 Use of Copyrighted Materials. In addition, Students shall not sell, prepare, or distribute for any commercial purpose any course lecture notes or video or audio recordings of any course unless authorized by the District in advance and explicitly permitted by the course Instructor in writing. The unauthorized sale or commercial distribution of course notes or recordings by a Student is a violation of these Policies whether or not it was the Student or someone else who prepared the notes or recordings. Copying for any commercial purpose handouts, readers or other course materials provided by an instructor as part of a District course 26 unless authorized by the District in advance and explicitly permitted by the course Instructor or the copyright holder in writing (if the Instructor is not the copyright holder).**
42. **Unauthorized Use of District Keys.** Unauthorized use, distribution, duplication or possession of any keys issued for any building, laboratory, facility, room, or other District Property.

43. Unauthorized Use of Property or Services. Unauthorized use of property or services or unauthorized possession of District Property or the property of any other person or business.
44. Unreasonable Demands. Placing repeated, hostile, or unreasonable demands on District staff.
45. Unwelcome Conduct. Conduct of a sexual, gender-based, or harassing nature, which is considered unwelcome if a person did not request or invite it, and considered the conduct to be unwelcome, undesirable, or offensive. Unwelcome conduct may take various forms, including name-calling, graphic or written statements (including the use of cell phones or the Internet), hazing, bullying, or other conduct that may be physically or psychologically threatening, harmful, or humiliating. Unwelcome conduct does not have to include intent to harm, or directed at a specific target, or involve repeated incidents. Unwelcome conduct can involve persons of the same or opposite sex.
46. Violation of Driving Regulations. Driving unsafely on District property or while taking part in any District function, or repeated violation of District parking regulations.
47. Violation of Health and Safety Regulations. Violation of any health, safety or related regulations, rule or ordinance on District property or at any District function.
48. Violation of Law. Violation of any federal, state or local law on District property, at a District function or involving a member of the District Community.
49. Violation of Posted District Rules. Violation of any rule or regulation posted on District Property by the District or the College or printed in any District publication. Failure to comply with additional rules of residential life and engagement specific to on-campus student housing, if living in an on-campus student housing facility.
50. Violation of Published Computer/Network Usage Policy(s), Procedures, or Guidelines.
 - a. Accessing and/or without permission altering, damaging, deleting, destroying, or otherwise using any data, computer, computer system, or computer network belonging to or used by the District or any Member of the District Community.
 - b. Accessing and/or without permission taking, copying, or making use of any data from a computer, computer system, or computer network, or taking or copying any supporting documentation, whether existing or residing internal or external to a computer, computer system, or computer network belonging to or used by the District or any Member of the District Community.
 - c. Using or causing to be used District computer services without permission.
 - d. Accessing and/or without permission adding, altering, damaging, deleting, or destroying any data, computer software, or computer programs which reside or exist internal or external to a computer, computer systems, or computer network belonging to or used by the District or any Member of the District Community.
 - e. Disrupting or causing the disruption of computer services or denying or causing the denial of computer services to an authorized user of a computer, computer system, or computer network belonging to or used by the District or any Member of the District Community.
 - f. Providing or assisting in providing a means of accessing, without permission, a computer, computer, system, or computer network belonging to or used by the District or any Member of the District Community.
 - g. Accessing or causing to be accessed without authorization any computer, computer system, or computer network belonging to or used by the District or any Member of the District Community.
 - h. Introducing any computer contaminant or virus into any computer, computer system, or computer network belonging to or used by the District or any Member of the District Community.
 - i. Sending any message using any computer system or network without authorization or sending any message in the name of another person or entity.
 - j. Using any account or password without authorization.
 - k. Allowing or causing to be used an account number or password by any other person without authorization.
 - l. Accessing or causing to be accessed, downloading or causing to be downloaded, pornographic or obscene materials except when accessing a pornographic website which is part of the instructional process or assignment for a class the Student is currently enrolled in.
 - m. Using the District's systems or networks for commercial purposes; for example, by performing work for profit with District resources in a manner not authorized by the district.

A copy of the Student Code of Conduct may be found online at <http://www.cccd.edu/boardoftrustees/BoardPolicies/Pages/default.aspx> or may be reviewed at the Coastline College—College Center Counseling Office.

Student Grievance Procedures

Coastline College extends to all students the right to petition for readdress of grievance. The right to petition may be initiated at any time when the student has a grievance against any college employee, policy or procedure at Coastline College.

Every effort will be made to preserve confidentiality as grievances are fairly and equitably considered. The procedures will allow students to exhaust every administrative level possible in receiving fair and complete hearing of their grievances. These are college-level procedures for resolving problems and should not be viewed as legal or quasi-legal proceedings.

Based on the principle of improved communication between the students and the institution, the following procedures will be followed for students registering grievances:

NOTE: In order to establish due process, all parties to the grievances will adhere to the steps as outlined.

STEP I: Prior to filing a formal grievance, the student is expected to first contact the Academic Dean or Program Supervisor and the person(s) who has (have) the closest contact with the pertinent issue. The grievance should be thoroughly defined to be discussed objectively.

If the grievance cannot be resolved at this step, the student may progress to Step II after informing the person(s) involved of intended plans to file a formal grievance. The formal grievance must be filed during the semester in which the grievance occurs.

STEP II: The student meets with the Vice President of Instruction to discuss the grievance. At this step, the "Formal Grievance Petition" is filed. The Vice President of Instruction will serve as an ombudsman in order to examine objectively both sides of the issue.

The Vice President of Instruction will then meet with all persons involved with the grievance. At the conclusion of Step II, the Vice President, within five (5) school days, will provide the student and others involved with a written summary of the discussion.

If the grievance has not been resolved by this step, the student may proceed to Step III.

STEP III: The student, within five (5) school days after the conclusion of Step II, will submit a written request to the Vice President of Instruction for a meeting of an arbitration committee.

The committee will consist of:

1. The appropriate Dean for the Area involved
2. Vice President of Instruction
3. Faculty Member and student

A meeting of the committee will be called by the Vice President of Instruction to review and/or take action on the grievance. In ten school days after the student has filed a written request, the committee will meet with all involved parties and discuss the grievance in detail in an attempt to resolve the issue at this step. Meetings will be chaired by the Vice President of Instruction.

Within five (5) school days, the decision and proposed action will be communicated to the following:

1. Student involved
2. Committee members

3. College President

4. Other person(s) involved with the grievance

STEP IV: If either the grievant or other person(s) involved are not satisfied with the decision of action of the Grievance Committee an appeal may be made. Within five (5) school days after the decision or action, the appeal must be filed with the President of the College for consideration. Once the College President has reviewed the memorandum and the written Communication from the Grievance Committee, the President will schedule a private meeting with the complainant to discuss the matter.

NOTE: The College President has discretionary power to uphold, reverse, or modify the action taken by the Grievance Committee. The president's decision will be delivered to the grievant/student in writing with copies to the appropriate individuals involved.

STEP V: If the grievant/student is not satisfied with the final college level disposition of the case, she/he may, through the Chancellor of the Coast Community College District, appeal directly to the Board of Trustees. The Board, after reviewing the materials pertaining to the grievance, may determine the time, place, and manner of the hearing.

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 website: <http://www.goo.gl/4YByun>

A copy of this information may be obtained by calling Coastline's Public Relations office at (714) 241-6186.

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, sex, national origin, religion, age, disability, marital or veteran's status, or sexual preference. 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 that he or she has been discriminated against on the basis of disability should contact **Renaté Akins**, Americans with Disabilities Act (ADA) officer and 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 for further information:

- Dean of Counseling, (714) 241-6162
- Kate Mueller, VP Student Services, (714) 241-6208
- Leighia Fleming, Director of Equity and Title IX, (714) 241-6130

Coast Community College District
Administrative Procedure
 Chapter 5
 Student Services

AP 5055 Enrollment Priorities

References:

Title 5 Sections 51006, 55031, 55524(b)2, 58106, 58108

Effective July 1, 2014 for the fall 2014 priority registration and forward the following framework is implemented to establish priority registration for all three colleges within the Coast Community College District.

Group 1 – Priority Registration:

Students who have completed placement testing and orientation (or equivalent) & have an approved abbreviated or comprehensive Student Education Plan (SEP) with a specified Course of Study that leads to an Associate Degree (AA, AS, ADT), transfer, or State-approved Certificate of Achievement or career advancement (See definition below) & in good academic and progress standing (continuing students not on academic or progress probation for two consecutive terms as defined in section 55031) & have not earned 100 degree applicable units or more within the Coast District (transfer units are not counted towards the 100 degree applicable units)

Legislated Groups (Veterans, Foster Youth, EOPS, DSPS, & CalWORKs)

Students required to enroll full-time (International Students, Student Athletes)

Recently graduated high school (SOAR, bridge cohorts)—the relative order of this group versus Continuing and New Students below will be decided by each college (i.e., at OCC they may be after continuing students whereas at GWC they will be before continuing students)

Other groups (Honors, other cohorts, etc.)—the relative order of this group will be decided by each college (i.e., at OCC they may be after continuing students whereas at GWC they will be before continuing students)

Continuing students (with exception of 80 units)

New students—not in one of above groups

Group 2:

Students who have completed placement testing and orientation (or equivalent), & have an approved abbreviated or comprehensive SEP but do NOT have a specified Course of Study that leads to an Associate Degree (AA, AS, ADT), transfer, or State-approved Certificate of Achievement nor seeking career advancement, & in good academic standing & have not earned 100 degree applicable units or more within the Coast District (transfer units are not counted towards the 100 degree applicable units)

Group 2 Legislated Groups (Veterans, Foster Youth, EOPS, DSPS & CalWorks)

Group 2 Continuing Students

Group 2 New Students

Group 3:

All students who do not meet the requirements for Group 1 or Group 2

Group 3 Legislated Groups (Veterans, Foster Youth, EOPS, DSPS & CalWorks)

Group 3 Continuing Students

Group 3 New Students

Group 4:

Concurrently enrolled high school students

Open Registration

If a student does not qualify for priority registration, a student may petition to have his/her priority registration reinstated by completing and submitting a CCCD Petition to Reinstate Priority Registration, available on each of the College's web sites.

Definitions:

An **abbreviated education** plan is one or two terms in length and is typically used for entering first time students, students on academic or progress probation, or students who have short term educational goals at the college (short term CTE certificates, ESL, or basic skills). For the DSPS program, the Student Education Contract may be used to meet the abbreviated education plan.

A **comprehensive education plan** is at least two terms in length, reflects a sequence of courses required to achieve the student's declared course of study, and includes the provision of counseling as required per Title 5, Section 55524(b)2.

Career advancement, as defined by CCCD for the purposes of identifying students for priority registration, is any student who has met with or consulted with a counselor to develop an abbreviated or comprehensive education plan.

Ratified February 19, 2014

Admissions and Registration

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.
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 NP" 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.

Dismissal 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 NP" 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.

Attendance

Students are expected to attend class regularly. Failure to attend may be taken into consideration by instructors when assigning grades. Students who miss the first-class meeting, are absent for two continuous class meetings, or have too many absences MAY be dropped by the Instructor at any time during the semester until the final deadline for withdrawal. Instructors may have more restrictive requirements for attendance and these requirements shall be stated in the class syllabus. Student's that miss class due to verifiable extenuating circumstances beyond the control of the student (i.e. accident, illness, death in immediate family, etc.) should inform their instructors prior to missing class meetings. A student who has been absent because of extenuating circumstance should report to the instructor on the day of his/her return. No absence will excuse a student from making up the work missed. Students should realize that absences may adversely affect their grades. Please Note: It is the responsibility of the student to withdraw in order to meet all fee/refund deadlines and it is also the responsibility of the student to withdraw by state mandated deadlines to avoid grade penalties.

Auditing

The college is no longer offering students the option to audit a course.

Awarding College Credit

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.

They consist of the following associations:

- MSA - Middle States Association (of Colleges and Schools)
- NASC - Northwest Association of Schools and Colleges
- HLC (Formerly NCA) - Higher Learning Commission
- NEASC-CIHE - New England Association of Schools and Colleges - Commission on Institutions of Higher Education
- SACS - Southern Association of Colleges and Schools
- WASC-ACCJC - Western Association of Schools and Colleges - Accrediting Commission for Community and Junior Colleges
- WASC-ACSCU - Western Association of Schools and Colleges - Accrediting Commission for Senior Colleges and Universities

In order to receive credit for courses completed at other regionally accredited colleges, students must submit copies of official sealed transcripts to Admissions and Records from each college attended. Transcripts submitted to Coastline College are evaluated to identify degree applicable courses completed with a grade of A, B, C, D, F, CR or P. The courses, units, and grades earned are applied as appropriate to the student's educational plan.

Also, please note that some colleges/universities offer courses that have similar titles and appear to be equivalent to courses offered by Coastline. However, the elements of the course – course content, learning objectives, lecture and/or lab hours, and prerequisites/co requisites – may not be congruent with the Coastline course. When evaluating coursework, all of these elements are taken into consideration.

Upper-division units may be considered for application towards a Certificate, local/non-transfer Associate Degree, Associate Degree for Transfer (ADT), CSU/GE and IGETC certification. The units will count toward the 60 units required for the associate degrees and meet the transfer requirements. Request for transfer of upper-division courses and credits will be evaluated on a case-by-case basis. If you are using upper-division courses to fulfill a lower-division IGETC or CSU/GE course or Associate Degree for Transfer major requirement, remember that you are required to complete a certain number of upper-division courses at the transfer institution. Contact the receiving institution to see how upper-division course credit will be awarded towards the baccalaureate degree. See the IGETC Standards for policy details: <http://icas-ca.org/standards-policies->

and-procedures-manual. CSU policy can be viewed at: <http://www.calstate.edu/eo/EO-1100.html>.

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.

International Transcripts: Coastline grants credit for courses taken at regionally accredited institutions outside of the United States. Coastline is unable to evaluate international transcripts. Students are encouraged to utilize one of the evaluation services listed on the NACES site www.naces.org to retrieve a detailed evaluation of your international transcript. The results of the credential evaluation will be reviewed to determine how the international coursework may be applied to a CCCD local/non-transfer associate degree (AA/AS) or certificate. Students may be required to submit course descriptions from the evaluating agency.

We cannot apply non-regionally accredited international coursework to CSU General Education Certification or IGETC Certification for transfer purposes. Although some of your courses may be accepted by the institution to which you transfer, it is up to the destination institution to evaluate and determine what coursework will be accepted and how it will apply to your degree. For more information consult directly with the 4-year college that is your transfer destination.

Experiential Learning: Students may receive a maximum of 40 units through experiential learning, including American Council on education (ACE) College credit recommendations, military training and experience, CLEP, DSST, and Advanced Placement towards the experiences in similar subject areas.

Advanced Placement Credit: Credit may be granted for Advanced Placement courses completed in high school. The credit may be applied toward the Associate degree and/or CSU General Education Certification. Official test scores must be submitted to Coastline's Admissions and Records Office. See Appendix B—AP Chart for the required scores and degree application.

AP course credit and units granted at Coastline College may differ from course credit and units granted by a transfer institution. See the transfer institution's application of AP major preparation credit. UC AP major preparation credit: <http://admission.universityofcalifornia.edu/counselors/exam-credit/ap-credits/index.html>. See individual CSU campuses for AP major preparation credit. See a Counselor.

CLEP (College Level Examination Program)

The College Entrance Examination Board offers examinations covering material taught in courses that most students take in the first two years of college.

- CLEP credits will count towards general education, major, or elective credits for the Associate degree or CSU General Education Certification. See Appendix C—CLEP Chart for the required scores and applicability.

- The University of California does not grant credit for CLEP.
- CLEP may or may not be accepted by other colleges and universities. A student must check with the specific transfer institution to determine regulations regarding CLEP. General CLEP policies can be found in the college catalogs.
- CLEP exams may not be used to retake or improve a grade in a course at Coastline or any other institution.
- CLEP credit posted to another institution's transcript will be reevaluated based on Coastline's standards and may or may not be equal to credit received at another institution. CLEP credit posted to a student's Coastline transcript may or may not be accepted for equal units at another institution.
- Coastline has established CLEP and DSST National Test Centers on base at Dyess AFB, Fallon NAS, Gulfport NCP, Holloman AFB, Pensacola NAS and Point Loma.

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 may 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 "Pass" if the student successfully passes the examination; the grade of "No Pass" will be assigned if the student fails the examination.

DANTES (Defense Activities Non-Traditional Education Support) Subject Standardized Tests (DSSTs)

- Coastline accepts DANTES (DSSTs) with scores from 44 to 400 depending on the exam.
- DSST credits will count towards general education, major, or elective credits for the Associate degree. (See DSST chart for applicability)
- DSST scores may not count toward CSU and IGETC certifications.
- DSST scores may or may not be accepted by other colleges and universities. A student must check with the specific transfer institution to determine regulations regarding DSST credit.
- DSST exams may not be used to retake or improve a grade in a course at Coastline or any other institution.

- CLEP/DSST credit posted to another institution's transcript will be reevaluated based on Coastline's standards and may or may not be equal to credit received at another institution.

See Appendix D—DSST Chart.

Foreign College Units: Coastline is unable to evaluate foreign transcripts. Students are encouraged to utilize one of the evaluation services listed on the NACES site www.naces.org to retrieve a detailed evaluation of their international transcript. The results of the credential evaluation will be reviewed to determine how the international coursework may be applied to a CCD local/non-transfer associate degree (AA/AS) or certificate. Students may be required to submit course descriptions from the evaluating agency.

Although these agencies charge a fee for their services, 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.

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.

Military Credit: Coastline recognizes that U.S. Service members receive intensive training and educational instruction unmatched by many others in our society. Coastline will award a maximum of 40 units of credit for military training and experience as recommended by the American Council on Education (ACE).

- Military transcripts are evaluated to verify credit applicable to a degree. Transcript documentation includes JST (Joint Service Transcript), DD 295 and DD 2586.
- Military credits may count towards general education, major, areas of emphasis, certificate, and elective credits and are applicable to an associate degree at Coastline.

Work-based Learning: 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 Work-based Learning office at (714) 241-6209.

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

Part-time: A student carrying fewer than 12 units per semester (for Summer session, fewer than 6 units)

Full-time: A student carrying 12 or more units per semester (for Summer session, 6 or more units)

Enrollment Status for Reporting Purposes:

Full-time: A student carrying 12 or more units per semester (for Summer session, 6 or more units)

Three-Quarter time: A student carrying 9 to 11 .99 units per semester (summer excluded)

Half-time: A student carrying 6 to 8.99 units per semester (for Summer session, 3 to 5.99 units)

Less Than Half-time: A student carrying .5 to 5.99 units per semester (for Summer session, .5 to 2.99 units)

Course Repetition

In accordance with Title 5, sections 55024, 55040-55045 only courses which fall into the following categories may be repeated. Enrollment in two sections of the same course in the same term or part of term is not permitted.

Repetition of Activities Courses—Families of Courses

Regulations governing the repetition of credit courses in the California Community College system have eliminated repeatability in Dance, Drama, Physical Education, Visual Arts, and most Music courses. Intercollegiate Athletics and some Music courses that are required for transfer programs will be the only courses that will remain repeatable; all other courses previously offered as repeatable will be offered as one-time enrollment courses.

While students will not, in most cases, be allowed to repeat active participatory courses in Dance, Drama, Music, Physical Education, and Visual Arts, you will still be allowed to enroll in a series of active participatory courses that are related in content (commonly referred to as a family of courses) a maximum of four times. This is a state regulation and applies to all Dance, Drama, Music, Physical Education and Visual Arts activity classes in the District.

For example, all Ballet courses are part of the "Ballet Family". Repeatable courses that are related in content and taken prior to FALL 2013 will count toward the four-enrollment limitation. Therefore, the "Ballet Family" includes Dance C110 Ballet 1 and Dance C115 Ballet 2. A student who previously enrolled in Dance C110 twice

can only take two more courses in the family; a student who previously enrolled in Dance C110 four times may not take any additional courses in the family.

A family of courses may include more than four courses, but students are limited to a maximum of four courses in any family, in the District. Further, all grades, including "W"s, will count toward the four-course enrollment limitation and for computing the grade point average (GPA). Students can repeat Art, Dance, Drama, Music, and PE courses that are included in Families of Courses in which a "NP", "D", "F" grade was earned or "W" was assigned; however, all enrollments count toward the 4 enrollment maximum for each family of courses.

Repeating Courses

It is possible to repeat a class only in certain circumstances as follows:

1. In the course description in the catalog, the class is identified as eligible for repetition; or
2. The class is eligible for grade remediation by repetition.

Students are limited to three (3) total enrollments for most credit courses. Students will not be allowed to take a course more than three times without documented evidence of extenuating circumstances. "W" grades are counted as enrollments.

3. Special classes which meet the needs of students with a documented disability may be repeated in compliance with Title 5, Section 56029, of the Education Code.

Reasons to Repeat a Class:

- A. Repeating a course in an effort to alleviate a substandard grade; Students who receive substandard grades ("D," F, "NP" or "NC") and/or one or more Withdrawals ("W") on the transcript may attempt to successfully complete the course up to a total of two additional times within the Coast Community College District, if necessary to alleviate the substandard grade or successfully complete the course.

After the third attempt to receive a passing grade in a course, the student may complete the Petition to Repeat form and submit to the Admissions and Records Office for one additional attempt. Petitions are only considered for documented extenuating circumstances. Students who Withdraw and receive a "W" on each of the three allowable attempts, if by petition the student is given permission to enroll, the students will not be able to withdraw from the course again and an evaluative grade symbol will be recorded. NO FURTHER ATTEMPTS WILL BE PERMITTED.

If the substandard grade is repeated within the Coast Community College District, the Repeat/Delete grade exclusion will be automatically performed on

the student's academic transcript. The grades in the latest term will be the grade which will be used to calculate grade point average regardless of which grade was higher. Although the previous grade(s) will not be counted in the grade point average, they will remain visible on the transcript and the last recorded attempt is the course which will be counted in the student's permanent academic history.

When a student repeats an equivalent course in which a substandard grade outside the Coast Community College District at a regionally accredited college, they must file a Repeat/Delete Request and submit it to the Admissions and Records Office along with an official transcript from the other college showing successful completion of the course.

- B. Repeating a course due to a significant lapse of time, where a passing grade (CR or P) or C or better was previously earned. A significant lapse of time is defined as at least five years. All coursework shall remain on the student's permanent record. The previous grade and credit will be disregarded in computing the GPA. Course repetition based on significant lapse of time may only occur once. (documentation must be submitted)
- C. **Extenuating Circumstances** - verified cases of accidents, illness, or other life changing event beyond the control of the student that prevented you from doing well in the course (must submit documentation);
- D. The course you wish to repeat is part of a legally mandated training as a condition of continued or volunteer employment. Regardless of whether or not a substandard grade (D, F, NC, or NP) was previously earned, the grade and unit credit shall be included each time for the purpose of calculating the GPA. (Documentation must be attached to certify that course repetition is necessary to complete legally mandated training).
- E. Repeating a course previously taken at another college. Substandard or non-substandard grades earned at another institution will not be alleviated by repeating a course at Coastline College. The grade and unit credit earned will be calculated and averaged in GPA.

Note: Some transfer institutions may elect to include both courses or may choose to use only the first grade taken in their computation of the grade point average to establish entrance requirements.

Note: There is current State and District policy pending regarding changes to the Course Repetition Policy. Please check with the Admissions and Records Office or Counseling for updated information.

Expenses (Fees are subject to change at any time)

Enrollment Fees: \$46 per unit. The enrollment fee is subject to change by the state legislature.

College Services Charge (formerly Student Services Charge): \$12 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.

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

Non-resident Tuition: \$258.00 per unit + \$12.00 per unit Non-Resident Capital Outlay. Students who are not California residents as defined by the Education Code are required to pay the non-resident tuition fee in addition to the fees described above. Active duty military students and their dependents who either are enrolled in the Military Programs administered by Coastline College or who are enrolled only in fully online classes at any college in the District are exempt from the capital outlay fee. Please note that it is the student's responsibility to prove that he/she is a California resident.

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

| HOW TO CALCULATE YOUR GPA (example): | | | | | |
|--------------------------------------|--------------------------------|-------------------|-----------------|-----------------------------------|------------------------------|
| Class | GPA units (Units Attempted) | Grade Received | Units Earned | Grade Points Per Unit times | Total Grade Points Earned |
| Biology 100 | 3..... | A | 3..... | x.....4.....=..... | 12 |
| Biology 101 | 1..... | A | 1..... | x.....4.....=..... | 4 |
| Psychology 100 | 3..... | B | 3..... | x.....3.....=..... | 9 |
| Mathematics 115 | 4..... | C | 4..... | x.....2.....=..... | 8 |
| Art 100 | 3..... | B | 3..... | x.....3.....=..... | 9 |
| History 100 | 3..... | F | 0..... | x.....0.....=..... | 0 |
| TOTALS | 17 | | | | 42 |

42 ÷ 17 = 2.47 = GPA

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: \$30 per Fall/Spring Semester. \$15 for Summer Session. See "Parking Regulations" found in the Parking Regulations section of this catalog.

Health Services Fee (Subject to change at any time): All students enrolling in one or more courses are required to pay the Health Services Fee of \$11. This is a mandatory fee unless the student presents a waiver. Students who qualify for a waiver are:

- Students who depend solely upon prayer for healing in accordance with the teachings of a bona fide religious sect, denomination, or organization. Call 1 (714) 241-6176 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.

Expenses for Military & Contract Education Programs:

Coastline has a number of agreements with employers and private entities to provide specialized educational opportunities to their employees or other designees. Fees will be assessed according to the respective agreements in place between the college and entity for students opting to enroll in these programs.

Coastline offers online and other distance learning education programs specifically designed to meet the unique needs of military and corporate students and clients. With approval of its Board of Trustees in 2000, Coastline established an ancillary program specifically designed to meet the unique needs of active duty

Servicemembers and adheres to Branch-specific educational program practices, requirements, contracts, and MOUs.

Our Military Program incorporates a dedicated team of faculty and staff experienced with serving the military community, a set catalog and schedule of 8-week online courses, and assured enrollment for seamless and timely degree completion. Coastline also offers non-Internet-dependent courses to all Servicemembers, their family members, and Veterans through Education Offline...At Your Pace, our 12-week, self-paced courses. Students select their own start date for all Education Office courses. Military Programs are approved for Tuition Assistance (TA), MyCAA Financial Assistance vouchers (military spouses), and Veterans Affairs education benefits. Please visit our website at military.coastline.edu for program-specific information and rates.

Coastline's Division of Military Education, Corporate Training and Business Development provides client-specific educational opportunities, including degree/certificate programs and customized training. A few of our partnerships include online certificates and degrees for employees of Kaiser Permanente/Ben Hudnall Memorial Trust, a career pathway for the SEIU UHW-West & Joint Employer Education Fund CRT to RRT Program, and STEP Accelerated.

Current program rates range up to \$200 per credit hour. Please visit our website at military.coastline.edu, or the respective Coastline-sponsored employer website, for program-specific information and prevailing rates.

Grading

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

- A** = Excellent (4 grade points per unit)
- B** = Good (3 grade point per unit)
- C** = Satisfactory (2 grade points per unit)
- D** = Passing-less than satisfactory (1 grade point per units)
- F** = Failing (0 grade points per unit)

The grade point average is calculated by dividing the number of grade points by the number of units attempted for the grades of A, B, C, D, or F.

The following grades are not part of the GPA calculation:

- P** (formerly CR) = Pass, satisfactory. C or better (no units granted)
- NP** (Formerly NCR) = Not passing, less than satisfactory or failing (no units granted)
- W** = Withdrawal (no units granted)
- MW** = Military withdrawal (no units granted)
- I, IB, IC, ID, IF,**
- INP** = Incomplete (no units granted)
- NG** = Non graded (no units granted)
- RD** = Report delayed (no units granted)

*Incompletes were expanded to include the grade that the incomplete will revert to in one year if the student does not make up the coursework with the instructor (i.e., ID= incomplete which will revert to a “D” in one year if the student does not make up missing coursework).

An “E” to the far right of a course on the academic transcript indicates that the grade has been excluded from the GPA calculation. The reason for the exclusion may be notated as follows:

ACDRNL = Academic renewal

HS or HSC = High school credit only

UR = Unauthorized repeat

SUBSTND = Repeated substandard grade

Other Notations

APL = Assessment of Prior Learning

CE = Credit by Exam

I = Course taken during Winter Intersession

H = Honors Course

Grading Options

Optional Pass/No Pass or grade classes.

In these courses, students may elect to receive either a traditional letter grade of “A” through “F” or Pass/No Pass for the course. This choice must be made by the same deadlines as last day to drop without a “W,” which is printed on the Student Class Program (Web Schedule Bill) through MyCCC.

Pass/No Pass grading option:

Students who enroll in courses designated “graded or pass/ no pass option” may change the grade by logging into MySite, clicking on Add/Drop Classes, then clicking on the Grade Mode for the class they wish to change the grade option.

Once the Pass/No Pass grading option deadline has passed, the grade option cannot be reversed. Therefore, before selecting this option, students should consult with a counselor.

NOTE: In classes graded on this basis, students are held to attendance regulations and academic standards expected in the standard graded courses.

Students are advised to read the following statements before deciding to pursue a course on a graded (“A” to “F”) or Pass/No Pass basis.

- A grade of “Pass” or “No Pass” does not affect a student’s grade point average at Coastline College.
- “NP,” “W,” and “I” grades are utilized by Coastline College in the determination of academic probation and disqualification. (Refer to college regulations concerning “Probation/Disqualification.”)

- Courses taken at Coastline College to remedy an admissions deficiency for the University of California due to poor or incomplete high school preparation are not acceptable if completed on a “pass” basis.
- Students required to complete 60 units of coursework with a grade point average of 2.4 prior to transfer to a University of California campus, such as Irvine, must complete at least 42 of these units on a graded (“A” through “F”) basis.
- Some universities may specify that courses required for a major be completed on a standard grade basis (“A” through “F”).
- A grade of “pass” is equivalent to a “C” for purposes of transfer.
- Some universities specify that courses taken to satisfy general education breadth requirements be completed on a standard grade basis (“A” through “F”).
- Some institutions limit the number of units completed on a “pass” basis which are accepted toward the bachelor’s degree.
- Students planning to apply to competitive admissions programs such as the health professions are usually advised to complete the specified preparation on a graded basis (“A” through “F”).

W (Withdrawal)

Withdrawal is not an automatic process. The student is responsible for officially withdrawing, through the Admissions and Records Office, to avoid receiving “F” or “NP” (no-pass) grades.

Upon entering Coastline College, the student assumes the responsibility of completing each course in which he/she is registered. A college student is expected to attend all sessions of the classes in which he/she is enrolled. An instructor may drop a student for excessive absences when the instructor determines that, due to absences, the student may not successfully complete the course. Students who miss the first meeting of the class may also be dropped. Students who are dropped by their instructors for missing the first-class meeting or for excessive absences should verify the instructor drop with the Admissions Office in order to avoid grade penalties and to comply with critical drop dates as specified. After a student has been dropped from the class for unexcused absences, appeal for reinstatement will be considered only under extenuating circumstances.

When withdrawing from a class, students should be aware that the following policies apply:

Early Withdrawal

Classes will not appear on a transcript (a “W” will not be assigned) when a student officially withdraws during the first two (2) weeks of full semester (16-week) fall or

spring courses, and 20% of all other length courses. Students should refer to their “Student Class Program, Web Schedule Bill” for specific course deadlines.

Other Withdrawals

A “W” will appear on a transcript for official withdrawals made between the Tuesday of the 3rd week and the last day of the 12th week for full semester (16-week) fall or spring courses and more than 20% and less than 75% in all other length courses.

MW (Military Withdrawal)

“Military withdrawal” occurs when a student who is a member of an active or reserve United States military service receives orders compelling a withdrawal from courses. Upon verification of such orders, a withdrawal symbol of “MW” is assigned. Military withdrawals shall not be counted in progress probation and dismissal calculations.

Withdraw after Deadline

Students may petition for a “W” grade after the final limit for “W” only for extenuating circumstances beyond the control of the student, such as verified accident or illness. Petitions must be reviewed and approved by the Grade Review Committee.

I (Incomplete)

An incomplete grade (I, I/B, I/C, I/D, I/F, and I/NP) may be assigned when the course is not completed for unforeseen, emergency, and justifiable reasons, with permission from the instructor, and the student intends to complete the work after the end of the term. The condition for the removal of the “I” shall be stated by the instructor as well as the grade assigned in lieu of its removal in a written record available to the student at the Admissions and Records Office.

The “I” must be made up no later than one year following the term in which it was assigned. If the work assigned is not completed within that year, then the grade will revert to the grade attached to the “I” (i.e., I/B=B)

A final grade shall be assigned when the work stipulated has been completed and evaluated by the instructor or when the time limit for completion of the work has passed.

NOTE: When unusual circumstances prevail, a petition may be filed at the Admissions and Records Office requesting a reasonable extension of time.

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.

IP (In Progress)

The “IP” (In Progress) grade indicates that the class extends beyond the normal academic term. It indicates that work is “in progress” but assignment of a final grade

awaits completion of the course. The “IP” symbol remains on the student’s record and is not used in calculating units attempted or grade points. The appropriate evaluative grade, units, and grade points are assigned and appear on the student’s record for the term in which the course is completed.

Note: There are very few classes at Coastline College that qualify to use the IP grade.

NG (Non-Graded)

The NG symbol is assigned to non-graded courses.

RD (Report Delayed)

The RD symbol is used when there is a delay in reporting the grade of a student due to circumstances beyond the student’s control. It is a temporary notation to be replaced by a permanent symbol as soon as possible. RD will not be used in calculating grade point averages.

Grade Challenge Policy

The determination of the student’s grade by the instructor shall be final in the absence of mistake, fraud, bad faith, or incompetence. A student who has been assigned a final grade which he/she believes to be incorrect may file a Grade Challenge Petition form obtained from the Office of Admissions and Records. All grade challenges must be made by the student, in writing, within two years after the end of the semester in which the grade in question was assigned. Grade challenges filed after the two- year deadline will not be reviewed.

Examinations

Final examinations are required in all courses, except physical education. Normally final examinations are given the last week of class. No student will be excused from these examinations. Students must be in attendance at Coastline College for the entire semester and must take the final examination to receive credit.

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: “Prerequisite” 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. Grades of C- do not meet the grade of “C” or better requirement as defined for this purpose. “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. “Advisory” 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 that do not have prerequisites or corequisites, students may attend the first-class meeting and ask the instructor for permission to enroll in class.

Closed classes with prerequisites or corequisites: For courses that do have prerequisites or corequisites, students must have completed all prerequisites or corequisites. Students who have not met the appropriate prerequisites or corequisites 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 Counseling. 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 corequisite 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 Counseling and Matriculation.

How to Prepare for Proper Course Placement, Registration, and Educational Planning (Student Success and Support Program)

Student Success and Support Program

Student Success and Support Program intends to help students achieve their educational goals through core matriculation services as well as support services that are necessary to assist students meet their personal, academic, and career objectives. All students, unless exempt, are required to participate in English and Math Assessment Testing, Orientation, and Academic Advising. The College also provides follow-up services to evaluate the academic progress of students and to provide additional resources as necessary. Other support services are also available to those students who qualify for them. Effective Fall 2014, Student Success and Support Program regulations require that students complete testing, orientation, and creation of an informed educational plan in order to receive priority registration. Students who believe they are exempt or would like to file an appeal may contact the Admissions and Records Office located at the College Center.

Exemptions

Some students may be exempted from assessment, advisement/orientation, and counseling if they meet one of the following criteria:

1. Completed an A.A. degree or higher at an accredited United States college or university.
2. Completed 30 or more units at an accredited United States college or university.
3. Completed 15 or more units with a cumulative GPA of 2.0 or higher along with official evidence of one of the following:
 - Verified completion of college level course work in English, writing, and mathematics (Intermediate Algebra or higher) with a grade of “C” or better.
 - Evaluation of learning skills (placement testing) from a California Community College within the last two years.
 - A score of 3, 4, or 5 on the Advanced Placement Examination in English Composition.
 - A passing score on the California State University English Equivalency Examination
4. Concurrently enrolled K-12th grade school student attending with the recommendation of the school principal.

Assessment and Placement Test Requirements

Placement testing for English and mathematics is required for all non-matriculated students prior to enrolling in courses. All students must either place into a course or successfully complete the prerequisite prior to enrolling. Students may not register in a course level higher than what is indicated on their placement test results. Coastline College, in compliance with California Community College State Chancellor’s Office regulations, has validated the assessment process used to place students and found it to correlate highly with a student’s ability to perform at the level indicated. However, the College recognizes that, on occasion, the assessment process is not always the only indicator to determine a student’s placement, and in some cases, other factors may need to be considered. Therefore, students may submit an appeal for review for consideration of higher placement if they believe their placement is inaccurate. Appeal forms are located in the Admissions and Records Office and must be made prior to enrolling in the course. Since the standard English test may not accurately measure non-native English speakers’ reading, writing, and speaking skills, the College recommends that non-native English speakers take the ESL Assessment Test, which can correctly place the student in ESL or English courses.

Contact the Assessment Center in the College Center for information about scheduling an appointment for placement testing.

Priority Registration Policy

Enrollment priority is the process used to determine the order in which students will have the opportunity to register for classes. Recognizing that each college serves a unique student population that may have differing needs, the development of specific registration priorities for some student groups will be done at the college level in accordance with District procedures. The Coast Community College District is committed to the philosophy that all students should have fair and equitable access to courses and programs within the resources of each college and in accordance with State Education Code, Title 5 provisions, and guidelines adopted by the Board of Governors. Further, the District believes that students should be able to progress toward their stated educational objective in a timely manner. The primary mission of the District colleges is to provide Degree, certificate, and transfer programs. Therefore, priority is extended to matriculated students who have demonstrated satisfactory academic progress toward their declared educational objectives in these areas.

Effective fall 2014 registration and forward, the registration priority will be according to the framework of Administrative Procedure (AP) 5055. Board Policies and Administrative Procedures are available on the Board Policy section of the Coast Community College District (CCCD) website at www.cccd.edu. Please contact Admissions and Records Office for additional information.

Important Things to Remember:

- Only students who complete placement testing and orientation and have a Student Education Plan (SEP) on file will be eligible for priority registration
- Once students have completed 100 or more units, they will lose their registration priority
- Students must remain in good academic standing to receive priority registration each semester

Tips to Keep in Mind:

- Don’t take unnecessary courses (courses not on your approved Student Education Plan). Adding these units to your records will increase your chances of losing registration priority and/or losing financial aid.
- Do your best to keep your grade point average (GPA) at 2.0 or higher. Seek help from the Student Success Center if you feel you are falling behind.
- If you haven’t already done so, make an appointment with a counselor for a Student Education Plan (SEP).

Registration

Courses that are neither taught in the classroom nor online are generally considered to be correspondence courses. Students who are receiving financial aid are advised not to enroll in correspondence courses, as these may have a negative impact on how much financial aid they may receive. Unless you are participating in

an educational program in which you are required to take correspondence courses, we highly recommend that you enroll in courses that are taught online or in the classroom.

On-Line Registration:

On-line registration is by assigned appointment. Registration appointments are assigned to students one to two months prior to the first day of the registration cycle for the upcoming semester or session. This includes continuing students as well as new and returning students (applicants). Any student who applies and is admitted for the semester or term will have access to the MyCCC portal for all registration, fee payment and withdrawal transactions.

In-Person Registration:

Students who are unable to register using MyCCC or choose not to do so can enroll in-person on a space available basis beginning the first week of the semester or session. NOTE: Class availability will be very limited for students who choose to wait for the in-person registration period

Late Registration:

Late registration for all classes begins the first day of the semester or session. During the first two weeks of class (spring and fall semester), students may register only with the permission of the instructor. In order for a student to receive a late add during the second week, he or she must have been in attendance the first week of class. Students will not be permitted to register after the second week of class. Check the college website or the class schedule for registration deadlines. Students should be aware that missing the first-class meeting or meetings may severely affect their chances to succeed in the course.

NOTE: Students entering classes late are responsible for making up missed work and are responsible for all fee and refund deadlines associated with each class section. Students who are permitted to add after the refund deadline will not be eligible for a refund if the class is dropped.

Physical Examination:

A physical examination is not required to enroll at Coastline College.

Eligibility for Courses and Programs:

A student may enroll in any course offered at Coastline College provided prerequisites for the course have been met.

Waitlists:

Waitlists may be available for most classes. If you add yourself to the waitlist and a seat becomes available, you will be notified by email and will have 24 hours to add the class via MyCCC. Waitlist email notifications are sent to the Coast District assigned student Gmail account (username@student.cccd.edu). The link to your Gmail is found on your Home tab within your MyCCC. (Students with current Cell Phone numbers will also receive a text notification).

Closed Classes:

Classes with closed next to them on the searchable online class schedule indicate that the class is closed (full). If the class in which you wish to enroll is closed, don't give up!

1. Go for the sure thing! Try to find another CRN of the course that may still have seats available OR
2. If there is a waitlist option, place yourself on the waitlist. If a seat becomes available, you will be notified by email and will have 24 hours to add the waitlisted class. All prerequisites and corequisites must be met. You can monitor your waitlist position by logging into your MyCCC and clicking on "Detail Schedule with Waitlist Position" from the student tab. It is suggested you log into your MyCCC and check your Coast District assigned Gmail account at least three times a day to reduce the chance of missing the email notification for the waitlist. For step-by-step instructions on how to add a course with a waitlist notification, refer to the MyCCC reference guide posted on the CCC website.
3. If waitlists are not available, check back to see if a seat may have become available due to a student withdrawal or due to a student being dropped for nonpayment of fees. OR
4. If the class you want does not reopen before the semester begins, or if you are unable to place yourself on the waitlist because it is full, does not exist, or you are not eligible to do so, you may still go to the first class meeting. If space is available, the instructor may give you an ADD PERMIT with an Add Authorization Code (AAC). The AAC will allow you to register online MyCCC for the course prior to the "EXPIRES" deadline using the online registration system. However, please be aware that most instructors give priority to students who are already on the waitlist.

Please Note: A student must have a registration appointment to be able to register online using their MyCCC account.

Refund Policy and Procedure

In Accordance with California State Regulations and Coast District Policy, registration fees will be refunded according to the following:

Enrollment fees, Non-Resident Fees, Material Fees:

100% refund of fees paid at registration for each class dropped by the refund deadline. No refund will be made after the refund deadline. There are no exceptions.

Health Fee, College Service Charge:

100% of the fees paid at registration will be refunded if the student totally withdraws from all classes by the refund deadline for each class. No refund will be made after the refund deadline. There are no exceptions.

Parking Permit:

Return the parking permit (If purchased) in person or by mail. The Parking Permit must be postmarked or returned to the Public Safety Office on or before the earliest refund deadline on your official Student Class Program, which is available via the student tab on your MyCCC portal.

To Be Eligible for a Refund:

Students must officially withdraw from classes by the refund deadline. Refer to the Student Class Program/Web Schedule Bill on the Student tab of the MyCCC portal page or see Dates to Remember. It is the student's responsibility to officially withdraw from classes and to verify all withdrawals. An instructor may drop students for non-attendance. Instructors are not responsible for making sure drops are made by the refund deadline. If the student has not been dropped from the class by the instructor, the student is responsible for withdrawing from the class by the refund deadline. Students who are officially enrolled in a class after the refund deadline will not be eligible for a refund. There are no exceptions.

Refund Processing:

Refunds will be automatically processed every week beginning the first week of registration of the semester in which the fees were paid and each week thereafter until the end of the term. Official withdrawals made in accordance with the refund policy and by the withdrawal deadline will generate a credit balance on the student account.

Online Credit Card Payment Refunds:

Registration fee payments made by credit card through MyCCC will be refunded to the same credit card used for payment. Allow 6-10 business days for the refund to post. If the credit card used to pay fees is no longer valid, it is the student's responsibility to notify the Admissions and Records Office once the credit has been posted to the student's account and prior to the refund being processed. The refund will be converted to a check refund upon proper notification.

All requests for review of account summary must be made within one-year grace period from the semester in which the fees were assessed. Such petitions are subject to review.

On Campus Payment Refunds

Fee payments posted on campus, by cash, check, money order or credit card, will be refunded through BankMobile as either a check, mailed to the mailing address the Admissions and Records Office has on file, direct deposit to an existing bank account or to a BankMobile account depending on the refund choice made by the student. It is the responsibility of the student to maintain correct and up-to-date address information. Addresses can be updated on MyCCC, under the Student Tab, and then click on Banner Self Service.

Important:

Payments made using multiple payment methods (online credit card payments and cash, check or money order) during the current registration period will be refunded to the credit card used for online payments.

Refund checks will now be issued and mailed by BankMobile.

All students who enroll in classes at Coastline College are sent this mailer so that the student may select a fee refund/financial aid disbursement preference. (Concurrently Enrolled High School students will not receive the mailer.)

Payments made by credit card online via your student portal will continue to be refunded back to your credit card.

Cancelled Classes

If Coastline College cancels a class, registration fees for that class will be refunded. If you purchased a parking decal, it must be returned within two weeks of the class cancellation date.

Returned Checks

Any check returned unpaid (stop payment or insufficient funds) does not constitute automatic withdrawal from class. A check returned from the bank for any reason is subject to a \$25 service charge. A hold will be placed on student records for any financial obligation until the obligation is cleared.

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 in California for a minimum of 12 consecutive months preceding the day before the first day of the semester or summer session.

2. If the applicant is 18 but not yet 19 years of age, the applicant and the applicant's parents or legal guardian must have residence in California for a minimum of 12 consecutive months preceding the day before the first day of the semester or summer session.
3. If the applicant is 19 years of age or older, the applicant must have had legal residence in California for a minimum of 12 consecutive months preceding the day before the first day of the semester.
4. Alien students holding visas which do not preclude them from establishing residency in California must have legal residence in California for a minimum of 12 consecutive months preceding the day before the first day of the semester.

*Residency Exemption—Nonresident Tuition Exemptions for Refugees, Special Immigrant Visa holders, and Others

In 2017, the California Legislature also enacted Assembly Bill 343, which establishes a new exemption from nonresident tuition for refugees with special immigrant visas (SIVs) who have fled Afghanistan, Iraq, Syria or other countries. Please contact the Residency Specialist at occredidency@occ.cccd.edu for more information. Effective January 1, 2018, Education Code section 68075.6 grants an exemption to nonresident tuition for: (1) Iraqi citizens or nationals (and their spouses and children) who were employed by or on behalf of the United States Government in Iraq, and who meet certain criteria (Ed. Code, § 68075.6, subd. (b)(1); Public Law 110-181,

§ 1244); (2) translators (and their spouses and children) who worked directly with the United States Armed Forces, and who meet certain criteria (Ed. Code, § 68075.6; Public Law 109-163, § 1059); and (3) refugees (Ed. Code, § 68075.6, subd. (b)(1), 8 U.S.C. § 1157). These exemptions only apply to those who settled in California upon entering the United States. (Ed. Code, § 68075.6, subd. (b)(1).) Students who settled elsewhere in the United States, and then moved to California would not be eligible for this exemption and would be required to either establish residency or pay nonresident tuition. Under Education Code section 68122, T and U visa holders are also exempt from nonresident tuition by extension of Assembly Bill 343.

Assembly Bill 343 also states that the exemption for a student is only available for the maximum time it would take for the student to establish residency. (Ed. Code, § 68075.6, subd. (b)(1).) That time, and therefore any nonresident tuition exemption, will expire one year from the date the student settled in California upon entering the United States. (Ed. Code, § 68017.) Upon expiration of the nonresident tuition exemption, the student will either have established residency in California, or will have an intention to reside elsewhere, and be subject to nonresident tuition.

It is the responsibility of all students to maintain an accurate address on file with the Admissions and Records Office.

Non-California Residents

The following conditions are applicable regarding nonresident fees:

1. Students who are not residents of California as of the day immediately preceding the first day of the semester or summer session will be required to pay a nonresident tuition and capital outlay fees.
2. Active duty Servicemembers 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 of Servicemembers are granted a one-year exemption from paying the nonresident tuition fee. The one-year period begins on the date the dependent enters California. After the exemption period has ended, dependents will be charged nonresident tuition and capital outlay fees unless they have met the residency intent and durational requirements for a one-year period prior to the residency determination date.
4. Veteran military personnel that were stationed in California for more than one year prior to separation qualify for the non-resident college fee waiver for one year within two years commencing immediately after discharge.
5. Minors (under 18 years of age and not married) will be required to pay the nonresident tuition and capital outlay fees if their parents or legal guardians reside outside the state even though such minors may have lived in California for one year or more.
6. Students who are financially dependent on their parents or legal guardians will be required to pay nonresident tuition capital outlay fees if their parents or legal guardians reside outside the state even though such students may have lived in California for one year or more.
7. Alien students holding visas which preclude them from establishing residency in California may be restricted in their enrollment at Coastline College and will have to pay nonresident tuition capital outlay fees.
8. AB 540 Exemption Eligibility Requirements

Senate Bill 68 established a complex scheme for determining eligibility for the AB 540 exemption. Under Senate Bill 68, a student is exempt from paying nonresident tuition at the California Community Colleges if the student meets all of the following four requirements, as applicable:

Requirement 1: Attendance at California schools. This requirement may be met in either of the following two ways:

- Total attendance (or attainment of credits earned) in California equivalent to three or more years of full-time attendance at California high schools, California high schools established by the State Board of Education, California adult schools (established by a county office of education, a unified school district or high school district, or the Department of Corrections and Rehabilitation), campuses of the California Community Colleges, or a combination of these; or
- Three or more years of full-time California high school coursework, and a total of three or more years of attendance in California elementary schools, California secondary schools, or a combination of California elementary and secondary schools (Ed. Code, § 68130.5, subd. (a)(1).)

Full-time attendance at a California community college means either 12 units of credit per semester (or quarter equivalent per year) or a minimum of 420 class hours per year (or semester or quarter equivalent per year) in non-credit courses authorized by Education Code section 84757. Attendance in credit courses at a California community college counted towards this requirement shall not exceed a total of two years of full-time attendance. (Ed. Code, § 68130.5, subds. (a)(1)(C)(i), (a)(1)(C)(ii).)

Full-time attendance at a California adult school means a minimum of 420 class hours of attendance for each school year in classes or courses authorized by Education Code section 41976, or Penal Codes sections 2053 or 2054.2. (Ed. Code, § 68130.5, subd. (a)(1)(C)(i).)

Requirement 2: Completion of a course of study. This requirement may be met in any of the following ways:

- Graduation from a California high school or equivalent.
- Attainment of an associate degree from a California community college.
- Fulfillment of the minimum transfer requirements established for the University of California or the California State University for students transferring from a California community college. (Ed. Code, § 68130.5, subd. (a)(2).)

Requirement 3: Registration. Requires registration as an entering student at, or current enrollment at, an accredited institution of higher education in California. (Ed. Code, § 68130.5, subd. (a)(3).)

Requirement 4: Affidavit of student without lawful immigration status. Students without lawful immigration status must file an affidavit with their college or university stating that the student has either filed an application to legalize his or her immigration status or will file an application as soon as he or she is eligible to do so. (Ed. Code, § 68130.5, subd. (a)(4).)

- Under Senate Bill 68, a “nonimmigrant alien” within the meaning 8 U.S.C. § 1101(a)(15) is not entitled to claim the exemption. These provisions identify a number of categories of visitors to the United States who have a form of temporary lawful status, but do not intend to establish residency.
 - California General Educational Development (GED), High School Equivalency Test (HiSET), Test Assessing Secondary Completion (TASC), and California High School Proficiency Examination (CHSPE). See General Counsel Legal Opinions 05-09 and 06-02.
9. In accordance with SB 141, Coastline College will exempt from nonresident tuition, a nonresident student who is a U.S. citizen and who resides in a foreign country, if that student meets all of requirements of the bill. Contact the Residence clerk for a list of requirements.
 10. This is a “Non Resident Tuition” Exemption: In accordance with AB669, a student who currently resides in California and is 19 years of age or under at the time of enrollment, who is currently a dependent or ward of the state through California’s child welfare system, or was served by California’s child welfare system and is no longer being served either due to emancipation or aging out of the system, may be entitled to resident classification until he or she has resided in the state the minimum time necessary to become a resident.

Non-resident Tuition: \$258.00 per unit + \$12.00 per unit Non-Resident Capital Outlay. Students who are not California residents as defined by the Education Code are required to pay the non-resident tuition fee in addition to the fees described above. Please note that it is the student’s responsibility to prove that he/she is a California resident.

VACA ACT

Veterans Access, Choice and Accountability Act (VACA)

Effective July 1, 2015, California Education Code (68075.5(c)c) allows California Community Colleges to grant full exemption from the nonresident fee for all students verified to be “covered individuals” per the below criteria and that qualify to use Montgomery GI Bill-Active Duty or Post-9/11 GI Bill education benefits (Chapters 30 and 33, respectively, of Title 38, U.S. Code) while living in California.

Covered Individuals:

1. A Veteran who lives in the state in which the institution of higher learning is located (regardless of his/her formal state of residence) and enrolls in the school within three years of discharge from a period of active-duty service of 90 days or more.

2. A spouse or child entitled to transferred education benefits who lives in the state in which the institution of higher learning is located (regardless of his/her formal state of residence) and enrolls in the school within 3 years of the transferor's discharge from a period of active-duty service of 90 days or more.
3. A spouse or child using benefits under the Marine Gunnery Sergeant John David Fry Scholarship (provides Post-9/11 GI Bill benefits to the children and surviving and surviving spouses of Servicemembers who died in the line of duty while on active duty) who lives in the state in which the institution of higher learning is located (regardless of his/her formal state of residence) and enrolls in the school within three years of the Servicemember's death in the line of duty following a period of active-duty service of 90 days or more.
4. After expiration of the three year period following discharge or death as described in 38 U.S.C. 3679(c), a student who initially qualifies under the applicable requirements above will maintain "covered individual" status as long as he or she remains continuously enrolled (other than during regularly scheduled breaks between courses, semesters or terms) at the institution, even if they enroll in multiple programs and shall continue to be exempt from paying nonresident tuition and other fees as described in the updated fee policy described below.

How do I obtain the VACA Act Tuition Fee Waiver?

The VACA Act Tuition Fee Waiver form is available online at the following link:

<http://www.coastline.edu/students/forms/#studentsMilitary>, then click on Students-Military.

Incorrect Classification

A student incorrectly classified as a California Resident is subject to reclassification as a nonresident and payment of nonresident fees. If incorrect classification results from false or misleading statements, the student will be responsible for any fees associated with the incorrect classification. For evaluation of residency status, students must complete the Statement of Residence form and submit appropriate documentation as proof of California Residence (Sections 54012 and 54024 of AP 5015 Residence Classification) through the third week of the semester. The initial residency classification will be made at the time the student applies for admission. Students may file residency questionnaire forms through the third week of the semester to request a review of their residency status. Final residency determination is made by Admissions & Records.

Reclassification

Reclassification to resident status must be requested by the student. The appropriate Statement of Residence form along with the required proofs that establish

both physical presence (minimum requirement of 12 consecutive months prior to the residency determination date) and intent to make California their permanent home must be submitted to the Enrollment Center prior to the term in which the student wishes to establish residency. Although a minimum of two proofs are required for residency reclassification consideration, the burden of proof remains in the hands of the requestor. Therefore, the Enrollment Center reserves the right to request additional documentation in its efforts to determine California Residency for tuition purposes. For additional information, contact a Residency Specialist in the Admissions & Records Office at residency@coastline.edu.

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 multiple 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 from:

Coastline College
Attn: International Students Admissions
11460 Warner Avenue
Fountain Valley, CA 92708

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. Applicants outside the U.S. should apply at least two months prior to the start of the term. Approximate start dates: fall, in late August and spring, in late January. We recommend early application for the best selection of classes.
- International applicants must complete an international student admission packet including:
 1. International student application
 2. A \$55 non-refundable application fee, in U.S. dollars (check, money order, cash, or credit card) must be submitted with the application.
 3. International Student Financial Support Information Form
 4. Bank Certification Form

5. All evidence of high school graduation or higher must be submitted. The “official” transcripts of the original records must be accompanied by a notarized English translation.
6. TOEFL score: A minimum score of 500 (paper based) or 61 (Internet-based test) in order to be accepted into the regular college program. Students who plan to enroll in the English as a Second Language (ESL) are not required to take the TOEFL test. However, students are strongly encouraged to provide TOEFL or equivalent scores for appropriate placement purposes. 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.
7. Notice of Intent to Transfer if transferring from a college in the U.S.
8. International students are required to purchase medical insurance approved by Coastline College during their entire course of study.
9. International students must complete 12.0 or more units each semester with at least a 2.0 GPA while pursuing their selected academic goal.
10. International students pay nonresident tuition during their 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.

Students Holding Visas Other Than Student (F-1) Visas: Aliens holding valid visas that are otherwise eligible for admission may enroll in classes provided that they are proficient in English and their visas do not expire before the end of the term for which they are enrolling. Contact the Admissions & Records Office for information concerning specific enrollment restrictions.

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 U.S. Citizenship and Immigration Services (USCIS) to a classification which permits establishing domicile and has met all other applicable residency requirements. Aliens considered to be nonresidents are required to pay the nonresident tuition charge and are not eligible for tuition exemption (Education Code 68130.5).

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.

International Part-Time Concurrent Enrollment

If you are currently in the U.S. attending another school on an F-1, J-1 or M-1 visa, you may be able to take one or two classes at Coastline as a concurrent student. You must submit the following documents to request concurrent enrollment at Coastline:

1. Complete the online application at: <http://www.coastline.edu/admissions/admissions-information>
2. A copy of your current I-20 valid until the end of the term in which you are enrolling in.*
3. A letter from the DSO at your current school authorizing you to take the specific Coastline course(s).*

*Please wait until you receive your CCC student ID number before sending items 2 and 3.

The above documents can be emailed to residency@coastline.edu. We do not accept photographs of documents; all documents must be scanned and emailed. You will need to submit a new letter for each term you wish to enroll in.

PRE-REQUISITE CLEARANCE: If you are trying to register for a class at Coastline that has a pre-requisite, you must meet one of the following:

- Your CCC, OCC, or GWC placement test results or multiple measure assessment must recommend you for the class, or
- You must have completed the prerequisite course at CCC, OCC, or GWC after 1989 with a grade of C or better or be currently enrolled in it at the time of registration and subsequently earn a grade of C or better, or
- You must have completed the prerequisite course at another college with a grade C or better. To show proof of the prerequisite completion, bring a copy of your transcript or grade report to the Admission Office prior to enrolling, or
- Your Early Assessment Program, Advanced Placement, College Level Examination, or International Baccalaureate scores must clear you for the class. To show proof of the prerequisite completion, bring a copy of your results to the Admission Office prior to enrolling, or
- As of January 1, 2018, due to the state mandated AB 705 bill, you may bypass developmental-level prerequisites and place yourselves into college-level math and English. You may wish to receive guidance to maximize your likelihood of succeeding in college-level (non-development) classes in the shortest time possible.

Coastline is not able to guarantee access to classes. Students on concurrent enrollment are limited to six (6) units during the semester.

Student Records

Active Records: Most requests for changes to a student's current class program or information can be done online by logging in to MyCCC or in the Admissions and Records Office. Included are "adds" to program, "withdrawal from class," "fee payments," and "address changes." Name changes must be done in person in the Admissions & Records Office. If changing a name, official documentation must be presented at the time of the request.

Transcripts: Transcripts of academic work taken at Coastline College are available upon official request. Students make their requests online through Credentials, Inc., on the Coastline's website, www.coastline.edu/. Two transcripts and/or enrollment verifications will be provided free of charge. For each additional transcript there will be a charge of \$5. Students may request "rush" (next day) services for an additional \$5 per transcript or verification. Fees are subject to change. In accordance with Education Code provision 72237, transcripts will be withheld from students and former students who have outstanding financial or materials obligations to the college and/or district or who have unresolved matters related to student discipline.

Cumulative Folders: The Admissions and Records Office maintains an electronic cumulative file on each student who has records sent to the College. The file, containing copies of high school and college transcripts and other relevant academic information, such as records of military service and other awarded credit, is available to the student. These files are the property of the college.

Verifications: The Admissions and Records Office will provide information regarding a student's records upon written student request. There is a \$3 charge.

Two verifications and/or transcripts will be provided free of charge. This fee is subject to change. Coastline College also utilizes the National Student Clearinghouse for reporting of enrollment status. Enrollment status is reported automatically several times during the semester or session.

Student Picture Identification: Students may be required to furnish picture identification in order to participate in certain classes and activities. Photo I.D cards are issued in the Admissions & Records Office during the student's first semester and validated each semester thereafter after verification of enrollment and payment. Students are only allowed one replacement during their studies at Coastline College.

Withholding of Student Records (AP 5035)

The College Enrollment Services Director shall withhold grades, transcripts, diplomas, and registration privileges from any current or former student who fails to pay a proper financial obligation to the District. The student shall be given written notification and the opportunity to explain if the financial obligation is in error.

The definition of proper financial obligation shall include, but is not limited to: student fees; obligations incurred through the use of facilities, equipment, or materials; library fines; unreturned library books; materials remaining improperly in the possession of the student; and/or any other unpaid obligation a current or former student owes to the District. A proper financial obligation does not include any unpaid obligation to a student organization.

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Structure and Governance

Academic Senate

The Academic Senate addresses Coastline College faculty concerns on academic and professional matters with the College administration and with the Board of Trustees. The Senate office is located in the College Center building on the second floor. Call (714) 241-6157 for information.

- PresidentDeborah Henry
- President-Elect Lisa Lee
- Recording SecretaryDavid Lee
- Corresponding Secretary Marilyn Brock
- Treasurer Michael Bach
- Curriculum Co-Chair.....Deborah Henry
and Dan Johnson
- Parliamentarian.....Angela Gomez-Holbrook

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, maintenance and operations, personnel services, Equal Employment office, campus safety and security, emergency management, and computer services.

The Human Resources Department oversees employee relations and the job-applicant screening process for the college. The goal of this office is to guarantee that the workplace and its processes are fair and nondiscriminatory. The Campus Director of Human Resources investigates all employee and applicant complaints of discrimination. The Director works in conjunction with the District Human Resources Department in response to employee contract grievances and Title V complaints. Please call (714) 241-6146 for assistance.

The Business Services office is responsible for the college business operations and ensuring those financial functions are in compliance with federal, state, and college policies and procedures. It is the center for all college financial needs. Among the office's responsibilities are overseeing financial, purchasing and support services for students, faculty, staff and external members of the community. Please call 714-241-6150 for further assistance.

The Technology (IT: Academic & User Support) Department provides maintenance and support for all College technology items. This includes replacements, repairs and upgrades to computers, projectors, A/V equipment, telecom and other technology related items used for instructional and non-instructional purposes. For IT support, please call 714-438-8111.

The Maintenance and Operations Department is responsible for operations, maintenance and repair of the buildings, grounds and utility infrastructure. These systems include the building envelope (roofs and exterior walls), foundation systems, interior walls/floors/ceilings, heating/ventilating/air conditioning, electrical and lighting, access controls, doors and hardware, elevators, fire/life safety, energy management and automated building control systems, plumbing, irrigation, furniture, signage, parking lots, solar panels, etc.

Please call 714-241-6350 for further assistance.

The role of the Public Safety and Emergency Management Department is to provide a safe and secure learning environment for our students, faculty, staff and visitors to our four campus locations. Coastline College does not operate a 24/7 Public Safety Department. The Campus Safety and Security Office is located at the Colleges' Administration Building in Fountain Valley and is open from 8:00 am to 5:00 pm, Monday-Friday. Campus Public Safety Officers are available at the learning centers from 7:30 a.m. to 10:30 pm Monday-Friday, and on weekends as special events occur.

Some of the services that Coastline officers provide include traffic & parking enforcement, safety escorts, and initial investigation and documentation of campus incidents. They also report any safety hazards to the Maintenance and Operations Department or District Environmental Health Services as appropriate. Coastline College Public Safety Officers are non-sworn and do not possess peace officer powers of arrest but can effect a Private Person's Arrest. All officers have received First Aid, CPR, and AED training. If the situation is a life threatening emergency, please dial 9-1-1. The Department also publishes its Annual Security Report (ASR) no later than October 1st each year in accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. The ASR can be located on the Coastline College Public Safety Department webpage.

On-site Public Safety Officers may be contacted on each campus' Public Safety Duty phone:

- College Center..... (714) 337-0129
- Garden Grove Campus..... (714) 981-1937
- Newport Beach Campus (714) 981-1935
- Westminster Le-Jao Campus (714) 981-1945

The Department also updates emergency plans, provides training and annual exercises, coordinates response plans with the Orange County Sheriff's Department's Emergency Management Division, and participates in the Orange County Emergency Management Organization meetings, trainings, and exercises.

For administrative matters, please call:
 Senior Public Safety Officer..... (714) 241-6120
 Director (714) 241-6360
 Emergency (After Hours)..... (714) 981-1958
 VP, Administrative ServicesChristine Nguyen
 Director, Human ResourcesRenaté Akins
 Director, TechnologyDave Thompson
 Director, Business Services..... Derek Bui
 Director, Maintenance and Operations Randy Flint
 Director, Campus Security
 and Emergency Management Mike Colver

Extended Learning Division

The Extended Learning Division (ELD) is an entrepreneurial/ ancillary wing of the College. ELD designs, develops, and offers programs and services that meet the unique needs of government, military, and business communities-locally, nationally, and internationally. The Division also provides critical support to the college’s innovative technology research, development, and deployment of systems and solutions.

Extended Learning programs are typically contract education or fee-based and facilitated under specific contracts, special agreements, or memorandums of understanding. Programs and services may be customized or adapted and developed from existing college programs to meet client and student needs. Services may be delivered at a location chosen by the client, at one of our four sites in Orange County, on military installations nationwide, at international locations, or remotely through our distance learning programs.

ELD proudly operates the Military Programs that serve active-duty Servicemembers, Veterans, and their families worldwide, primarily through distance learning modalities and on military installations. The Division is also home to Coast Learning Systems (CLS). CLS has an outstanding reputation for the development of sophisticated, integrated learning systems including text materials and online interactive course content. CLS has produced more than 50 courses used by more than 750 higher education institutions worldwide, and CLS has been the recipient of 20 Los Angeles-area Emmy Awards for Instructional Design and Production Quality.

ELD has expanded its entrepreneurial efforts. Capitalizing on the capabilities and experience of CLS in instructional design, content development, production, and delivery, The Division is now developing customized training programs for business and industry. Recent partnerships have included the California Community College State Chancellor’s Office, Long Beach Fire Department, and George B. Woodcock & Co., and Career Expansion, Inc.

For more information, please contact us:
 Email: eld@coastline.edu

Military Programs & Services
 866-422-2645
 Corporate Programs and Services
 714-241-6355
 Workforce Development
 714-241-6230
 Coast Learning Systems
 800-547-4748
 Learning 1st
 Online Associate to Bachelor’s
 714-241-6323
 DeanVacant
 Manager, Enrollment Services.....Bethany Tumblesom
 Manager, InstructionNate Harrison
 Manager, Marketing and Business
 DevelopmentLynn Dahnke
 Manager, Outreach, Off-Campus Activities, and
 Veterans Resource ServicesChermaine Harrell
 Manager, Student Service
 and PartnershipsAraba Mensah
 Manager, Workforce Development.....Judy Garvey

Instruction

Coastline offers a comprehensive education program at times, places, and in formats designed to serve the diverse needs of its students. The College’s instructional program includes a full range of courses leading to an Associate 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 College’s English as a Second Language (ESL) helps nonnative speakers acquire the necessary communication skills needed for daily living, employment, and college study. Special Programs & Services for the Disabled offers an Acquired Brain Injury (ABI) Program and programs for students with intellectual disabilities. Coastline STAR Program classes are on track for transfer to a four-year university. The STAR Program offers majors in Business, Psychology, and Health Sciences, with guaranteed enrollment in needed classes. Students can achieve transfer-readiness in two years.

Courses are offered both onsite and online via distance learning to accommodate the busy schedules of Coastline students, most of whom are employed full or part-time while attending college. Coastline also provides courses onsite at local businesses and large companies for the

convenience of their employees. These programs are developed for the employer on a fee basis to meet their individual needs via Coastline Contract Education.

A leader with more than three decades of experience, Coastline’s Distance Learning Department offers a comprehensive selection of distance learning courses for Coastline students to earn college credit and even complete Associate degrees and certificates with convenience and flexibility. Distance learning courses are offered through a variety of delivery methods. Each distance learning course is academically proven, well-produced curriculum developed by college faculty, often with the help of scholars, practitioners, and instructional design specialists. Students interact with their instructors by telephone, fax, email, electronic bulletin boards, chatrooms, web conferencing, or in person. Online Courses enable students to complete course work online anytime, anywhere! The course websites feature text lectures, video clips, sound files, images, site links, assignments, online quizzes, instructor interaction, and discussion forums for teacher-to-student and student-to-student interaction. Textbooks, as well as possible multimedia and video materials, are required to complete the online courses. Examinations are conducted online or are proctored onsite. Telecourses and Cable TV courses are pre-produced video lessons broadcast over Coastline’s local cable TV station. 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 Coastline Campuses. Students also read text books, complete course assignments, and mail or fax coursework to instructors. Students can also buy DVDs of Telecourses and Cablecast courses for their viewing convenience from the Coastline bookstore onsite or online. For both, the instructor administers examinations onsite or through proctors near the student’s location. Independent Study Courses are specially prepared with course materials including reading materials, text books, study guides, self-paced assignments, and other materials. Students can interact with their instructor by telephone, fax, email, electronic bulletin boards, chat rooms, or in person. Examinations are administered by the instructor or a proctor on-site. Coastline’s Distance Learning Department schedules more than 300 courses each fall and spring term and many courses in the summer which meet general education requirements for a degree or certificate. Many of these courses 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 www.coastline.edu/library.

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 Vince Rodriguez, Ph.D.
- Dean of Instruction,
Newport Beach Campus Tom Neal
- Dean of Instruction,
Garden Grove Campus..... Nancy Jones, Ed.D.
- Associate Dean,
Career and Technical Education..... Merry Kim
- Dean of Instruction,
Le-Jao Campus.....Dana Emerson, Ph.D.
- Dean of Innovative Learning..... Shelly Blair, Ph.D.
- Dean, Extended Learning Vacant
- Department Chairs are elected every other 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.
- AccountingKevin Erdkamp
- Biological Sciences and
Allied Health Lisa Demchik and Steve Fauce
- Business.....Stacey Smith
- Communications Joshua Levenshus
- CounselingAmy Evangelista
- CST/CIS/DGA Michael Warner and Tobi West
- Career and Technical Education..... Cheryl Chapman
- EducationSharon Chard-Yaron
- Emergency Management.....Kevin Sampson
- English/Humanities Scott Davis
- English as a Second Language..... Ryan Boyd
- Gerontology/Health/Foods and
Nutrition/PELaurie Runk
- International Languages..... Sandra Basabe and
Donna Marques
- LibraryElizabeth Horan
- Mathematics..... Lisa Lee and Fred Feldon
- Philosophy..... Fred Curry
- Psychology/Human Services Erin Johnson
- Physical Science..... David Devine
- Social Sciences Laura Enomoto
- Visual and Performing Arts.....Chris Hornung

Institutional Research, Effectiveness and Planning

The Department of Institutional Research, Effectiveness, and Planning conducts analytical studies and provides information in support of institutional planning, policy formulation, and decision-making. In addition, the department provides leadership and support with institutional effectiveness and research related activities to members of the College community engaged in planning and evaluating the institution’s success in accomplishing its mission.

Administrative Director/Dean Aeron Zentner, D.B.A.
 Associate Dean Jorge Sanchez, Ph.D.

Institutional Grant Development

The Department of Institutional Grant Development provides leadership, coordination, and development support of all grant applications and proposals in association with faculty, administrators, and staff in order to advance the mission, vision, and strategic plans of Coastline College.

Administrative Director/Dean Aeron Zentner, D.B.A.

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 Loretta P. Adrian, Ph.D.

Foundation

Coastline 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, Naming Opportunities, Annual Giving Campaign, Scholarships, President’s Circle, and Planned Giving. Call (714) 241-6154 for information.

Executive Director, College Foundation Mariam Khosravani, M.B.A.

Marketing, Public Relations

Marketing and Public Relations serves as the communications arm of the College. The office coordinates public information activities, media, and promotional efforts and manages the printing/publication services for the College. The college website is also administered through this department.

Director; Marketing and Public Relations..... Dawn Willson

Student Services

Student Services is responsible for admissions, registration, records, transcripts, student information, international students, counseling, articulation, , guidance, Special Programs and Services for the Disabled, financial aid, Extended Opportunity Programs and Services (EOPS), Associated Student Government (ASG), student equity, Title IX, and career and transfer services. It also manages student conduct and grievance procedures. Student Services maintains and provides a full range of services for students.

Vice President of Student Services Kate Mueller
 Dean of Counseling, Transfer Center, Career Services Center Bruce Keeler
 Dean of Students..... Natalie Schonfeld
 Director; Admissions and Records James West
 Director; Financial Aid Chinh Pham
 Director; EOPS, CalWORKs, CARE, NextUp..... Mai Le
 Coordinator; Special Programs and Services for the Disabled Celeste Ryan
 Director; Student Life and Outreach..... VACANT
 Director; Equity and Title IX..... Leighia Fleming

Administration

Adrian, Loretta P. (2010)

President M.A., University of the Pacific
Ph.D., Claremont Graduate University

Akins, Renat  M. (2016)

Director, Human Resources B.A., California State University, Los Angeles
M.P.A., California State University, Northridge

Blair, Shelly (2017)

Dean of Innovative Learning B.A., Point Loma Nazarene University, San Diego
M.A., California State University, San Diego
Ph.D., Texas A&M University

Bui, Derek

Director, Business Services B.A., California State University, Fullerton

Bui, Don

Project Director, Concurrent & Dual Enrollment B.A., University of California, Irvine
M.A., University of California, Irvine

Colver, Michael N. (2016)

Director, Campus Security and Emergency Management B.S., California State University, Long Beach
M.S., American Military University

Dahnke, Lynn M. (1998)

Manager, Business Development and Marketing Certificate, Fundraising, University of Southern California
Certificate, Sawyer College of Business

Emerson, Dana M. (2015)

Dean, Instruction, Humanities and Basic Skills B.A., California State University, Northridge
M.A., California State University, Northridge
Ph.D., Oregon State University

Fleming, Leighia

Director, Student Equity & Title IX B.A., Dominican University of California
M.A., University of San Francisco

Flint, Randall

Director, Maintenance and Operations B.S., Brigham Young University

Garvey, Judith M. (1999)

Director, Instructional Media, Design & Production BBA, Loyola University

Gutierrez, Rene F. (2016)

Project Director, AANAPISI B.A., University of California, Los Angeles

Harrell, Chermaine (2018)

Manager, Outreach, Partnerships, Compliance B.A., Chapman University
M.S., Chapman University

Harrison, Nathaniel C. (2002)

Manager, Instructional and Veterans Program A.A., Orange Coast College
B.A., University of California, Irvine

Jones, Nancy S. (1996)

Dean, Instruction, Career and Technical Education B.S., Oral Roberts University
M.A., California State University, Fullerton
Ed.D., California State University, Fullerton

Keeler, Bruce (2016)

Dean, Counseling B.A., M.A., Ph.D., University of California, Los Angeles
M.A., John F. Kennedy University

Khosravani, Mariam (2001)

Executive Director, College Foundation B.S., Regents College
M.B.A., National University
Certificate, Fundraising, University California, Irvine

Kim, Merry

Associate Dean, Career and Technical Education B.A., University of California, Davis
M.A., Teachers College

Le, Mai T. (1993)

Director, EOPS A.A., Orange Coast College
B.A., California State University, Fullerton
M.A., University of Redlands

Mensah, Araba

Manager, Student Services & Partnerships B.A., Claremont McKenna College
M.A., Mount St. Mary's College

Mueller, Kathryn (2018)

Vice President, Student Services B.A., Scripps College, M.A., California State University, Long Beach, Ph.D., University of Nebraska.

Neal, Tom

Dean, Instruction, Arts and Sciences B.S., Pennsylvania State University
Ph.D., University of Wisconsin-Madison

Nguyen, Christine P. (2000)

Vice President, Administrative Services B.S., California State University, Long Beach
M.A., University of Phoenix

Pham, Chinh

Director, Financial Aid B.A., University of California, Los Angeles

Rodriguez, Vincent P. (1998)

Vice President, Instruction A.A., Orange Coast College
B.S., M.A., University of Phoenix
Ed.D., California State University, Long Beach

Sanchez, Jorge R. (2007)

Associate Dean, Research, Planning and Institutional Effectiveness A.A., Santa Ana College
M.A., California State University, Fullerton
M.A., Ph.D., University of California, Los Angeles

Schonfeld, Natalie

Dean, Students B.A., Pomona College
M.S., California State University, Chico
Ph.D., Claremont Graduate University

Scott, Michael D. (2015)

Director, Strategy and Logistics A.S., El Camino College
B.A., California State University, Dominguez Hills
M.A., California State University, Dominguez Hills

Thompson, David

Director, Academic and User Support BCompSc, Computer Learning Centers

Tran, Kathie (1988)

Manager, Student Financial Aid, B.S. Walden University, Baltimore, Maryland

Tumbleson, Bethany

Manager, Enrollment Services B.A., Chapman University

West, James (2018)

Director, Admissions and Records
A.A. Orange Coast College

Willson, Dawn (2018)

Director, Marketing and Public Relations University of Wisconsin, Barron County; Minneapolis College of Art and Design; Normandale Community College; University of Minnesota

Zentner, Aeron C. (2014)

Administrative Director, Institutional Effectiveness and Planning B.A., California State University, Bakersfield
M.A., California State University, Bakersfield
D.B.A., Capella University

Faculty— Full time

Adhanom, Abraham (2017)

Instructor, Business
B.A., M.A., Biola University
Ph.D., Walden University

Alves, Mitchell (2012)

Instructor, Mathematics
B.S., University of California, Irvine
M.A., California State University Fullerton

Bach, Michael (1976)

Instructor, Political Science
A.A., Los Angeles Harbor College
B.S., California State University, Long Beach
M.A., University of Southern California

Barnes, Stephen G. (2012)

Professor, Paralegal
B.A., University of the Pacific
J.D., Western State University College of Law

Basabe, Sandra (2008)

Professor, Spanish
A.A., Cerritos Community College
B.A., M.A., California State University, Long Beach

Bauman, Jane (1999)

Professor, Art
B.A., Santa Clara University
M.F.A., San Francisco Art Institute

Boyd, Ryan (2017)

Instructor, English as a Second Language
B.A., M.A., University of Illinois, Urbana-Champaign

Bridges, Stephanie (2017)

Instructor, English
B.A., M.A., California State University, Fullerton

Brown, Brandon (2018)

Instructor, Computer Services Technology
A.A., B.S., Campbell University Buies Creek
M.S., California State University, Pomona
Ph.D., Capella University Minneapolis

Callum, Oceana (2017)

Instructor, English
B.A., University of California, Santa Barbara
M.A., University of California, Riverside
M.A., California State University, Long Beach

Curry, Fredrick (2014)

Instructor, Philosophy
B.A., California State University, Fullerton
M.A., Bowling Green State University
Ph.D., Bowling Green State University

Darby, Barbara J. (1984)

Professor, Special Education
B.A., California State University, Fullerton
M.S., National University

Davis, Scott P. H. (2012)

Professor, English
B.A., Northwestern University
M.A., University of California, Irvine

Devine, David (2012)

Instructor, Physics/Astronomy
B.A., Georgia Institute of Technology
M.A., University of Maryland, College Park
Ph.D., University of Colorado, Boulder

Dupon, Jean (2014)

Instructor, Chemistry
B.A., Massachusetts Institute of Technology
Ph.D., Northwestern University

Erdkamp, Kevin (2013)

Instructor, Accounting
B.A., California State University, Fullerton

Evangelista, Amy (2015)

Counselor
A.A., El Camino College
B.A., California State University, Long Beach
M.S., University of La Verne

Farahat, Elaf (2019)

Instructor, Health Sciences, Foods and Nutrition
B.S., King Saud University, Riyadh, International
M.S., Ph.D., Loma Linda University, Loma Linda

Fauce, Steven (2016)

Assistant Professor, Biology
B.A., Pomona College
Ph.D., University of California, Los Angeles

Feldon, Fred A. (1995)

Professor, Mathematics
B.A., University of California, Santa Cruz
M.A., California State University, Fullerton

Gomez-Holbrook, Angela (2017)

Instructor, Digital Graphic Applications
B.A., Long Beach State University
M.A., Syracuse University

Henry, Deborah C. (2012)

Professor, Anatomy/Physiology
B.S., M.D., Baylor University

Holliday, Ann B. (1987)

Professor, Special Education
B.A., United States International University

Horan, Elizabeth (2016)

Professor, Librarian
A.A., Orange Coast College
B.S., California Polytechnic State University, San Luis Obispo
M.L.I.S., San Jose State University
M.S.I.D.T., California State University, Fullerton

Huynh, Jordan (2015)

Counselor
B.A., University of California, Irvine
M.S., California State University, Long Beach

Johnson, Daniel J. (2007)

Professor, History
B.A., University of California, San Diego
M.A., Ph.D., University of California, Los Angeles

Johnson, Erin (2015)

Assistant Professor, Psychology
B.A., M.A., Saint Louis University

Lee, David M. (2013)

Instructor, Art and Gallery Curator
B.A., Columbia College, Chicago
M.A., California State University, Fullerton

Lee, Lisa Shiu-Ing (2001)

Professor, Mathematics
B.S., California State University, Dominguez Hills
M.S., California State University, Northridge
Ed.D., California State University, Long Beach

Leighton, Kenneth A. J. (2008)

Professor, English
Certificate of Achievement, Gerontology,
Coastline College
B.A., University of California, Berkeley
M.A., California State University, Long Beach

Levenshus, Joshua T. (2012)

Instructor, Speech
B.S., M.A., California State University, Long Beach

Lockwood, Rick (2009)

Professor, Business
B.S., California State University, Northridge
M.B.A., California State Polytechnic University,
Pomona

Marcus, Ted (2005)

Professor, Chemistry
B.S., University of Alexandria
M.S., Ph.D., University of California, Santa Barbara

Miscione, Velvet (2006)

Counselor
B.S., Linfield College
M.Ed., University of Oregon

Mojica, Claudia (2016)

Counselor, EOPS
B.A., University of California, Santa Cruz
M.A., Azusa Pacific University

Montague, Judy K. (1998)

Professor, English as a Second Language
B.A., University of California, Irvine
M.A., United States International University

Montero, Sasha (2016)

Instructor, Human Services, Sociology
B.A., University of California, Santa Cruz
M.A., California State University, Fullerton

Murray, Tanya (2015)

Professor, Organismal and Marine Biology
B.S., Mary Washington College
Ph.D., Syracuse University

Nguyen, Christina H.

Instructor, Speech
B.A., M.A., California State University, Long Beach

Nguyen, Son (2015)

Instructor, Mathematics
A.A., Coastline College
B.S., M.S., California State University, Long Beach
Ph.D., University of California, Irvine

Peterson, Kimberly A. (1989)

Counselor, Special Programs
B.A., M.S., University of Southern California

Pittaway, Daniel S. (2011)

Associate Professor, Reading/Education
B.A., Pitzer College
M.S., California State University, Fullerton

Quinlan, Matthew (2017)

Instructor, Psychology
M.A., Queens College
M.A., University of California, Santa Barbara
Ph.D., Concordia University

Reagan, Evette (2013)

Intellectual Disabilities Coordinator
B.A., Mount Saint Mary's College
M.A., Pepperdine University

Runk, Laurie (2015)

Instructor, Health Education, Foods & Nutrition
B.S., Ashland University
M.S., Ph.D., Arizona State University

Ryan, Celeste S. (1986)

Professor, Special Education Instructor/
Coordinator Special Programs
B.A., California State University, Long Beach
M.S., California State University, Los Angeles

Salcedo, Daniel (2016)

Instructor, Biology
B.A., California State University, San Bernardino
Ph.D., Loma Linda University

Smith, Stacey (2016)

Professor, Economics
B.A., M.A., University of California, Santa Barbara

Thomas, Erin, (2018)

Instructor, Business
B.S., M.B.A, University of Irvine, Irvine

Vu, Hao-Nhien (2016)

Instructor, Mathematics
B.S., M.S., Purdue University

Warner, Michael (1999)

Professor, Computer Services Technology
A.A., Orange Coast College
B.A., California State University, Long Beach

Warwick, Randall J. (1991)

Professor, Biology
A.S., San Francisco City College
A.B., University of California, Berkeley
M.S., University of California, Los Angeles

Weber, Daniel R. (2017)

Counselor, Transfer and Articulation
A.A., Orange Coast College
B.A., California State University, Fullerton
M.A., California State University, Dominguez Hills

West, Tobi (2015)

Professor, Computer Information Systems
B.A., University of La Verne
M.S., California State Polytechnic University,
Pomona

Wild, Michelle R. (1991)

Professor, Special Education, Computers,
Education
B.A., M.A., California State University, Fullerton

Winterbourne, Susan (1998)

Professor, Counselor
B.S., California Poly University
M.S., California State University, Fullerton

Faculty- Part Time and Temporary

Adler, Roberta

Instructor, Special Programs

Ahlman, Mary

Instructor, English as a Second Language

Ahmadpanah, Seyed

Instructor, Biology

Ahmed, Shariq

Instructor, Business Computing

Alweheiby, Julie

Instructor, Spanish

Amito'elau, Sylvia

Instructor, Business Computing

Aprile, Judy

Instructor, Special Education

Ardinger, Charles

Instructor, English

Armstrong, Neda

Instructor, Theater

Aubry, Michael

Instructor, Business

Bai, Hannah

Instructor, Computer Services Technology

Bair, Richard

Instructor, English as a Second Language

Baitoo, Hilda

Instructor, Digital Graphics Applications

Barragan, Valeria

Instructor, Spanish

Barrett, Debra

Instructor, Special Programs

Barrette, Timothy

Instructor, History

Benitez-Whitney, Melanie
Instructor, Communication Studies

Bilbruck, Peggy
Instructor, Business

Blair, Heather
Instructor, Communication Studies

Boehler, Connie
Professor, Physical Education

Boehler, Scott
Instructor, Real Estate

Borcoman, K. Douglas
Instructor, Philosophy

Bouley, Harold
Instructor, Real Estate

Breslaw, Cathy
Instructor, Art

Brock, Marilyn V.
Assistant Professor, English

Bryant, Derek
Instructor, Physics

Bund, Stefan
Instructor, Business Computing

Burke, Peggy
Instructor, English as a Second Language

Butenko, Anton
Instructor, Mathematics

Calcanas, Christina
Instructor, Special Education

Caldani, Patricia
Instructor, Biology

Camerini, David
Instructor, Biology

Campbell, Gregory
Instructor, Computer Information Science

Can, Minh Ahn
Instructor, Mathematics

Candelaria, Patricia
Professor, Spanish

Cao, Thomas
Instructor, Mathematics

Carlucci, Michael
Instructor, Mass Communications

Carpenter, Linda
Associate Professor, English, Humanities,
Communications Studies

Cemo, James
Instructor, Political Science

Chabra, Shashi
Instructor, Special Education

Chapman, Cheryl
Professor, Digital Graphics Applications,
Education

Chard-Yaron, Sharon
Professor, Education

Chen, Eric
Instructor, Computer Services Technology

Cisneros, Mark
Instructor, Mathematics

Clark, John
Instructor, Photography

Cole, Maureen
Instructor, Special Education

Cordovil, Heather
Instructor, Special Education

Cratty, William
Instructor, Music

Crawfis, Robert
Associate Professor, Business Law

Cross, Elliot
Instructor, Philosophy

Crowley, Debra
Instructor, Computer Services Technology

Crowley, Erin
Instructor, Special Education

Curtis, Michael
Instructor, Marine Science

D'Aquino, Veronica
Librarian

Dalbey, Elizabeth
Instructor, English as a Second Language

Damschen, Sandra
Instructor, Special Education

Daneshvar, Tamara
Instructor, Spanish

Dang, Mai
Instructor, English

Daniel, Marion
Instructor, English

Davis, Georgette
Instructor, English as a Second Language

Demchik, Lisa
Associate Professor, Biology

DeVoe, Todd
Instructor, Emergency Management

DelCarmen, George
Instructor, Business

Dertsakyan, Petros
Instructor, Biology

Dewberry, Linda
Instructor, Computer Information Systems

Diaz-Brown, William
Instructor, History

Do, Anh
Counselor

Do, Anhvy
Instructor, English as a Second Language

Do, Coco
Counselor

Do, Tu Hoang

Instructor, Biology

Dobbs, Mia

Instructor, Biology

Don, Rachel

Instructor, English as a Second Language

Eber, Loraine

Instructor, Gerontology

Edson, Melissa

Counselor

El-Araf, Amer

Instructor, Arabic

Enomoto, Laura

Assistant Professor, History

Escobar, Amy

Instructor, Psychology

Everett, Michael

Instructor, Mathematics

Fanelli, Tracy

Instructor, Digital Graphic Arts

Farhad, Nazanin

Instructor, Business Computing

Farnham, Paul

Instructor, Mathematics

Feher, Katherine

Instructor, Biology

Ferry, Michelle

Instructor, History

Flores, Robert

Instructor, Physical Education

Forbes, Junko

Instructor, Mathematics

Franklin, Robert

Instructor, Geography

Freeman, W. David

Instructor, History

Friedman, Julia

Instructor, Art

Friend, Rachel

Instructor, Communication Studies

Friend, Rebecca

Instructor, Special Education

Fuller, David

Instructor, Paralegal Studies

Gabela, Jose

Instructor, Business

Garvin, Timothy

Instructor, History

Geers, Susan

Instructor, English

Giancarlo, Jennifer

Instructor, Biology

Gilgren, Michael

Instructor, Accounting

Giron, Michelle

Instructor, Chemistry

Go, Marianne

Instructor, Sociology

Godfrey, Donald

Instructor, Building Codes Technology

Goss, Deborah

Instructor, English as a Second Language

Griffin, Alice

Instructor, English

Grove, Timothy

Instructor, English as a Second Language

Gundy, Helen

Instructor, Chemistry

Gustaveson, Valerie

Professor, English as a Second Language

Gutierrez, Diego

Instructor, Physics

Haritwal, Tushita

Instructor, Communication Studies

Harris, Andrea

Instructor, Art

Henry, Charles

Instructor, Business

Hiciu, Diana

Instructor, English as a Second Language

Higgins, Michael

Instructor, Music

Hill, Kevin

Instructor, Digital Graphics Application

Hoekstra, Thomas

Professor, Accounting/Business

Hofferd, Richard

Instructor, English as a Second Language

Horikawa, Kazumi

Instructor, Mathematics

Hornung, Christopher

Instructor, Music

Huang, Rachelle

Instructor, English as a Second Language

Huff, Micheal

Instructor, Psychology

Ildelfonso, Nelson

Instructor, Accounting

Irvin, Teresa

Instructor, Emergency Management

Isbell, Donald

Instructor, Computer Services Technology

Jaber, Jihad (John)

Instructor, Mathematics

Jaeger, Nancy

Instructor, Special Education

Jarvis, Justin

Instructor, Economics

Jewell, Randall

Instructor, Process Technology

Johnson, Jeffrey

Instructor, Biology

Jones, Julie

Instructor, English as a Second Language

Kelsey, David

Instructor, Philosophy

Kepler, Marc

Instructor, English as a Second Language

Kerr, Jeff

Instructor, Computer Services Technology

Khalaf, Jeremy

Instructor, Chemistry

Khambatta, Zubin

Instructor, Computer Services Technology

Khan, Mahbubur

Professor, Physics

Klingenmaier, Brenda

Instructor, Business Computing

Konefsky, Bob

Instructor, Computer Systems Technology

Koudymov, Dmitry

Instructor, Music

Krai, Kristine

Counselor

Kroll, Stephen

Professor, Accounting

Kuang, Jessica

Instructor, Mathematics

Larson, Jacqueline

Instructor, Foods and Nutrition

Lavering, Melanie

Instructor, Special Education

Lawrence, Richard

Instructor, Communication Studies

Leath, Jennifer

Instructor, Special Education

Lee, Sheryl

Instructor, English as a Second Language

Leffler, Eric

Instructor, Art

Leeper, Laura

Instructor, English

Lembke, Phyllis

Instructor, Psychology

Letterman, Bryce

Associate Professor, Paralegal Studies

Lieu, Thanh-Thuy

Instructor, Mathematics

Litman, Todd

Instructor, Paralegal Studies

Livingston, Lisa

Instructor, Accounting

Livote, Michelle

Instructor, English as a Second Language

Loester, Karen

Instructor, English as a Second Language

Long, Crystal

Instructor, Building Codes Technology

Lopez, Alixandria

Instructor, Communication Studies

Lopez, Michelle

Instructor, English

Lopez, Rachelle

Counselor

Lopez, Yesenia

Counselor

Lovig, Margaret

Professor, Paralegal Studies

Lowther, Gene

Instructor, Business

Lui, Edward

Instructor, Computer Services Technology

Maccoun, Wendy

Instructor, English as a Second Language

Magrann, Tracey

Instructor, Biology

Man, Georgina Ching To

Instructor, English as a Second Language

Mann, Kyle

Instructor, Communication Studies

Marin, Iliana

Instructor, Business Computing

Marks, Karen

Instructor, Human Services

Martin, Amanda

Instructor, Theater

Martinez, Rogelio

Instructor, Building Codes Technology

Matar, Mike

Instructor, Business

Mattar, Mary Anne

Instructor, Biology

Mayfield, James

Instructor, History

McDonough, Jamie

Instructor, Psychology

McGeoch, Norma

Instructor, English as a Second Language

McLaughlin, Marta

Instructor, Special Education

McLucas, Karen

Instructor, Psychology

McNamara, John

Instructor, Geology

Mefford, Christopher

Instructor, English as a Second Language

Mendoza, Jaime

Instructor, English as a Second Language

Mendoza-Escobedo, Maria

Counselor

Menzing, Todd

Instructor, History

Metzger, Gary

Instructor, Mass Communications

Michel, Raquel

Counselor

Milton, Noelle

Instructor, Reading

Mirfattah, Mehdi

Instructor, Mathematics

Mishal, Amit

Instructor, Mathematics

Moeck, Heather

Instructor, Psychology

Mohr, Cheryl

Instructor, English as a Second Language

Morehouse, Karen

Instructor, English

Motter, Karen

Instructor, Business Computing

Mrizek, Jeffrey

Instructor, Real Estate

Muir, Jerrie

Instructor, Accounting

Naasz, Harlow

Instructor, Psychology

Najera, Michael

Instructor, History

Navidnia, Soheila

Instructor, Biology

Nguyen, David

Instructor, Vietnamese

Nguyen, Diem Thanh

Instructor, Mathematics

Nguyen, Kay

Instructor, Political Science

Nguyen, Linda

Instructor, Mathematics

Nguyen, Steve

Counselor, EOPS

Nichols, Kristen

Professor, English

Niehaus, Rachel

Instructor, Health

Oase, Daniel

Instructor, English

Oberlin, Craig

Instructor, Computer Information Science

Oelstrom, Jeanne

Professor, Business

Offenhauser, Tyler

Instructor, Paralegal Studies

Ondracek, Ted

Instructor, Business

Ortiz, Stephanie

Instructor, English as a Second Language

Ostrowski, Kenneth

Instructor, Astronomy

Ozborn, Katherine

Instructor, English

Palmer, Catherine

Professor, English

Parckys, Regina

Instructor, Special Education

Parent, Nancy

Professor, Health Education

Parvin, Ellie

Instructor, Communication Studies

Pastel, Fay

Instructor, Physical Education

Patel, Denny

Instructor, Biology

Pecoraro, Michaelene

Instructor, Special Education

Pelar, Neda

Instructor, Biology

Pentek, Jozsef

Instructor, Biology

Perez-Gutierrez, Citlalli

Instructor, Spanish

Perrine, Nicole

Counselor

Petri, Michael

Instructor, Political Science

Petropoulos, Mary

Instructor, Sociology

Petry, Petra

Instructor, Spanish

Pinto, Anthony

Instructor, Art

Plascensia, Moises

Instructor, Anthropology

Quast, Gerald

Instructor, Building Codes Technology

Ratzlaff, Duane

Instructor, English as a Second Language

Rich, Frank (Tony)

Instructor, Biology

Rogoff, Meri

Professor, English

Romero, Eric

Counselor

Rosen, Lugene

Instructor, English

Royston, Charles
Instructor, Anthropology

Ruppert, Kelly
Instructor, Geology

Ryan, Donald
Instructor, Art

Ryan, John
Instructor, Mathematics

Ryan, Mutsuno
Instructor, Mathematics

Saens, Marisol
Instructor, English as a Second Language

Sakovich, Lauren
Instructor, English

Salimi, Layla
Counselor

Salvi, Lisa
Associate Professor, Anthropology

Sampson, Kevin
Professor, Criminal Justice, Emergency
Management

Satow, Jing-Fang
Instructor, Chinese

Schachat, Carol
Instructor, Psychology

Schenkelberg, Ronald
Instructor, Computer Services Technology

Schindelbeck, Judy
Professor, Foods and Nutrition

Schubel, Kathryn
Instructor, Geology

Scianni, Kevin
Instructor, Art

Seymer, David
Instructor, Humanities

Seyster, Barry
Instructor, English as a Second Language

Shahin, Mohammad
Instructor, Chemistry

Shi, Nigie
Instructor, Mathematics

Shiring, Richard
Professor, Mathematics

Shoro, Natasha
Instructor, Art

Skinner, Michael
Instructor, Chemistry

Sleep, Katherine
Instructor, English as a Second Language

Sliff, Robert
Instructor, Philosophy

Smith Jones, Lisa
Instructor, Accounting

Smith, Ronald
Instructor, Process Technology

Smith, Timothy
Instructor, Geology

Snow, Margaret
Instructor, Real Estate, Accounting

Solon, Deborah
Instructor, Art

Song, Guoqiang (Gordon)
Instructor, Mathematics

Stachelski, Barbara
Instructor, Special Education

Stanojkovic, Ivan
Instructor, Special Education

Steele, Melissa
Instructor, Law

Stockwell, Debra
Instructor, Biology

Strauss-Thacker, Esther
Professor, English

Stubblefeld, Katie
Instructor, Special Education

Sweeney, Laura
Instructor, History

Syed, Erum
Instructor, Biology

Syverson, Beth
Instructor, Special Education

Takacs, Marcia
Instructor, English as a Second Language

Takahashi, Hiromi
Instructor, Japanese

Talmage, Dorrie
Instructor, Biology

Tangen, Kenneth
Instructor, Psychology

Tanner, William
Instructor, Law

Tavantzis, Mara
Instructor, English as a Second Language

Tharp-Grozinger, Michelle
Instructor, English as a Second Language

Tran, Chau D.
Professor, Mathematics

Tran, Chau N.
Counselor

Tran, Dung
Instructor, Vietnamese

Tran, Timothy
Instructor, Psychology

Tran, Vinh
Instructor, Chemistry

Uriarte-Feld, Gina
Instructor, Special Education

Villalobos, Jose
Instructor, Mathematics

Visi, Mandana
Instructor, Chemistry

Volmer, Kimberly
Instructor, English

Wagner, Helene
Instructor, Mass Communications

Wahba, Remon
Instructor, Biology

Walker, Heather
Instructor, Art

Waller, Ellis
Instructor, Gerontology

Ward, Douglas
Instructor, English as a Second Language

Walsh, Michelle
Instructor, Geography

Washington, Warren
Instructor, Sociology

Watson, Katherine
Professor, French

Watts, Susan
Instructor, Law

Wen, Zhong
Instructor, Chemistry

Wilcox, Kathleen
Instructor, Special Education

Williams, Curtis
Instructor, Geology

Windsor, Adrian
Professor, English

Woodard, Joel
Instructor, Art

Wooten, Darlene
Instructor, Psychology

Worley, Michelle
Instructor, Psychology

Yang, James
Instructor, Mathematics

Yeh, Ning
Professor, Art

Yue, Amy
Instructor, English as a Second Language

Zentner, Aeron
Instructor, Business

Staff

Agag-Maxwell, Diana
Contract Education Associate Senior

Aistrich, Darian
Grants Development Specialist

Ajbani, Minal
Accounting Coordinator

Akleh, Heba
Instructional Associate

Alcala, Jesus
Administrative Assistant II

Alden, Crystin
Instructional Assistant

Almanza, Savannah
Contract Education Associate

Amito'elau, Sylvia
Instructional Technology Designer

Arinaga, Luis
Admissions and Records Technician I

Arroyo, Gabe
Maintenance Specialist I

Balderas, Armando
Public Safety Officer

Banda, Javier
Custodian

Barber, Shaunick
Human Resources Coordinator

Blake, Suzanne
Administrative Assistant I

Bledsoe, Katherine
Area Facilitator Newport Beach Campus

Borja, Sergio
Administrative Secretary

Boscamp, Thomas
Student Success & Equity Specialist

Bottaro, Andrea
Administrative Assistant I

Bui, Kimberly
Course Assistant Contract Education

Calvillo, Ramon
Budget Technician

Cao, Timmothy
Administrative Clerk

Castillo, Leonora
Administrative Clerk

Cervantes, Rachel
Admissions and Records Technician Senior

Chotima, Poomchai
Instructional Associate

Chu, John
Testing Technician – SSSP

Cisneros, David
Accounting Technician

Clark, Wendy
Administrative Secretary Contract Education

Coker, Paula
Administrative Secretary Contract Education

Conlisk, Karen
Contract Education Program Coordinator

Cota, Mary
Contract Education Associate, Senior

Cruz, Baltazar

Custodian

Cuevas, Manuel

Admissions and Records Technician Senior-SSSP

Culross, Leeann

Admissions and Records Technician Senior-SSSP

Daniel, Marion

Contract Education Associate Senior

DeBattista, Janice

Area Facilitator Le-Jao Campus

De La Fuente, Armando

Public Safety Officer

Dhillon, Ramandeep

Counseling Technician-SSSP

Dixon, Robert

Educational Technology Specialist

Donahue, Kevin

Administrative Assistant I

Drennen, Pamela

Accounting Technician

Du, Gary

Counseling Technician - SSSP

Espana, Jose

Custodian

Estrada, Sara

Outreach Program Specialist

Evans, Jeffrey

Maintenance Specialist I

Fernandez, Karen

Admissions and Records Technician II

Flores, Noemi

Financial Aid Accounting Specialist

Flores, Ralph

Public Safety Officer

Franco, Patricia

Administrative Assistant to the Vice President

Freeman, Christopher

A&R Technician II

French, Ann

Administrative Assistant II

Fujianto, Handrias

CyberPatriot Project Specialist

Gallyon, Andrea

Administrative Assistant I

Gamboa, Danny

Public Safety Officer

Garcia, Maria Ester

Student Program Specialist

Garcia, Nick

Grounds & Landscape Specialist Senior

Garcia Sanchez, Juan

Testing Technician - SSSP

Genova, Lori

Program Assistant Developmental Disabilities

Goetz, Angela

Contract Education Program Coordinator

Gonzalez, Shañon

Research Analyst Senior

Gonzalez, Yesenia

Instructional Associate

Greuel, Jamie

Instructional Associate

Guray, Minerva

Contract Education Association Senior

Ha, Tran

Financial Analyst – Grants

Hayes, JoanAdministrative Assistant I Hayes, Laura
Contract Education Associate**Heffelman, William**

IT User Support Analyst

Hein, Jerald

Multimedia Production Specialist

Hipp Mirhashemi, Kasie

Administrative Assistant II

Ho, Charlene

Financial Aid Specialist

Ho, Phuong

Administrative Clerk

Hulett, Marie

Multimedia Programmer Contract Education

Isbell, Anna

Instructional Associate

James, Teresa

Administrative Secretary

Jimenez, Hector

Custodian

Johnston, Chris

IT Applications Developer

Jones, Kerry

IT Applications Analyst

Judd, Valda

Instructional Associate

Jugle, Elizabeth

Administrative Clerk

Kelly, Patrick

Maintenance Specialist II

Kistler, John

Maintenance Specialist II

Kleppe, Vicky

Contract Education Associate

Le, Jenny

Contract Education Associate

Le, Ly

Financial Aid Specialist

Le, Thuy

Receptionist

Linda, Gigi

Course Assistant

Lopez, Ashley
Administrative Secretary Foundation

Lopez, Yadira
Administrative Secretary

Lordanich, Joseph
Public Safety Officer

Mai, Maria
Admissions and Records Team Leader

Mangrum, Leslie
Administrative Clerk

Martinez, Alyssa
Student Retention Specialist - BSSOAP

Martinez, Tannia
Contract Education Associate

McKindley, Kathy
Administrative Assistant I

Mertz, Laila
Executive Assistant

Miesner, James
IT Infrastructure Engineer

Mihatov, Janell
IT Business Processes Analyst

Mihatov, Steven
IT Infrastructure Analyst

Miller, Julian
Contract Education Associate

Montgomery, Jason
Maintenance Specialist II

Moon, Bill
Warehouse & Distribution Coordinator

Morales, Luis
Graphic Designer

Moreno, Andrew
Custodian Maintenance

Moulton, Janette
Financial Aid Systems Specialist

Navarro, Lupe
Accounting Assistant Senior

Neal, Krystal
Division/Area Office Coordinator

Ngo, Cecilia
Financial Aid Accounting Specialist

Nguyen, Danny
A&R Technician II

Nguyen, Henry
Public Safety Officer

Nguyen, Kevin
Public Safety Officer

Nguyen, Kimlan
Contract Education Associate

Nguyen, Long
Instructional Associate

Nguyen, Peter
IT Business Processes Analyst

Nguyen, Thomas
Offset Press Operator Senior

Nguyen, Trang
Accounting Technician Senior

Ochoa, Lizeth
Administrative Clerk

Ortiz, Allen
Custodian

O'Steen, Kelly
Admissions and Records Technician Senior

Perez, Arturo
Grounds & Landscape Specialist Senior

Phan, Sheena
Accounting Technician EOPS/CARE

Phan, Thuy
Testing Technician - SSSP

Phomprasack, Tracee
Contract Education Associate

Pichay, Michael
Student Retention Specialist - BSSOAP

Ponce, Brenda
Administrative Clerk

Pontius, Cody
Course Assistant

Quach, Helen
Course Assistant contract Education

Ramirez, Juana
Custodian

Ramirez, Nancy
Administrative Assistant to the Vice President

Ramsey, Angelique
Instructional Associate

Riley, Richard
Custodian, Senior

Roberts-Winger, Lisa
Administrative Assistant II

Rocha, Allyssa
Division/Area Office Coordinator

Rogers, Stephani
Contract Education Associate Senior

Rojas, Mario
Custodian, Senior

Russell, Anita
Admissions and Records Technician Senior

Sacket, Wendy
Media & Publications Designer

Sadler, Beverly
Division/Area Office Coordinator Le-Jao Campus

Salcedo, Veronica
Instructional Schedule Technician

Santoro, George
Offset Press Operator Senior

Schaller, Maureen
Administrative Secretary

Schuberth, Robert
Custodian Senior

Shore, Lisa
Student Activities Assistant

Stowell, Ray
Public Safety Officer Senior

Strube, Kathy
Graphic Designer

Ta, Cindy
Course Assistant Contract Education

Tetnowski, Deborah
IT Applications Analyst

Torres, Renee
Instructional Associate

Tran, Celia
Administrative Clerk

Tran, Dustin Khoi
Admissions and Records Technician Senior -
SSSP

Tran, Hannah
Admissions and Records Technician II

Tran, Tiffany
Instructional Associate

Tran, Toan
Instructional Technology Designer

Tran, Tom
Outreach Program Specialist

Tran-Nguyen, Martha
Administrative Assistant to Vice President

Trombley, Monique
Administrative Clerk

Valle, Erica
Administrative Assistant I

Vargas, Adrian
Custodian

Varquez, Paolo
Administrative Assistant I

Vaughan, Marie
Administrative Secretary

Ventura-Gomez, Lazaro
Custodian

Vinh, Tho
IT Applications Analyst

Vu, Jenny
Financial Aid Specialist

Vu, Mary
Administrative Clerk

Vu, Thien
Division/Area Office Coordinator

Wang, Michelle
Admissions and Records Technician II

Ward, Helen
Administrative Assistant I

Ward, Jason
Contract Education Associate

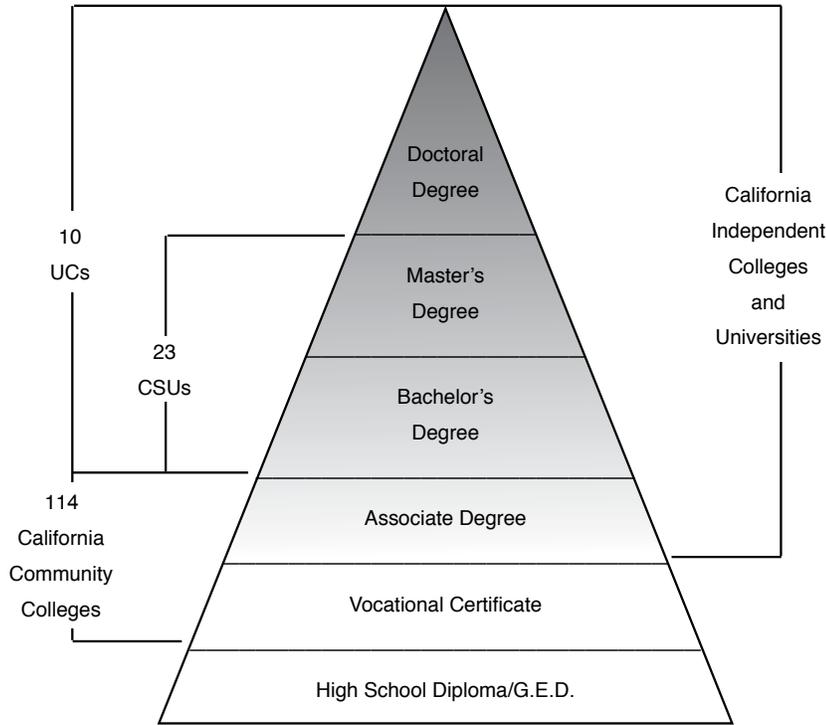
Wetrick, Amanda
Instructional Associate

Xa, Quan
Financial Aid Specialist

Xa, Tina
Student Programs Specialist

Appendix A:

Educational Options in California



Vocational Certificates

Major courses ONLY. Number of units required varies. A series of special major courses, all related to a particular occupational skill. Offered by community colleges and private educational organizations. Certificates help students prepare for new careers or upgrade current employment skills.

Associate Degrees

Major courses plus general education courses and electives, 60 units required. Usually referred to as Associate in Arts (A.A.) or Associate in Science (A.S.) degrees.

Bachelor's Degrees

Major courses plus general education and electives, 120-132 total units required. Usually referred to as Bachelor of Science (B.S.) or Bachelor of Arts (B.A.) degrees. You may complete the first two years at a community college and then transfer to a four-year university.

Master's Degrees

Bachelor's degree plus graduate courses in a specialized area. Bachelor's degree units (120-132) plus approximately 36 units. Usually referred to as Master of Science (M.S.) or Master of Arts (M.A.) degrees. Normally requires two additional years full-time work after completion of bachelor's degree.

Doctoral Degrees

Advanced training beyond a bachelor's or master's degree. Units vary, depending on field of study. Usually referred to as Doctor of Philosophy (Ph.D.) or Doctor of Education (Ed.D.). Normally requires three to five additional years of full-time work after completion of master's degree.

Appendix B:

Advanced Placement Chart

College Credit for Advanced Placement (AP) Tests

Students may earn credit for College Entrance Examination Board (CEEB) Advanced Placement (AP) Tests with scores of 3, 4, or 5. AP credit can be used to meet IGETC, CSU GE and A.A. general Education (GE) and/or major requirements.

Students must have the College Board send AP exam results to the Admissions Office (hand carried copies will not be accepted) for use on the A.A. or GE patterns.

Transfer Students: Course credit and units granted at Coastline College may differ from course credit and units granted by a transfer institution. See the transfer institution's application of AP major preparation credit. UC AP major preparation credit:|

<http://admission.universityofcalifornia.edu/counselors/exam-credit/ap-credits/index.html> CSU major preparation credit: see individual CSU

campus websites. This AP Chart is based on the most current information available. Although every attempt has been made to assure the accuracy of the information provided, make sure to use the links below to view the source documents: AP Courses and Exams College Board:

<http://www.collegeboard.com/student/testing/ap/subjects.html> CSU Systemwide Credit for External Examinations:

<http://www.calstate.edu/transfer/requirements/csustudents.shtml> IGETC Standards, Policies, and Procedures:

<http://icas-ca.org/standards-policies-and-procedures-manual> UC AP Credit:

<http://admission.universityofcalifornia.edu/counselors/exam-credit/ap-credits/index.html>

| AP Examination | CCC AA (Subject Credit and/or GE) Units and Area | CSU GE Area for Certification | IGETC Area for Certification | Total UC Semester Transfer Units |
|--|--|--|------------------------------|--|
| Art History | ART C100 and C101 6 unit /Area C | C1 or C2 3 sem. units | 3A or 3B 3 sem. units | 5.3 |
| Biology | BIOL C100 and C100L 4 units/Area B | B2 and B3 4 sem. units | 5B with Lab 4 sem. units | 5.3 |
| Calculus AB | MATH C180 5 units/Area A3 | B4 3 sem. units | 2A 3 sem. units | 2.7* |
| Calculus BC * | MATH C180 5 units/Area A3 | B4 3 sem. units | 2A 3 sem. units | 5.3* |
| Calculus BC/AB Subscore | MATH C180 5 units/Area A3 | B4 3 sem. units | 2A 3 sem. units | # |
| AP Calculus Exam Limitations* | *score 5 for C180 + C185* 10 units max. | | | *5.3 sem. units for both |
| Chemistry | CHEM C110 5 units/Area B | B1 and B3 4 sem. units | 5A with Lab 4 sem. units | 5.3 |
| AP Chemistry Note* | | *6 units B1 + B3 prior to Fall 2009 | | |
| Chinese Language and Cultures | CHIN C185 5 units/Area C | C2 3 sem. units | 3B and 6A 3 sem. units | 5.3 |
| Computer Science: A | N/A | N/A | N/A | 1.3* |
| Computer Science: AB | N/A | N/A | N/A | 2.7* |
| AP CS Exam Limitations* | | | | 2.7 sem units for both, AB always supersedes A |
| English Language and Composition | ENGL C100 3 units/Area A2 | A2 3 sem. units | 1A 3 sem. units | 5.3* |
| English Literature | ENGL C100 and Lit course 6 units/A2 and C2 | A2 and C2 6 sem. units | 1A or 3B * 3 sem. units | 5.3* |
| AP English Exam Limitations* | | | | *max. 8 quart./5.3 sem. units for both |

Continued on next page

| AP Examination | CCC AA (Subject Credit and/or GE) Units and Area | CSU GE Area for Certification | IGETC Area for Certification | Total UC Semester Transfer Units |
|--|--|---|------------------------------|----------------------------------|
| Environmental Science | 4 units/Area B | B1 and B3* 4 sem. units | 5A with Lab 3 sem. units | 2.7 |
| AP Environmental Science Exam Note* | | B2 + B3 prior to Fall 2009 | | |
| European History | HIST C180 and C185 6 units/Area C or D | C2 or D6 3 sem. units | 3B or 4F 3 sem. units | 5.3 |
| French Language | FREN C185 5 units/Area C | C2 3 sem. units* | 3B and 6A 3 sem. units | 5.3 |
| AP French Language Note* | | *6 units C2 if taken prior to Fall 2009 | | |
| French Literature | FREN C260 3 units/Area C | C2* 3 sem. units | 3B and 6A 3 sem. units | 5.3 |
| AP French Literature Note* | | *If taken prior to Fall 2009 | | |
| German Language | 5 units/Area C2 | C2 3 sem. units* | 3B and 6A 3 sem. units | 5.3 |
| | | *6 units C2 if taken prior to Fall 2009 | | |
| Government and Politics: Comparative | PSCI C130 3 units/Area D | D8 3 sem. units | 4H 3 sem. units | 2.7 |
| Government and Politics: United States | 3 units/Area D | D8 + US-2* 3 sem. units | 4H + US-2* 3 sem. units | 2.7 |
| AP Govt. Exam* | | *Doesn't fulfill Calif. Gov. req. | | |
| Human Geography | GEOG C185 3 units/Area D | D5 3 sem. units | 4E 3 sem. units | 2.7 |
| Italian Language and Cultures | ITAL C185 5 units/Area C | C2 3 sem. units* | 3B or 6A 3 sem. units | 5.3 |
| Italian Language and Culture Note* | | *If taken prior to Fall '10 | | |
| Japanese Language and Cultures | JAPN C185 5 units/Area C | C2 3 sem. units | 3B or 6A 3 sem. units | 5.3 |
| Latin Literature | 3 units/Area C | C2* 3 sem. units | 3B or 6A 3 sem. units | 2.7 |
| AP Latin Literature Exam Limitations* | | *If taken prior to Fall 2009 | | |
| Latin : Vergil | 3 units/Area C | C2 3 sem. units | 3B or 6A 3 sem. units | 2.7 |
| Macro Economics | ECON C175 3 units/Area D | D2 3 sem. units | 4B 3 sem. units | 2.7 |

Notes:

#AB subscore on Calculus BC examination - Students who take the Calculus BC examination and earn a subscore of 3 or higher on the Calculus AB portion will receive credit for the Calculus AB examination, even if they do not receive a score of 3 or higher on the BC examination.

Associate degrees: Students should be aware that AP test credit is evaluated by corresponding it to an equivalent Coastline College course. A student who receives AP credit and then takes the equivalent Coastline College course will have the unit credit for such duplication deducted prior to being awarded the Associate degree. Advanced Placement exam results and courses for which credit is granted will be posted on a student's transcript, with units assigned and no grade.

CSU GE: The Advanced Placement examinations may be incorporated into the certification of CSU General Education-Breadth requirements by any certifying institution. All CSU campuses will accept the minimum units shown and apply them toward fulfillment of the designated General Education-Breadth area if the examination is included as part of a full or subject-area certification. Please note that individual CSU campuses may choose to grant more units than those specified toward completion of General Education-Breadth requirements.

IGETC: AP exams must be used in area indicated regardless of where the certifying CCC's discipline is located.

| AP Examination | CCC AA (Subject Credit and/or GE) Units and Area | CSU GE Area for Certification | IGETC Area for Certification | Total UC Semester Transfer Units |
|--|---|--|------------------------------|--|
| AP Music Theory Exam Limitations* | | *If taken prior to Fall 2009 | | |
| Physics 1 Physics 2 | PHYS C120 4 units/Area B PHYS C125 4 units/Area B PHYS C110 3 units/Area B | B1 and B3* 4 sem. units | 5A with Lab 4 sem. units | 5.3 * |
| AP Physics B Note* | | *6 units B1 + B3 prior to Fall 2009 | | |
| Physics C: Mechanics | PHYS C120 4 units/Area B | B1 and B3* 4 sem. units | 5A with Lab 3 sem. unit | 2.7 * |
| Physics C: Electricity and Magnetism | PHYS C125 4 units/Area B | B1 and B3* 4 sem. units | 5A with Lab 3 sem. units | 2.7 * |
| AP Physics Exam Limitations* | | *max. 4 sem. units for GE and 6 for transfer | | 5.3 sem. units for all 3 |
| Psychology | PSYC C100/3 units/Area D | D9 3 sem. units | 4I 3 sem. units | 2.7 |
| Spanish Language | SPAN C185/5 units/Area C | C2 3 sem. units | 3B and 6A 3 sem. units | 5.3 |
| AP Spanish Language Note* | | *6 units in C2 if taken prior to Fall 2009 | | |
| Spanish Literature | 3 units/Area C | C2 3 sem. units | 3B and 6A 3 sem. units | 5.3 |
| AP Spanish Literature Note* | | *6 units in C2 if taken prior to Fall 2009 | | |
| Statistics | MATH C160 4 units/Area A3 | B4 3 sem. units | 2A 3 sem. units | 5.3 |
| Studio Art: 2D Design | ART C110 3 units/Area C | N/A | N/A | 5.3 * |
| Studio Art: 3D Design | N/A | N/A | N/A | 5.3 * |
| Studio Art: Drawing | N/A | N/A | N/A | 5.3 * |
| AP Studio Art Exam Limitations* | | | | *Only 5.3 UC semester units max. for all 3 exams |
| United States History | HIST C170 and C175 6 units/Area C or D | C2 or D6 3 sem. units | 3B or 4F 3 sem. units | 5.3 |
| World History | HIST C161 and C162 6 units/Area C or D | C2 or D6 3 sem. units | 3B or 4F 3 sem. units | 5.3 |

Notes:

#AB subscore on Calculus BC examination - Students who take the Calculus BC examination and earn a subscore of 3 or higher on the Calculus AB portion will receive credit for the Calculus AB examination, even if they do not receive a score of 3 or higher on the BC examination.

Associate degrees: Students should be aware that AP test credit is evaluated by corresponding it to an equivalent Coastline College course. A student who receives AP credit and then takes the equivalent Coastline College course will have the unit credit for such duplication deducted prior to being awarded the Associate degree. Advanced Placement exam results and courses for which credit is granted will be posted on a student's transcript, with units assigned and no grade.

CSU GE: The Advanced Placement examinations may be incorporated into the certification of CSU General Education-Breadth requirements by any certifying institution. All CSU campuses will accept the minimum units shown and apply them toward fulfillment of the designated General Education-Breadth area if the examination is included as part of a full or subject-area certification. Please note that individual CSU campuses may choose to grant more units than those specified toward completion of General Education-Breadth requirements.

IGETC: AP exams must be used in area indicated regardless of where the certifying CCC's discipline is located.

Appendix C: CLEP Chart

Students may earn credit for CLEP exams with a passing score of 50 or more. Coastline grants unit and Option 1 general education credit for most exams.

Transfer Students: The CSU requires a passing score of at least 50 on the CLEP exam. CSU campuses will grant unit credit toward admission, CSU GE Breadth, and American Institutions requirements. Some CSUs will grant credit toward the major, but this is determined by each individual campus. Check with your counselor for more information.

| CLEP EXAM | Coastline Passing Score | Coastline AA GE Units (GE Area) | Coastline Units Towards AA/AS | CSU Passing Score | Min. CSU Units Earned Toward Admission | Units Towards CSU/GE Breadth | American Institutions and/or GE Breadth Area |
|------------------------------------|-------------------------|---------------------------------|-------------------------------|-------------------|--|------------------------------|--|
| AMERICAN GOVT. | 50 | 3 (D) | 3 | 50 | 3 | 3 | D |
| AMERICAN LITERATURE | 50 | 3 (C) | 3 | 50 | 3 | 3 | C2 |
| ANALYZING, INTERPRETING LITERATURE | 50 | 3 (C) | 3 | 50 | 3 | 3 | C2 |
| BIOLOGY | 50 | 3 (B) | 3 | 50 | 3 | 3 | B2 |
| CALCULUS | 50 | 6 (B) | 6 | 50 | 3 | 3 | B4 |
| CHEMISTRY | 50 | 6 (B) | 6 | 50 | 3 | 3 | B1 |
| COLLEGE ALGEBRA | 50 | 3 (A3) | 3 | 50 | 3 | 3 | B4 |
| COLLEGE ALGEBRA-TRIG | 50 | 3 (A3) | 3 | 50 | 3 | 3 | B4 |
| COLLEGE COMPOSITION | 50 | N/A | 0 | 50 | 0 | 0 | N/A |
| COLLEGE COMPOSITION-MOD | 50 | N/A | 0 | 50 | 0 | 0 | N/A |
| COLLEGE MATHEMATICS | 50 | 3 (A3) | 6 | 50 | 0 | 0 | N/A |
| ENGLISH COMP (NO ESSAY) | 50 | N/A | 0 | 50 | 0 | 0 | N/A |
| ENGLISH COMP (WITH ESSAY) | 50 | N/A | 0 | 50 | 0 | 0 | N/A |
| ENGLISH LITERATURE | 50 | 3 (C) | 3 | 50 | 3 | 3 | C2 (F'11)* |
| FINANCIAL ACCOUNTING | 50 | N/A | 3 | 50 | 3 | 0 | N/A |
| FRENCH LEVEL I* | 50 | 6 (C) | 6 | 50 | 6 | 0 | N/A |
| FRENCH LEVEL II* | 59 | 9 (C) | 12 | 59 | 12 | 3 | C2 (F'15)* |
| FRENCH LEVEL II* | 59 | 9 (C) | 9 | 59 | 9 | 3 | C2 |
| FRESHMAN COLLEGE COMP | 50 | N/A | 0 | 50 | 0 | 0 | N/A |
| GERMAN LEVEL I* | 50 | 6 (C) | 6 | 50 | 6 | 0 | C2 |
| GERMAN LEVEL II* | 50 | 9 (C) | 12 | 60 | 12 | 3 | C2 (F'15)* |
| GERMAN LEVEL II* | 50 | 9 (C) | 9 | 60 | 9 | 3 | C2 |
| HISTORY, US I | 50 | 3 (D) | 3 | 50 | 3 | 3 | D+US-I |
| HISTORY, US II | 50 | 3 (D) | 3 | 50 | 3 | 3 | D+US-I |
| HUMAN GROWTH AND DEV | 50 | 3 (D or E) | 3 | 50 | 3 | 3 | E |
| HUMANITIES | 50 | 3 (C) | 3 | 50 | 3 | 3 | C2 |
| INFO SYS & COMP. APPS | 50 | N/A | 3 | 50 | 3 | 0 | N/A |
| INTRO EDU PSYCHOLOGY | 50 | N/A | 3 | 50 | 3 | 0 | N/A |
| INTRO BUS. LAW | 50 | N/A | 3 | 50 | 3 | 0 | N/A |
| INTRO PSYCHOLOGY | 50 | 3 (D) | 3 | 50 | 3 | 3 | D |
| INTRO SOCIOLOGY | 50 | 3 (D) | 3 | 50 | 3 | 3 | D |
| NATURAL SCIENCES | 50 | 6 (B) | 6 | 50 | 3 | 3 | B1/B2 |
| PRE-CALCULUS | 50 | A3 | 3 | 50 | 3 | 3 | B4 |
| PRIN OF ACCOUNTING | 50 | N/A | 3 | 50 | 3 | 0 | N/A |
| PRIN OF MACROECONOMICS | 50 | 3 (D) | 3 | 50 | 3 | 3 | D |
| PRIN OF MANAGEMENT | 50 | N/A | 0 | 50 | 3 | 0 | N/A |
| PRIN OF MARKETING | 50 | N/A | 0 | 50 | 3 | 0 | N/A |
| PRIN OF MICROECONOMICS | 50 | 3 (D) | 3 | 50 | 3 | 3 | D |
| SOCIAL SCIENCE & HISTORY | 50 | N/A | 0 | 50 | 0 | 0 | N/A |
| SPANISH LEVEL I* | 50 | 6 (C) | 0 | 50 | 6 | 0 | N/A |
| SPANISH LEVEL II* | 50 | 9 (C) | 12 | 63 | 12 | 3 | C2 (F'15)* |
| SPANISH LEVEL II* | 50 | 9 (C) | 9 | 63 | 9 | 3 | C2 |
| TRIGONOMETRY | 50 | 3 (A3) | 3 | 50 | 3 | 3 | B4 (F'06)* |
| WESTERN CIVILIZATION I | 50 | 3 (D) | 3 | 50 | 3 | 3 | C2/D |
| WESTERN CIVILIZATION II | 50 | 3 (D) | 3 | 50 | 3 | 3 | D |

Note:

* If a student passes more than one CLEP test in the same language other than English (e.g. two exams in French), then only one examination may be applied to the baccalaureate. For each test in a language other than English, a passing score of 50 is considered "Level I" and earns six units of baccalaureate credit; the higher score listed for each test is considered "Level II" and earns additional units of credit and placement in Area C2 of GE Breadth, as noted.

** Students seeking certification in GE Breadth prior to transfer must have passed the test before this date.

Appendix D DANTES—DSST Chart:

**DANTES SUBJECT STANDARDIZED TESTS (DSST)
CREDIT APPLICABILITY CHART**

| Exam Title | Required Score* | CCC Credit Awarded | Area Satisfied |
|---|-----------------|--------------------|---|
| A History of the Vietnam War | 44 | 3 | Group D – Social Sciences |
| Art of the Western World | 48 | 3 | Group C – Arts/Humanities & Global |
| Astronomy | 48 | 3 | Group B – Natural Sciences |
| Business Ethics and Society | 400 | 3 | Major/Electives |
| Business Law II | 44 | 3 | Major/Electives |
| Business Mathematics | 400 | 3 | Major/Electives |
| Criminal Justice | 400 | 3 | Major/Electives |
| Substance Abuse | 400 | 3 | Major/Electives |
| Environment & Humanity: Race to Save Planet | 46 | 3 | Group B – Natural Sciences |
| Ethics in America | 400 | 3 | Group C – Arts/Humanities |
| Foundations of Education | 46 | 3 | Major/Electives |
| Fundamentals of College Algebra | 400 | 3 | Group A3 - Math |
| Fundamentals of Counseling | 45 | 3 | Major/Electives |
| General Anthropology | 47 | 3 | Group D – Social Sciences & Global |
| Here’s to Your Health | 400 | 3 | Group E – Self Development |
| Human Resource Management | 46 | 3 | Major/Electives |
| Human/Cultural Geography | 48 | 3 | Group D – Social Sciences & Global |
| Introduction to Business | 400 | 3 | Major/Electives |
| Introduction to Computing | 400 | 3 | Major/Electives |
| Introduction to Law Enforcement | 45 | 3 | Major/Electives |
| Introduction to the Modern Middle East | 400 | 3 | Group D – Social Sciences |
| Introduction to World Religions | 400 | 3 | Group C – Arts/Humanities |
| Lifespan Developmental Psychology | 46 | 3 | Group D – Social Sciences |
| Management Information Systems | 400 | 3 | Major/Electives |
| Money and Banking | 48 | 3 | Major/Electives |
| Organizational Behavior | 48 | 3 | Major/Electives |
| Personal Finance | 400 | 3 | Major/Electives |
| Physical Geology | 46 | 3 | Group B – Natural Sciences |
| Principles of Finance | 400 | 3 | Major/Electives |
| Principles of Financial Accounting | 47 | 3 | Major/Electives |
| Principles of Physical Science 1 | 47 | 3 | Group B – Natural Sciences |
| Principles of Public Speaking | 47 | 3 | Group A1 - Communications |
| Principles of Statistics | 400 | 3 | Group A3 - Math |
| Principles of Supervision | 400 | 3 | Major/Electives |
| Rise & Fall of the Soviet Union | 45 | 3 | Group D – Social Sciences |
| Technical Writing | 46 | 3 | Major/Electives |
| The Civil War & Reconstruction | 47 | 3 | Group D – Social Sciences |
| Western Europe Since 1945 | 45 | 3 | Group D – Social Sciences |

* For tests taken prior to July 2001, required scores are: General Exams 490; Subject Exams 50; and Paper-Based Exams 490.

** Although there is not a CCC course equivalency for this exam, the credit is applicable to the area requirement indicated.

Appendix E:

International Baccalaureate (IB)

Students can earn IB credit with minimum score of 5 except where note.*

| EXAM | Coastline Associate Degree GE Area | CSU GE Area | CSU Min. Units Earned Toward Transfer | IGETC Area | UC Sem. Units Earned Toward Transfer |
|--|------------------------------------|---------------------|---------------------------------------|-----------------------------------|--------------------------------------|
| BIOLOGY HL | B 3 units | B2 3 units | 6 units | 5B (without lab) 3 units | 5.3 units |
| CHEMISTRY HL | B 3 units | B1 3 units | 6 units | 5A (without lab) 3 units | 5.3 units |
| ECONOMICS HL | D 3 units | D2 3 units | 6 units | 4B 3 units | 5.3 units |
| GEOGRAPHY HL | D 3 units | D5 3 units | 6 units | 4E 3 units | 5.3 units |
| HISTORY (any region) HL | D 3 units | C2 or D6 3 units | 6 units | 3B or 4F 3 units | 5.3 units |
| LANGUAGE A1 (any language, except English) HL | C 3 units | N/A | 0 | 3B and 6A (UC only) 3 units | 5.3 units |
| LANGUAGE A2 (any language, except English) HL | C 3 units | N/A | 0 | 3B and 6A (UC only) 3 units | 5.3 units |
| LANGUAGE A1 (any language) HL | C 3 units | C2* 3 units | 6 units* | 3B 3 units | 5.3 units |
| LANGUAGE A2 (any language) HL | C 3 units | C2* 3 units | 6 units* | 3B 3 units | 5.3 units |
| LANGUAGE B (any language) HL | C 3 units | N/A | 6 units* | 6A 3 units | 5.3 units |
| MATHEMATICS HL | A3 3 units | B4* 3 units | 6 units* | 2A 3 units | 5.3 units |
| PHYSICS HL | B 3 units | B1 3 units | 6 units | 5A (without lab) 3 units | 5.3 units |
| PSYCHOLOGY HL | D 3 units | D9 3 units | 3 | 4I 3 units | 5.3 units |
| THEATRE HL | C 3 units | C1* 3 units | 6 units* | 3A 3 units | 5.3 units |

*A minimum score of 4 is needed for CSU credit

CSU GE: The IB examinations may be incorporated into the certification of CSU General Education-Breadth requirements by any certifying institution. All CSU campuses will accept the minimum units shown and apply them toward fulfillment of the designated General Education-Breadth area if the examination is included as part of a full or subject-area certification. Please note that individual CSU campuses may choose to grant more units than those specified toward completion of General Education-Breadth requirements.

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