# It's easy, it's online...
APPLY NOW!

▶ Using this schedule, find what classes you need to complete your degree, to advance in your career, or to train for an entirely new job! Classes are available on-site or via distance learning, and are just **$46/unit** for California residents!

▶ Apply to the college online (if you're not already a student here) using www.cccapply.org. Then, register for all of your classes using Coastline's quick and easy **MyCCC** system. A step-by-step guide is inside. **Remember to register early for best class selection!**

▶ Pay your fees and attend the first class meeting in order to not get dropped from your course!

COASTLINE
COMMUNITY COLLEGE
Tomorrow's College Today!
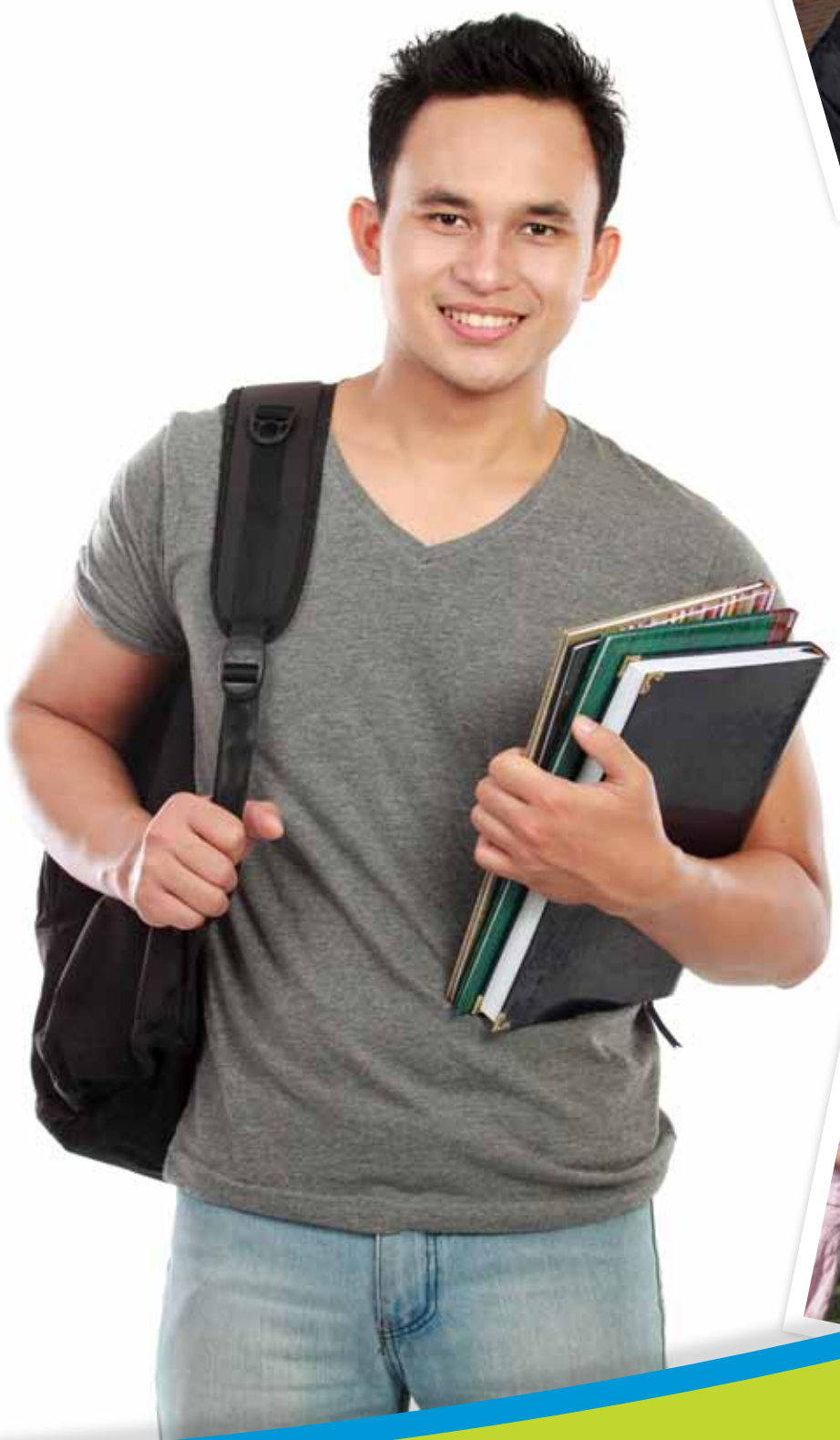
—*Spring 2013*—
CLASS
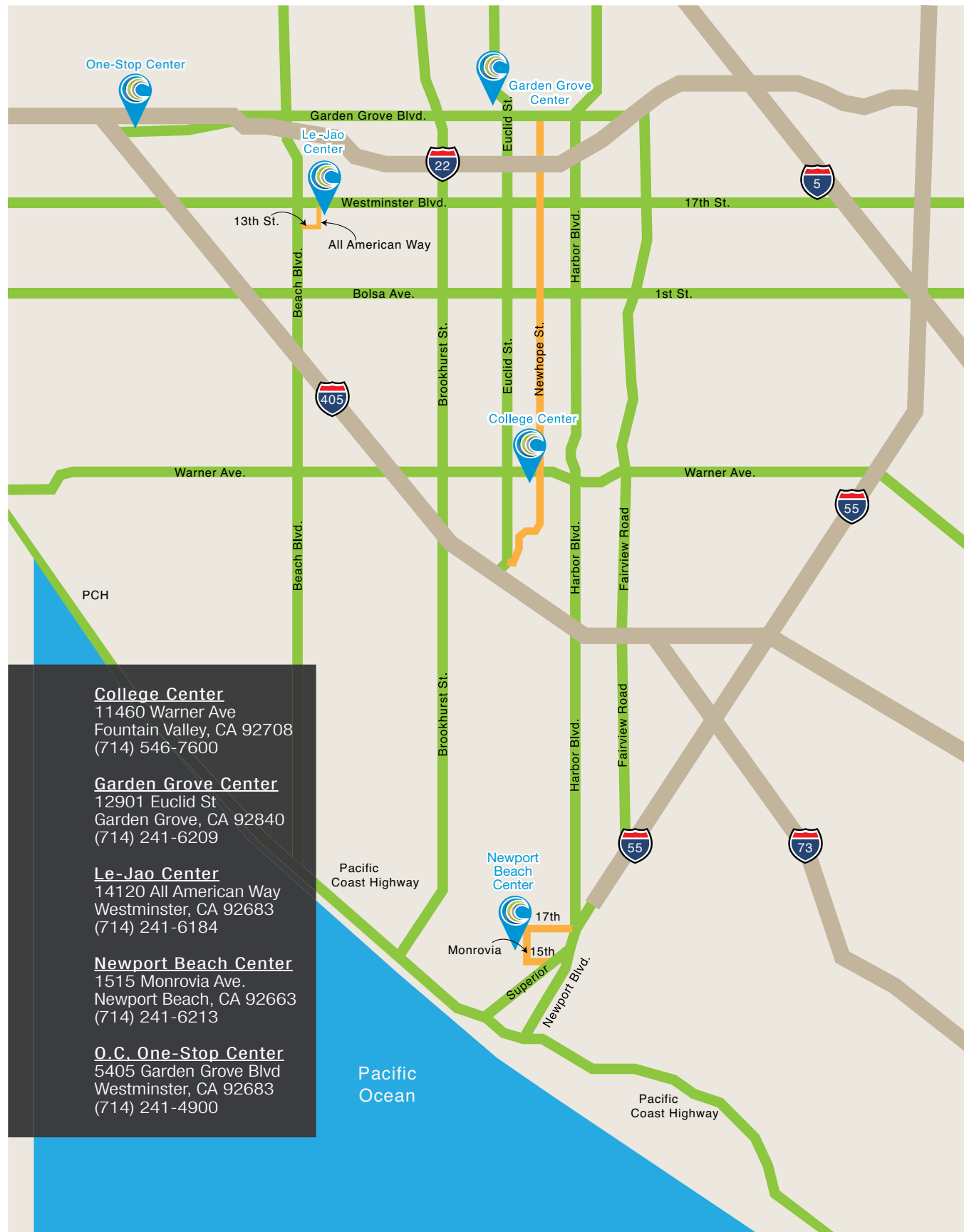## SCHEDULE
DISTANCE
LEARNING GUIDE

Vision Statement: Creating opportunities for student success. **Mission Statement:** Coastline Community College promotes academic excellence and student success for today's global students through accessible, flexible, innovative education that leads to the attainment of associate degrees, transfers, certificates, basic skills readiness for college, and career and technical education. **Coastline Community 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., and Cody Joe Torre, Student Trustee **Chancellor:** Andrew C. Jones, Ed.D. **Accreditation:** Coastline Community College is accredited by the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges, 10 Commercial Boulevard, Suite 204, Novato, CA 94949, (415) 506-0234, an institutional accrediting body recognized by the Council for Higher Education Accreditation and the U.S. Department of Education. **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.

www.twitter.com/MyCCC
www.facebook.com/CoastlineCollege
www.coastline.edu
(714) 546-7600

COASTLINE
COMMUNITY COLLEGE
Tomorrow's College Today!

APPLY NOW!
**Apply online at www.coastline.edu
then register for your classes using MyCCC**

REGISTRATION DATES:
November 26-December 7, Continuing students
December 11-14 and January 2-27, New and returning students

One-Stop Center

Garden Grove Center

Garden Grove Blvd.

Le-Jao Center

22

Euclid St.

5

Westminster Blvd.

17th St.

13th St.

All American Way

Beach Blvd.

Bolsa Ave.

Harbor Blvd.

1st St.

Brookhurst St.

Euclid St.

Newhope St.

405

College Center

Warner Ave.

Warner Ave.

55

Harbor Blvd.

Fairview Road

PCH

Brookhurst St.

Fairview Road

Beach Blvd.

55

73

College Center
11460 Warner Ave
Fountain Valley, CA 92708
(714) 546-7600

Garden Grove Center
12901 Euclid St
Garden Grove, CA 92840
(714) 241-6209

Le-Jao Center
14120 All American Way
Westminster, CA 92683
(714) 241-6184

Newport Beach Center
1515 Monrovia Ave.
Newport Beach, CA 92663
(714) 241-6213

O.C. One-Stop Center
5405 Garden Grove Blvd
Westminster, CA 92683
(714) 241-4900

Pacific
Coast Highway

Newport
Beach
Center

Harbor Blvd.

17th

Monrovia

15th

Superior

Newport Blvd.

Pacific
Ocean

Pacific
Coast Highway

WHAT'S INSIDE

TEACh³ PROGRAM PAGES 18 & 47

My CCC LOG IN NOW!
Help Desk Chat

REGISTRATION INFO PAGES 2-15

DISTANCE LEARNING GUIDE PAGES 69-83

COASTLINE COMMUNITY COLLEGE · ASSOCIATED STUDENT GOVERNMENT ·

Hello fellow students,

Welcome to spring semester at Coastline Community College! Whether you are taking your first course or finishing up a certificate or degree, we are confident you will be satisfied with your experience here and will be pleased with Coastline's options for in-person attendance or Distance Learning. At Coastline, you will find approachable and helpful faculty in addition to staff that care about your time and overall success in school and beyond.

While here, please consider participating in Associated Student Government (ASG)! We truly need and welcome input from all students--DL students, Military Ed participants, and traditional on-campus students. We are a collaborative group that advocates on students' behalf, functions as a conduit of information between district/college administration and students, funds scholarships/activities, funds club activities, and also brainstorms ways to foster student life at Coastline. ASG members also participate in student governance on a regional and statewide scale, so your participation and input will ensure our group accurately represents students' concerns.

For more info visit us on the Web at www.coastline.edu/asg, write to asg@coastline.edu, or give us a call at (714) 241-6253. ASG has an open-door policy and we welcome any questions, comments, or suggestions. We are here for the students and look forward to hearing from you!

Best wishes for a successful semester,

Your ASG leaders

IMPORTANT DATES

SPRING SEMESTER
2013 ACADEMIC CALENDAR

REGISTRATION DATES

November 26-December 7 ....Continuing Student Web Registration
December 11-14 and January 2-27 ....New & Returning Student Web Registration

GENERAL CALENDAR DATES

January 27 (Sunday) ....Residency Determination Date
January 28 (Monday)... Class instruction begins
February 1 (Friday)..Last day to enroll in 1st 8-week on-site and Distance Learning classes with instructor permission
February 8 (Friday)............................Last day to enroll in 16-week on-site and Distance Learning classes with instructor permission

February 25 (Monday) .... Mid, 8-week classes begin
April 1 (Monday) .... Second, 8-week classes begin
April 5 (Friday)...Filing deadline—Fall Graduation
May 26 (Sunday) .... End of semester

HOLIDAYS (College closed—No classes)

February 15 (Friday)..Lincoln's Day
February 18 (Monday)...Washington's Day
March 25-31 (Mondy-Sunday)...Spring Recess

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

DROP DATES

Refer to your Student Program (Web Schedule Bill) at MyCCC for exact deadlines.

Students wishing to select the P/NP grading option courses must submit the form to the Admissions Office by the same deadline date as the last day to drop without a "W". The deadline date for each course can be found on you MyCCC "Student Class Program (web schedule bill)" or on the coastline.edu searchable schedule.

Refund policy for enrollment, health, material, nonresident tuition and parking fees for short-term classes is the refund cutoff date on which 10% of the class meeting has occurred. Refer to your Student Schedule/Bill at MyCCC for exact refund dates.

ENROLLMENT STEPS TO SUCCESS

APPLY ONLINE

NEW/RETURNING STUDENTS
Visit www.coastline.edu

CONTINUING STUDENTS
Do not need to re-apply

⇩

APPLY FOR FINANCIAL AID

NEW STUDENTS
Visit www.fafsa.ed.gov

CONTINUING STUDENTS
Submit a new fee waiver application each year, beginning with the summer term.

⇩

TAKE PLACEMENT TEST

Placement tests must be taken in order to enroll in **Math and English**

Appointment & Walk-in testing
Assessment Center, College Center

⇩

ATTEND ORIENTATION

No appointment needed.
Visit http://www.coastline.edu/orientation

⇩

RECEIVE ACADEMIC COUNSELING

Bring high school and/or other college transcripts for course placement

Walk-in, e-chat, and e-advising counseling available

⇩

UPDATE PERSONAL INFORMATION

Access MyCCC to update your contact information
(mailing address & phone number) for accuracy.

⇩

REGISTER FOR CLASSES AT MyCCC

NEW & RETURNING STUDENTS
Visit "MyCCC" for registration date and time.

CONTINUING STUDENTS
Visit "MyCCC" for registration date and time.

⇩

PAY YOUR FEES

Fees are due when you register

Pay by credit card on MyCCC

Mail a check or money order to Admissions and Records

⇩

ATTEND CLASSES

It is very important to attend the first class meeting.

HERE ARE SOME IDEAS TO HELP YOU
GET THE CLASSES YOU NEED

New Students

Apply Early—online at: www.coastline.edu
If required, complete the online orientation.

Returning Students

- Check your MyCCC home page frequently for the following information:
- On the Student tab of your home page, select: REGISTRATION STATUS.
- Clear HOLDS:
- Check the Web Class Schedule and class availability often.
- Check other information such as grades, announcements, e-mail message(s), etc.
- If you need an assessment test, sign up sooner as opposed to later, call 1 (714) 241-6285.
- If you need a counseling appointment, make an appointment today, call 1 (714) 241-6162.

Helpful hints when a class is closed:

- If space is available, add yourself to the WaitList.
- Check your MyCCC account for up-to-date information on your WaitList status. Your WaitList placement will change once students drop or are dropped for non-payment from the course.
- Check your STUDENT e-mail account several times daily. Once a seat opens, you will be notified immediately and you will have a 24-hour window period from the time of notification to add yourself to the class. If you miss the 24-hour window period, you will be removed from the WaitList.
- Remember, classes do not always remain closed. Check the Web Class Schedule often to see if the class reopens.
- Go to the first class meeting. Even though the class is full, instructors may be able to add additional students upon no shows or drops.

Finances Tight?

- Used textbooks cost less than new and sell out early. You may purchase your textbooks at the Coastline bookstore or Rent-A-Text is also a viable option. For more information, go to www.coastline.edu and click on Bookstore.
- Need financial aid or a student loan? You may file your application online at: www.fafsa.ed.gov
- Coastline's Financial Aid office at: www.coastline.edu/departments/financialAid
- Another source for financial aid assistance, check out: www.icanaffordcollege.com
- There are increased benefits for Veterans. Call our office at: 1 (714) 241-6325.
- You may meet the eligibility criteria for additional support services through: Disabled Student Program Services (DSPS) at: 1 (714) 241-6214
CalWORKs: 1 (714) 546-7600, Ext. 16587
EOPS/CARE: 1 (714) 241-6237

ADMISSIONS
INFORMATION

Who May Apply

Anyone 18 years of age or older and who can profit from instruction qualifies for admission. If under age 18, you will qualify for admission if you have satisfied one of these:

1. Graduated from high school.
2. Passed the California High School Certificate of Proficiency Test or the equivalent.
3. Completed the 10th grade and received permission from your high school principal and parent to attend.

Note: 11-12th grade students who are prepared to perform at college level, may be eligible to enroll in advanced academic or vocational courses not available to them them through their high school program. The student's school and the college will determine eligibility for enrollment based on their judgment of the applicant's ability to profit from instruction and the appropriateness of the course. Courses in English and mathematics will require assessment testing to determine placement level. Contact the Admissions and Records Office for additional information.

According to state guidelines, students enrolled in home school must be associated with a program approved through your County, or must be taught by a person holding a California teaching credential, or must hold a current private school affidavit filed with the State Superintendent of Public Instruction.

Residence Requirements

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

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

CCCD Residence: In order to attend Coastline, an applicant must meet the California residence requirements listed above. This notice has been prepared in accordance with Education Code Section 25505.5 and shall remain in effect until further written notice.

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

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

Non-Resident Tuition Exemptions:

1. Non-resident active duty military personnel stationed in California for a purpose other than that of attending a state-supported institution of higher learning.
2. Dependents of active military personnel stationed in California.
3. In accordance with AB540, students other than a nonimmigrant alien who attended a California high school for a minimum of three years, graduated from a California high school, or attained the equivalent, may be eligible for an exemption from the non-resident tuition fee. Persons without lawful immigration status are required to file an affidavit to verify that they have filed an application to legalize his or her immigration status, or will file an application as soon as they are eligible to do so. See AB540 Exemption Request form on page 8.

Foster Youth Initiative

Ed Code 68085. 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.

International Students:

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; spring, in late January; and summer, in mid-June. 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 $30 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 450 (paper based) or 133 (computer-based) in order to be accepted into the regular college program. Students who plan to enroll in the English as a Second Language Institute (ESL) are not required to take the TOEFL test. However, it is strongly encouraged to provide TOEFL scores or equivalent 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 must provide proof of private health insurance during their entire course of studies at Coastline, meeting the minimum requirement of $30,000 of health insurance.
  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. The Bureau of Citizenship and Immigration Services (BCIS) restricts international students from off-campus employment for the first year of study. After the first year of study, International students are allowed to work part-time. International students must get approval from the BCIS and the Dean of Enrollmewnt Services before they can be legally employed off-campus.
  11. International students pay nonresident tuition during their attendance at Coastline.

Interested International students should request applications for admissions from: Rachelle Lopez, College Center, 11460 Warner Avenue, Fountain Valley, CA 92708 or call (714) 546-7600, ext. 16609.

ADMISSIONS

PROCESS

REGULAR HOURS:
Monday-Thursday, 8 a.m.-5 p.m.
Friday, 8 a.m.-12 noon

FALL REGISTRATION EXTENDED HOURS:
Friday, January 25 • 8 a.m.-5 p.m.
Friday, February 1 • 8 a.m.-5 p.m.

NEW AND RETURNING STUDENTS You may apply for admission online on the Coastline Community College Web site at www.coastline.edu. For your convenience, computers are available in the Admissions and Records Office, Garden Grove Center, Costa Mesa Center, and Le-Jao Center. All International students must contact the Admissions and Records Office to apply for admission to the college. You can request an application by contacting Rachelle Lopez at 1 (714) 546-7600, ext. 16609.

NEW STUDENTS: are those who have never attended Coastline Community College.

RETURNING STUDENTS: are those who have previously attended Coastline Community College but have missed the last primary semester (spring). You are considered a returning student regardless of whether you skipped one semester or several years.

GRADUATING HIGH SCHOOL STUDENTS: High School Students who were enrolled for the fall 2012 term, and graduated from High School in January 2013, will need to reapply to Coastline Community College for the spring 2013 term to become a first time College student.

Registration at Coastline Community College is conducted on an appointment basis. Appointments are based on the date your application was submitted on a first-come, first-served basis (new and returning students).

Students will receive their appointments as follows:

- Complete the online application at www.coastline.edu and submit 10 working days prior to the start date of the class. Or
- Complete and submit your application in person by Wednesday of the week prior to the start date of the class to the Admission's office. You will then receive an appointment date and time to register through the MyCCC portal page.

THINGS YOU NEED TO KNOW ABOUT APPLYING FOR ADMISSION:

- Once you submit your application online, you'll receive an e-mail confirmation.
- If you need help paying for college, apply for financial aid at the time of application.
- For information regarding who may apply for admission and California residency, please visit the Admissions & Records page on the Coastline Community College Web site.

CONTINUING STUDENTS: Continuing enrolled students in the fall 2012 semester are NOT required to file an application in order to register for the spring 2013 semester. Your spring 2013 registration appointments will be posted online on your MyCCC site mid-November.

Continuing student's registration priority is based on the number of units you have completed at Coastline and your grade point average (GPA). Students with fewer than 70 units completed have highest priority. Those with 70 units or more receive a lower priority.

STUDENTS WITH DISABILITIES: Students (who furnish professional verification of disability) can register November 16, 8:30 a.m.-4:00 p.m. at the Costa Mesa Center. Call 1 (714) 241-6214 or 1 (714) 751-2072 (TTY) for additional information.

REGISTRATION

ENROLLMENT STEPS

All admitted students will receive an account to log in to MyCCC, the college's new student/faculty web portal. Account (log in) information will be e-mailed or mailed to new students upon completion of the admissions process. Continuing students fall registration appointments will be posted online on your MyCCC site mid-November.

Continuing students-please check and make sure the address we have on file in the Admissions and Records Office is correct! Continuing students do not need to reapply for fall semester.

Throughout the semester and registration period, check for updates and additional information at www.coastline.edu or your MyCCC. The information provided in this schedule is subject to change without notice!

NEW AND RETURNING STUDENTS: CHECK YOUR E-MAIL AGAIN after you submit your application. You'll receive a follow up e-mail regarding the status of your application. If you do not receive an e-mail within five-ten working days of submitting your application, contact the Admissions Office.

VETERAN STUDENTS: In accordance with SB272, Coastline Community College will offer priority registration to veterans discharged from active duty within two years of admissions to the college. For additional information, please contact the Veterans Technicians in the Admissions and Records Office at 1 (714) 241-6325.

HOW TO REGISTER FOR CLASSES: You may register for classes on or after your assigned appointment time. To register for classes, login to your MyCCC and follow the steps below:

1. Click on the Student tab
2. Under Registration tools, click on "Add or Drop Classes"
3. Select a term (ex: CCC Spring 2013)
4. Enter Course Reference Numbers (CRNs) from the printed class schedule then click on "Finalize Add/Drop"
5. If a course requires enrollment in two sections, i.e., a lecture and a lab, both CRN's must be entered at the same time.
   NOTE: You are not enrolled in classes until you click on "Finalize Add/Drop"
6. After you have clicked on "Finalize Add/Drop" and you have verified your registration, click on "Pay Now" to pay your fees.

DROPPING CLASSES: When dropping classes via your MyCCC, it is very important that you click on "Finalize Add/Drop" after you enter the CRN in which you wish to drop. If you do not click on "Finalize Add/Drop", your drop transaction will NOT be completed, which may result in an "F" or "NP" grade.

LATE REGISTRATION: Students who fail to register by Janury 27 for 1st 8-week and 16 week Distance Learning classes must e-mail the instructor and ask for a Permit to Add Card along with an Add Authorization Code (AAC). If the instructor gives you an Add Permit, follow the directions on the permit to get officially registered in the class.

Students who fail to register by January 27 for first, 8-week and 16-week "on-site" classes must attend the first class meeting and ask the instructor for a Permit to Add Card along with an Add Authorization Code (AAC). If the instructor gives you an Add Permit, follow the directions on the permit to get officially registered in the class.

NOTE: You must have a spring registration appointment in order to register late. Students who register for classes after the term begins **WILL NOT** be dropped for non-payment.

GENERAL INFORMATION: In order to select your classes, you must have a spring 2013 Class Schedule. Schedules will be available on the College Web site at www.coastline.edu/schedule. NOTE: Students are not allowed to attend class after the first week without being officially registered in the class. Students are cautioned that late enrollment into a class may severely affect successful completion and does not excuse students from making up missed work. Grades or course credit will not be given to students who do not officially register by the course deadline.

CLOSED CLASSES AND WAITLISTS: Note: Waitlists are 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. The 24-hour notification period can include nights and weekends so check your email often. Waitlist e-mail notifications are sent to the Coast District assigned student e-mail account (your username@student.cccd.edu). All pre-requisites and co-requisites must be met.

Special Note: High School students are not able to place their names on a waitlist for a course. If a class is closed at the time of registration, High School students should attend the first day of class and attempt to petition the class in person. Petitioning the class is at the sole discretion of the instructor.

Waitlists become available when class seat counts meet capacity. The "Select"checkbox on the searchable schedule will remain available for registration until both the class seat counts AND the waitlist seat counts meet capacity (i.e., "Closed—C"). These numbers will fluctuate due to drops.

Classes with lecture/lab co-requisites will have a waitlist option on the lab section only and NOT on the lecture section. Do not attempt to add the lecture when you waitlist the lab as you will receive an error message. If you are notified via e-mail that a seat has become available for the lab, a seat has been reserved for you in a lecture.

PAY FEES EVEN IF YOU HAVE FINANCIAL AID: Fees are due immediately and should be submitted within 48 hours and received within 5 business days. Coastline College does not bill for unpaid registrations. If payments are not received, students MAY be dropped from classes to make seats available for other students seeking to register. If you receive financial aid, you still need to make sure that your fee balance is paid within 48 hours (that you have a zero balance due) or you may be dropped from all your classes. Financial Aid such as the Board of Governors Grant does not cover all fees that are charged.

LATE REGISTRATION (ONCE THE TERM HAS STARTED)—Students who are still enrolled in classes when the term begins and have not paid their fees, WILL NOT be dropped for non-payment. See the Drop for non-payment schedule on page 8. Students will incur a financial obligation to the college AND a hold will be placed on their record if payment is not received.

Students who register for classes after the term begins WILL NOT be dropped for non-payment. Students will incur a financial obligation to the college AND a hold will be placed on their record if payment is not received. This hold will block future registration (adds, drops), obtaining transcripts, grades, diplomas, or verification of enrollment until all fees are paid.

UNPAID BALANCES—Will be forwarded to Collections and the student will be charged a $25 collection fee in addition to their balance due.

VERIFY YOUR REGISTRATION AND PRINT YOUR RECEIPT/DETAIL CLASS SCHEDULE: Once you register online and pay your fees, you may print confirmation of your payment and a Detail Class Schedule showing the course information for the courses you registered for. Always double check your registration to make sure it's accurate! This is the time to make sure you registered in the correct course(s)!

BUY YOUR BOOKS: Bring a copy of your Detail Class Schedule with you to the bookstore to help you find the books or go online to purchase your textbooks.

ATTEND CLASS: Go to class! If you miss the first day of class, your seat may be given away to another student. If you enrolled in an online class, log in to the class via the "My Courses" link in your MyCCC portal on the first day of the semester! If you don't log on during the first week of class you might be dropped!

PARKING DECAL: (Must be purchased online) If you purchased a parking decal, make sure you have it displayed on your vehicle by the end of the second week of the semester. Campus Safety starts ticketing the Monday of the 3rd week (Fall and Spring term)!

Bottom line, CHECK your MyCCC portal page daily! It will include targeted announcements regarding registration, grades, cancelled classes, and much more. If all else fails, just contact Admissions & Records and ask us! 1 (714) 241-6176 Monday-Thursday 8:00 am to 5:00 pm and Friday 8:00 am to noon.

STUDENT PHOTO ID CARDS: Students may have their photos taken for a Coastline Community College Student Identification Card as soon as they register, and have paid all of their fees.

Photos are taken in the Admissions and Records Office (located at the College Center) during normal business hours. Students must bring a copy of their current term "student class program" and another form of photo identification (driver's license, passport, etc.).

The CCC Photo ID card will need to be re-validated each semester after you register and pay all fees due.

The cost for the CCC Photo ID card is included in your college fees.

COSTS AND FEES

ATTENDING A COMMUNITY COLLEGE CAN SAVE YOU THOUSANDS!

ENROLLMENT FEE—$46 per unit for California residents (enrollment fee is determined by the State and is subject to change at any time).

HEALTH SERVICES FEE—All students enrolling in one or more courses are required to pay the Health Services Fee of $10. 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) 241-6160 for information.
- Students enrolled only in courses of two weeks or less in duration.
- Students enrolled only in Non credit courses.
- Students enrolled in an approved Study Abroad Program.
- Students enrolled in an approved apprenticeship training program.

COLLEGE SERVICES CHARGE—$6 per semester. It is not mandatory; however, Coastline Administration and Associated Student Government (ASG) expect students to support the college by paying the charge. 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 Student Services office during the registration period. Waivers must be secured in advance and submitted at the time of a student's initial enrollment.

NON-RESIDENT TUITION—$179 per unit, plus $35 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.

MATERIALS FEE—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 essential to satisfy course objectives, have value to the student outside the classroom, belong to the student and may be taken home. These materials include, but are not limited to, such items as textbooks, workbooks, syllabi, computer discs, tools, uniforms and canvases. They also include materials, such as clay, that are transformed into materials of lasting value

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

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

PARKING FEE—$15 per Fall and Spring Semester, $7 for Summer Session. Parking permits are required at the Newport Beach and Garden Grove Centers. All registered students using these lots at any time are required to purchase and display a parking permit. Although the sticker will not guarantee a parking space, it will avoid the possibility of receiving a parking citation. Coastline parking permits are not valid at Golden West or Orange Coast Colleges. Vehicles receiving Coastline citations have the same legal status as parking citations issued by a law enforcement agency in California. For further information regarding these regulations see Parking Regulations, located under "Policies", or contact the Public Safety office at 1 (714) 546-7600, ext. 16350. Purchase Parking Permits on-line at www.coastline.edu.

FEE PAYMENT PROCEDURE—Prior to the start of the term.

Fees are due and payable at the time you register for classes. Coastline Community College does not bill for registration fees. If payments are not received by the fee payment deadlines students will BE DROPPED from classes to make seats available for other students seeking to register. It is the student's responsibility to withdraw from classes by the refund deadline to ensure cancellation of fees.

Financial Aid Students

BOG Fee Waivers pay enrollment fees ONLY. Students with a BOG Fee Waiver must pay the required health fee, College Service Charge and materials fees or you will be dropped from your classes if you register prior to the start of the term.

If you know the financial aid office has posted your fee waiver (BOGW) to your account, but it is not showing on your MyCCC, click on the refresh button on your browser to recalculate your fees. If this doesn't work, log back in no later than the next day to see if your fee waiver has been posted. If it has not, please pay the total balance due to avoid being dropped.

IMPORTANT: Students are responsible for any fees incurred and grades received. It is the student's responsibility to drop classes by the State mandated refund deadline to avoid fee obligations and must print a student class program (available via MyCCC) to verify their withdrawal. (Once classes begin, non-attendance or non-payment does not release the student from his responsibility and may result in failing grades being awarded).

FEE PAYMENT METHODS—Students may pay fees by credit card, check/money order, or cash as follows:

CREDIT CARD PAYMENTS—Pay online by VISA/MasterCard. Login to your MyCCC, go to the My Account box, click the credit card icon next to the term with an account balance.

CHECK OR MONEY ORDER PAYMENTS—Make checks payable to Coastline Community College. Write your ID Number and Student Name on check or money order. Check/Money Order Payments may be submitted by mail, or in person at the Admissions & Records Office.

SUBMIT BY MAIL—Mail checks/money orders to: Coastline Community College, Attn: Registration, 11460 Warner Avenue, Fountain Valley, CA 92708

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.

CASH PAYMENTS (IN PERSON ONLY)—Cash payments may only be paid in the Admissions office located at CCC College Center. during the registration period.

Financial Aid Payments (BOG Fee Waiver)
- Students who are having difficulty finding resources to pay fees should call the Financial Aid office at 1 (714) 241-6239 for more information.
- BOG Fee Waivers pay enrollment fees ONLY. Students with a BOG Fee Waiver must pay the required health fee, College Service Charge and materials fees.
- If you know the financial aid office has posted your fee waiver (BOGW) to your account, but it is not showing on your MyCCC, click on the refresh button on your browser to recalculate your fees.

THIRD PARTY PAYMENTS—If your tuition is going to be paid by a third party, i.e., Boeing, CA Dept of Rehabilitation, Voc Rehab or Tuition Assistance, once you have registered in classes, please submit your paperwork to the Admissions & Records Office within 48 hours to avoid being dropped.

STUDENT CLASS PROGRAM (OFFICIAL STUDENT SCHEDULE)—Once you have registered online at MyCCC you may print your confirmation of your pay-

ment and a Student Class Program (Web Schedule Bill) showing the course information for the courses you registered for. From MyCCC, on the Student Tab, click on "Student Class Program (Web Schedule Bill)".

UNPAID BALANCES—will be forwarded to Collections and the student will be charged a $25 collection fee in addition to their balance due.

NON-PAYMENT DROP SCHEDULE

Students, who have not paid their account balance in full, may be dropped for non-payment of fees as follows:

December 7, 2012 at 1pm:
For Registration between November 26 an December 2, 2012

December 14, 2012 at 1pm:
For Registration between December 3 and December 9, 2012

January 11, 2013 at 1pm:
For Registration between December 10, 2012 and January 6, 2013

January 18, 2013 at 1pm:
For Registration between January 7 and January 13, 2013

January 25, 2013 at 1pm:
For Registration between January 14 and January 25, 2013

Final Drop for non-payment for Spring 2013 registration 16-week and first 8-week classes beginning January 28, 2013.

Any registration that occurs **after** 1pm on January 25 for 16-week and first, 8-week classes WILL NOT be dropped for non-payment. Students that enroll are responsible for paying their fees or withdrawing from classes prior to the refund deadline to cancel fees.

February 22, 2013 at 1pm:
For Registration between January 25 and February 22, 2013, is the final drop date for non-payment for mid eight-week classes beginning February 25, 2013.

Any registration that occurs after 1pm on February 22 for mid, 8-week classes WILL NOT be dropped for non-payment. Students that enroll are responsible for paying their fees or withdrawing from classes prior to the refund deadline to cancel fees.

March 27, 2013 at 1pm:
For Registration between February 22 and March 27, 2013, is the final drop date for non-payment for second, 8-week classes beginning April 1, 2013.

Any registration that occurs after 1pm on March 27 for second, 8-week classes WILL NOT be dropped for non-payment. Students that enroll are responsible for paying their fees or withdrawing from classes prior to the refund deadline to cancel fees.

Attention—Coastline Military & Corporate Programs Students: The above Non-Payment Drop Policy does not apply to students registering for the Military/ Contract Ed CCC Terms. For applicable TA/Payment Deadlines, view the Military & Corporate Education Programs Academic Calendar (http://military.coastline.edu/ general/dates.cfm).

REFUND POLICY

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 deadlin**e (Refer to the ***Student Class Program/Web Schedule Bill*** on the Student tab of the MyCCC portal page or see Important Dates.) 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 (subject to change— refer to Coastline's Web site:

Refunds will be automatically processed every Wednesday 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.

On Campus Payment Refunds:

Fee payments posted on campus, by cash, check, money order or credit card, will be refunded by check and mailed to the mailing address the Admissions and Records Office has on file. 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.

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.

NEED HELP PAYING YOUR COLLEGE FEES?

APPLY ONLINE FOR THE BOARD OF GOVERNORS' FEE WAIVER (BOGW). The fee waiver covers the enrollment fee for California residents who qualify. All other fees, books and supplies are not covered by this program and are the responsibility of each student. Fee waivers follow the school year, starting with Summer. They are valid for the three terms: Summer, Fall and Spring.

Questions? Call 1 (714) 241-6239

or e-mail financialaid@coastline.edu; or stop by the office at College Center. (Financial Aid is open Monday, Wednesday, and Thursday, 8 a.m. to 5 p.m.)

There are *2* ways to apply:

1 Go to www.fafsa.gov

Go to www.fafsa.gov and fill out the FAFSA, Free Application for Federal Student Aid. Our school code is 013536. Your processed Federal data will be electronically downloaded for a fee waiver if you qualify.

2 Go directly to www.cccapply.org and follow the prompts to do the online fee waiver application.

Special Note for Undocumented Students

Undocumented students who have completed at least three years of high school in California and have either a high school diploma or the equivalency may qualify for enrollment under California's AB 540 regulation. The student also needs to apply for lawful immigration status. This legislation permits the eligible student to pay the regular California resident enrollment fee.

California Dream Act of 2011

Effective January 1, 2013, this act, which is the result of assembly bills AB 130 and AB 131, allow undocumented and documented students who meet certain provisions of AB 540 to receive forms of state aid, including the Board of Governors' Fee Waiver, CAL Grants and EOPS assistance. Go to www.caldreamact.org for complete information and the application for Dream Act CAL Grants. The Board of Governors' fee waiver is expected in August 2012. Information and application links will be posted on the financial aid section of the College Web site as soon as it is available. Go to www.coastline.edu, and click on the Financial Aid icon.

Coastline Community College
California Nonresident Tuition Exemption

For Eligible California High School Graduates *(The law passed by the Legislature in 2001 as "AB 540")*

GENERAL INFORMATION

Any student, other than a nonimmigrant alien, who meets all of the following requirements, shall be exempt from paying nonresident tuition at the California Community Colleges, the California State University and the University of California (all public colleges and universities in California).

Requirements:

- The student must have attended a high school (public or private) in California for three or more years.
- The student must have graduated from a California high school or attained the equivalent prior to the start of the term (for example, passing the GED or California High School Proficiency exam).
- An alien student who is without lawful immigration status must file an affidavit with the college or university stating that he or she has 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.
- Students who are nonimmigrants [for example, those who hold F (student) visas, B (visitor) visas, etc.] are not eligible for this exemption.
- The student must file an exemption request including a signed affidavit with the college that indicates the student has met all applicable conditions described above. Student information obtained in this process is strictly confidential unless disclosure is required under law.
- Students eligible for this exemption who are transferring to another California public college or university must submit a new request (and documentation if required) to each college under consideration.
- Nonresident students meeting the criteria will be exempted from the payment of nonresident tuition, but they will not be classified as California residents. They continue to be "nonresidents".
- AB540 does not provide student financial aid eligibility for undocumented alien students. These students remain ineligible for state and federal financial aid.

Complete the form below and submit it to Coastline Admissions Office. You may be required to submit additional documentation. Call 1 (714) 241-6226 if you have questions.

Coastline Community College
California Nonresident Tuition Exemption Request

For Eligible California High School Graduates

Complete and sign this form to request an exemption from Nonresident Tuition. You must submit any documentation required by the College or University (for example, proof of high school attendance in California). Contact the California Community College, University of California or California State University campus where you intend to enroll (or are enrolled) for instructions on documentation, additional procedures and applicable deadlines.

ELIGIBILITY:

I, the undersigned, am applying for a California Nonresident Tuition Exemption for eligible California high school graduates at (specify the college or university)_____ and I declare the following:

Check YES or NO boxes:

☐ Yes   ☐ No   I have graduated from a California high school or have attained the equivalent there of, such as a High School Equivalency Certificate, issued by the California State GED Office or a Certificate of Proficiency, resulting from the California High School Proficiency Examination.

☐ Yes   ☐ No   I have attended high school in California for three or more years.

Provide information on all school(s) you attended in grades 9-12:

School	City	State	Dates:	
			From—Month/Year	To—Month/Year

Documentation of high school attendance and graduation (or its equivalent) is required by the University of California, The California State University and some California Community Colleges. Follow campus instructions.

Check the box that applies to you—check only one box:

☐ I am a nonimmigrant alien as defined by federal law, [including, but not limited to, a foreign student (F visa) or exchange visitor (J visa)].
OR
☐ I am NOT a nonimmigrant alien (including, but not limited to, a U.S. citizen, permanent resident, or an alien without lawful immigration status).

AFFIDAVIT:

I, the undersigned, declare under penalty of perjury under the laws of the State of California that the information I have provided on this form is true and accurate. I understand that this information will be used to determine my eligibility for the nonresident tuition exemption for eligible California high school graduates. I hereby declare that, if I am an alien without lawful immigration status, I have filed an application to legalize my immigration status or will file an application as soon as I am eligible to do so. I further understand that if any of the above information is untrue, I will be liable for payment of all nonresident charges from which I was exempted and may be subject to disciplinary action by the college or university.

_____   _____
Print Full Name (as it appears on your campus student records)   Campus/Student Identification Number

_____   _____
Print Full Mailing Address, Number, Street, City, State, Zip Code   E-mail Address (Optional)   Phone Number
(Optional)

_____   _____
Signature   Date

MyCCC REFERENCE GUIDE

■ Introducing MyCCC

We are pleased to introduce MyCCC, Coast Community College District's (CCCD) one-stop Web site that seamlessly connects you to the Online Class Schedule, Registration, Grades, Seaport, and Announcements, as well as many other exciting features. In addition, you will be able to access your new CCCD Student e-mail account which will be your official form of communication with faculty and staff at CCC.

You can log into MyCCC from any computer with an Internet connection and web browser (Internet Explorer/Firefox). MyCCC works on PC and Mac computers.

STEP ONE: Go to www.coastline.edu and click on MyCCC.
Enter your User Name.
(You will receive your user name once your admissions application has been processed.)
Enter your temporary Password (Your Date-of-Birth in MMDDYY format, i.e. February 1, 1979 would be entered as 020179).

NOTE: If you already have a MyOCC or MyGWC account, you would not create a new password for your MyCCC account as shown above, you would just use the same Password you created for that account for your MyCCC login.
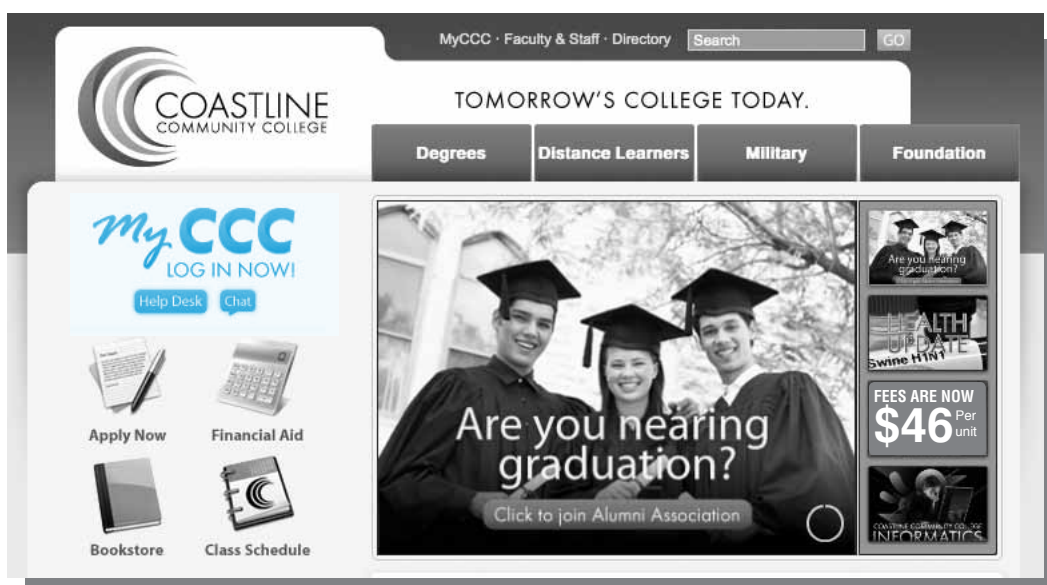
STEP TWO: It will say "password expired." Create a new password.

STEP THREE: Set up your alternate e-mail. A confirmation e-mail will be sent to you immediately. Reply to that e-mail within 12 hours to confirm your account.

How do I register for courses?

Banner Self-Service

Banner Self-Service

Registration Tools

Registration Status
Look Up Classes   Click here to add and
Add or Drop Classes   drop classes.

1. Click on the Student tab.
2. Click on "Add or Drop Classes."
3. Select a term (ex: CCC Spring 2013) then click on "Submit."
4. Enter Course Reference Numbers (CRNs) from the printed Class Schedule then click on "finalize Add/Drop."
   If you do not have the printed Class Schedule, you can click on "Class Search" located at the bottom of the
   page to search the online class schedule. Enter your search criteria then click on "Class Search." Click in
   the checkbox next to the course for which you want to register, then click "Register" to submit the course for
   registration. You may also click on "Add to Worksheet" to add it to the worksheet and continue searching for
   classes. If you encounter a registration error while trying to register, click on the HELP link for an explanation of
   the error.
5. Verify your registration then click on "Pay Now" to pay your fees.
6. Verify your fees, then click on "Pay Now" to pay by credit card.
   (If paying by check or money order, make your check/money order payable to CCC in the amount stated, put
   your Student ID number on your check/money order, and mail to: Coastline Community College, Admissions
   Office, 11460 Warner Avenue, Fountain Valley, CA 92708-2597.)
7. Enter the credit card type, card number, expiration date, and billing address then click on "Submit Payment."
8. Verify the information entered then click on "Okay to Submit Payment."
9. Wait until the payment has been verified by the bank.
10. Print your program receipt by clicking on the "Student Class Program (Web Schedule Bill)" link on the Student
    tab." This is the best way to confirm your add or drop.

To purchase a parking permit go online to MyCCC and click on the "Purchase a Coastline Parking Decal" link in the
"Quick Link" box on the home tab. Computers are available in the Admissions Office at the College Center, or at the
Newport Beach, Garden Grove, and Le-Jao Learning Centers.

When is my registration appointment?

Home   Faculty   Student   Employee

Banner Self-Service

Banner Self-Service

Registration Tools

Registration Status   Click here to see your
Look Up Classes   registration appointment time.
Add or Drop Classes

1. Click on the Student tab.
2. Under "Registration Tools" click on "Registration Status"
3. Select a term (ex: CCC Spring 2013) then click on "Submit."
4. Your Registration appointment will appear (the "from date" is your appointment time).
   You can register anytime after this date, up until the term starts.

How do I print a program receipt/ class printout?

1. Click on the Student tab.
2. Click on "Student Class Program (Web Schedule Bill)" in the "Other Resources" box.
3. On the next page, select the Registration Term (ex: CCC Spring 2013. On the following page, click "Print Page" in the top left corner of the page.
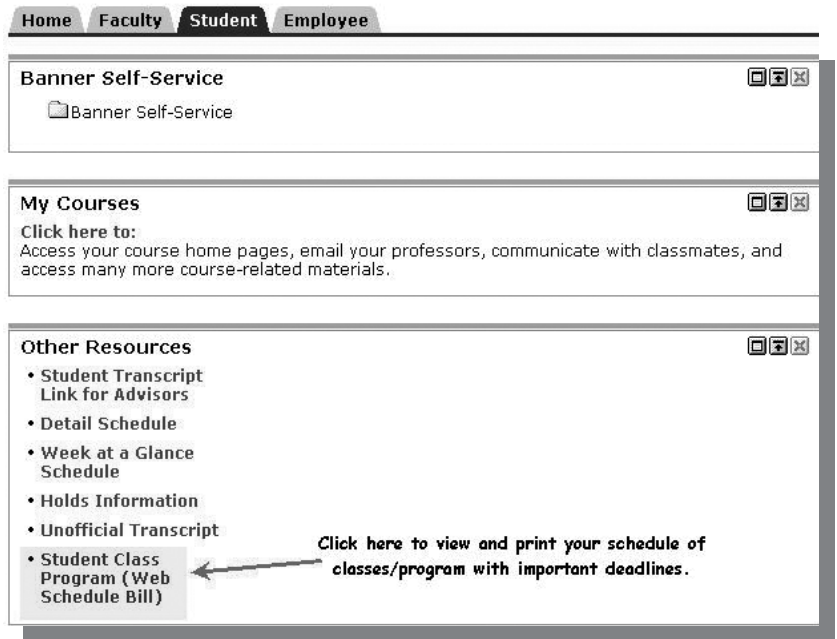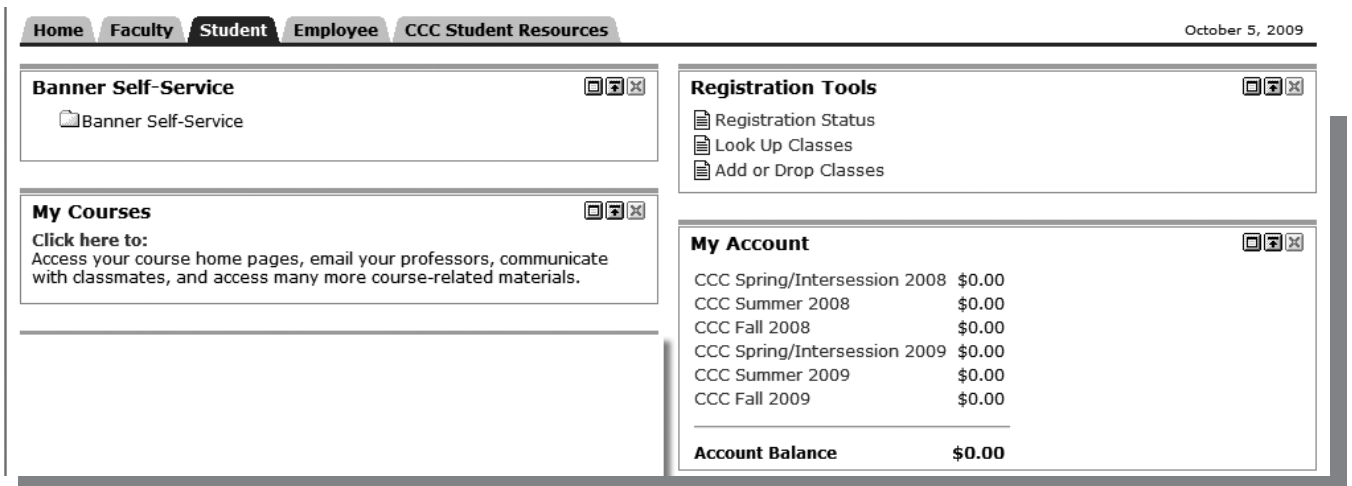4. To change your name, address, or phone number, click on the 🗀 Banner self-service icon, then click on Personal Information.

Home **Faculty** **Student** **Employee**

Banner Self-Service ◻⊞✕
  🗀 Banner Self-Service

My Courses ◻⊞✕
Click here to:
Access your course home pages, email your professors, communicate with classmates, and access many more course-related materials.

Other Resources ◻⊞✕
• Student Transcript Link for Advisors
• Detail Schedule
• Week at a Glance Schedule
• Holds Information
• Unofficial Transcript
• Student Class Program (Web Schedule Bill)

← *Click here to view and print your schedule of classes/program with important deadlines.*

How do I check on my account and/or pay fees?

Home **Faculty** **Student** **Employee** **CCC Student Resources**   October 5, 2009

Banner Self-Service ◻⊞✕
  🗀 Banner Self-Service

My Courses ◻⊞✕
Click here to:
Access your course home pages, email your professors, communicate with classmates, and access many more course-related materials.

Registration Tools ◻⊞✕
📄 Registration Status
📄 Look Up Classes
📄 Add or Drop Classes

My Account ◻⊞✕

CCC Spring/Intersession 2008	$0.00
CCC Summer 2008	$0.00
CCC Fall 2008	$0.00
CCC Spring/Intersession 2009	$0.00
CCC Summer 2009	$0.00
CCC Fall 2009	$0.00
Account Balance	**$0.00**

1. Click on the Student tab.
2. Click on the term you want to review/pay (ex: CCC Spring 2013).
3. Click on "Credit Card Payment" to pay fees.
4. Select a term and (ex: CCC Spring 2013) and "Submit."
5. Enter the credit card type, card number, expiration date, and billing address then click "Submit Payment."
6. Verify the information entered then click on "Okay to Submit Payment."
7. Wait until the payment has been verified by the bank. Make sure to print your program receipt to verify payment.

■ How do I drop a class?

Current Schedule

Status	Action	CRN	Subj	Crse	Cred	Grade Mode	Title
Re-Add the Course on Sep 04, 2008	None ▾	21816	HTEL	A274	1.000	Standard Letter	Estab/Operate Event Bus
Drop on Jul 07, 2008	▾	21889	HTEL	A277	0.000	Standard Letter	Wedding Planning As Bus

None
Drop

Total Credit Hours: 1.000
Billing Hours: 1.000
Maximum Hours: 19.000
Date: Sep 04, 2008 02:11 pm

Click on the drop down arrow next to the course you want to drop, select the drop option from the list, then click "Submit Changes".

Add Classes Worksheet

CRNs

[ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]

[Submit Changes]   [Class Search]   [Reset Worksheet]   🔒 FINISH & PAY

1. Click on the Student tab.
2. Click on "Add or Drop Classes."
3. Select a term (ex: CCC Spring 2013) then click on "Submit."
4. Click on the drop down arrow next to the course you want to drop, select the "drop" option from the list, then click on "Finalize Add/Drop." If you encounter a registration error while trying to drop, click on the HELP link for an explanation of the error.
5. Verify your drop by printing your student program Student Class Program—Web Schedule Bill link on the Student tab of MyCCC. Only classes that you are still registered in should appear on your student program.
   Make sure you pay attention to the State-mandated deadline dates!

Home | Faculty | Student | Employee

Banner Self-Service ☐⊞☒
  📁 Banner Self-Service

My Courses ☐⊞☒
  Click here to:
  Access your course home pages, email your professors, communicate with classmates, and access many more course-related materials.

Other Resources ☐⊞☒
  • Student Transcript Link for Advisors
  • Detail Schedule
  • Week at a Glance Schedule
  • Holds Information
  • Unofficial Transcript
  • Student Class Program (Web Schedule Bill)

  Click here to view and print your schedule of classes/program with important deadlines.

How do I buy a parking decal?

1. Click on the Home tab.
2. Click on the "Purchase a Coastline Parking Decal" link in the Quick Links box.
3. Follow the instructions to order your parking decal, which will be mailed to you.

| Home | Faculty | Student | Employee | CCC Student Resources |

Personal Announcements
There are no announcements

CCC Messages
YOU'RE INVITED! TRANSFER FAIR 2012
ATTENTION INSTRUCTORS: IMPORTANT NOTICE REGARDING DROPPING STUDENTS
Enrollment Fee Increase to $46 per unit

Quick Links

COASTLINE
COMMUNITY COLLEGE

CCC On-Line Help Desk
Coastline Community College Website
Purchase a Coastline Parking Decal
Order an Official CCC Transcript
Coastline Financial Aid Information
Non-Payment Drop Policy
My Courses - Seaport Login

Student Responsibility

It's your responsibility to make sure you adhere to State-mandated drop deadlines and deadlines for fee payment. Check your MyCCC page and your CCCD e-mail accounts often for important updates and information! Your CCCD e-mail account and message boards are the official communication methods that instructors and staff will use to send you important information.

Got Questions?

Call the Admissions and Records Office 1 (714) 241-6176

Admissions and Records Office hours:
M-Th 8:00 a.m. to 5:00 p.m. and Friday 8:00 a.m. to 12:00 noon
(excluding holidays)

Popular services
for students at Coastline

Coastline students are encouraged to take advantage of all of the student services offered to them in order to make their experience at Coastline both successful and enjoyable. Explore the Coastline Transfer Center to plan where you'll go next, or contact the One-Stop Center to get the info on today's hot careers. **Three of our most popular student services are featured below:**

Coastline
BOOKSTORE

On-site or online!

Coastline offers all textbooks and materials at our student bookstore located at the Fountain Valley location. There are two ways to order:

1. Visit the bookstore in the lobby of our Fountain Valley (college center) location at 11460 Warner Avenue. Check www.coastlinebookstore.com or call for bookstore hours — (714) 241-6101.

2. Go online to www.coastlinebookstore.com and select the books and materials needed, and have them shipped to your home or office.

Want to save money on your Textbooks? Learn all about our Textbook Rental Program. Go to our website or sign up at www.Rent-A-Text.com today!

LOG ON TO
www.coastlinebookstore.com

THE VIRTUAL LIBRARY

Articles and Books at your fingertips

The Virtual Library is a full-service information and research portal available on the Internet for Coastline students, faculty, and staff. Because the Virtual Library's collection of books and resources is digital, it is available electronically any time: **click the Library link on the Coastline homepage; click on the grey Library Resource Log In bar; use your MyCCC ID and pass word to log in.; select a database or resource from the list in the middle of the page.** Through the Virtual Library, you have access to full-text articles in thousands of journals and magazines. There are more than 50,000 electronic books as well as digital encyclopedias, newspapers, and more. For help navigating the virtual halls of Coastline's Virtual Library, post a message any time from the "Ask the Librarian" link on the Library home page or call 1 (714) 241-6117. A Librarian will get back with you as quickly as possible.

HEALTH SERVICES

For Coastline students

If you're a Coastline student, Coastline's Student Health Services are available to you! For a flat student health services fee of only $10 a term, enrolled students can take advantage of health services such as immunizations, laboratory testing, minor emergency medical treatment, women's health issues, and more. For more information detailing services visit http://www.coastline.edu/divisions/students/page.cfm?LinkID=502 or call (714) 241-6197. *(Note: 2 forms of ID must be presented—your current student class program (Printed from the Web or, a bill and a picture I.D.)*

These services are available through Memorial Prompt Care, which offers three locations to serve you in:

Westminster 92683	**15464 Golden West Street (at McFadden)** **Hours: 8 a.m. to 9 p.m., 7 days a week** **Call 1 (714) 891-9008 to schedule an appointment**
Huntington Beach 92648	**18561 Beach Boulevard (at Main St.)** **Hours: 8 a.m. to 9 p.m., 7 days a week** **Call 1 (714) 848-0080 to schedule an appointment**
Huntington Beach 92646	**9122 Adams Avenue (at Magnolia St.)** **Hours: 8 a.m. to 9 p.m., 7 days a week** **Call 1 (714) 378-0900 to schedule an appointment**

Other Library Resources

- CalWest—Coastline students with current student ID may obtain free library card for member campus libraries at Golden West, Orange Coast, Cypress, and Fullerton College.

- UCI—Community college students can purchase a library card for a reduced rate at UC Irvine with proof of enrollment in current semester.

- CSU—California State Universities Long Beach and Fullerton permit community college students access to their collection; however, they do not extend borrowing privileges.

We can guarantee your
classes.

Enroll in Coastline Community College's **STAR Fast Track Program** to acquire an AA degree in 1.5 years (one and a half years equals three regular semesters and one summer semester). Students attending community college will often spend two to three years in the community college system; this is not necessary when you become a Coastline student in the STAR Fast Track Program.

As a student in Coastline's STAR Fast Track Program you are guaranteed to get classes required for a quick pathway to transferring to a CSU. There are three STAR Program majors:

★ STAR Business,

an Associate's degree that can ultimately lead to careers in Business Administration, Human Resource Management, Sales, Marketing, e-Commerce, Operations Management, or related jobs.

★ STAR Psychology,

an Associate's degree that can ultimately lead to careers in Clinical Psychology, School Psychology, Early Childhood Development, Health Care, Education, or other fields that have a tremendous impact on others.

★ STAR History,

an Associate's degree that can ultimately lead to careers in Education, Research, Communications, Advocacy, or the non-profit sector.

Each STAR PROGRAM major includes a full-load of guaranteed classes in a quick, 3.5 semester schedule. Students can begin the program in the fall semester. The STAR PROGRAM preparation for registration is now available for those looking to start in fall 2013, and fall courses will begin in August.

For more information, attend an upcoming orientation. To find out more about these unique STAR PROGRAMS, call Karen McLucas at 1 (714) 241-6140 or e-mail STAR@coastline.edu.

Student Success Center

The Student Success Center offers one-half unit courses for students who wish to improve their English or math skills. Students enrolled in English or math courses are encouraged to complete work in the Student Success Center for optimum academic results. Instructors and tutors are available to assist students in all academic areas in one-to-one, small group or whole group activities.

Courses in the Student Success Center

English C024 to C027; C040/C041; C050/C051; C060/C061; C070/C071; and C080; **Math** C004, C006 and C080 ; Learning Skills C921

The Student Success Center is located at Coastline's Le-Jao Center: 14120 All American Way, Room 101 Westminster, CA 92683

Fall Hours
Monday – Thursday, 8:30 am - 8 pm
Friday, 8:30 am - 5 pm
For more information,
Call 1 (714) 241-6184, ext. 17420

SERVICES AT A GLANCE

Math Skills, Learning Skills, Writing Skills, Vocabulary, Pronunciation, Tutoring

Teaching tomorrow's
TEACHERS

TEACh[3] is your fast-track to a teaching career!

TEACh[3] is a transfer program for Coastline, Golden West and Orange Coast College students seeking a career in K-12 teaching, and is designed to meet the needs of students following various pathways to the classroom. TEACh[3] offers direct transfer to California State University Long Beach and other participating universities, along with academic advising for future teachers, CBEST and CSET preparation, and lots more!

Are you looking for online classes for ECE (Early Childhood Education) units for your Child Development Permit? Coastline offers Education C180 Family, School, Community Partnerships; Psychology C115 Child Development; English C143 Children's Literature. Look for Introduction to Special Education coming soon.

Credentialed teachers seeking add-ons to their existing credential, Home Schooling Parents, Tutors, Parents—TEACh[3] has something for you. To learn about other TEACh[3] courses and teacher credential transfer pathways:

- log on to: www.teach3.org
- e-mail: schard-yaron@coastline.edu
- call 1 (714) 241-6317 to speak with Coastline's TEACh[3] coordinator
- call 1 (714) 241-6162 to schedule an academic counseling appointment

TEACh[3]
TEACHING TOMORROW'S TEACHERS

TEACHER EDUCATION AT COAST COMMUNITY COLLEGES

Enjoy your teacher prep classes online

Remember, Coastline is the distance learning provider for TEACh[3] courses! This allows you to complete coursework online and attend class "virtually" whenever the time is right for you! No rushing to campus, no parking hassles, no long walks to a classroom. Coastline brings the class to you on your home or work computer! You won't miss out on the bonding, camaraderie, group discussions or interaction that happens in traditional courses because Coastline's unique distance learning program incorporates interactive features that get you involved with the subject, the instructor, and your classmates.

Spring 2013
ONLINE CLASSES FOR TEACh[3]

Check class listings for additional online classes aligned to meet the requirements for ITEP/Track I, Liberal Studies Online, CSUF or other university teacher education programs.

Chemistry C105—Chemistry Explorations for Teachers
Education C103—Technology Proficiency for Teachers 1
Education C104—Teaching and Learning in Diverse
   Contemporary Classrooms
Education C180—School, Family, Community Partnerships
Education C200—The Teaching Profession
Math C106—Geometry for Elementary Teachers (GE)
English C143 (formerly ENGL C177)—Children's Literature
Psychology C116—Human Growth and Development

_____

*Math for teachers classes do not have to be taken in order.

Excellent classes are also available at our sister campuses

Orange Coast College • (714) 432-5072
www.orangecoastcollege.com

Golden West College • (714) 895-8306
www.gwc.info

Due to constant changes in teacher education credential requirements check with counseling and/or TEACh[3] to make sure your course selections are aligned with your career and professional goals.

DID YOU KNOW?
Coastline offers a Certificate of Accomplishment in Educational Studies as part of Coastline's TEACh[3] program!

This is perfect for teacher credential candidates, paraprofessionals, tutors, home schooling parents, career changers or if you are thinking about a career in teaching or other related field in an educational setting.

Associate degree
requirements

Coastline Community College awards the degree of Associate in Arts and Associate in Science. The degree is 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 and Associate in Science include the following:

1. GENERAL EDUCATION: Complete one of the three General Education options below.

- **Option 1**—designed for students who may not be planning to transfer to a four-year university. However, it may be appropriate for transfer to some independent colleges.

- **Option 2**—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.

- **Option 3**—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.

2. FIELD OF STUDY: Complete the required courses in one of the fields of study below. All coursework must be completed with a grade of "C" or higher.

- **AREAS OF EMPHASIS:**
American Studies, Arts and Humanities, Communications, Physical Education and Health, Science and Math, Social and Behavioral Sciences

- **MAJORS:**
Art, Business Administration, Economics, English, French, Gerontology, Health and Fitness, History, Human Services, Liberal Studies, Mathematics, Psychology, Spanish, Sociology

- **CAREER PROGRAMS:**
  Accounting
  General Accounting
  Bookkeeping
  Taxation
  Building Codes Technology
  Combination Building Inspection
  Combination Residential Inspection
  Code Professional
  Permit Technician
  Green Building Technology
  Business
  General Business
  Human Resources Management
  Marketing
  Business Administration
  Computer Networking
  Cisco
  Microsoft®
  Security
  Electronics
  Emergency Management/Homeland Security
  Emergency Management/Homeland Security
  Criminal Justice—Contract Education only
  Entrepreneurship and Small BusinessManagement
  Gerontology
  Health Care Management
  Informatics
  Management & Supervision
  Management
  Supervision and Management
  Office Support Specialist
  Administrative Professional—Assistant
  General Office Manager
  Financial Assistant
  Financial Manager
  Administrative Manager
  Paralegal Studies
  Process Technology
  Retail Management
  Supply Chain Management

3. UNIT REQUIREMENT: Complete at least 60 units of acceptable college work with a minimum of 12 Coastline units.

4. ELECTIVES: Complete additional A.A. degree applicable courses needed to meet the 60 unit requirement.

5. GLOBAL AND MULTICULTURAL STUDIES REQUIREMENT: Complete at least 2.5 units from any of the following Global and Multicultural Studies: Anthropology C100, C150; Art C100, C101, C103, C104, C105, C109, C135, C136, C137, C138, C175, C233, C235, C236, C237, C260, C261,C262, C265; Criminal Justice C148; English C144, C145; Foreign Language—any over C100; Geography C185; Gerontology C140; History C115, C122, C124, C128, C130, C160, C165, C180, C185; Humanities C100; Human Services C100; Music C103; Philosophy C100, C113; Sociology C130

6. ADDITIONAL GRADUATION REQUIREMENTS:

- 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.

- Forward all official college transcripts from other colleges attended to Coastline.

- Be in good academic standing (not on probation and/or disqualification) during the semester graduation is petitioned.

- Petition for the degree in the beginning of the semester in which final requirements will be completed.

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

AA GENERAL EDUCATION—OPTION 2

General Education Breadth Requirements for California State University (CSU)

Every attempt has been made to assure the accuracy of the transfer General Education list at the time of publication. Courses may be added to the approved GE list during the year. Students are encouraged to see a counselor and check the ASSIST Web site (www.assist.org) regularly for the most up-to-date information on General Education courses and their application. ASSIST is the official repository of articulation of California's public colleges and universities. ASSIST does not take the place of a counselor. It is intended to help students and counselors work together to establish an appropriate path toward transferring from a public California community college to a public California university.

COASTLINE COLLEGE	GOLDEN WEST COLLEGE	ORANGE COAST COLLEGE
AREA A: ENGLISH LANGUAGE COMMUNICATION AND CRITICAL THINKING 9 semester or 12-15 quarter units required with at least one course each from A1, A2 and A3 (grade of "C" or better)	**AREA A: ENGLISH LANGUAGE COMMUNICATION AND CRITICAL THINKING** 9 semester or 12-15 quarter units required with at least one course each from A1, A2 and A3 (grade of "C" or better)	**AREA A: ENGLISH LANGUAGE COMMUNICATION AND CRITICAL THINKING** 9 semester units (or 12-15 quarter units) including one course from each sub-area with a grade of "C" or better.
A1 Oral Communication Communications Studies C100, C101, C110	**A1 Oral Communication** Communication Studies G100, G108, G110 (or G110H), G112	**A1 Oral Communication** Communication Studies A100, A110
A2 Written Communication English C100	**A2 Written Communication** English G100 (or G100H))	**A2 Written Communication** English A100
A3 Critical Thinking English C102 or Philosophy C115	**A3 Critical Thinking** Communication Studies G220; English G110 (or G110H); Philosophy G115	**A3 Critical Thinking** Communication Studies A220; English A101, A101H, A102, A102H, A109 Mathematics A220; Philosophy A150, A220
AREA B: SCIENTIFIC INQUIRY AND QUANTITATIVE REASONING 9 semester or 12-15 quarter units required with at least one course each from Physical Science, Life Science (at least one to contain a laboratory component) and Mathematics / Quantitative Reasoning	**AREA B: SCIENTIFIC INQUIRY AND QUANTITATIVE REASONING** 9 semester or 12-15 quarter units required with at least one course each from Physical Science, Life Science (at least one to contain a laboratory component) and Mathematics / Quantitative Reasoning	**AREA B: SCIENTIFIC INQUIRY AND QUANTITAVE REASONING** A minimum of 9 semester units (or 12-15 quarter units) including at least one course from each sub-area. Must include at least one laboratory course. Lab courses are underlined. Natural Science A100, with a lab, (Natural Science A100A or A100G) will satisfy B1, B2 and B3.
B1 Physical Science Astronomy C100, C101, C102, C103, Chemistry C100, C105, C110, C130, C180, C185, C220, Geology C105, C115, C140, Physics C110, C120, C125, C185	**B1 Physical Science** Astronomy G100, G100L; Chemistry G110, G130, G180 G185, G220, G225; Geography G180; Geology G110, G105, G106; Physical Science G100 (or G100H*); Physics G110, G111, G120, G185, G280, G285	**B1 Physical Science** Astronomy A185, A100H, A100 & A100L, A100H & A100L, A101, A102, A103; Chemistry A100, A100 & A100L, A110, A130, A180, A185, A220, A220L, A225, A225L; Geography A180, A180H, A180 & A180L, A180H & A180L; Geology A105, A105H, A105 & A105L, A105H & A105M, A105H & A105L, A105 & A105M, A106, A110, A160, A185, A185 & A185L, Marine Science A185, A185 & A185L Natural Science A100, A100 & A100A, A100 & A100G, A110 & A100A, A112; Physics A110, A110 & A111, A120, A130, A185
B2 Life Science Anthropology C185, Biology C100, C120, C210, C220, C221, C225, C283, Ecology C100, Marine Science C100, C105	**B2 Life Science** Anthropology G185, G185L; Biology G100 (or G100H), G104, G104L, G110, G120, G180, G182, G183, G210, G220, G221, G225; Psychology G250	**B2 Life Science** Anthropology A185, A185 & A185L; Biology A100, A125, A180, A180H, A182, A182 & A182L, A183, A183 & A183L, A185, A210, A220, A220H, A221, A225, A225H; Ecology A100; Marine Science A100, A100H, A100 & A100L, A100H & A100M, A100 & A100M, A100H & A100L, A180, A180 & A180L; Natural Science A100; Ornamental Horticulture A100; Psychology A250
B3 Laboratory Activity Astronomy C100L*, Biology C100L, C210, C220, C225, C283, Chemistry C110, C130, C180L, C185L, C220L, Geology C105L, Marine Science C100L*, C105, Physics C110L, C120, C125, C185 *Must be taken with Astronomy C100 **Must be taken with Marine Science C100	**B3 Laboratory Activity** One of the courses taken in Area B1 or B2 must include a lab. Lab courses are underlined	**B3 Laboratory Activity** One of the courses taken in Area B1 or B2 must include a lab. Lab courses are underlined.
B4 Mathematics/Quantitative Reasoning Math C100, C103, C106, C115, C120, C140, C150, C160, C170, C180, C185, C280, C285	**B4 Mathematics/Quantitative Reasoning** (One course from the following with a grade of "C" or better) Mathematics G100, G103, G104, G115, G120, G140, G155, G160, G170, G180, G185, G230, G235, G240, G280, G282, G285	**B4 Mathematical Concepts** One course from the following with a grade of "C" or better. Mathematics A100, A103, A104, A106, A115, A120, A140, A155, A160, A160H, A170, A180, A180H, A182H, A185, A185H, A230, A235, A260, A280, A280H, A285, A285H, A290H Psychology A160
AREA C: ARTS AND HUMANITIES 9 semester or 12-15 quarter units required with at least one course in Arts and Humanities.	**AREA C: ARTS AND HUMANITIES** 9 semester or 12-15 quarter units required with at least one course in Arts and Humanities. (A maximum of three units of activity courses identified by * may be used toward satisfaction of Area C).	**AREA C: ARTS AND HUMANITIES** A minimum of 9 semester units (or 12-15 quarter units) with at least one course in C1 and one course in C2.
C1 Arts (Art, Dance, Music, Theater Art C100, C101, C102, C103, C104, C105, C109, C110A, C110B, C120, C120A, C120B, C122, C129, C135, C136, C137, C150A, C150B, C214, C222A, C222B, C261, C262, C265, Music C100, C103, C139, C143; Theatre Arts C100, C101	**C1: Arts (Art, Dance, Music, Theater)** Art G100, G105, (or G105H), G106, (or G106H), G107, G116, G121*, G125*, G142*, G144*, G150*, G152*; Dance G100*, G110*, G120*, G125*, G165*; Humanities G100 (or G100H), G101, G102, G103, G104, G108, G110, (or G110H), G120, (or G120H), G122, G126, G130, G132, G135, G139, G143, G165; Music G100 (or G101H), G103, G104, G105*, G108, G109*, G110*, G115, G120*, G126, G132*, G139, G141*, G142*, G143, G145*, G165, G210*; Photography G115*, G120, G158; Theater Arts G100, G101, G102, G104, G106, G108, G120*, G130, G131, G142*, G151, G171*, G175, G176, G177, G178	**C1 Arts** Architectural Technology A290, A296 Art A100, A100H, A101, A101H, A102, A103, A104, A107, A108, A110, A120, A125, A141, A142, A145, A147, A150, A263, A269 Dance A101, A107, A110, A120, A125, A130, A133, A150, A160, A200, A211 Digital Media Arts and Design A150, A181 Film/Video A100, A103, A150 Humanities A100# Interior Design A180, A190 Music A100, A105, A115, A116, A129, A139, A140, A141, A143, A144, A145, A180 Photography A101, A120, A130 Theatre Arts A100, A101, A105, A106, A110, A170
C2 Humanities (Literature, Philosophy, Foreign Language) English C140, C143, C144, C145, C146, C150, C155, C164, C181, C290, C295, C296, C297, Foreign Language (any foreign language) C160, C160A, C160B, C165, C165A, C165B, C180, C180A, C180B, C185, C260, C260A, C260B, C261, C265, C265A, C265B, C280, C280A, C280B, C285, C290, C295, French C144, History C132, C135, C155, C160, C165, C170, C175, C180, C185, Humanities C100, C110, C135, Philosophy C100, C113, C120, Sign Language C111	**C2 Humanities (Literature, Philosophy, Foreign Language)** Arabic G180; Chinese G180, G185; Communication Studies G120, G255; Economics G120; English G110, G112, G114 (or G114H), G143, G150, G155, G160 (or G160H), G161 (or G161H), G170, G171, G181, G181H, G270, G275, G280, G281; Farsi G180, G185; French G180, G185, G280, G285, G290; German G180, G185, G280, G285; History G110, G120, G121, G132, G135, G140, G150, G160, G161, G162, G170**, G175**, G180 (or G180H), G185, (or G185H); Humanities G170; Italian G180, G185, G280, G285; Japanese G180, G185; Philosophy G100, G102, G110, G111, G120, G150; Political Science G150; Portuguese G180; Russian G180, G185, G280; Sign Language G180, G185, G280, G285; Spanish G160, G165, G180, G185, G280, G285, G290; Theater Arts G205; Vietnamese G180, G185, G280, G285, G290	**C2 Humanities** Anthropology A190; Chinese A180; Communication Studies A110, A120, A150A, A180; English A119, A141, A141H A143, A143H, A147, A147H, A148, A148H, A150, A150H, A151, A151H, A152, A152H, A156, A156H, A160, A160H, A161, A161H, A170, A170H, A172, A173, A173H, A175, A175H, A176, A176H, A187, A187H, A270, A270H, A275, A275H; Ethnic Studies A100; French A180, A185, A280, A285 German A180, A185, A280, A285; History A101, A161, A161H, A162, A162H, A180, A180H, A185, A185H; Humanities A100, A101H Italian A180, A185, A280, A285; Japanese A180, A185, A280, A285 Mathematics A220; Philosophy A100, A110, A115, A118, A120, A165, A185, A220; Religious Studies A100, A110, A115, A120, A130, A140, A150, A180; Spanish A180, A180H, A185, A185H, A260, A280, A280H, A285; Vietnamese A180, A185, A280, A285 # This course will satisfy either C1 or C2

General Education Breadth Requirements for California State University (CSU)

COASTLINE COLLEGE	GOLDEN WEST COLLEGE	ORANGE COAST COLLEGE
AREA D: SOCIAL SCIENCES 9 semester or 12-15 quarter units required with courses in at least 2 disciplines.	**AREA D: SOCIAL SCIENCES** 9 semester or 12-15 quarter units required with courses in at least 2 disciplines..	**AREA D: SOCIAL SCIENCES** A minimum of 9 semester units (or 12-15 quarter units) with courses from at least two sub-areas
D0 Sociology and Criminology Sociology C100, C110, C120	**D0 Sociology and Criminology** Criminal Justice G115, G123, G140; Social Science G133; Sociology G100 (or G100H), G110, G133, G185	
D1 Anthropology and Archeology Anthropology C100, C120, C150	**D1 Anthropology and Archeology** Anthropology G100, G130, G135, G140, G150; Social Science G135	**D1 Anthropology** Anthropology A100, A100H, A102, A110, A190, A280, A285
D2 Economics Economics C110, C170, C175	**D2 Economics** Economics G110, G120, G170, G175; History G110	**D2 Economics** Economics A100, A110, A170, A175
D3 Ethnic Studies History C122, C124, C128, C155	**D3 Ethnic Studies** Anthropology G135, G136; Communication Studies G255; Education G180; History G136, G150, G161, G162; Social Science G133, G134, G135, G136; Sociology G133, G134; Spanish G290	**D3 Ethnic Studies** Anthropology A150; Ethnic Studies A100, A150, A190; History A101, A150; Sociology A150, A190
D4 Gender Studies History C121	**D4 Gender Studies** History G121	**D4 Gender Studies** Communication Studies A165; Gender Studies A100, A120, A130, A150, A165, A187; History A176, A187; Psychology A105
D5 Geography Geography C100, C180, C185	**D5 Geography** Geography G100, G185, G195	**D5 Geography** Geography A100, A100H, A160, A185
D6 History History C115, C132, C135, C146, C161, C162, C170, C175, C180, C185	**D6 History** Economics G120; History G110, G120, G121, G132, G135, G140, G150, G161, G162, G165, G170**, G175**, G180 (or G180H), G185, (or G185H)	**D6 History** Economics A177; History A100, A101, A161, A161H, A162, A162H, A110, A115, A128, A145, A170, A170H, A175, A175H, A177, A179, A180, A180H, A185, A185H, A190, A195, A197, A198
D7 Interdisciplinary Social or Behavioral Science Mass Communications C100	**D7 Interdisciplinary Social or Behavioral Science** Anthropology G135 ; Communication Studies G190, G255, G260; Environmental Studies G100; History G120, G160; Peace Studies G100, G110, G225; Psychology G280; Social Science G135	**D7 Interdisciplinary** American Studies A100; Communication Studies A155; Health Education A122; Human Development A180; Psychology A165; Psychology A105, A135; Sociology A105 or Anthropology A105
D8 Political Science, Government and Legal Institutions Political Science C101, C120, C140, C180, C185	**D8 Political Science, Government and Legal Institutions** Philosophy G150; Political Science G100, G101, G110, G120, (or G120H), G121 (or G121H), G130, G150, G180** (or G180H**), G185	**D8 Political Science** Political Science A101, A110, A180, A180H, A185, A188, A190
D9 Psychology Psychology C100, C116, C118, C120, C165, C170, C250, C255, C260, C 280	**D9 Psychology** Psychology G100 (or G100H), G116, G118, G165, G250, G255	**D9 Psychology** Psychology A100, A100H, A185, A220, A260, A270
		D10 Sociology Sociology A100, A100H, A110, A115, A185, A185H
AREA E: LIFE-LONG LEARNING AND SELF-DEVELOPMENT 3 semester units or 4-5 quarter units. (No more than 1 unit of Activity courses)	**AREA E: LIFE-LONG LEARNING AND SELF-DEVELOPMENT** 3 semester units or 4-5 quarter units. (No more than 1 unit of Activity courses)	**AREA E: LIFE-LONG LEARNING AND SELF-DEVELOPMENT** 3 semester units (or 4-5 quarter units); no more than 1 unit of activity courses.
Non-Activity Counseling C104, C105, C120, English, C102, C108, Food and Nutrition C170, C175, Gerontology 120, C140, Health Education C100, C175, Psychology C116, C118, C130, C152, C153, Sociology C120	**Non-Activity** College G100; Counseling G104; Criminal Justice G107, Ecology G100; Health Education G100, G107, G201; Physical Education G103 and one more course from the list of activity courses; Psychology G110, G116, G118, G165	**Non-Activity** Anthropology A105; Communication Studies A100, A170 Counseling A105, A109, A110, A120, A135; Economics A110 Emergency Medical Technology A100; Family & Consumer Science A180 Food & Nutrition A136, A140, A170; Health Education A100, A112, A134, A136; Human Development A180; Physical Education A134 Psychology A105, A110, A135, A140, A165, A200, A215
Activity A maximum of one unit may be counted from the following activity courses Dance C105, C106, C107, C108, C110, C111, C113, C114, C116; C120, C124, C125, C130, C140, C141, C150, C165 Physical Education C101, C102, C115, C116, C138	**Activity** Dance G106, G115, G135, G230; Physical Education G105, G106, G107, G108, G109, G111, G112, G115, G130, G131, G132, G134, G136, G140, G150, G154, G158, G161, G164, G165, G166, G173, G175, G176, G177, G186, G189, G192, G194, G195, G196, G240, G244, G246, G248, G250, G252, G256, G258, G260, G264, G272, G274, G275, G277, G278, G283, G285, G286, G287, G290, G298	**Activity** Dance A111, A121, A126, A139, A143, A144, A145, A146, A147, A148, A149; Marine Activities A147, A148, A149, A160 Physical Education A102, A104, A105, A107, A108, A109, A110, A111, A112, A114, A115, A119, A120, A121, A122, A125, A140, A143, A146, A147, A148, A149, A150, A154, A155, A160, A161, A167, A173, A174, A177, A178, A179, A185, A190, A191, A192, A194, A196, A197, A198, A204, A216, A217, A221, A222, A226, A235, A236, A237, A238, A239, A240, A241, A242, A243, A244, A245, A246, A250, A251, A252, A253, A254, A257, A258, A259, A260, A261, A263, A296
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.	**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 G180 (or G180H) and History G170 or G175 at Golden West College, or by taking a test at the CSU.	**AMERICAN INSTITUTIONS REQUIREMENT** (Not part of CSU GE Breadth. May be completed prior to transfer.) In addition to the General Education Requirements listed above, all students must complete coursework in American History and Constitution for graduation from CSU. Completion of History A100, A170, A170H, A175, A175H, in Area D6 and Political Science A180 or A180H in Area D8 will fulfill this requirement.
		PETITION FOR GRADUATION Students are required to petition for graduation and Certificates of Achievement at the beginning of the semester in which they will be completing their final requirements as follows:

AA GENERAL EDUCATION—OPTION 3

Intersegmental General Education Transfer Curriculum (IGETC)

Every attempt has been made to assure the accuracy of the transfer General Education list at the time of publication. Courses may be added to the approved GE list during the year. Students are encouraged to see a counselor and check the ASSIST Web site (www.assist.org) regularly for the most up-to-date information on General Education courses and their application. ASSIST is the official repository of articulation of California's public colleges and universities. ASSIST does not take the place of a counselor. It is intended to help students and counselors work together to establish an appropriate path toward transferring from a public California community college to a public California university.

COASTLINE COLLEGE	GOLDEN WEST COLLEGE	ORANGE COAST COLLEGE
AREA 1: ENGLISH COMMUNICATION **CSU:** 3 courses required, one each from 1A, 1B, and 1C. **UC:** 2 courses required, one each from 1A and 1B.	**AREA 1: ENGLISH COMMUNICATION** **CSU:** 3 courses required, one each from 1A, 1B, and 1C. **UC:** 2 courses required, one each from 1A and 1B.	**AREA 1: ENGLISH COMMUNICATION** CSU: Three courses (one from each group). 9 semester units (or 12-15 quarter units).; UC: Two courses (one from Group A and one from Group B). 6 semester units (or 8-10 quarter units).
1A English Composition English C100	**1A English Composition** English G100* (or G100H*)	**Group A: English Composition** English A100
1B Critical Thinking-English Composition English C102	**1B Critical Thinking-English Composition** English G110* (or G100H*)	**Group B: Critical Thinking-English Composition** English A101 or A101H, A102 or A102H, A109 Philosophy A150
1C Oral Communication (CSU Only) Communication Studies C101, C110 (required for CSU and A.A. degree)	**1C Oral Communication (CSU ONLY)** Communication Studies G110* (or G110H*) *Transfer credit is limited by either UC or CSU or both; See Counselor.	**Group C: Oral Communication (CSU ONLY)** Communication Studies A110
AREA 2: MATHEMATICAL CONCEPTS AND QUANTITATIVE REASONING One course, 3 semester, 4-5 quarter units.	**AREA 2: MATHEMATICAL CONCEPTS AND QUANTITATIVE REASONING** 1 course, 3 semester, 4-5 quarter units.	**AREA 2: MATHEMATICAL CONCEPTS AND QUANTITATIVE REASONING** One course. At least 3 semester units (or 4-5 quarter units).
Math C115*, C140*, C155, C160, C170*, C180*, C185, C280, C285 *Indicates that transfer credit may be limited. See your counselor or ASSIST.org.	Math G100, G115*, G140*, G155, G160*, G170*, G180*, G185, G230, G235, G240, G280, G282, G285 *Transfer credit is limited by either UC or CSU or both; see a Counselor.	Psychology A160; Math A100, A115, A140, A155, A160 or A160H, A170, A180 or A180H, A182H, A185 or A185H, A230, A235, A260, A280 or A280H, A285 or A285H, A290H
AREA 3: ARTS AND HUMANITIES At least 3 courses, with at least one course from the Arts and one course from the Humanities. 9 semester, 12-15 quarter units.	**AREA 3: ARTS AND HUMANITIES** At least 3 courses, with at least one course from the Arts and one course from the Humanities. 9 semester, 12-15 quarter units.	**AREA 3: ARTS AND HUMANITIES** Three courses, with at least one course from Group A and one from Group B. 9 semester units (or 12-15 quarter units).
3A Arts Art C100, C101, C102, C103, C104, C105, C109, C261, C262; Music C100, C139, C143; Theater Arts C100, C101 *Indicates that transfer credit may be limited. See your counselor or ASSIST.org.	**3A Arts** Art G100, G105* (or G105H*), G106* (or G106H*); Humanities G100* (or G100H*), G102, G103, G104, G108, G110* (or G110H*), G120*, (or G120H*), G122, G126*, G130, G132, G135, G139, G143, G170; Music G101* (or G101H*), G103, G104, G108, G126*, G139, G143, G165; Photography G158; Theatre Arts G100, G101, G102, G108	**Group A: Arts** Architectural Technology A290 or A296 Art A100 or A100H, A101 or A101H, A102, A103, A104, A107, A108 Dance A200; Digital Media Arts and Design A150 Film/Video A100; Music A100, A105, A115, A139, A143, A180 ; Photography A130; Theatre Arts A100 or A101, A105
3B Humanities Arabic C185; Chinese C185, C280, C285; English C140, C144, C145, C150, C155, C181, C270, C275, C296, C297; French C185, C285; History C121, C122, C124, C128, C132, C135, C155, C161, C162, C170, C175, C180, C185; Humanities C100, C110, C135; Italian C185, C280, C285; Philosophy C100, C113, C120; Spanish C185, C165, C280, C285; Theater C101; Vietnamese C185, C280, 285 *Indicates that transfer credit may be limited. See your counselor or ASSIST.org.	**3B Humanities** Anthropology G135; Chinese G280; Economics G120; English G112, G114* (or G114H*), G143, G150, G155, G160 (or G160H), G161 (or G161H), G170, G171, G181 (or G181H), G270, G275; Farsi G185; French G185, G280, G285, G290; German G280, G285; History G110, G120, G121, G132, G135, G140, G150, G160, G161, G162, G170, G175, G180* (or G180H*), G185*, (or G185H*) Italian G185, G280, G285; Philosophy G100, G102, G110, G111, G120, G150; Political Science G150; Social Science G135; Spanish G165, G185, G280, G285, G290; Vietnamese G185, G280, G285, G290 *Transfer credit is limited by either UC or CSU or both; see a Counselor.	**Group B: Humanities** Economics A177; English A141 or A141H, A143 or A143H, A147, or A147H A148 or A148H, A150 or A150H, A151 or A151H, A152 or A152H, A156 or A156H, A160 or A160H, A161 or A161H, A170 or A170H, A173, A173H, A180 or A180H, A176 or A176H, A187 or A187H A270 or A270H, A275 or A275H; Ethnic Studies A150; French A185, A280, A285; Gender Studies A187; German A185, A280, A285; History A100, A101, A110, A115, A128, A145, A150, A161 or A161H, A162 or A162H, A170 or A170H, A175 or A175H, A177, A179, A180 or A180H, A185 or A185H, A187, A190, A195; Humanities A100, A101 or A101H; Italian A185, A280, A285; Japanese A185, A280, A285; Communication Studies A180; Philosophy A100, A110, A115, A118, A120, A165, A185; Religious Studies A100, A110, A115, A120, A130, A140, A150, A180; Spanish A185 or A185H, A280 or A280H, A285,; Vietnamese A185, A280, A285
AREA 4: SOCIAL AND BEHAVIORAL SCIENCES At least 3 courses from at least 2 disciplines or an interdisciplinary sequence. 9 semester, or 12-15 quarter units.	**AREA 4: SOCIAL AND BEHAVIORAL SCIENCES** At least 3 courses from at least 2 disciplines or an interdisciplinary sequence. 9 semester, or 12 15 quarter units.	**AREA 4: SOCIAL AND BEHAVIORAL SCIENCES** Three courses from at least two disciplines. 9 semester units (or 12-15 quarter units).
4A Anthropology C100, C120, C150 **4B** Economics C110*, C170, C175 **4C** Ethnic Studies **4D** Gender Studies; History C121 **4E** Geography C100, C185 **4F** History C115, C132, C135, C146, C180, C185 **4G** Interdisciplinary Studies — Ecology C100*; Mass Communications C100 **4H** Political Science C101, C140, C180, C185 **4I** Psychology C100, C118, C120, C165, C170*, C255, C280 **4J** Sociology C100 *Indicates that transfer credit may be limited. See your counselor or ASSIST.org.	**4A** Anthropology G100, G130, G140, G150 **4B** Economics G110, G120, G170, G175, History G110 **4C** Ethnic Studies SOC G133; SOCS G133 **4D** Gender Studies — History G121 **4E** Geography G100, G185, G195 **4F** History G121, G132, G135, G140, G150, G185H **4G** Interdisciplinary Studies — Anthropology G136; COMM G255, G190; ENVS G100; HIST G136; PEAC G100, G110; SOC G134; SOCS G134, G136 **4H** Political Science G100, G101, G110, G120* (or G120H*), G130, G150, G180* (or G180H*), G185; Philosophy G150 **4I** Psychology G100* (or G100H*), G116, G118, G165, G250, G255, G280 **4J** Criminal Justice G123 G140; SOC G100* (or G100H*); SOCS G110, G185 *Transfer credit is limited by either UC or CSU or both. Please consult with a counselor.	**4A Anthropology** Anthropology A100 or A100H, A102, A110, A150, A190, A280, A285 **4B Economics** Economics A100, A170, A175 **4C Ethnic Studies** Ethnic Studies A100, A190 Sociology A190 **4D Gender Studies** Gender Studies A100, A130, A187 History A187 Psychology A105 **4E Geography** Geography A100 or A100H, A160, A185 **4F History** OCC does not have any courses approved in this area. History courses can be used to satisfy Area 3B **4G Interdisciplinary Studies** American Studies A100 Communication Studies A155 Human Development A180 Psychology A135 Psychology A165 **4H Political Science** Political Science A101, A110, A180 or A180H, A185 **4I Psychology** Psychology A100 or A100H, A185, A220, A260 **4J Sociology** Sociology A110, A115, A150, A100 or A100H, A185 or A185H, A190 # If this course is being used to meet CSU American Institutions Requirement, it cannot be used to satisfy this area.

COASTLINE COLLEGE	GOLDEN WEST COLLEGE	ORANGE COAST COLLEGE
AREA 5: PHYSICAL AND BIOLOGICAL SCIENCES At least two courses, one Physical Sciences course and one Biological Science course, at least one must include a laboratory. Courses underlined contain a laboratory component. 7-9 semester, 9-12 quarter units.	**AREA 5: PHYSICAL AND BIOLOGICAL SCIENCES** At least two courses, one Physical Sciences course and one Biological Science course, at least one must include a laboratory. Courses underlined contain a laboratory component. 7-9 semester, 9-12 quarter units.	**AREA 5: PHYSICAL AND BIOLOGICAL SCIENCES** Two courses, with one from Group A and one from Group B. One of the courses must include a lab. Lab courses are underlined. 7-9 semester units (or 9-12 quarter units).

COASTLINE COLLEGE

5A Physical Science
Anthropology C185; Astronomy C100, C100L*, C102, C103; Chemistry C110*, C130*, C180, C180L, C185, C185L, C220, C220L; Geography C180; Geology C105, C110, C115, C105L; Physics C110, C110L,

5B Biological Sciences
Biology C100, C101*, C210, C220*, C221*, C225* 283; Marine Science C100, C105

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

GOLDEN WEST COLLEGE

5A Physical Science
Anthropology G110; Astronomy G100, G100L* G102, G103; Chemistry G110*, G130*, G180, G180L, G185, G185L, G220, G221; Geography G180; Geology G100*, G110, G130, G140, G141*; Physics G110

5B Biological Sciences
Biology G100, G101*, G105*, G170*, G175*, G210; Marine Science G100, G105

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

ORANGE COAST COLLEGE

Group A: Physical Science
Astronomy A105 or A105H, A105 & A105L or A105 & A 105M, A105H & A105M, A105H & A105L, A101, A102, A103; Chemistry A100, A100 & A100L, A110, A130, A180, A185, A220, A220L, A225, A225L ; Geography A180 or A180H, A180 & A180L or A180H & A180L; Geology A105 or A105H, A105 & A105L or A105H & A 105M or A105 & A 105M or A105H & A105L, A160, A110, A185, A185 & A185L; Marine Science A185, A185 & A185L; Natural Science A100#, A100 & A100A, A100 & A100G, A112; Physics A110, A110 & A111, A120, A130, A185

Group B: Biological Science
Anthropology A185, A185 & A185L; Biology A100, A125, A180 or A180H, A182, A182 & A182L, A183, A183 & A183L, 185, A210, A220 or 220H, A221, A225, A225H ; Ecology A100; Marine Science A100 or A100H, A100 & A100L or A100H & A100M or A100 & A100M or A100H & A100L, A180, A180 & A180L; Natural Science A100#; Psychology A250

This course will satisfy either Group A or Group B.

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.	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	AREA 6: LANGUAGE OTHER THAN ENGLISH (UC ONLY)

COASTLINE COLLEGE

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. Completion of a foreign language course numbered 180 or higher with a grade of C or better.
  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 "O" Level Exam with a grade of "C" or better or "A" Level Exam with a score of 5 or higher.
     OR
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 in not English. (documentation must be on file at CCC).

GOLDEN WEST COLLEGE

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. Completion of a foreign language course numbered 180 or higher with a grade of C or better.
  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).
     OR
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 in not English. (documentation must be on file at CCC).

ORANGE COAST COLLEGE

A. Complete two years of a single high school foreign language with grades of "C" or better (high school transcripts must be on file at OCC),
  OR
B. Complete French, German, Hebrew, Italian, Japanese, Spanish or Vietnamese A180. Advanced courses will validate this requirement,
  OR
C. Earn a satisfactory score on one of the following tests (results must be on file at OCC):
   1. SAT 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. A passing grade on the international O Level or A Level exam in a language other than English.
     OR
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 OCC).
E. Complete a Defense Language Institute course in a language other than English with a grade of "C" or better (documentation must be on file with Admissions and Records.)

Career Training–CTE

Coastline offers several options for career-minded students. Our certificate programs allow you to focus on the topics that are of interest to you, and let you get in, get out, and get working! For more information on Coastline's certificate programs and complete program requirements, see a counselor or call 1 (714) 241-6209 to request more information on Coastline's Career & Technical programs.

Discover
Coastline's Business Program

Studying business can prepare you for a wide variety of careers, but choosing what type of business career you want can sometimes be difficult. Many business careers incorporate similar skill-sets like critical thinking, management methods, e-commerce or e-business tactics, the principles of entrepreneurship, and finance or accounting skills. Although numerous careers in business require most of these skills, you can find the career that best suits your interests by analyzing the different work environments and duties you'll encounter on the job.

For example, you can go into Health Care Management and work at a Hospital, for an insurer, or for a local clinic. In the field of Human Resources, you'll recruit and manage a company's finest resource—its employees. With a focus on Marketing, you can work at an ad agency, go into sports marketing, or even go into the field of entertainment marketing for a movie studio or network. And, if you're interested in how businesses work together to provide services to millions of customers, you can focus your business studies on Supply Chain Management.

At Coastline, you'll find courses that lead to an Associate's degree in Business Administration, General Business, Health Care Management, Human Resources, Management, Marketing, Retail Management, Small Business Ownership, Supervision, and Supply Chain Management. These courses can launch a new career for you, or help you to advance in your current career! Call today to find out more: (714) 241-6209.

Certificates of Achievement

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 requirement for the A.A. or A.S. degrees.

Accounting
- General Accounting
- Bookkeeping
- Taxation

Building Codes Technology
- Combination Building Inspection
- Combination Residential Inspection
- Code Professional
- Permit Technician
- Green Building Technology

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

Computer Networking
- Cisco
- Microsoft®
- Security

Electronics

Emergency Management/ Homeland Security
- Emergency Management/ Homeland Security
- Criminal Justice
- Management/Leadership

Entrepreneurship and Small Business Management

Gerontology

Health Care Management

Informatics

Management & Supervision
- Management
- Supervision & Management

Office Support Specialist
- Administrative Professional (Assistant)
- General Office Manager
- Financial Assistant
- Financial Manager
- Administrative Manager

Paralegal Studies

Process Technology

Retail Management

Supply Chain Management

Certificate of Achievements (only)

These Certificates are 18 or more units and will be posted on the transcript. Course units may be applied as electives towards the A.A. or A.S. Degree.

Biological Technology
- Biological Laboratory Technician

Digital Media Foundation
- Motion Graphic Design
- Print Design
- Web Design
- Web Technologies

Real Estate Broker

Real Estate Studies

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.

Cisco Certified Networking Administrator (CCNA)
CompTIA
Digital Media

- Animation and Gaming Foundation
Educational Studies
General Office Assistant
Human Services
Leadership
Medical Administrative Office Technician
Medical Coding Specialist
Mobile Applications
Network Security
Process Technician Fundamentals
Project Management
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.

Advanced Accounting
Intermediate Accounting
Business Plan
CISCO Certified Networking Professional (CCNP)
Cognitive & Caregivers Boot Camp
Home Business
Real Estate Lending & Mortgage Brokering
Real Estate Property Salesperson

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

Things to remember . . .

Waiver of AA and/or Certificate Requirements: Students wishing to substitute or waive courses which satisfy associate in arts degree or certificate of achievement requirements must see a counselor and complete a "Petition to Substitute and/or Waive Academic Requirements and/or Regulations." Forms can be obtained in the Admissions office.

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

Graduation Filing Dates: Apply: January 28-April 5, 2013.

Commencement exercises are held once a year at the end of the Spring Semester. Detailed information will be mailed to all students who have petitioned to graduate at the end of April. Diplomas will be mailed to the students approximately one month after the end of the semester in which the application was filed.

About Distance Learning

The flexible, convenient way to complete your courses

Distance Learning (DL) combines technology—television, computers, FAX/modems, telephone—with printed materials to bring course content, instructor and students together. DL courses fulfill degree and transfer requirements, and Coastline offers a comprehensive selection of DL courses that allow you to meet nearly all requirements for an associate degree or for transfer to the CSU or UC systems.

The Distance Learning program at Coastline is perfect for highly self-motivated, committed, goal-oriented learners. It is also a great option for students with limited mobility due to disabilities or other special situations.

Available Distance Learning Opportunities

With more than 30 years' experience in distance learning, Coastline offers a variety of college-credit course options to meet your educational needs:

TELECOURSES—Watch preproduced programs on broadcast or Cable TV, record lessons for later viewing, or visit Coastline's viewing centers. Read textbooks, handbooks and study guides; interact with instructors via phone, fax or e-mail; attend live review sessions; mail in assignments and quizzes, and take on-site or proctored exams. Access telecourse student handbook, quizzes and instructor information online at http://dl.coastline.edu, select "Course Web sites."

CABLE COURSES—Watch instructors in locally produced programs on cable TV, record lessons for later viewing, or visit Coastline's viewing centers. Read textbooks, handbooks and study guides; interact with instructors via phone, fax or e-mail;

attend review sessions; mail in assignments and quizzes, and take on-site or proctored exams. Additional Internet/online support may be available.

INDEPENDENT STUDY/CD-ROM COURSES—Study independently using specially prepared course materials that include reading materials, textbooks, study guides, self-paced assignments and video materials. May also include CD-ROM multimedia materials, Internet access or lab kits. Interact with instructor via phone, fax or e-mail, watch or listen to prerecorded review sessions, mail in assignments and quizzes, and take on-site or proctored exams. Many of these courses are contracted for U.S. Military use.

INTERNET/WEB-BASED COURSES—Take courses online and work at your own time, place and speed! Each course has a substantive portion of course materials (syllabus, assignments, lectures) delivered online via the World Wide Web. Students must have access to a multimedia computer with full-service Internet connection (Internet Service Provider) and Internet Explorer (7.0 or above)

Course activities include discussion forums for student-student as well as instructor-student interactions. Textbooks, e-mail, media materials, videotape (real video and audio), postal mail, fax and CD-ROM materials may also be used as part of the learning experience. Examinations will be administered on-site or proctored by arrangement. Passwords to access portions of the Web site content will be issued once the student completes a "letter of agreement" online. All Internet sites will be available to registered students one week prior to the official start date of the course.

For more information on Distance Learning, please see pages 70-83.

Spring 2013 classes

Register early for best selection!

READ THIS FIRST!
Tips for navigating the class schedule

About the Course Numbering System

Courses Numbered C001–C099: Introductory, developmental, special interest and some technical courses (not transferable to CSU or UC). English C099AB, Math C010, C020 and C030 are applicable to the associate degree; other courses numbered below C100 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 C100–C299: Transfer courses to CSU. Contact the Coastline Counseling office for information about transferability to UC. 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 C100–C199 are usually first-year courses; those numbered C200–C299 are usually second-year courses and normally require a prerequisite.

Courses Numbered C300–C399: 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 C400 and Above: Non-credit courses.

Terms to Remember

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.

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 on recommended preparation means a condition of enrollment that a student is advised (but not required) to meet before or in conjunction with enrollment in a course of educational program.

Important Information:

Students who need to miss the first class meeting should notify their instructors through the appropriate learning center PRIOR to the first meeting to avoid being dropped.

ENROLLING IN ENGLISH OR MATH?

ENGLISH?
READ THIS FIRST!

All students enrolling in ENGLISH C098, C099, C100, or C135 at Coastline must achieve a qualifying score on the English placement test or successfully complete the course prerequisite.

MATH?
READ THIS FIRST!

All students enrolling in Math C008, C010, C020, C030, C100, C103, C104, C105, C106, C115, C120, C140, C150, C160, C170, C180, C185, C225, C226, C280, or C285 at Coastline are encouraged to take the Math Placement Test or successfully complete the course prerequisite.

Test scores and placement results are generally available upon completion of the test. Students must have a current Coastline application on file. The English and Math placement tests may not be repeated if you have taken it within the past year in the Coast Community College District. Photo identification is required at time of testing.

Testing is available throughout the semester. To schedule an appointment, please go to www.coastline.edu, click on "Placement Testing." You can also call the Assessment Center at 1 (714) 241-6285 to schedule an appointment.

The Assessment Center
is located at
Coastline's College Center Administration Building
11460 Warner Avenue, 4th Floor, Room 412
Fountain Valley, CA 92708
1 (714) 241-6285

STUDENT SERVICES
SOME IMPORTANT TIPS TO GET YOU THROUGH THE SEMESTER

The following Student Services and Policies and Regulations sections are listed in alphabetical order. Throughout these sections Coastline Community College is referred to as "Coastline" and the Coast Community College District is referred to as "CCCD".

Assessment for Entry Placement

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

Students are strongly encouraged to complete the no-cost assessment tests early in their program since the scores are used for advisory purposes during counseling sessions. Scheduled group testing dates and times are available through the Counseling office and/or the English as a Second Language Institute.

Assessment results are available soon after completing the tests. Assessed students are directed to speak with a counselor or faculty advisor to determine course placements which are based upon multiple measures. Multiple assessment measures for entry placement decisions may include, but are not limited to, the following factors: assessment test results, goal definition, motivation, academic status, self-assessment or study skills.

Career Center

Coastline's Career Center offers students and our community an array of career exploration resources and services. The Career Center is located at the Orange County One-Stop Center—North, 5405 Garden Grove Blvd., Westminster, 1 (714) 241-4924.

ACT Center

The ACT Center offers computer-based testing services for licensure and certification in many professions and workplace skills assessments to measure work-readiness. The ACT Center is located at the Orange County One Stop Center, 5405 Garden Grove Blvd. in Westminster. Call 1 (714) 241-4923 or e-mail ACT@coastline.edu.

Contract Education provides business and industry the means to obtain customized education and training programs for their employees. Call 1 (714) 241-6161 or e-mail contracted@coastline.edu.

Military Services are available through Coastline's Military Programs. Visit the Web site at http://military.coastline.edu or call toll free at 1 (866) 422-2645 or locally at 1 (714) 241-6326.

Transfer Center

The Transfer Center assists Coastline students in planning their educational goals. Resources are available to help students select a major, develop an educational plan and research university requirements. For more information, call 1 (714) 241-6171 or visit the center which is located at the Garden Grove Center, 12901 Euclid Street, Garden Grove.

IMPORTANT COLLEGE TERMS

Closed Classes—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 wait list option, place yourself on the wait list. If a seat becomes available, you will be notified by e-mail and will have 24 hours to add the wait listed class. All prerequisites and corequisites must be met; or
3. If wait lists 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 fee; or
4. 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 for the course prior to the "EXPIRES" deadline using the online registration system.

Permission Required Courses—Enclose test scores and proof of eligibility for math and English. These forms must be submitted prior to your registration appointment.

Class Canceled—A canceled class/section is one that is not going to be offered for that semester due to various reasons. You will need to choose an alternate class/section.

Concurrent Enrollment Required—Applies to classes in which you must enroll in both a lecture and a lab. It may also apply to classes that require you to enroll in another type of class at the same time.

Duplicate Section—You cannot enroll in two sections of the same course during the same semester unless they are a first and second eight-week class and coded as a repeatable course.

Time Conflict—You may not enroll in two classes that overlap in time. Check the scheduled class times carefully when planning your program.

Counseling Services

Coastline provides services that meet adult students' unique educational and vocational needs. Among the services are:

- ACADEMIC, TRANSFER, AND VOCATIONAL COUNSELING
- PROGRAM ADVISEMENT
- PERSONAL COUNSELING
- ONLINE ADVISING
- LIVE CHAT
- VETERAN COUNSELING
- SCHOLARSHIP INFORMATION
- SPECIAL ASSISTANCE including campus and community resources and referrals

Call 1 (714) 241-6162 to schedule an appointment.

Extended Opportunity Programs & Services (EOPS) and Cooperative Agencies for Education (CARE)

These state-funded programs are designed to help students who begin college disadvantaged by educational preparation, language, social and economic factors. 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.

For more information, contact the EOPS/CARE office at 1 (714) 241-6237 or visit at College Center, Room 400.

Financial Aid

Coastline participates in major state and federal financial aid programs, which may be in the form of grants, loans, or work opportunities. Contact the Financial Aid office, College Center, Room 419, e-mail financialaid@coastline.edu or call 1 (714) 241-6239 for details.

Health Services

Health services (primary care professional services/not an insurance plan) for Coastline students are provided by: Memorial Prompt Care. For details, see page 16 of this class schedule or go to our Web site at www.coastline.edu.

Alcohol and Drug Prevention Resources: The CCCD strives to provide a drug-free environment that maximizes academic achievement and personal growth. The three colleges in the District offer a variety of classes which focus on alcohol and drug abuse prevention education. Coastline offers Health Ed 100—Health.

Counseling: The County of Orange Public Health Department, Orange County Alcohol Services Office, offers therapy and counseling treatment for family members of alcoholic clients. Call 1 (714) 896-7574 for information. The office is located at 14180 Beach Boulevard, Westminster, CA 92683.

State Laws and College Regulations: State laws and the CCCD Student Code of Conduct specifically prohibit the use, possession, distribution and sale of drugs or alcohol on campus property, at any college-sponsored activity or event, or in District and college vehicles regardless of location. Complete information on the laws and the Student Code of Conduct is available at the College Center, Student Services office. The use of all tobacco products is prohibited in all District buildings and vehicles.

Legal Clinic

Coastline students, staff, faculty and/or alumni may use clinic services. Attorneys are available evenings for an initial one-half hour FREE consultation. Call 1 (714) 241-6298 to schedule an appointment.

Matriculation

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

Coastline agrees to provide an organized process of: admission, orientation, assessment, counseling and student progress follow-up.

Students agree to: declare a specific educational objective, attend class regularly, complete assigned coursework and maintain satisfactory progress toward achieving their educational plans.

The primary goal of matriculation is to increase student success through institutional effectiveness. Student success is measured by attaining educational objectives.

Matriculation is a coordinated process to:

1. Assist students in making wise educational choices concerning programs and courses based upon clear and sensitive appraisals of skills, interests and aptitudes as related to program and course offerings.
2. Enable students to complete units with satisfactory grades and to persist from semester to semester.

3. Identify support services students need to succeed and refer students to college and community resources that meet those needs.
4. Strengthen student motivation to succeed through the above and provide frequent feedback and encouragement.

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

Students who participate in matriculation have an increased potential for success. They are more motivated, knowledgeable and prepared to achieve their educational goals. All Coastline students are strongly encouraged to participate.

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

1. Students who have earned an associate degree or higher from an accredited institution.
2. Students who enroll in six or fewer units and who are not pursuing a degree or a certificate. Upon completion of 12 or more units these students will be required to complete online orientation.
3. Students who, in the opinion of the Dean, Counseling & Matriculation or designee, would not directly benefit from participating in orientation, assessment and/or counseling.
4. A student has the right to refuse matriculation services and may do so by contacting the matriculation technician in the Admissions office to obtain a refusal form.

Contact the Counseling office at 1 (714) 241-6162 for further information.

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. Call the Scholarship Hotline at 1 (714) 546-7600, ext. 16554 for more information.

Special Programs and Services for the Disabled

Students with disabilities (e.g. mobility, communication, speech, hearing, learning, vision, acquired brain injury, intellectual, and/or psychological) are invited to request assistance from Special Programs and Services for the Disabled.

SERVICES include, but are not limited to: interpreting services, note taking, registration assistance, specialized counseling, specialized materials/equipment (i.e., digital recorders, enlarged print, e-text, and other alternative formatted materials), test proctoring, and guidance.

PROGRAMS: Coastline also offers comprehensive programs and services to students with intellectual disabilities, acquired brain injuries, and mobility impairments.

Spring 2013 priority registration for students with a verified disability will be held on November 16, 2012 from 8:30 a.m. to 4:00 p.m. at the Special Programs and Services Office located at the Costa Mesa Center. For more information and dates for Spring 2013 registration, please call (714) 241-6214 or (714) 751-2072 (TDD).

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 in Arts 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 Veterans Technician 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 Veterans Technician for proper procedure.
6. Veterans with fewer than 24 units must submit transcripts for all previous college work to Coastline Community College within four weeks after the semester begins.

Unit Load to Qualify for GI Bill:

Full-time	12 units
3/4 time	9-11 units
1/2 time	6-8 units

CAL-VET: Students who qualify for CAL-VET benefits should contact the Veterans Technician.

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 veterans technician at 1 (714) 241-6325 .

Eligibility for Veteran Benefits

A veteran may be eligible for benefits for ten years after the date of separation from active duty provided discharge or release was other than dishonorable, and he/she served at least a 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, 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.

Veterans Resource Center

The goal of the Veterans Resource Center (VRC) is to build a community-based service center that engages not only local veterans taking classes from Coastline, but also student-veterans located nationwide, and community veterans who wish to support their peers. The VRC was developed to provide a comfortable and positive environment and will provide academic resources, community referrals, networking opportunities, counseling & advisement services, computer access with Wi-Fi, a place to study, and workshops and guest lecturers of value to veterans seeking career and academic opportunities. Coastline also plans to provide the resources available in the VRC to students nationwide through a Virtual VRC.

For more information regarding the VRC, e-mail vet2vet@coastline.edu or call 1 (714) 241-6126.

POLICIES & REGULATIONS
MORE THINGS YOU NEED TO KNOW

Academic Freedom Statement

Coastline Community 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 02/05/03.

Coastline Community College Academic Honesty Procedures

ACADEMIC HONESTY IS A JOINT RESPONSIBILITY OF THE INDIVIDUAL STUDENT AND THE COLLEGE'S FACULTY AND STAFF

Coastline Community College's institutional integrity is built in part upon the individual student's commitment to academic honesty. The College's institutional integrity is also founded upon the effective administration of academic honesty issues by the College's faculty and staff.

Coastline Community College Faculty are responsible for ensuring that the student grades are truly indicative of the student's learned knowledge as exhibited in the classroom. Student acts of academic dishonesty cause disruption of the educational process, weaken our College's institutional integrity, and present challenges for our faculty to fairly assess the student's academic performance.

Coastline Community College Faculty holds primary responsibility for ensuring that academic honesty is maintained in their classes. Individual students also share in this responsibility. Coastline students are required to refrain from all acts of academic dishonesty. The Coast Community College District's Student Code of Conduct and Disciplinary Procedures (BP-3902) apply to students whose conduct violates this academic honesty procedure.

PROCEDURES FOR DEALING WITH VIOLATIONS OF ACADEMIC DISHONESTY

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 or 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 any incident of academic dishonesty resulting in the instructor's issuance of an "F" or zero points - the instructor shall assess the severity of the student's misconduct and determine whether the incident should be immediately reported to the College's Student Discipline Officer (presently the Dean of Counseling, Special Programs & Services) on the "Academic Dishonesty Report" form.

Actions by the College Administration

The sanction imposed for an act of academic dishonesty depends on the severity of the alleged improper conduct of the student. However, sanctions are generally imposed as follows:

Upon receipt of a faculty-member completed first "Academic Dishonesty Report" form concerning a student, (or) upon satisfactory investigation of allegations brought by other staff or students about academic misconduct by a student, the Student Discipline Officer shall respond in one of two ways:

1) By sending a Student Discipline Notification Letter to the student, inviting the student to present a response to the allegations of academic dishonesty. The Student Discipline Officer will inform the student that if a finding of academic dishonesty is sustained, the student will be placed on disciplinary probation for a minimum of one year, with other possible sanctions being imposed pursuant to the District's Student Code of Conduct.

2) The Student Discipline Officer may also create an Academic Dishonesty Report file and send no letter (the Student Disciplinary Officer will not take action, based on the request of the individual instructor, who will handle the disciplinary action individually with his/her own students). If the Student Discipline Officer notes that multiple Academic Dishonesty Reports have been filed for particular students, from multiple instructors, however, then the student will receive the Letter of Student Discipline Notification.

Upon receipt of a second or more "Academic Dishonesty Report" of academic misconduct committed by a student, the Student Discipline Officer shall seek the suspension of the student for one full calendar year.

If, upon this student's return from the one year suspension, the Student Discipline Officer receives any further reports of academic dishonesty concerning this student, the Student

Discipline Officer shall recommend the student be expelled from the District for a period of no less than three years.

Depending on the severity of the student's academic dishonesty, a student may be suspended from the College on a first offense or be recommended for expulsion by the CCCD Board of Trustees.

The Student Discipline Officer shall keep the faculty member and Division Dean reasonably informed of the status of the student discipline process and outcome.

EXAMPLES OF ACADEMIC DISHONESTY CONDUCT

Some examples of academic dishonesty conduct warranting the imposition of disciplinary probation, suspension or expulsion include, but are not limited to, the following:

- Taking an examination for another student or having someone else take an examination for one-self.
- Altering a graded examination/assignment and returning it for additional credit.
- Having another person or a company do research and/or writing of a report.
- 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 or during 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 or placement test.
- Sharing answers for a take-home or on-line examination unless otherwise authorized by the instructor.
- Receiving help in creating a speech, essay, report, project or paper unless otherwise authorized by the instructor.
- Turning in a speech, essay, report, project or paper done for one class to another class unless specifically authorized by the instructor of the second class.
- Misreporting or altering the data in laboratory or research projects.
- Offering another person's work as one's own: copying a speech, essay, report, discussion board posting, project or paper from another person or from books, websites, or other sources.
- Using outside sources (books, or other written sources) without giving proper credit (by naming the person and putting any exact words in quotation marks).
- Intentionally impairing the performance of other students and/or a faculty member.
- Collusion - when any student knowingly or intentionally helps another student perform an act of academic dishonesty. Collusion in an act of academic dishonesty will be disciplined in the same manner as the act itself.

Academic Renewal Policy and Procedure

This Academic Renewal Policy (BP 4240) for Coastline Community College is issued pursuant to Section 55764 and 55765 of the California Administrative Code (Title 5) regulations. The purpose of this policy 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 control of a student, the past substandard work will negatively affect their academic standing and unnecessarily prolong the rate at which he/she may complete his/her current objectives.

Therefore, under the circumstances outlined below, Coastline Community College may disregard from all considerations associated with requirements for the Certificate of Achievement/Associate in Arts Degree and general education certification up to a maximum of thirty (30) semester units of course work from two semesters taken at any college. These circumstances are:

1. The student has requested the action formally and has presented evidence that work completed in the term(s) under consideration is substandard (less than a 2.0 grade point average) and not representative of present scholastic ability as verified by the current level of performance. Verification must consist of:
   a. Completion of a minimum of 12 semester units of course work at any regionally accredited college or university with a minimum cumulative grade point average of at least 2.0 subsequent to the course work to be disregarded.
   b. At least 12 months has elapsed since completion of the most recent course work to be disregarded.

2. Agreement that all units taken during the semester(s) to be disregarded, except those courses required as a prerequisite or to satisfy a requirement, in the student's "redirected" educational objective.

3. An understanding that the student's permanent academic record shall be annotated so that it is readily evident to all users of the records that units disregarded, even if satisfactory, may not apply to certificate, degree or general education certification requirements.

4. Agreement that all course work remains legible on the student's permanent record ensuring a true and complete academic history.

If another accredited college has acted to remove previous course work from Certificate of Achievement, Associate in Arts or Bachelor Degree consideration, such action shall be honored in terms of that institution's policy. Units disregarded by another institution shall be deducted from the thirty semester units maximum of course work eligible for alleviation at Coastline Community College.

Students requesting removal of previous course work for certificate or degree consideration shall file a petition at the Admissions and Records Office. The petition shall outline the semesters of course work to be disregarded and shall include evidence verifying (1) that work completed during this period is substandard, and (2) the expiration of at least 12 months since the end of the last term to be excluded. All official transcripts must be on file at Coastline Community College.

The Director of Admissions and Records or his/her designee shall act to approve the petition and make the proper annotation on the student's permanent record upon verification of the conditions set forth herein.

Note: It is possible that other colleges or universities may not accept the Academic Renewal Policy.

Academic Standards

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 CCCD'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 grade point average of less than 2.0 in the most recent semester completed, or
   b. has a cumulative grade point average of less than 2.0 in all units attempted.

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

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

Disqualification Status: The approved disqualification policy states that a student in the CCCD 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.

2. PROGRESS DISQUALIFICATION—Any student on progress probation for two consecutive semesters shall be disqualified for lack of satisfactory progress.

Students on disqualification at one CCCD college shall be on disqualification at all colleges within the CCCD. Students shall be notified of dismissal status near the beginning of the semester that it takes effect, but in any case, no later than the start of the fall semester. If circumstances warrant, exceptions may be made and reinstatement granted by the Probation and Disqualification Review Committee.

Accreditation

Coastline Community College is accredited by the Accrediting Commission of Community and Junior Colleges of the Western Association of Schools and Colleges, 10 Commercial, Ste. 204 Novato, CA 94949, (415) 506-0234, an institutional accrediting body recognized by the Council for Higher Education Accreditation and the U.S. Department of Education.

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.

Auditing

Effective summer 2010, the college is no longer offering students the option to audit a course.

Changes

Coastline makes every effort to assure the class schedule information is accurate. Because this publication must be prepared well in advance, changes in some programs inevitably will occur. Courses described in this publication are subject to change without notice. All classes offered are based upon sufficient enrollment to economically warrant them. Classes may be canceled as a result of low enrollment, state legislation and/or financial consideration. When classes are canceled due to low enrollment, every attempt will be made to help students adjust their academic schedules. In addition, students are advised that all information set out in this publication is subject to change without notice, and the Board of Trustees of the CCCD, the chancellor of the CCCD and the president of Coastline reserve the right to add, amend or repeal regulations, rules, resolutions or policies within the administrative area of responsibility of such officers.

Class Attendance

Registered students who miss the first class meeting may be dropped. Students who must miss the first class should notify their instructors through the appropriate learning center prior to the first meeting to avoid being dropped from the class. Students are expected to attend class on a regular basis. Each instructor will determine the attendance policy for his/her class and its implication for successful completion of the course.

Class Withdrawal Procedures

Each student is responsible to complete OR officially withdraw from each class in which he/she enrolls.

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.

Students should be aware that "W's" are used to determine academic status.

Students may withdraw/drop a class by:

1. Logging in to your MyCCC site. Drops will be allowed via the web in accordance with published drop deadlines.

2. Mailing a letter or Student Drop Form by the drop deadline date to Coastlline Community College, 11460 Warner Avenue, Fountain Valley, CA 92708. The letter should be sent to the attention of the Admissions office and the student needs to make sure the envelope has a USPS postmark on or before the deadline date.

3. In-person in the Admissions Office during normal business hours, Monday – Thursday, 8:00 am to 5:00 pm and Fridays 8:00 am to 12 noon. Students will be required to present a valid Drivers License, Military ID or Passport to drop a class.

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 three authorized attempts 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.

C. You have extenuating circumstances (verified cases of accidents, illness, or other life changing even 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 Community College. The grade and unit credit earned will be calculated and averaged in GPA.

Grading

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

Symbol	Definition	Grade Points/Units
A	Excellent	4
B	Good	3
C	Satisfactory	2
D	Passing, less than satisfactory	1
F	Failing	0

The following grades are not part of the GPA computations:

CR/P –	Credit at least satisfactory	Unit credit granted
NC/NP–	Non-Credit, 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
IP –	In Progress	No units granted
NG –	Non-Graded	No units granted
RD –	Report Delayed	No units granted

Pass/No Pass: When you select the pass (P)/no pass (NP) option, you will receive a P or NP on your report card instead of a letter (A-F) grade. P means you have satisfactorily completed (passed) the course. NP means you have unsatisfactorily completed (failed) the course. The P/NP option does not affect overall grade point average. Select the P/NP option in classes offering a choice by returning your P/NP postcard to the Admissions office by the appropriate deadline. Postcards are distributed with your registration confirmation packet. You may also obtain them at Coastline area offices. For more complete details, refer to the Catalog.

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

Incomplete Grades: Incomplete academic work for justifiable reasons at the end of the term may result in a "I" symbol being entered in the student's permanent record. The "I" may be made up no later than one year following the end of the term in which it was assigned. 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).

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

Grades

Grade reports are not mailed. Students may access their grades online by logging in to their MyCCC site. Students also have the option of printing their own CCC unofficial transcript. Semester grades are available online approximately 10 working days after the end of the semester (excluding holiday periods).

Student Grievance Procedures

Coastline Community 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 Community College.

Every effort will be made to preserve confidentially 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 Discipline 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 Dean of Enrollment Services to discuss the grievance. At this step, the "Formal Grievance Petition" is filed. The Vice President of Instruction/Student Services will serve as an ombudsman in order to examine objectively both sides of the issue.

The Vice President of Instruction/Student Services 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/Student Services 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/Student Services
3. Faculty Member

A meeting of the committee will be called by the Vice President of Instruction/Student Services 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/Student Services.

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.

Hope Scholarship Credit

Several new tax benefits are now available to help families meet the cost of postsecondary education. These tax benefits are intended to help students and their parents as well as all working Americans to fulfill a variety of education objectives.

Taxpayers can claim one or, in some cases, two new tax credits for expenses they pay for postsecondary education for themselves and their dependent children. This tax credit can directly reduce the amount of federal income tax for returns filed in 1999 or later. The Hope Scholarship Credit is available on a per-student basis for the first two years of postsecondary education, while the Lifetime Learning Credit applies on a tax-return basis and covers a broader time frame and range of educational courses.

Additional information may be obtained in the Admissions and Records office, from your tax advisor, or by going to the National Association of College and Business Officers Web site: http://www.nacubo.org and click on the TRA97 Resource Page icon.

Housing

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

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 CCCD is in no way responsible, nor does it assume liability, for any injuries or losses resulting from this non-sponsored transportation. If you ride with another student, that student is not an agent of, nor driving on behalf of the District.

Under the California Code of Regulations, Subchapter 5, Section 55450, if you participate in a voluntary field trip or excursion, you hold the CCCD, its officers, agents and employees harmless from all liability or claims that may arise out of or in connection with your participation in this activity.

Open Enrollment Policy

It is the policy of the Coast Community College District that, unless specifically exempted by statute, every course section or class, the 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(s) and who meets such prerequisites as may be established pursuant to Section 58106 of Title 5 of the California Administrative Code.

Parking Regulations

Permit Required: Parking permits are required at the Costa Mesa and Garden Grove Centers. Any motorized vehicle requiring registration with the California Department of Motor Vehicles (DMV) must have a current parking permit affixed to the inside lower-left corner of windshield in the manner indicated on the instructions. Motorcycles (mopeds) will have the permit affixed to the left front fork. Cars without permits properly displayed will be cited. Vehicles may park only in spaces or areas designated for vehicle parking. PURCHASE OF A PARKING PERMIT DOES NOT GUARANTEE A PARKING SPACE ON CAMPUS. Purchase parking permits online: Current semester permits are now available online at www.coastline.edu. Daily parking permits can also be obtained from the office at each area site. Coastline parking permits are not valid at Golden West or Orange Coast Colleges.

Parking Areas: Designated parking areas are color coded:
- Yellow (Faculty and Staff) permit required
- White Grid (Motorcycles only) permit required
- Blue (Handicapped—DMV) Handicap permit must be displayed
- Unmarked white stalls—open for permit parking

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

Students who fail to pay parking fines may have their academic records encumbered until all outstanding fines have been paid. Penalties may be added to each citation. The DMV and a collection agency may be notified. PARKING AND TRAFFIC RULES AND REGULATIONS WILL BE IN EFFECT 24 HOURS A DAY.

Parking Regulation/Citation Penalties:

SECTION NO.	REGULATION
401	No parking is allowed in any area that is not designated for student parking. BAIL: $17
402	Vehicles parking within a stall shall not overlap the lines that designate the stall. BAIL: $17
403	No person shall park or leave standing a vehicle on any roadway, landscaped area, driveway, road or field without prior approval of the Public Safety Department. BAIL: $17
404	Motorized cycles and bicycles must be parked in designated motorcycle and bicycle parking areas. BAIL: $17
405	No vehicle shall be backed into diagonal parking stalls. BAIL: $17
406	No person shall park or leave standing a motor vehicle blocking traffic lanes on any campus roadway or parking lot. BAIL: $27
407A	No person shall park or leave standing any vehicle in any area where the curb is painted RED and/or is marked "NO PARKING." BAIL: $27
408	When signs or markings prohibiting and/or limiting parking are erected or placed upon any street, road or area, no person shall park or leave standing any vehicle upon such street, road or area in violation of any such sign or marking. BAIL: $27
409	No person shall park in any area marked in blue and identified as "Handicapped Parking" unless a valid handicapped placard/license plate/permit is properly displayed on or within the vehicle. BAIL: $42
410	Except as otherwise noted in these regulations, no person shall park in an area posted or marked "STAFF" unless a valid annual, semester or temporary STAFF parking permit is properly displayed on or within the vehicle. BAIL: $17
411	No person shall park any vehicle in any manner or fashion so as to create a traffic hazard. BAIL: $17
412AD	No person shall park on campus in designated permit areas, without a current, valid parking permit, properly displayed either on the left rear bumper or suspended from the rear view mirror. Motorcycles/mopeds shall have the permit affixed to the right front fork. BAIL: $17
413	Vehicles parking in metered stalls MUST PAY for use of the stall as indicated on the meter. Display of any Coastline parking permit does not preclude payment of meter fees. BAIL: $17
414	No vehicle will remain parked overnight without approval from the Office of Public Safety, and no person will sleep in or remain overnight in any vehicle parked on campus. BAIL: $17

Complete copies of the parking regulations can be obtained from the Public Safety office or call 1 (714) 546-7600, ext. 16120 for more information.

Personal Security Code

To ensure the security of your records, you will be required to establish a password for your MyCCC portal page. You will be asked to do this the first time you log in to the system. Once you have established your password, it will be REQUIRED for all future online transactions at Coastline Community College, Golden West College and Orange Coast College. If you forget your password, you may go to our Web site at www.coastline.edu and click on "password reset". Your password is yours and yours alone and is not available to the staff at the college for reference.

All in-person transactions require Photo ID. If a student wants someone else to handle their transaction, the person designated must present written authorization signed by the student (regardless of relationship or age) and photo ID at the time of the transaction.

Prerequisites, Corequisites and Other Enrollment Limitations

All prerequisites or corequisites identified in Coastline's catalog and class schedule were established according to state laws as outlined in the CCCD's Model Plan. Except for CCCD 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. Refer to the Catalog for detailed information or contact the Matriculation Office at 1 (714) 241-6166.

Safety

Your safety continues to be our highest priority. The following policies and procedures were created with this goal in mind:

Procedures: To report a crime in progress, or other emergency requiring police or fire response, call 9-1-1. For non-emergency or routine calls, contact the Campus Safety Department or the business number of the local police department. The Campus Safety Department may be contacted directly at 1 (714) 241-6360 or through any of the area offices.

Coastline has an incident report form available which allows for a complete description of any incident. If students, staff or faculty are parties or witnesses to an incident that requires further review or investigation by the college, they should contact the College Center or one of the area offices to file a report.

A college safety suggestion/hazard report is also available to all students, faculty and staff who wish to report a safety or hazard concern of any nature. Forms are available at various locations throughout District facilities and work locations. All reports are kept on file and reviewed on a regular basis.

Facilities: In general, all facilities remain open during business hours, 8 a.m. – 9:30 p.m. at instructional sites, and 8 a.m. – 5:00 p.m. at the College Center.

Law Enforcement: The Campus Safety Department maintains a close working relationship with the local police departments for each area containing a Coastline facility. Coastline security officers and key staff will report incidents or summon the assistance of local agencies on an as-needed basis.

Communication: When a particular incident occurs that is of interest to students, faculty and staff, a collegewide flier/bulletin may be distributed which describes the incident, the actions taken, and safety suggestions.

Crime Statistics (Jeanne Clery Act): Crime statistics for Coastline can be found on the college Web site at coastline.edu or the Department of Education Web site at http://ope.ed.gov/security/. A complete copy of the report can be obtained from the Campus Safety department, or Coastline's Business office. Call 1 (714) 241-6145 for more information.

Student Code of Conduct

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

A Coastline student found in violation of any of the following District or campus-related regulations will be subject to the maximum sanction of expulsion:
- aiding, abetting or inciting (3.1)

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

A Coastline student found in violation of the following District or campus-related regulations may be expelled, or suspended depending on the severity of the student's conduct:
- abusive behavior (4.1)
- assault/battery (4.3)
- cheating/plagiarism (4.4)
- continued misconduct (4.6)
- damaging or stealing library materials (4.22)
- destroying property (4.7)
- discrimination (4.8)
- disrupting the educational process (4.9)
- disruptive behavior (4.10)
- disturbing the peace (4.11)
- failure to appear before a District official when directed to do so (4.12)
- failure to comply or identify (4.13)
- failure to obtain permits before participation in an organized protest (4.14)
- failure to repay debt or return District property (4.15)
- fighting (4.16)
- forgery (4.17)
- gambling (4.18)
- harassment (4.19)
- hateful behavior (4.20)
- lewd conduct (4.21)
- defacing of library materials (4.22)
- misrepresentation (4.23)
- misuse of college identification (4.24)
- possession of alcohol, narcotics or prohibited substances (4.25, 4.26)
- sexual harassment or the threat of sexual assault (4.27, 4.30)
- smoking where prohibited (4.28)
- theft (4.29)
- unauthorized entry or trespass (4.31)
- unauthorized possession of property (4.32)
- unauthorized tape recording or use of electronic devices (4.33, 4.36)
- unauthorized use of alcoholic beverages (4.34)
- unauthorized use of District keys (4.35)
- unauthorized use of property or services (4.37)
- unreasonable demands (4.38)
- violation of District computer usage policy, computer theft or other computer crime (4.5)
- violation of driving regulations (4.39)
- violation of health and safety regulations (4.40)
- violation of local, state or federal law, or violation of posted District rules (4.41, 4.42)

Copies of the CCCD Student Code of Conduct and Disciplinary Procedures, including complete definitions of the above violations, are available from the Dean of Counseling & Matriculation office at College Center.

Student Records

The Admissions office is responsible for registering students and maintaining active and permanent records. Coastline complies with the provisions of the Family Rights and Privacy Act of 1974 (Buckley Amendment) which gives the student the right to see the official school record and restricts distribution of those records. A detailed description of this act is in the Catalog.

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

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

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

Distribution of Student Records to High Schools: Coastline may send to District feeder high schools academic reports reflecting students who have graduated from high schools within the last five years. These reports include the student's name, address, identification number, classes, grades, grade point average and major. This data assists high schools in evaluating their academic program in relation to student activity in college. Students who prefer their academic record not be included in the documents, which are submitted to the high schools, should contact the Admissions office to have their names deleted from the report.

Transcripts: Transcripts of academic work taken at Coastline will be sent to any college or university upon the student's written request. Transcript requests must be submitted online through Credentials, Inc. at: coastline.edu. Allow at least five working days for processing. End of semester transcripts may be requested beginning two weeks prior to the end of the semester, and are processed approximately 10-15 working days after the semester ends. There is a $5 charge for each official transcript, however the first two copies are free.

Students' Rights

The CCCD 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, sex, color, gender, sexual orientation, religion, age, national origin, disability, marital status. This commitment applies to every aspect of education and personnel policies and practices in the treatment of employees, students and the general public.

The right to nondiscrimination in education and employment is guaranteed to persons with disabilities under a number of federal and state laws (including Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA) and the California Fair Employment and Housing Act). Students have the right to be free from discriminatory actions, including sexual harassment.

Contact one of the following college personnel: Cynthia Pienkowski, Americans with Disabilities Act (ADA) officer, 1 (714) 241-6240; Carolyn Loy, Equal Employment officer, 1 (714) 241-6146; or Cynthia Pienkowski, Sexual Harassment Prevention Coordinator, 1 (714) 241-6240 for further information.

Student Right-to-Know

In compliance with the Student-Right-to-Know and Campus Security Act of 1990 (Public Law 101-542), Coastline makes its completion and transfer rates available to all current and prospective students at the following Web site: http://srtk.cccco.edu/index.asp. A copy of this information may be obtained by calling the Public Relations office at 1 (714) 241-6186

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

ACCOUNTING • (714) 241-6209

ACCT C101 - FINANCIAL ACCOUNTING   5.0 units
A course utilizing the theory and techniques of general accepted accounting principles essential to administration of a business enterprise. Students will be analyzing and recording various financial transactions along with preparing, analyzing and interpreting financial statements. Advisory: ACCT C100. Graded or Pass/No Pass option.
-CRN 90545 has one or more onsite meetings (exams), refer to the course webpage or student handbook for details.

90545	16-wk/Jan 28	5 hrs and 30 min/wk arr.	ONLINE	Hoekstra, T
92020	16-wk/Jan 28	9am-11:30am MW	GG CTR RM 102	Whitson, S
91475	16-wk/Jan 28	6:30pm-9pm MW	GG CTR RM 102	Chow, B
92162	16-wk/Jan 28	6:30pm-9pm MW	NB CTR RM 315	Hoekstra, T

ACCT C102 - MANAGERIAL ACCOUNTING   5.0 units
Foundation acquired in ACCT C101 will be further developed through application of basic principles. Analysis of accounting statements and reports, management use of accounting data, concepts of cost accounting, budgetary control and responsibility accounting, and tax costs of business decisions are introduced. Advisory: ACCT C101. Graded or Pass/No Pass option.
-CRN 90425 has one or more onsite meetings (exams), refer to the course webpage or student handbook for details.

| 90425 | 16-wk/Jan 28 | 5 hrs and 30 min/wk arr. | ONLINE | Atallah, J |
| 91099 | 16-wk/Jan 29 | 6:30pm-9pm TTh | GG CTR RM 102 | Fuller, B |

ACCT C103 - INDIVIDUAL TAXATION   3.0 units
Foundation of individual income taxation will be acquired. Introduction of the income tax forms and instruction on how to prepare an income tax return. Advisory: ACCT C101. Graded or Pass/No Pass option.

| 91051 | 16-wk/Jan 28 | 3 hrs and 10 min/wk arr. | ONLINE | Kroll, S |

ACCT C104 - BUSINESS TAXATION   4.0 units
Taxation from business entities approach including business deductions, losses, property transactions, and basic issues. Advisory: Introduction to Accounting or Financial Accounting. Graded or Pass/No Pass option.

| 91066 | 16-wk/Jan 28 | 4 hrs and 15 min/wk arr. | ONLINE | Kroll, S |

ACCT C106 - EXCEL FOR ACCOUNTING   2.0 units
This course includes a detailed study of Accounting using Excel spreadsheets software. Topics include the use of functions and formulas in Excel with emphasis on Accounting as a financial analysis tool. Students are expected to have a working knowledge of Windows. Graded or Pass/No Pass option.

| 92005 | 8-wk/Apr 1 | 4 hrs and 15 min/wk arr. | ONLINE | Livingston, L |

ACCT C114 – INTERMEDIATE ACCOUNTING III   3.0 units
Foundation acquired in ACCT 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. ADVISORY: ACCT C101, C102, C110 and C111. Graded or Pass/No Pass option.

| 92163 | 16-wk/Jan 28 | 3 hrs and 10 min/wk arr. | ONLINE | Ildefonso, N |

ACCT C120 - ADVANCED ACCOUNTING   3.0 units
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. Advisory: ACCT C101. Graded or Pass/No Pass option.

| 91860 | 16-wk/Jan 28 | 3 hrs and 10 min/wk arr. | ONLINE | Kroll, S |

ACCT C130 - VITA TAX INTERNSHIP   2.0 units
To enhance each Volunteer Income Tax Assistance (VITA) intern'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 course certification in IRS provided online Basic and Intermediate tax courses and tax software and completion of service hours in the VITA program provides skills transferable to the workplace. Advisory: ACCT C103 Individual Taxation and be officially enrolled in the VITA volunteer program and perform a minimum of 15 hours of VITA service. Graded or Pass/No Pass Option.
-CRN 92016 has one or more onsite meetings (exams), refer to the course webpage or student handbook for details.

| 92016 | 8-wk/Jan 28 | 11 hrs and 15 min/wk arr. | ONLINE | Whitson, S |

ANATOMY • SEE BIOLOGY C120

ANTHROPOLOGY • (714) 241-6213

ANTH C100 - CULTURAL ANTHROPOLOGY   3.0 units
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. Graded or Pass/No Pass option.
-CRN 90001 has one or more onsite meetings (exams), refer to the course webpage or student handbook for details.

| 90001 | 16-wk/Jan 28 | 3 hrs and 10 min/wk arr. | TV | Hogan, M |
| 91053 | 8-wk/Apr 1 | 6 hrs and 30 min/wk arr. | ONLINE | Salvi, L |

ANTH C185 - PHYSICAL ANTHROPOLOGY   3.0 units
Formerly ANTH C110. The 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. Graded or Pass/No Pass option.

| 91849 | 16-wk/Jan 28 | 3 hrs and 10 min/wk arr. | ONLINE | Salvi, L |

CLASSES LISTED IN GRAY TYPE ARE OFFERED THROUGH DISTANCE LEARNING. FOR MORE INFO. and BROADCAST SCHEDULE, SEE DISTANCE LEARNING SECTION

ART • (714) 241-6213

ART C100 - ART HISTORY AND APPRECIATION 1   **3.0 units**
Multi-cultural survey of art from prehistoric times to the Renaissance period, stressing basic principles and history of art. Introduction to form and content and the media and methods of the visual arts. Illustrated lectures, reading, and study of related exhibitions. Graded or Pass/No Pass option.

ART C101 - ART HISTORY AND APPRECIATION 2   **3.0 units**
Multi-cultural survey of art beginning with the Renaissance and concluding with contemporary art. Illustrated lectures, reading, and study of current exhibits. Graded or Pass/No Pass option.
90786   16-wk/Jan 28   3 hrs and 10 min/wk arr.   ONLINE   Terry, L

ART C105 - INTRODUCTION TO ART   **3.0 units**
An introduction to art from prehistoric times to the present. The student will study the principles of design such as balance and unity and the visual elements such as line and color in a wide variety of artistic media such as painting, drawing, and architecture while examining the role that visual arts play in the historical development of world cultures. Graded or Pass/No Pass option.
90082   16-wk/Jan 28   3 hrs and 10 min/wk arr.   ONLINE   Shelley, K

ART C107 – ART GALLERY PRODUCTION PORTFOLIO DESIGN   **3.0 units**
Students will develop skills and knowledge related to gallery management and design, art careers and portfolio design. This course may be taken four times. Graded or Pass/No Pass option.
90800   16-wk/Feb 1   Noon-3:10pm F   NB CTR RM 106   Lee, D

ART C110 - COLOR AND DESIGN: 2D   **3.0 units**
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. This course may be taken two times. Graded or Pass/No Pass option.
91054   16-wk/Jan 28   6 hrs and 30 min/wk arr.   ONLINE   Shelley, K

ART C120 - DRAWING 1   **3.0 units**
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. This course may be taken four times. Graded or Pass/No Pass option.
91980   16-wk/Jan 30   9am-3:40pm W   NB CTR RM 111   Bauman, J

ART C121 - LIFE DRAWING 1   **3.0 units**
A course in drawing the undraped model from observation emphasizing composition and proportion, using the line, value, shading and volumetric drawing. Students will utilize diverse drawing materials including charcoal, graphite, ink, conte crayons and colored media. Advisory: ART C110A or ART C120A. This course may be taken four times. Graded or Pass/No Pass option.
90401   16-wk/Jan 29   9am-3:40pm T   NB CTR RM 111   Bauman, J

ART C122 - PAINTING 1   **3.0 units**
A comprehensive course in beginning painting. Involves the student in selection of image, color theory and color mixing, methods, materials, and techniques of painting, with emphasis in oil and acrylic painting. The concept and creative process of making art will be examined in historical and multi-cultural contexts. This course is required for art majors and includes written and verbal critique and analysis. Advisory: ART C110A and C120A. This course may be taken four times. Graded or Pass/No Pass option.
92041   16-wk/Jan 29   6:30pm-9:40pm TTh   NB CTR RM 111   Torrini, L

ART C127 - INTRODUCTION TO PORTRAIT DRAWING AND PAINTING   **2.0 units**
Introduces the fundamentals of drawing and painting the head and upper torso in various drawing media as well as oil or acrylic painting. Includes lecture and exploration of both historical and contemporary portraiture to produce naturalistic and abstracted work. Also explores how palette and composition work within the medium. This course may be taken four times. Advisory: ART C120A and C120B and ART C122A and C122B. Graded or Pass/No Pass option.
92042   16-wk/Jan 30   6:30pm-9:40pm W   NB CTR RM 104   Torrini, L

ART C135 - SURVEY OF CHINESE BRUSH PAINT   **2.0 units**
Focus on Chinese culture through hands-on practice of brush strokes. Designed to lead a beginner from how to hold a brush to producing finished compositions in florals, animals and landscape. Detailed instructions on using materials, colors, brushes, and the rice paper, seals and Chinese mounting technique. This course may be taken two times. Graded or Pass/No Pass option.
92040   8-wk/Jan 28   9:30am-2pm MT   NB CTR RM 106   Yeh, N

ART C221 - LIFE DRAWING 2   **3.0 units**
An advanced course in drawing from the undraped model from observation emphasizing composition and proportion, using line, value, shading and volumetric drawing. Students will use diverse drawing materials including charcoal, graphite, ink, conte crayons and colored media. Stresses interpretation of the model leading to the development of a personal style. Advisory: ART C110A or ART C120A or ART C121. This course may be taken four times. Graded or Pass/No Pass option.
91714   16-wk/Jan 31   9am-3:40pm Th   NB CTR RM 111   Bauman, J

ART C234 – CONTEMPORARY FIGURE PAINTING   **3.0 units**
An intermediate course in figure painting from the live model. Non-traditional concepts and experimental techniques are explored to develop new insights into contemporary issues. Figure representation is examined in light of the multi-cultural society. ADVISORY: ART C224. This course may be taken four times. Graded or Pass/No Pass option.
92164   16-wk/Feb 1   9am-3:20pm F   NB CTR RM 111   Staff

ART C263 - WATERCOLOR 1   **3.0 units**
A comprehensive course in watercolor painting with lectures and demonstrations. Includes the history of watercolor painting and its relevance to society. Involves the student in selection of subject matter, color, materials and tools, basic and advanced techniques and methods, composition, and design concepts for effective painting, as well as student analysis and evaluation of watercolor masterworks. This course may be taken 4 times. Graded or Pass/No Pass option.
92046   16-wk/Jan 28   9am-3:20pm M   NB CTR RM 104   Sullivan, M

C O U R S E S

CLASSES LISTED IN GRAY TYPE ARE OFFERED THROUGH DISTANCE LEARNING. FOR MORE INFO. and BROADCAST SCHEDULE, SEE DISTANCE LEARNING SECTION

Spring Semester 2013   **37**

ASTRONOMY • (714) 241-6184

ASTR C100 - INTRODUCTION TO ASTRONOMY   **3.0 units**

Origin, characteristics, and evolution of the solar system, stars, galaxies, and the universe. Milestones in astronomy from antiquity to today and future research. Graded or Pass/No Pass option.

92072	16-wk/Jan 28	3 hrs and 10 min/wk arr.	ONLINE	Devine, D	
92073	16-wk/Jan 29	12:30pm-3:40pm T	NB CTR RM 236	Khan, M	

ASTR C100L - ASTRONOMY LABORATORY   **1.0 unit**

A beginning Astronomy laboratory course for non-science majors. In this course the scientific method is applied to the analysis of experimental astronomical data using a virtual observatory with various telescopes. Whether recreating the first determination of the speed of light, determining the mass of Jupiter, making photometric measurements of the Pleiades, or deriving elementary abundances from X-Ray spectra, students will find this course as interesting as it is educational. Prerequisite: ASTR C100 or concurrent enrollment. Advisory: Understanding of Beginning (Elementary) Algebra. Graded or Pass/No Pass option.
$5 material fee for this course

92074	16-wk/Jan 29	4pm-7:10pm T	NB CTR RM 117	Devine, D	

BIOLOGY • (714) 241-6184

BIOL C100 - INTRODUCTION TO BIOLOGY   **3.0 units**

Biology for non-science majors. A general study of the basic concepts of biology including the human body and the environment. Emphasis on the characteristics of plant and animal life, human body systems, health, genetics, and the interaction of organisms in their environment. Graded or Pass/No Pass option.

90764	8-wk/Jan 28	6 hrs and 30 min/wk arr.	ONLINE	Warwick, R

-CRN 90005 has one or more onsite meetings (exams), refer to the course webpage or student handbook for details.

90005	16-wk/Jan 28	3 hrs and 10 min/wk arr.	TV	Johnson, J
90851	16-wk/Jan 28	3 hrs and 10 min/wk arr.	ONLINE	Warwick, R
92077	16-wk/Jan 28	9am-12:10pm M	LE-JAO RM 119	Warwick, R
92078	16-wk/Jan 28	1:20pm-4:30pm M	LE-JAO RM 202	Warwick, R
91683	16-wk/Jan 29	6:30pm-9:40pm T	GG CTR RM 315	Reyes, J
92080	16-wk/Jan 30	6:45pm-9:55pm W	NB CTR RM 236	Staff

-Enrollment in this section requires Acceptance into the STAR Program and a 1 1/2 year commitment to the program. See http://coastline.edu/star for more information.

91682	8-wk/Apr 1	6 hrs and 30 min/wk arr.	ONLINE	Gutierrez, P

-Enrollment in this section requires Acceptance into the STAR Program and a 1 1/2 year commitment to the program. See http://coastline.edu/star for more information.

92079	8-wk/Apr 2	9am-10:25am TTh	GG CTR RM 122	Staff

BIOL C100L - INTRODUCTION TO BIOLOGY LAB   **1.0 unit**

Formerly BIOL C101. Biology lab for non-science majors. A general study of plant and animal life processes to acquaint the non-biology major with basic biological concepts and instruments in the laboratory. UC credit is not given unless BIOL C100 is taken previously or concurrently. Prerequisite: BIOL C100 or concurrent enrollment in BIOL C100. Graded or Pass/No Pass option.
-Independent Study students must purchase a lab kit from the bookstore. Labs are completed at home on an independent study basis.
-CRN 91945 has one or more onsite meetings (exams), refer to the course webpage or student handbook for details.

91945	8-wk/Jan 28	6 hrs and 30 min/wk arr.	INDEP STDY	Warwick, R

-Independent Study students must purchase a lab kit from the bookstore. Labs are completed at home on an independent study basis.
-CRN 91946 has one or more onsite meetings (exams), refer to the course webpage or student handbook for details.

91946	16-wk/Jan 28	3 hrs and 10 min/wk arr.	INDEP STDY	Warwick, R
91952	16-wk/Jan 28	3 hrs and 10 min/wk arr.	ONLINE	Pourreza, A
91950	16-wk/Feb 1	9am-12:10pm F	GG CTR RM 305	Wahba, R
91947	16-wk/Feb 1	6:45pm-9:55pm F	NB CTR RM 219	Staff

-Enrollment in this section requires Acceptance into the STAR Program and a 1 1/2 year commitment to the program. See http://coastline.edu/star for more information.

92088	8-wk/Apr 1	6 hrs and 30 min/wk arr.	ONLINE	Johnson, J

-Enrollment in this section requires Acceptance into the STAR Program and a 1 1/2 year commitment to the program. See http://coastline.edu/star for more information.

92081	8-wk/Apr 2	1pm-4:10pm TTh	GG CTR RM 305	Pirino, G

BIOL C120 - BIOLOGY OF AGING   **3.0 units**

This course will explore normal vs. abnormal changes in aging and the human ability to adapt. Each body system will be reviewed, focusing on how age changes relate to the development of disorders and diseases in later life. Methods of assisting older persons in adapting to acute and chronic illnesses and in health promotion and maintenance will be discussed. Graded or Pass/No Pass option.

90810	8-wk/Jan 28	6 hrs and 30 min/wk arr.	ONLINE	Talmage, D

BIOL C200 - PHARMACOLOGY   **3.0 units**

Basic principles of pharmacology; classification of drugs, methods, and routes of administration, distribution, absorption, excretion; desired and toxic effects; indication and contraindication for use. Prerequisite: BIOL C225 (formerly BIOL C175). Advisory: CHEM C110; eligibility for ENGL C100. Letter Grade only.

90825	16-wk/Jan 28	6pm-9:10pm M	LE-JAO RM 119	Giancarlo, J

BIOL C210 - GENERAL MICROBIOLOGY   **5.0 units**

Major concepts of microbiology are discussed as they relate to the principal classes of microorganisms and to human health. Topics include microbial characteristics, metabolism, genetics, disease principles, immunology, biotechnology and microbiology applications. The laboratory focuses on methods for analyzing microbes, including microscopy, staining, cultivation, molecular biology and bioinformatics. Advisory: CHEM C110 and eligibility for ENGL C100. Graded or Pass/No Pass option.
-CRN 92069 requires purchase of lab kit and manual from the bookstore.

92069	16-wk/Jan 28	9:20am-2:25pm MW	GG CTR RM 305/251	Pirino, G

-CRN 91705 requires purchase of lab kit and manual from the bookstore.

91705	16-wk/Jan 28	4:30pm-9:15pm MW	GG CTR RM 251/305	Fauce, S

-CRN 90175 requires purchase of lab kit and manual from the bookstore.

90175	16-wk/Jan 29	9am-1:45pm TTh	GG CTR RM 305/203	Pourreza, A

-CRN 91704 requires purchase of lab kit and manual from the bookstore.

91704	16-wk/Jan 29	4:30pm-9:35pm TTh	GG CTR RM 202/305	Syed, E

COURSES

BIOL C220 - HUMAN ANATOMY **4.0 units**

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 dissection of the cat. Appropriate for students interested in human anatomy; satisfies requirements for nursing, physician assistant, occupational therapy, physical therapy, pre-pharmacy majors, and other allied health programs. Advisory: A passing score on the Reading Test. Graded or Pass/No Pass option.

91960	16-wk/Jan 28	8:30am-12:45pm MW	NB CTR RM 215	Henry, D
91954	16-wk/Jan 28	8:45am-1:10pm MW	LE-JAO RM 121/115	Sidhu, R
91957	16-wk/Jan 28	12:15pm-4:30pm MW	LE-JAO RM 121/119	Magrann, T
91958	16-wk/Jan 29	8:45am-1pm TTh	LE-JAO RM 121/115	Feher, K
91961	16-wk/Jan 29	12:15pm-4:30pm TTh	LE-JAO RM 121/115	Nguyen, S
91959	16-wk/Jan 29	5:40pm-9:55pm TTh	LE-JAO RM 115/121	Staff
92076	16-wk/Jan 29	5:40pm-9:55pm TTh	NB CTR RM 219	Giancarlo, J

BIOL C225 - HUMAN PHYSIOLOGY **4.0 units**

Formerly BIOL C175. Emphasis is on integration of body systems and the interrelationships for maintaining body homeostasis. This course is designed for paramedical biology majors (nursing, X-ray technology, physical therapy, dental hygiene, etc.). Prerequisite: BIOL C220 (Formerly BIOL C170). Graded or Pass/No Pass option.

91966	16-wk/Jan 29	8:30am-11:40am TTh	NB CTR RM 236 Lecture NB CTR RM 215 Lab	Henry, D
92117	16-wk/Jan 29	8:30am-11:40am TF	NB CTR RM 236/215	Henry, D
91965	16-wk/Jan 28	3:35pm-9:55pm MW	LE-JAO RM 119/121	Wahba, R
91964	16-wk/Jan 28	7pm-10:10pm MW	NB CTR RM 236/219	Reyes, J
92169	16-wk/Jan 28	3:35pm-9:55pm M	LE JAO RM 121/119	Staff
91963	16-wk/Jan 30	8:45am-11:55am WF	LE-JAO RM 117/121	Ho Chen, J
91962	16-wk/Feb 1	9am-3:20pm F	LE-JAO RM 117/121	Chhun, S

BIOL C283 - GENETICS **4.0 units**

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. Prerequisite: CHEM C110 and BIOL C100. Advisory: ENGL C100. Graded or Pass/No Pass option.

91699	16-wk/Jan 30	9:30am-11:10am W plus	GG CTR RM 315	Gutierrez, P
		2 hrs and 5 min/wk arr.	ONLINE	

BIOL C291 - WORK BASED LEARNING **1.0 unit**

Course is designed to provide students with real-life experiences in Biological Science. On-campus work consists of instruction and experience in the preparation; care; and maintenance of equipment, materials, training aids, and specimens used in the Biology Department. The student must also be employed, or serve as a volunteer, in a biology-related setting (e.g., hospital, lab, museum, park) under the supervision of a qualified professional or faculty member. Prerequisite: Complete 5.0 units in Biology at Coastline prior to work experience. Instructor permission required. Be employed or volunteer in a biology-related setting for 5 hours per week per unit of credit. This course may be taken four times. Graded or Pass/No Pass option.
-Enrollment for BIOL C291 requires previous permission from instructor.

91698	16-wk/Jan 28	5 hrs and 20 min/wk arr.	GG CTR RM 305	Gutierrez, P

BIOL C292 - WORK BASED LEARNING **2.0 units**

Course is designed to provide students with real-life experiences in Biological Science. On-campus work consists of instruction and experience in the preparation; care; and maintenance of equipment, materials, training aids, and specimens used in the Biology Department. The student must also be employed, or serve as a volunteer, in a biology-related setting (e.g., hospital, lab, museum, park) under the supervision of a qualified professional or faculty member. Prerequisite: Complete 5.0 units in Biology at Coastline prior to work experience. Instructor permission required. Be employed or volunteer in a biology-related setting for 5 hours per week per unit of credit. This course may be taken four times. Graded or Pass/No Pass option.
-Enrollment for BIOL C292 requires previous permission from instructor.

91509	16-wk/Jan 28	11 hrs and 15 min/wk arr.	GG CTR RM 305	Gutierrez, P

BIOL C293 - WORK BASED LEARNING **3.0 units**

Course is designed to provide students with real-life experiences in Biological Science. On-campus work consists of instruction and experience in the preparation; care; and maintenance of equipment, materials, training aids, and specimens used in the Biology Department. The student must also be employed, or serve as a volunteer, in a biology-related setting (e.g., hospital, lab, museum, park) under the supervision of a qualified professional or faculty member. Prerequisite: Complete 5.0 units in Biology at Coastline prior to work experience. Instructor permission required. Be employed or volunteer in a biology-related setting for 5 hours per wk per unit of credit. This course may be taken four times. Graded or Pass/No Pass option.
-Enrollment for BIOL C293 requires previous permission from instructor.

91510	16-wk/Jan 28	16 hrs and 30 min/wk arr.	GG CTR RM 305	Gutierrez, P

BUILDING CODES TECHNOLOGY • (714) 241-6209

BCT C284 - WORK BASED LEARNING **4.0 units**

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 the on-the-job practices through individualized performance objectives related to the student's career or occupational goal in Building Codes Technology. PREREQUISITE: Be employed or volunteer in a field related to Building Codes Technology for 5 hours per week per 1 unit of Work Based Learning. COREQUISITE: Be enrolled in a total of 7 units Including Work Based Learning. This course may be taken four times. Graded or Pass/No Pass option.

91956	16-wk/Jan 28	22 hrs and 5 min/wk arr.	GG CTR	Godfrey, D

BCT C302 - CALIFORNIA ADMINISTRATIVE CODE **3.0 units**

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. This course may be taken four times. Graded or Pass/No Pass option.

91154	16-wk/Jan 30	6pm-9:10pm W	GG CTR RM 315	Quast, G

BCT C307 - MECHANICAL CODE **3.0 units**

Interpretation of the Uniform Mechanical Code as it pertains to heating and air conditioning installations; includes venting, heater and air conditioning selection, gas, electrical, and applicable State Green Building codes. This course may be taken four times. Graded or Pass/No Pass option.

91250	16-wk/Jan 31	6pm-9:10pm Th	GG CTR RM 315	Quast, G

CLASSES LISTED IN GRAY TYPE ARE OFFERED THROUGH DISTANCE LEARNING. FOR MORE INFO. and BROADCAST SCHEDULE, SEE DISTANCE LEARNING SECTION

Spring Semester 2013 **39**

BCT C308 - PLUMBING CODE   **3.0 units**

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. Advisory: Knowledge of Building Construction. This course may be taken four times. Graded or Pass/No Pass option.

| 91063 | 16-wk/Jan 28 | 3 hrs and 10 min/wk arr. | ONLINE | Godfrey, D |

BCT C311 - THE INTERNATIONAL RESIDENTIAL CODE   **3.0 units**

Comprehensive study of International Residential Code for One and Two-Family Dwellings. Topics include all residence code requirements for building a home according to IRC. This course may be taken four times. Graded or Pass/No Pass option.

| 91113 | 16-wk/Jan 28 | 3 hrs and 10 min/wk arr. | ONLINE | Godfrey, D |

BUSINESS • (714) 241-6209

BUS C007 - BUSINESS MATHEMATICS   **3.0 units**

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 applicable to A.A. degree.) Graded or Pass/No Pass option.

| 91617 | 16-wk/Jan 28 | 3 hrs and 10 min/wk arr. | ONLINE | Gill, T |

BUS C100 - INTRODUCTION TO BUSINESS   **3.0 units**

Introduction to Business is an introductory course which 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 provides the foundation for future study of business and management. It presents an in-depth examination of the elements of contemporary business, from the Internet functions to the challenges of business on an international scale. Graded or Pass/No Pass option.

| 90009 | 8-wk/Jan 28 | 6 hrs and 30 min/wk arr. | ONLINE | Lockwood, F |

-CRN 90227 has one or more onsite meetings (exams), refer to the course webpage or student handbook for details.

| 90227 | 16-wk/Jan 28 | 3 hrs and 10 min/wk arr. | TV | Henry, C |

BUS C102 - ADVANCED PROJECT MANAGEMENT   **3.0 units**

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 class focuses on 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. Graded or Pass/No pass option.

| 92047 | 16-wk/Jan 28 | 3 hrs and 10 min/wk arr. | ONLINE | Del Carmen, G |

BUS C110 - LEGAL ENVIRONMENT OF BUSINESS   **3.0 units**

Introduction to basic business law, basic principles of American law, sources of law, the courts, and the court system(s). Specific coverage of the law of contracts, torts, administrative agencies, as well as Constitutional law as it pertains to business. Graded or Pass/No Pass option.

-CRN 90010 has one or more onsite meetings (exams), refer to the course webpage or student handbook for details.

| 90010 | 16-wk/Jan 28 | 3 hrs and 10 min/wk arr. | TV | Crawfis, R |
| 90365 | 16-wk/Jan 28 | 3 hrs and 10 min/wk arr. | ONLINE | Crawfis, R |

BUS C120 - PERSONAL FINANCE   **3.0 units**

The goal of Personal Financial Planning is to teach students the fundamentals of financial planning as well as develop an understanding of the social, psychological, and physiological contexts which influence decision making. Personal Financial Planning provides comprehensive coverage of the role of money in student's lives and provides financial planning tools enabling students to identify and evaluate choices that lead to long-term financial security and develop an understanding of their connection with money and the consequences of their decisions. Graded or Pass/No Pass option.

-CRN 90012 has one or more onsite meetings (exams), refer to the course webpage or student handbook for details.

| 90012 | 16-wk/Jan 28 | 3 hrs and 10 min/wk arr. | TV | Ondracek, T |
| 90814 | 16-wk/Jan 28 | 3 hrs and 10 min/wk arr. | ONLINE | Basford, S |

BUS C150 - INTRODUCTION TO MARKETING   **3.0 units**

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. Internet experience helpful. Graded or Pass/No Pass option.

-CRN 90230 has one or more onsite meetings (exams), refer to the course webpage or student handbook for details.

| 90230 | 16-wk/Jan 28 | 3 hrs and 10 min/wk arr. | TV | Oelstrom, J |
| 91075 | 16-wk/Jan 28 | 3 hrs and 10 min/wk arr. | ONLINE | Lockwood, F |

BUS C170 - ENTREPRENEURSHIP AND SMALL BUSINESS FINANCE   **3.0 units**

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. Graded or Pass/No Pass option.

| 91618 | 8-wk/Apr 1 | 6 hrs and 30 min/wk arr. | ONLINE | Basford, S |

BUS C180 - ENTREPRENEURSHIP AND SMALL BUSINESS PLAN   **3.0 units**

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. Advisory: BUS C222. Graded or Pass/No Pass option.

| 91076 | 16-wk/Jan 28 | 3 hrs and 10 min/wk arr. | ONLINE | Gill, T |

BUS C197 - E-COMMERCE/ONLINE BUSINESS   **3.0 units**

E-Commerce/online Business 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 which includes setting up an e-Commerce business. Graded or Pass/No Pass option.

| 92048 | 16-wk/Jan 28 | 3 hrs and 10 min/wk arr. | ONLINE | Gabela, J |

COURSES

BUS C222 - ENTREPRENEURSHIP AND SMALL BUSINESS OPERATIONS AND MANAGEMENT   **3.0 units**

Small Business Operations and Management provide 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. Graded or Pass/No Pass option.
-CRN 90040 has one or more onsite meetings (exams), refer to the course webpage or student handbook for details.

90040	16-wk/Jan 28	3 hrs and 10 min/wk arr.	TV	Lowther, G
90468	8-wk/Jan 28	6 hrs and 30 min/wk arr.	ONLINE	Lockwood, F

BUS C284 - WORK BASED LEARNING   **4.0 units**

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. Prerequisite: Be employed or volunteer in a field related to Business for 5 hours per week per 1 unit of Work Based Learning. Corequisite: Be enrolled in a total of 7 units including Work Based Learning. This course may be taken four times. Graded or Pass/No Pass option.

90190	16-wk/Jan 28	22 hrs and 5 min/wk arr.	GG CTR	Gill, T

BUSINESS COMPUTING • (714) 241-6209

BC C104 - MICROSOFT WINDOWS 1   **1.5 units**

An overview of Windows operating system, emphasizing Windows functions, including controlling computer hardware, running programs, organizing and managing your information. Topics will include Windows' screen display components, the Explorer/Browsers, Contact Manager, customizing your desktop, working with files and folders, using MS applets, system and file management, system and file maintenance. This course may be taken four times. Graded or Pass/No Pass option.

92128	8-wk/Jan 28	6pm-7:50pm M plus	GG CTR RM 206	Terry, B
		2 hrs 25 min/wk arr.	ONLINE	

BC C107A - KEYBOARDING   **1.5 units**

This course teaches beginners how to type and experienced typists to type faster and more accurately. Advisory: Computer access required. Students without a computer should enroll in BC C300L to complete assignments. Graded or Pass/No Pass option.

90523	8-wk/Jan 28	4 hrs and 15 min/wk arr.	ONLINE	Mai, M

BC C107B - KEYBOARDING   **1.5 units**

This course teaches students how to type and format basic letters, memorandums, tables, and reports on the computer while developing proofreading skills and typing speed. Advisory: Computer access required. Students without a computer should enroll in BC C300L to complete assignments. Graded or Pass/No Pass option.

91531	8-wk/Apr 1	4 hrs and 15 min/wk arr.	ONLINE	Mai, M

BC C108 - DATA ENTRY   **1.5 units**

This course teaches students how to use the numeric keypad with speed and accuracy using industry standards for data entry. Advisory: Typing speed of 30 wpm. Computer access required. Students without a computer should enroll in BC C300L to complete assignments. Graded or Pass/No Pass option.

90233	8-wk/Jan 28	5 hrs and 20 min/wk arr.	ONLINE	Kurz, S

BC C109 - KEYBOARDING SPEED/ACCURACY   **1.5 units**

This course assumes that the student has had previous typing/keyboarding experience and wishes to increase keyboarding speed and improve accuracy. Emphasis is on techniques of typing and skill development through prescribed drills and timed writings. Advisory: Computer access required. Students without a computer should enroll in BC C300L to complete assignments. This course may be taken two times. Graded or Pass/No Pass option.

90471	8-wk/Apr 1	5 hrs and 20 min/wk arr.	ONLINE	Oelstrom, J

BC C116 - INTRODUCTION TO MOBILE APPLICATIONS   **3.0 units**

This course examines the development and future of mobile applications, including Smart Phone, I-phone, I-pad, 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. Advisory: Computer literacy. Graded or Pass/No Pass option.

91998	16-wk/Jan 28	4 hrs and 15 min/wk arr.	ONLINE	Ahmed, S
92165	16-wk/Jan 28	6pm-10:15pm M	NB CTR RM 111	Ahmed, S

BC C120 - MICROSOFT EXCEL 1   **1.5 units**

Use an electronic worksheet to create professional worksheets that include formulas, range names, MS Excel Wizards, printing techniques, data analysis, and file management. Advisory: BC C104, Basic Mathematical Skills and Keyboarding Skills at 25 words per minute. Graded or Pass/No Pass option.
-CRN 91010 will use Microsoft Excel 2010.

91010	8-wk/Jan 28	4 hrs and 15 min/wk arr.	ONLINE	Amitoelau, S

BC C121 - MICROSOFT EXCEL 2   **1.5 units**

Advanced training and practice in Microsoft Excel based on fundamentals learned in BC C120. Topics include formulas, range names, functions, Windows, spreadsheet linking, advanced charting, databases, and advanced macros. Advisory: BC C120. Graded or Pass/No Pass option.
-CRN 92044 will use Microsoft Excel 2010.

92044	8-wk/Apr 1	4 hrs and 15 min/wk arr.	ONLINE	Amitoelau, S

BC C145 - MEDICAL ADMINISTRATIVE ASSISTANT I   **3.0 units**

Designed for students in medical assisting, nursing, and allied health programs to learn how to successfully support the front and back office of a clinic or hospital. Advisory: Microsoft Word and Internet experience. Graded or Pass/No Pass option.

92021	16-wk/Jan 28	4 hrs and 15 min/wk arr.	ONLINE	Kurz, S

BC C147 - BEGINNING MICROSOFT WORD   **2.0 units**

This course is designed for students who want to learn how to use Microsoft® Word latest version to create professional-looking documents for workplace, school, and personal communication needs. Students will learn the essential features and functions of computer hardware, the Windows XP or Vista operating system, and Internet Explorer. Topics cover the basics of computer hardware, an introduction to Windows XP or Vista, an introduction to Internet Explorer, creating and editing documents, formatting and maintaining documents, applying formatting and inserting objects, creating tables, and using SmartArt to create diagrams and organizational charts. Advisory: BC C107A or typing speed at least 25 wpm. This course may be taken four times. Graded or Pass/No Pass option.
-CRN 90727 will use Microsoft Word 2010.

90727	8-wk/Jan 28	4 hrs and 15 min/wk arr.	ONLINE	Worden, M

CLASSES LISTED IN GRAY TYPE ARE OFFERED THROUGH DISTANCE LEARNING. FOR MORE INFO. and BROADCAST SCHEDULE, SEE DISTANCE LEARNING SECTION

Spring Semester 2013   **41**

BC C148 - INTERMEDIATE MICROSOFT WORD   **2.0 units**

This course is designed for students who want to learn how to use Intermediate Microsoft Word latest version features to create professional-looking documents for workplace, school, and personal communication needs. Topics include how to use these features: custom numbers and bullets, multilevel list numbering, headers and footers, section breaks, charts, spelling, grammar, thesaurus, word count, custom dictionaries, research features, AutoCorrect, Quick Parts, fields, the Quick Access toolbar, themes and styles, links, cross references, special features and references, tables and indexes, comments, track changes, document protection, distribution, and digital signatures. Advisory: BC C147. This course may be taken four times. Graded or Pass/No Pass option.

90815   8-wk/Apr 1   4 hrs and 15 min/wk arr.   ONLINE   Terry, B

BC C161 - HIT MEDICAL CODING 1   **3.0 units**

An introductory course in Current Procedural Terminology (CPT). Systematically learn CPT codes by body system, various procedures and how to code each one. This course includes an introduction to International Classification of Diseases, 9th Revision, Clinical Modification (ICD 9-CM), and information about third party reimbursement. Advisory: BC C104 or Ability to Use Microsoft Windows. Graded or Pass/No Pass option.

-CRN 91062 has one or more onsite meetings (exams), refer to the course webpage or student handbook for details.

91062   16-wk/Jan 29   4 hrs and 15 min/wk arr.   ONLINE   Long, B

BC C162 - HIT MEDICAL CODING 2   **3.0 units**

A second course in Current Procedural Terminology (CPT) with emphasis on medical coding services such as medical visits, diagnostic testing and interpretation, treatments, surgeries, and anesthesia. This course covers more advanced coding concepts using step-by-step methods that give a more in-depth understanding of physician-based medical coding to ensure gathering the correct information from documents, selecting the right codes, and determining the correct sequencing of those codes. Prerequisite: BC C161. Advisory: BC C104 or Ability to Use Microsoft Windows. Graded or Pass/No Pass option.

-CRN 90745 has one or more onsite meetings (exams), refer to the course webpage or student handbook for details.

90745   16-wk/Jan 28   4 hrs and 15 min/wk arr.   ONLINE   Long, B

BC C163 - HIT MEDICAL TERMINOLOGY 1   **3.0 units**

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. Advisory: BC C104 or ability to use Microsoft Windows. Graded or Pass/No Pass option.

-CRN 90865 has one or more onsite meetings (exams), refer to the course webpage or student handbook for details.

90865   16-wk/Jan 28   4 hrs and 15 min/wk arr.   ONLINE   Long, B

BC C164 - HIT MEDICAL CODING REVIEW   **3.0 units**

This course takes a practical approach to assisting the student to prepare for the facility-based Certified Coding Specialist (CCS) examination given by the American Health Information Management Association (AHIMA) of the CPC-H examination given by the American Association of Professional Coders (AAPC). The content reviews anatomy, terminology, pathophysiology, diagnostic and procedural coding, and reimbursement guidelines and issues. Advisory: BC C161 and BC C162 and BC C163. This course may be taken four times. Graded or Pass/No Pass option.

-CRN 91353 has one or more onsite meetings (exams), refer to the course webpage or student handbook for details.

91353   16-wk/Jan 28   4 hrs and 15 min/wk arr.   ONLINE   Long, B

BC C171 - WEB DESIGN/XHTML1   **3.0 units**

Web Design/XHTML 1 introduces students to the foundations of Web design, including planning, creating, and publishing a Web site. It emphasizes coding at the HTML/XHTML level rather than using a WYSIWYG (What You See Is What You Get) editor. Advisory: DGA C166A or BC C170. Graded or Pass/No Pass option.

90149   8-wk/Apr 1   9 hrs/wk arr.   ONLINE   Terry, B

BC C185 - MICROSOFT POWERPOINT   **1.5 units**

Create powerful, effective, professional presentations using Microsoft PowerPoint. Hands-on introduction to Microsoft PowerPoint, including creating, organizing ideas, editing, communicating ideas, and printing presentations. Emphasis will be on learning to use the built-in Microsoft Wizards and drawing tools to quickly generate an electronic presentation utilizing charts, slides, text, color, and clip art. Advisory: BC C150, BC C104, or BC C147 or strong ability to use Microsoft Windows. Graded or Pass/No Pass option.

90822   8-wk/Apr 1   4 hrs and 15 min/wk arr.   ONLINE   Oelstrom, J

BC C284 - WORK BASED LEARNING   **4.0 units**

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. 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. May be taken four times. Graded or Pass/No Pass option.

90438   16-wk/Jan 28   22 hrs and 5 min/wk arr.   GG CTR RM 250   Gill, T

CHEMISTRY • (714) 241-6184

CHEM C105 - CHEMISTRY EXPLORATIONS FOR TEACHERS   **2.0 units**

A class in basic scientific principles and methods related to chemistry. Emphasis is on developing a molecular level 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. Online class requires purchase of a lab kit from the bookstore. Labs are completed at home on an independent study basis. Letter grade only.

$10 material fee for this course

-Online class requires purchase of a lab kit from the bookstore. Labs are completed at home on an independent study basis.

-CRN 92082 has one or more onsite meetings (exams), refer to the course webpage or student handbook for details.

92082   16-wk/Jan 28   4 hrs and 15 min/wk arr.   ONLINE   Ostrowski, K

CHEM C110 - INTRODUCTION TO CHEMISTRY   **5.0 units**

A lab science course in principles of inorganic, biochemistry, and organic chemistry 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. Corequisite: CHEM C110L. Advisory: Grade of C or better in Elementary Algebra. Graded or Pass/No Pass option.

-Students enrolling in CRN 92083 are also required to enroll in either CHEM C110L lab CRN 92085 or 92086.

-CRN 92083 has one or more onsite meetings (exams), refer to the course webpage or student handbook for details.

92083   16-wk/Jan 28   4 hrs and 15 min/wk arr.   ONLINE   Marcus, T

-Students enrolling in CRN 92084 are also required to enroll in Chemistry C110L lab CRN 92087.

92084   16-wk/Jan 29   9am-1:15pm T   GG CTR RM 250   Staff

C O U R S E S

CHEM C110L – INTRODUCTION TO CHEMISTRY LAB
0.0 unit

Lab for Chemistry 110, Introduction to Chemistry.
Corequisite: CHEM C110
-Students must purchase a lab kit from the bookstore. Labs are completed at home on an independent study basis. -Students enrolling in CRN 92085 are also required to enroll in CHEM C110 CRN 92083.
-CRN 92085 has one or more onsite meetings (exams), refer to the course webpage or student handbook for details.

-Students enrolling in CRN 92086 are also required to enroll in Chemistry C110 lecture CRN 92083. CRN 92086 is recommended for students transferring to Cal State Long Beach or for students who want a wet lab experience.
92086   16-wk/Jan 29   9am-12:10pm T   GG CTR RM 307   Marcus, T
-Students enrolling in CRN 92087 are also required to enroll in Chemistry C110 lecture CRN 92084. CRN 92087 is recommended for students transferring to Cal State Long Beach or for students who want a wet lab experience.
92087   16-wk/Jan 31   9am-12:10pm Th   GG CTR RM 307   Staff

CHEM C130 - PREPARATION FOR GENERAL CHEMISTRY
4.0 units

Introduction to both principles and calculations of chemistry and lab techniques, especially for those who continue with future chemistry courses. Advisory: Grade of C or better in Math C030 Intermediate Algebra. Graded or Pass/No Pass option.
92089   16-wk/Jan 29   1pm-4:10pm TTh   GG CTR RM 205   Staff

CHEM C180 - GENERAL CHEMISTRY A
4.0 units

This course is the first semester of a two-semester sequence (CHEM C180 and C185). A basic course in the principles of inorganic chemistry with special emphasis on chemical calculations and structure. Prerequisite: Completion of CHEM C130 or a recent high school chemistry course with a grade of C, and completion of MATH C030 or a recent high school course in intermediate algebra with a grade of C or appropriate placement on a math placement assessment. Corequisite: CHEM C180L. Letter Grade only.
-Students enrolling in CRN 90847 are also required to enroll in CHEM C180L lab CRN 90848.
-CRN 90847 has one or more onsite meetings (exams), refer to the course webpage or student handbook for details.
-Students enrolling in CRN 90889 are also required to enroll in CHEM C180L lab CRNs 90169 or 90890.
90889   16-wk/Jan 28   9am-1:15pm M   GG CTR RM 315   Marcus, T

CHEM C180L - GENERAL CHEMISTRY A LAB
1.0 unit

A basic course in the principles of inorganic chemistry with special emphasis on chemical calculations and structure. Prerequisite: Completion of CHEM C130, or a recent high school chemistry course with a grade of C, and completion of MATH C030, or a recent high school course in intermediate algebra with a grade of C, or appropriate placement on a math placement assessment. Corequisite: CHEM C180. (May be waived by demonstration of satisfactory completion of CHEM C180, or equivalent.) Letter Grade only.
-Students enrolling in CRN 90848 are also required to enroll in CHEM C180 lecture CRN 90847.
90848   16-wk/Jan 29   5pm-9:15pm T   GG CTR RM 307   Gundy, A
-Students enrolling in CRN 90169 are also required to enroll in CHEM C180 lecture CRN 90889.
90169   16-wk/Jan 30   9am-1:15pm W   GG CTR RM 307   Marcus, T
-Students enrolling in CRN 90890 are also required to enroll in CHEM C180 lecture CRN 90889.
90890   16-wk/Jan 30   1:30pm-5:45pm W   GG CTR RM 307   Marcus, T

CHEM C185 - GENERAL CHEMISTRY B
4.0 units

This course is the second semester of a two-semester sequence (CHEM C180 and C185). A basic course in the principles of inorganic chemistry with special emphasis on chemical kinetics, chemical equilibrium, electro chemistry, nuclear chemistry, and acids and bases. Corequisite: CHEM C185L. Prerequisite: CHEM C180. Letter Grade only.
-Students enrolling in CRN 90038 are also required to enroll in CHEM C185L lab CRN 90039.
-CRN 90038 has one or more onsite meetings (exams), refer to the course webpage or student handbook for details.
-Students enrolling in CRN 90887 are also required to enroll in CHEM C185L lab CRN 90893.
90887   16-wk/Jan 30   9am-1:15pm W   GG CTR RM 250   Chang, Y

CHEM C185L - GENERAL CHEMISTRY B LAB
1.0 unit

This course is the second semester of a two-semester sequence (CHEM C180L and CHEM C185L). A basic course in the principles of inorganic chemistry and lab techniques with special emphasis on chemical kinetics, chemical equilibrium, electro chemistry, nuclear chemistry, and acids and bases. Prerequisite: CHEM C180 and C180L. Corequisite: CHEM C185. (May be waived by demonstration of satisfactory completion of CHEM C185.) Graded or Pass/No Pass option.
$25 material fee for this course
-Students enrolling in CRN 90893 are also required to enroll in CHEM C185 lecture CRN 90887.
90893   16-wk/Jan 28   9am-1:15pm M   GG CTR RM 307   Chang, Y
-Students enrolling in CRN 90039 are also required to enroll in CHEM C185 lecture CRN 90038.
90039   16-wk/Jan 28   5:30pm-9:45pm M   GG CTR RM 307   Wen, Z

CHINESE • (714) 241-6216

CHIN C180 - ELEMENTARY CHINESE 1
5.0 units

Develop the fundamental ability to both comprehend and converse in daily spoken Chinese. Introduction to early reading and writing skills, as well as Chinese customs and culture. Advisory: Students who have completed two years of high school Chinese with a grade of C or better should enroll in CHIN C185 or CHIN C185A. Graded or Pass/No Pass option.

CLASSES LISTED IN GRAY TYPE ARE OFFERED THROUGH DISTANCE LEARNING. FOR MORE INFO. and BROADCAST SCHEDULE, SEE DISTANCE LEARNING SECTION

Spring Semester 2013   **43**

COMMUNICATION STUDIES • (714) 241-6184

CMST C100 - INTERPERSONAL COMMUNICATION   **3.0 units**

Formerly SPCH C100. Interpersonal communication will help students understand how people communicate and why people often fail to communicate effectively. Through practicing the skills and principles of speech-communication, students will be able to improve their ability to exert influence, express and evoke affection, and help other to get good information. Graded or Pass/No Pass option.

92091	16-wk/Jan 28	6:30pm-9:40pm M	LE-JAO RM 202	Levenshus, J
92175	16-wk/Jan 30	9am-12:10pm W	LE-JAO RM 207	Rietveld, L
92092	16-wk/Jan 30	6:30pm-9:40pm W	LE-JAO RM 202	Levenshus, J
92090	16-wk/Jan 31	6:30pm-9:40pm Th	GG CTR RM 251	Levenshus, J

CMST C101 - FUNDAMENTALS OF HUMAN COMMUNICATION   **3.0 units**

Formerly SPCH C101. This course is an introduction to the fundamentals and principles of effective speech communication combining theory and practical application in public and interpersonal situations. There will be a particular emphasis on value theory. Graded or Pass/No Pass option.

92096	16-wk/Jan 28	9am-12:10pm M	LE-JAO RM 202	Rietveld, L

CMST C110 - PUBLIC SPEAKING   **3.0 units**

Formerly SPCH C110. Principles of public speaking, including planning, preparing, and delivering 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. Graded or Pass/No Pass option.
-Enrollment in this section requires Acceptance into the STAR Program and a 1 1/2 year commitment to the program. See http://coastline.edu/star for more information.

92097	8-wk/Jan 28	9am-10:25am MW	GG CTR RM 251	Levenshus, J
92100	16-wk/Jan 29	6:30pm-9:40pm T	LE-JAO RM 202	Gardea, S
92101	16-wk/Jan 30	6:30pm-9:40pm W	GG CTR RM 205	Gardea, S
92099	16-wk/Jan 31	6:30pm-9:40pm Th	LE-JAO RM 202	Gardea, S

-Enrollment in this section requires Acceptance into the STAR Program and a 1 1/2 year commitment to the program. See http://coastline.edu/star for more information.

92130	8-wk/Jan 31	6:00pm-8:50pm Th plus	GG CTR RM 205	Siefkes, A

-Enrollment in this section requires Acceptance into the STAR Program and a 1 1/2 year commitment to the program. See http://coastline.edu/star for more information.

92098	8-wk/Apr 1	9am-10:25am MW	GG CTR RM 251	Levenshus, J

-Enrollment in this section requires Acceptance into the STAR Program and a 1 1/2 year commitment to the program. See http://coastline.edu/star for more information.

92134	8-wk/Apr 4	6pm-9:05pm Th plus	GG CTR RM 205	Carpenter, L
		3 hrs and 15 min/wk arr	ONLINE	

COMPUTER INFORMATION SYSTEMS • (714) 241-6209

CIS C100 – INTRODUCTION TO INFORMATION SYSTEMS   **3.0 units**

This course prepares students with a non-programming introduction to information systems and personal computer applications including word processing, spreadsheets, database, and presentation software. This course may be taken two times. Graded or Pass/No Pass option.

91090	16-wk/Jan 28	4 hrs and 15 min/wk arr.	ONLINE	Crowley, D

CIS C111 – INTRODUCTION TO INFORMATION SYSTEMS PROGRAMMING   **3.0 units**

Examination of information systems and their role in business. Focus on information systems, database management systems, networking, e-commerce, ethics and security, computer systems hardware and software components. Application of these concepts and methods through hands-on projects developing computer-based solutions to business problems. Meets the lower division computer requirement for business majors at some California State University campuses. Graded or Pass/No Pass option.

91115	16-wk/Jan 28	4 hrs and 15 min/wk arr.	ONLINE	Mihatov, S

COMPUTER SERVICES TECHNOLOGY • (714) 241-6209

CST C115 - COMMAND LINE/SCRIPTING   **1.5 units**

This course prepares students to use Command Line Utilities and scripting techniques to manage and maintain operating systems and network appliances. This course may be taken two times. Graded or Pass/No Pass option.

91047	8-wk/Jan 31	6pm-10:15pm Th	GG CTR RM 350	Dawes, A

CST C116 - A+ ESSENTIALS HARDWARE   **3.0 units**

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. Graded or Pass/No Pass option.

90456	8-wk/Jan 31	6pm-9:15pm Th plus	GG CTR RM 306	Isbell, D
		5 hrs 15 min/wk arr.	ONLINE	

CST C117 - A+ ESSENTIALS SOFTWARE   **3.0 units**

The A+ Essentials Software 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 Software course maps to CompTIA's A+ Essentials exam. Advisory: CST C116. This course may be taken two times. Graded or Pass/No Pass option.

90455	8-wk/Apr 2	6pm-10:15pm TTh	GG CTR RM 306	Kerr, J

CST C128 - NETWORK+   **3.0 units**

This Network+ certification course provides an in-depth survey of the field of Networking, including terms, OSI model, various NOS, certification requirements, and security. This course may be taken three times. Graded or Pass/No Pass option.

91158	16-wk/Jan 28	4 hrs and 15 min/wk arr.	ONLINE	Warner, M
90011	16-wk/Jan 29	6pm-10:15pm T	GG CTR RM 350	Dawes, A

CST C157 - MS SQL DATABASE DEVELOPMENT   **3.0 units**

Provides an introduction to relational database fundamentals and SQL programming skills in the Microsoft environment. Topics covered include relational database architecture, database design techniques, and simple and complex query skills. This class is intended for students new to the SQL programming language. This course may be taken four times. Advisory: C172. Graded and Pass/No Pass option.

91631	16-wk/Jan 28	4 hrs and 15 min/wk arr.	ONLINE	Hurst, G
91632	16-wk/Jan 29	6pm-7:35pm T plus	GG CTR RM 302	Hurst, G
		2 hrs 25 min/wk arr.	ONLINE	

CLASSES LISTED IN GRAY TYPE ARE OFFERED THROUGH DISTANCE LEARNING. FOR MORE INFO. and BROADCAST SCHEDULE, SEE DISTANCE LEARNING SECTION

C O U R S E S

CST C185 - MICROSOFT 2008 NETWORK INFRASTRUCTURE
3.0 units

This course provides students with the knowledge and skills to configure and troubleshoot a Windows Server 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. Advisory: CST C128. Graded or Pass/No Pass option.

91968	16-wk/Jan 28	4 hrs and 15 min/wk arr.	ONLINE	Staff
91969	16-wk/Jan 30	6pm-7:35pm M plus	GG CTR RM 352	Bai, H
		2 hrs 25 min/wk arr.	ONLINE	

CST C188 - CONFIGURING MICROSOFT WINDOWS 7
3.0 units

This course provides students with hands-on experience with Windows 7 deployment, upgrades, compatibility, system settings, security features, network connectivity and mobile computing. This course covers the material from the Microsoft MCTS 680 exam. Advisory: CST C128. Graded or Pass/No Pass option.

| 91637 | 16-wk/Jan 28 | 4 hrs and 15 min/wk arr. | ONLINE | Warner, M |

CST C191 - COMPTIA LINUX +
3.0 units

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, 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. Advisory: CST C116 or CST C117 or C128. This course may be taken four times. Graded or Pass/No Pass option.

| 90370 | 16-wk/Jan 30 | 6pm-10:15pm W | GG CTR RM 302 | Riley, K |

CST C201 - CISCO FUNDAMENTALS/CCNA
3.0 units

Authorized Cisco Academy CCNA Exploration course. Lecture and labs in this introductory course will include topics such as the OSI model, IP addressing, basic cabling, network topologies, and configuring Cisco devices. Emphasis on hands-on training. This course may be taken four times. Graded or Pass/No Pass option.
$10 material fee for this course

| 91935 | 8-wk/Jan 28 | 6pm-10:30pm MW | GG CTR RM 353 | Warner, M |

CST C202 - CISCO ROUTER CONFIGURATION/CCNA
3.0 units

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. Advisory: CST C201. This course may be taken four times. Graded or Pass/No Pass option.
$5 material fee for this course

| 91937 | 8-wk/Apr 1 | 6pm-10:15pm MW | GG CTR RM 353 | Warner, M |

CST C203 - CISCO SWITCHING/CCNA 3
3.0 units

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. Advisory: CST C202. This course may be taken four times. Graded or Pass/No Pass option.
$5 material fee for this course

| 91246 | 8-wk/Jan 29 | 6pm-9:20pm T plus | GG CTR RM 353 | Osborne, D |
| | | 5 hrs 10 mins/wk arr. | ONLINE | |

CST C204 - CISCO WAN CONFIGURATION/CCNA 4
3.0 units

It 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. Advisory: CST C201 and C202 and C203. This course may be taken four times. Graded or Pass/No Pass option.
$5 material fee for this course

| 91247 | 8-wk/Apr 2 | 6pm-9:20pm T plus | GG CTR RM 353 | Lui, E |
| | | 5 hrs 10 min/wk arr. | ONLINE | |

CST C205 - CCNP: CISCO IP ROUTING
3.0 units

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. Advisory: CST C204 or CCNA. This course may be taken four times. Graded or Pass/No Pass option.
$5 material fee for this course

| 91248 | 16-wk/Jan 31 | 6pm-10:15pm Th | GG CTR RM 353 | Capocciama, J |

CST C220 - VMWARE VSPHERE
3.0 units

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 course, students learn to install, configure, and manage VMware vSphere. which consists of VMware ESX/ESXi and VMware vCenter Server. Upon completion of this course, students can take the examination to become a VMware Certified Professional. This course may be taken four times. Graded or Pass/No Pass option.

| 91922 | 16-wk/Jan 30 | 6pm-10:15pm W | GG CTR RM 304 | Bai, H |
| 91923 | 16-wk/Jan 31 | 6pm-10:15pm Th | GG CTR RM 304 | Chen, E |

CST C230 - INTRODUCTION TO SECURITY
3.0 units

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. Advisory: CST C128. This course may be taken 3 times. Graded or Pass/No Pass option.
-CRN 90349 has one or more onsite meetings (exams), refer to the course webpage or student handbook for details.

| 90349 | 16-wk/Jan 28 | 4 hrs and 15 min/wk arr. | ONLINE | Warner, M |

CST C245 - EXPLORING COMPUTER FORENSICS
3.0 units

Introduction to Computer Forensics Investigations. The class will cover such topics as how to recognize that a computer crime has occurred and steps follow when acquiring, authenticating, and analyzing data on a compromised system. Hands-on portion will explore the use of several Computer Forensics tools. Advisory: CST C232 and CST C238. This course may be taken three times. Graded or Pass/No Pass option.

| 92056 | 16-wk/Jan 28 | 4 hrs and 15 min/wk arr. | ONLINE | Warner, M |

CLASSES LISTED IN GRAY TYPE ARE OFFERED THROUGH DISTANCE LEARNING. FOR MORE INFO. and BROADCAST SCHEDULE, SEE DISTANCE LEARNING SECTION

Spring Semester 2013 **45**

CST C284 - WORK BASED LEARNING   **4.0 units**

To enhance each Work Based Learning participant's opportunity for success in the field of Computer Service 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 Service Technology. Prerequisite: Be employed or volunteer in a field related to Computer Service Technology for 5 hours per week per 1 unit of Work Based Learning. Corequisite: Be enrolled in a total of 7 units including Work Based Learning. This course may be taken four times. Graded or Pass/No Pass option.

| 90192 | 16-wk/Jan 28 | 22 hrs and 5 min/wk arr. | GG CTR | Crowley, D |

CST C390L - NETWORK LABORATORY   **1.0 unit**

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. Advisory: Concurrent enrollment in any Coastline Community College class. This class may be taken four times. Graded or Pass/No Pass option.

-CRN 90866 is open-entry registration through May 18, 2013.

| 90866 | 16-wk/Feb 1 | 5:30pm-8:50pm F | GG CTR RM 354 | Chen, E |

CST C391L - NETWORK LABORATORY   **1.0 unit**

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. This class may be taken four times. Pass/No Pass option.

-CRN 91941 is open-entry registration through May 18, 2013.

| 91941 | 16-wk/Feb 1 | 5:30pm-8:50pm F | GG CTR RM 354 | Chen, E |

COUNSELING • (714) 241-6162

COUN C104 - CAREER AND LIFE PLANNING   **3.0 units**

Formerly COUN C100. Introduction to career/life planning includes an exploration of interests, skills, values, personality traits, past experiences, and life stages. 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. Graded or Pass/No Pass option.

| 91997 | 8-wk/Jan 28 | 6 hrs and 30 min/wk arr. | ONLINE | Nguyen, C |

COUN C105 - STRATEGIES FOR COLLEGE SUCCESS   **3.0 units**

Course 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 successful techniques. Students will develop educational and career plans. Graded or Pass/No Pass option.

-CRN 90055 has one or more onsite meetings (exams), refer to the course webpage or student handbook for details.

90055	16-wk/Jan 28	3 hrs and 10 min/wk arr.	TV	Jenkins, N
				Winterbourne, S
91605	8-wk/Jan 28	6 hrs and 30 min/wk arr.	ONLINE	Nguyen, A
91700	16-wk/Jan 28	3 hrs and 10 min/wk arr.	ONLINE	Nguyen, A
90877	16-wk/Jan 28	1:30pm-4:40pm M	LE-JAO RM 119	Yeh, L
91504	16-wk/Jan 28	3 hrs and 10 min/wk arr.	ONLINE	Nguyen, C
91834	8-wk/Apr 1	6 hrs and 30 min/wk arr.	ONLINE	Winterbourne, S

DIGITAL GRAPHICS APPLICATIONS • (714) 241-6209

DGA C111 - 3-D SIMULATION AND MULTIMEDIA USING MAYA AND 3DS   **3.0 units**

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. Advisory: DGA C116A. Graded or Pass/No Pass option.

91098	16-wk/Jan 28	4 hrs and 15 min/wk arr.	ONLINE	Isbell, D
91942	16-wk/Jan 29	6pm-7:35pm T plus	GG CTR RM 204	Isbell, D
		2 hrs 25 min/wk arr.	ONLINE	

DGA C116A - ADOBE PHOTOSHOP 1   **3.0 units**

This 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. Graded or Pass/No Pass option.

| 91390 | 16-wk/Jan 28 | 4 hrs and 15 min/wk arr. | ONLINE | Baitoo, H |
| 90019 | 16-wk/Jan 31 | 6pm-10:15pm Th | GG CTR RM 104 | Caterina, A |

DGA C116B - ADOBE PHOTOSHOP 2   **3.0 units**

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. Advisory: DGA C116A.Graded or Pass/No Pass option.

90321	16-wk/Jan 28	4 hrs and 15 min/wk arr.	ONLINE	Hill, K
91638	16-wk/Jan 31	6pm-7:35pm Th plus	GG CTR RM 204	Hill, K
		2 hrs 25 min/wk arr.	ONLINE	

DGA C118B - ADOBE ILLUSTRATOR 2   **3.0 units**

This course is primarily designed for the student wishing to expand their basic knowledge and enhance their skills using Adobe Illustrator. Topics include using Illustrator's effect and appearance features, expanded text techniques, special effects filters, stylized palettes, transformation tools, and preparing illustrations for the web. Create impressive illustrations utilizing features such as transparency, text, masking, and shadow and glow effects. Hands-on environment with lecture. No artistic background is required. Advisory: DGA C118A

91135	16-wk/Jan 28	4 hrs and 15 min/wk arr.	ONLINE	Shelley, K
91639	16-wk/Jan 28	6pm-7:35pm M plus	GG CTR RM 104	Shelley, K
		2 hrs 25 min/wk arr.	ONLINE	

DGA C120 - INTRODUCTION TO INDESIGN — 3.0 units

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. Graded or Pass/No Pass option.

91169	16-wk/Jan 28	4 hrs and 15 min/wk arr.	ONLINE	Baitoo, H
91943	16-wk/Jan 29	6pm-7:35pm T plus	GG CTR RM 104	Baitoo, H
		2 hrs 25 min/wk arr.	ONLINE	

DGA C131 – DIGITAL PHOTOGRAPHY/PHOTOSHOP — 3.0 units

This basic, introductory course will teach you how to use a digital camera with Adobe Photoshop Elements to perform the 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. ADVISORY: Student must provide his or her own digital camera. This course may be taken four times. Graded or Pass/No Pass option.

| 92166 | 16-wk/Jan 29 | 6pm-10:15pm T | NB CTR RM 315 | Caterina, A |

DGA C166C - FLASH BASICS — 3.0 units

From basic drawing to simple frame animations to complex video-enhanced materials, learn to build requisite skills with Flash, while allowing creative talent to emerge. Develop projects for the web or digital media projects. Graded or Pass/No Pass option.

| 91802 | 16-wk/Jan 28 | 4 hrs and 15 min/wk arr. | ONLINE | Chapman, C |

ECONOMICS • (714) 241-6213

ECON C170 - PRINCIPLES OF MICROECONOMICS — 3.0 units

Formerly ECON C185. Introduction to concepts and tools of economic analysis. Studies include price theory, supply and demand, cost and revenue concepts, competition, production, and factors marked. Analyzes problems affecting industrial organization, environment, public choice, and income distribution. Prerequisite: MATH C030 or above with a grade of C or better. Advisory: It is strongly recommended that ECON C170 be taken prior to ECON C175. Graded or Pass/No Pass option.

-CRN 91854 has one or more onsite meetings (exams), refer to the course webpage or student handbook for details.

91854	8-wk/Apr 1	6 hrs and 30 min/wk arr.	ONLINE	Vayo, S
92023	8-wk/Apr 1	6pm-8:00pm M plus	LE-JAO RM 115	Bailly, J
		4 hrs and 30 min/wk arr.	ONLINE	
92171	8-wk/Apr 1	6 hrs and 30 min/wk arr.	ONLINE	Staff
92172	8-wk/Apr 1	9am-12:10pm MW	GG CTR RM	Vayo, S

ECON C175 - PRINCIPLES OF MACROECONOMICS — 3.0 units

Formerly ECON C180. Course analyses recession, unemployment and inflation; focuses on business cycles, output, and income measurements, the equilibrium level of national income, money creation, the banking system, and public debt. Also examines monetary and fiscal policy. Prerequisite: MATH C030 or above with a grade of C or better. Advisory: It is strongly recommended that ECON C170 be taken prior to ECON C175. Graded or Pass/No Pass option.

-CRN 91850 has one or more onsite meetings (exams), refer to the course webpage or student handbook for details.

| 91850 | 16-wk/Jan 28 | 3 hrs and 10 min/wk arr. | ONLINE | Cummins, M |
| 91851 | 16-wk/Feb 1 | 9am-12:10pm F | LE-JAO RM 200 | Bailly, J |

EDUCATION • (714) 241-6213

EDUC C103 – INTRODUCTION TO COMPUTERS IN EDUCATION: TECHNOLOGY PROFICIENCIES FOR TEACHERS — 2.0 units

Based on the Technology Standard for a California K-12 Preliminary Teaching Credential. The class focuses on the proficiencies credential candidates are required to master before they can be issued a preliminary Multiple or Single Subject Credential. The curriculum and course represent a working partnership between the California Technology Assistance Project (CTAP), Region IX and Coast Community College District's TEACh3 Program. Students enrolled in the class will complete a portfolio in all the state mandated proficiencies and will receive certification as a Preliminary (Level 1) Technology Proficient Educator. All skills are transferable between the Macintosh and Windows environments. Advisory: EDUC C104 may be taken concurrently. Letter Grade only.

| 90897 | 8-wk/Jan 28 | 4 hrs and 15 min/wk arr. | ONLINE | Chapman, C |

EDUC C104 – INTRODUCTION TO TEACHING AND LEARNING IN DIVERSE CONTEMPORARY CLASSROOMS — 1.0 unit

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. Ten hours of arranged fieldwork/observation included. Advisory: Eligibility for English C100. Letter Grade only.

| 90898 | 16-wk/Jan 28 | 2 hrs and 5 min/wk arr. | ONLINE | Chapman, C |

EDUC C180 – FAMILY, SCHOOL, AND COMMUNITY PARTNERSHIPS — 3.0 units

A course for prospective teachers about current family, school, and community partnership models and approaches which foster two-way partnerships with families and communities of diverse backgrounds. This course covers historical, legal, social, and political perspectives regarding educational access and equity for diverse student populations found in contemporary classrooms; students learn about building relationships with ethnically and linguistically diverse families and communities along with a focus on socialization, identity development, and the developing child in a societal context. Includes ten hours of arranged fieldwork/focused observations aligned with students' area of interest (preschool, elementary, middle school, high school). Letter grade only.

-CRN 90737 has one or more onsite meetings (exams), refer to the course webpage or student handbook for details.

| 90737 | 16-wk/Jan 28 | 3 hrs and 10 min/wk arr. | ONLINE | Yaron, S |

EDUC C200 - THE TEACHING PROFESSION   **3.5 units**

Designed for students considering teaching as a career or for those interested in a class that focuses on issues facing teachers and students in today's schools. Course examines opportunities, requirements, responsibilities, and rewards in teaching as well as skills needed and problems often encountered in the classroom. Additional focus on educational philosophies and sociology of education. Includes tutoring training and 40 hours of assigned fieldwork. Meets the new California Commission on Teacher Credentialing requirement that students who are considering a teaching career have early and frequent opportunities to engage in field experiences that are linked with college/university coursework. Advisory: Eligibility for ENGL C100. Letter Grade only.

-CRN 90872 has one or more onsite meetings (exams), refer to the course webpage or student handbook for details.

90872   16-wk/Jan 28   5 hrs and 30 min/wk arr.   ONLINE   Yaron, S

EMERGENCY MANAGEMENT/HOMELAND SECURITY • (714) 241-6209

EMGT C101 – INTRODUCTION TO EMERGENCY MANAGEMENT   **3.0 units**

This course introduces the student to the fundamental aspects of emergency management. It examines the roles and responsibilities of government and non-profit agencies in managing disasters and emphasizes the four basic emergency management disciplines: preparedness, mitigation, response and recovery. Graded or Pass/No Pass option.

91524   8-wk/Jan 28   6 hrs and 30 min/wk arr.   ONLINE   Sampson, K

EMGT C130 - HAZARD MITIGATION   **3.0 units**

This course will define what mitigation is and explain the two types of mitigation (structural and non-structural) as well as describe basic mitigation priorities. Lecture topics include the purpose and benefits of a local mitigation strategy, common mitigation measures, components of the mitigation planning process, relationship between mitigation and comprehensive local planning, community stakeholders and interests groups, and obstacles to mitigation. Graded or Pass/No Pass option.

91625   8-wk/Jan 28   6 hrs and 30 min/wk arr.   ONLINE   Lopez, E

EMGT C160 - INTRODUCTION TO PIO   **3.0 units**

This course will introduce the basic concepts of the emergency management PIO function. Course topics will include the role of the PIO as well as composing press releases, public speaking, doing television interviews, and conducting awareness campaigns. This course is designed for those who are new to the field and/or those who are assigned the role of PIO as an ancillary duty. Graded or Pass/No Pass option.

91395   8-wk/Apr 1   6 hrs and 30 min/wk arr.   ONLINE   Irvin, T

ENGLISH • (714) 241-6184

ENGL C020 - BASIC GRAMMAR   **0.5 unit**

This is a basic grammar course covering sentence structure, parts of speech, punctuation, and syntax. Emphasis is placed on grammatical structure and correct usage. (Not Applicable to A.A. Degree.) Pass/No Pass only.

91648   16-wk/Jan 28   1 hr and 25 min/wk arr.   INDEP STDY   Leighton, K

ENGL C021 - COLLEGE SPELLING 1   **0.5 unit**

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 Applicable to A.A. Degree.) Pass/No Pass only.

91534   16-wk/Jan 28   1 hr and 25 min/wk arr.   INDEP STDY   Leighton, K

ENGL C024 - COLLEGE VOCABULARY 1   **0.5 unit**

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 Applicable to A.A. Degree.) Pass/No Pass only. Flexible Enrollment.

91535   16-wk/Jan 28   1 hr and 25 min/wk arr.   INDEP STDY   Leighton, K

-Open-entry registration through February 24.

90820   16-wk/Jan 28   1 hr and 25 min/wk arr.   LE-JAO RM 101   Keefer, S

-Open-entry registration through February 24.

92144   16-wk/Jan 28   1 hr and 25 min/wk arr.   LE-JAO RM 101   Keefer, S

-Open-entry registration through February 24.

92143   16-wk/Jan 28   1 hr and 25 min/wk arr.   LE-JAO RM 101   Keefer, S

-Open-entry registration through February 24.

92142   16-wk/Jan 28   1 hr and 25 min/wk arr.   LE-JAO RM 101   Keefer, S

-Open-entry registration through February 24.

92141   16-wk/Jan 28   1 hr and 25 min/wk arr.   LE-JAO RM 101   Keefer, S

-Open-entry registration through February 24.

92140   16-wk/Jan 28   1 hr and 25 min/wk arr.   LE-JAO RM 101   Keefer, S

ENGL C025 - COLLEGE VOCABULARY 2   **0.5 unit**

Part two of a beginning course designed to help students develop a powerful vocabulary. Students learn word usage and ways to build words using context clues, word derivatives, and prefixes and suffixes; they also learn how to correctly use a dictionary and thesaurus. (Not Applicable to A.A. Degree.) Pass/No Pass only. Flexible Enrollment. Prerequisite: ENGL C024

-Open-entry registration through February 24.

91418   16-wk/Jan 28   1 hr and 25 min/wk arr.   LE-JAO RM 101   Tsutsumida-Krampe, L

-Open-entry registration through February 24.

92139   16-wk/Jan 28   1 hr and 25 min/wk arr.   LE-JAO RM 101   Tsutsumida-Krampe, L

ENGL C026 - COLLEGE VOCABULARY 3   **0.5 unit**

An intermediate course designed to help students develop a powerful vocabulary. Students learn word usage and ways to build words using context clues, word derivatives, and prefixes and suffixes; they also learn how to correctly use a dictionary and thesaurus. (Not Applicable to A.A. Degree.) Pass/No Pass only. Flexible enrollment.

-Open-entry registration through February 24.

91419   16-wk/Jan 28   1 hr and 25 min/wk arr.   LE-JAO RM 101   Tsutsumida-Krampe, L

-Open-entry registration through February 24.

92138   16-wk/Jan 28   1 hr and 25 min/wk arr.   LE-JAO RM 101   Tsutsumida-Krampe, L

COURSES

ENGL C027 - COLLEGE VOCABULARY 4   0.5 unit

Part two of an intermediate course designed to help students develop a powerful vocabulary. Students learn word usage and ways to build words using context clues, word derivatives, and prefixes and suffixes; they also learn how to correctly use a dictionary and thesaurus. (Not Applicable to A.A. Degree.) Prerequisite: ENGL C026. Pass/No Pass only. Flexible Enrollment.

-Open-entry registration through February 24.

| 91420 | 16-wk/Jan 28 | 1 hr and 25 min/wk arr. | LE-JAO RM 101 | Tsutsumida-Krampe, L |

-Open-entry registration through February 24.

| 92137 | 16-wk/Jan 28 | 1 hr and 25 min/wk arr. | LE-JAO RM 101 | Tsutsumida-Krampe, L |

ENGL C040 – READING SKILLS 1   0.5 unit

Introduction to an individualized, self-paced, computerized reading program designed to improve reading skills. (Not Applicable to A.A. Degree.) Pass/No Pass only. Flexible Enrollment.

-Open-entry registration through February 24.

| 92154 | 16-wk/Jan 28 | 1 hr and 25 min/wk arr. | LE-JAO RM 101 | Desmond, D |

-Open-entry registration through February 24.

| 92155 | 16-wk/Jan 28 | 1 hr and 25 min/wk arr. | LE-JAO RM 101 | Desmond, D |

-Open-entry registration through February 24.

| 92170 | 16-wk/Jan 28 | 1 hr and 25 min/wk arr. | LE-JAO RM 101 | Desmond, D |

ENGL C041 - WRITING SKILLS 1   0.5 unit

Introduction to individualized, self-paced, computerized writing program designed to improve writing skills. (Not Applicable to A.A. Degree.) Pass/No Pass only. Flexible Enrollment.

-Open-entry registration through February 24.

| 90841 | 16-wk/Jan 28 | 1 hr and 25 min/wk arr. | LE-JAO RM 101 | Ozbirn, K |

-Open-entry registration through February 24.

| 91778 | 16-wk/Jan 28 | 1 hr and 25 min/wk arr. | LE-JAO RM 101 | Ozbirn, K |

-Open-entry registration through February 24.

| 92010 | 16-wk/Jan 28 | 1 hr and 25 min/wk arr. | LE-JAO RM 101 | Ozbirn, K |

ENGL C050 – READING SKILLS 2   0.5 unit

A beginning self-paced, computerized reading program designed to improve reading skills. (Not Applicable to A.A. Degree.) Pass/No Pass only. Flexible Enrollment.

-Open-entry registration through February 24.

| 92152 | 16-wk/Jan 28 | 1 hr and 25 min/wk arr. | LE-JAO RM 101 | Desmond, D |

-Open-entry registration through February 24.

| 92151 | 16-wk/Jan 28 | 1 hr and 25 min/wk arr. | LE-JAO RM 101 | Desmond, D |

-Open-entry registration through February 24.

| 92150 | 16-wk/Jan 28 | 1 hr and 25 min/wk arr. | LE-JAO RM 101 | Desmond, D |

ENGL C051 - WRITING SKILLS 2   0.5 unit

A beginning individualized, self-paced, computerized writing program designed to improve writing skills. (Not Applicable to A.A. Degree.) Pass/No Pass only. Flexible Enrollment.

-Open-entry registration through February 24.

| 91422 | 16-wk/Jan 28 | 1 hr and 25 min/wk arr. | LE-JAO RM 101 | Ozbirn, K |

-Open-entry registration through February 24.

| 91776 | 16-wk/Jan 28 | 1 hr and 25 min/wk arr. | LE-JAO RM 101 | Ozbirn, K |

-Open-entry registration through February 24.

| 92012 | 16-wk/Jan 28 | 1 hr and 25 min/wk arr. | LE-JAO RM 101 | Ozbirn, K |

ENGL C060 – READING SKILLS 3   0.5 unit

An intermediate self-paced, computerized reading program designed to improve reading skills. (Not Applicable to A.A. Degree.) Pass/No Pass only. Flexible Enrollment.

-Open-entry registration through February 24.

| 92149 | 16-wk/Jan 28 | 1 hr and 25 min/wk arr. | LE-JAO RM 101 | Desmond, D |

-Open-entry registration through February 24.

| 92148 | 16-wk/Jan 28 | 1 hr and 25 min/wk arr. | LE-JAO RM 101 | Desmond, D |

ENGL C061 - WRITING SKILLS 3   0.5 unit

An intermediate self-paced, computerized writing program designed to improve writing skills. (Not Applicable to A.A. Degree.) Pass/No Pass only. Flexible Enrollment.

-Open-entry registration through February 24.

| 91424 | 16-wk/Jan 28 | 1 hr and 25 min/wk arr. | LE-JAO RM 101 | Walker, L |

-Open-entry registration through February 24.

| 91797 | 16-wk/Jan 28 | 1 hr and 25 min/wk arr. | LE-JAO RM 101 | Walker, L |

-Open-entry registration through February 24.

| 92015 | 16-wk/Jan 28 | 1 hr and 25 min/wk arr. | LE-JAO RM 101 | Walker, L |

ENGL C070 – READING SKILLS 4   0.5 unit

An advanced intermediate self-paced, computerized reading program designed to improve reading skills. (Not Applicable to A.A. Degree.) Pass/No Pass only. Flexible Enrollment.-Open-entry registration through February 24.

-Open-entry registration through February 24.

| 92161 | 16-wk/Jan 28 | 1 hr and 25 min/wk arr. | LE-JAO RM 101 | Preciado, A |

-Open-entry registration through February 24.

| 92135 | 16-wk/Jan 28 | 1 hr and 25 min/wk arr. | LE-JAO RM 101 | Preciado, A |

-Open-entry registration through February 24.

| 92136 | 16-wk/Jan 28 | 1 hr and 25 min/wk arr. | LE-JAO RM 101 | Preciado, A |

ENGL C071 - WRITING SKILLS 4   0.5 unit

An advanced intermediate self-paced, computerized writing program designed to improve writing skills. (Not Applicable to A.A. Degree.) Pass/No Pass only. Flexible Enrollment.

-Open-entry registration through February 24.

| 91426 | 16-wk/Jan 28 | 1 hr and 25 min/wk arr. | LE-JAO RM 101 | Walker, L |

-Open-entry registration through February 24.

| 91800 | 16-wk/Jan 28 | 1 hr and 25 min/wk arr. | LE-JAO RM 101 | Walker, L |

-Open-entry registration through February 24.

| 92060 | 16-wk/Jan 28 | 1 hr and 25 min/wk arr. | LE-JAO RM 101 | Walker, L |

CLASSES LISTED IN GRAY TYPE ARE OFFERED THROUGH DISTANCE LEARNING. FOR MORE INFO. and BROADCAST SCHEDULE, SEE DISTANCE LEARNING SECTION

ENGL C080 – ENGLISH ASSESSMENT FOR STUDENT SUCCESS   0.5 unit

Individualized, computerized, prescriptive assessment program designed to improve reading and/or writing skills. (Not Applicable to A.A. Degree.) Pass/No Pass only. Flexible Enrollment.

-Open-entry registration through February 24.

| 90839 | 16-wk/Jan 28 | 1 hr and 25 min/wk arr. | LE-JAO RM 101 | Hall, Leva |

-Open-entry registration through February 24.

| 91777 | 16-wk/Jan 28 | 1 hr and 25 min/wk arr. | LE-JAO RM 101 | Hall, Leva |

-Open-entry registration through February 24.

| 92011 | 16-wk/Jan 28 | 1 hr and 25 min/wk arr. | LE-JAO RM 101 | Hall, Leva |

-Open-entry registration through February 24.

| 92145 | 16-wk/Jan 28 | 1 hr and 25 min/wk arr. | LE-JAO RM 101 | Fry, M |

-Open-entry registration through February 24.

| 92146 | 16-wk/Jan 28 | 1 hr and 25 min/wk arr. | LE-JAO RM 101 | Fry, M |

-Open-entry registration through February 24.

| 92147 | 16-wk/Jan 28 | 1 hr and 25 min/wk arr. | LE-JAO RM 101 | Fry, M |

ENGL C091 - BASIC READING 1   2.0 units

This course provides an individualized reading program designed to develop and improve basic reading skills in comprehension, main idea, facts and details, conclusions, judgments, inferences, vocabulary, and critical thinking. (Not Applicable to A.A. Degree.) Pass/No Pass only.

-Open-entry registration through February 24.

| 92061 | 16-wk/Jan 28 | 3pm-5:05pm M | LE-JAO RM 217 | Milton, N |

ENGL C092 - BASIC READING 2   2.0 units

This course provides an individualized reading program designed to improve basic reading skills in comprehension, main idea, facts and details, conclusions, judgments, inferences, vocabulary, and critical thinking. Scanning and skimming techniques are introduced. (Not Applicable to AA degree.) Prerequisite: ENGL C091 or an appropriate score on the reading test. Pass/No Pass only.

-Open-entry registration through February 24.

| 91345 | 16-wk/Jan 28 | 5:30pm-7:35pm M | LE-JAO RM 204 | Milton, N |

ENGL C094 - BASIC READING 3   2.0 units

This course provides an individualized reading program designed to improve basic reading skills in comprehension, main idea, facts and details, conclusions, judgments, inferences, vocabulary, and critical thinking. Scanning and skimming techniques are introduced, and extensive and intensive reading strategies are presented. (Not Applicable to AA Degree.) Prerequisite: ENGL C092 or an appropriate score on the reading test. Pass/No Pass only.

-Open-entry registration through February 24.

| 91347 | 16-wk/Jan 29 | 5:30pm-7:35pm T | LE-JAO RM 200 | Glover, C |

ENGL C095 - BASIC READING 4   2.0 units

This course provides an individualized reading program designed to improve basic reading skills in comprehension, main idea, facts and details, conclusions, judgments, inferences, vocabulary, and critical thinking. Scanning and skimming techniques are introduced, and extensive and intensive reading strategies are presented. Students will learn to identify, interpret, and use figurative language. (Not Applicable to AA Degree.) Prerequisite: ENGL C094 or an appropriate score on the reading test. Pass/No Pass only.

-Open-entry registration through February 24.

| 92062 | 16-wk/Jan 30 | 5:30pm-7:35pm W | LE-JAO RM 202 | Glover, C |

ENGL C096 - BASIC READING 5   2.0 units

This course provides an individualized reading program designed to improve basic reading skills in comprehension, main idea, facts and details, conclusions, judgments, inferences, vocabulary, and critical thinking. Scanning and skimming techniques are introduced, and extensive and intensive reading strategies are presented. Students will learn to identify, interpret, and use figurative language. Included are problem-solving methods, including verbal reasoning, comparative reasoning, ideological reasoning, empirical reasoning, and analyzing and evaluating evidence. (Not Applicable to AA degree.) Prerequisite: ENGL C095 or an appropriate score on the reading test. Pass/No pass only.

-Open-entry registration through February 24.

| 92063 | 16-wk/Jan 31 | 3pm-5:05pm Th | LE-JAO RM 202 | Pittaway, D |

ENGL C097 - BASIC GRAMMAR/WRITING   3.0 units

This basic grammar and writing course covers sentence structure, parts of speech, punctuation, syntax, unity, and paragraph structure. (Not Applicable to A.A. Degree.) Pass/No Pass only.

| 90391 | 16-wk/Jan 28 | 6:30pm-9:40pm M | LE-JAO RM 200 | Ozbirn, K |
| 92102 | 16-wk/Jan 29 | 9am-12:10pm T | LE-JAO RM 202 | Davis, S |

ENGL C098 - DEVELOPMENTAL WRITING   3.0 units

Students write various types of paragraphs as well as review the basics of paragraph writing, grammar and mechanics. (Not Applicable to A.A. Degree.) This course may be taken two times. Prerequisite: ENGL C097. Pass/No Pass only.

| 92103 | 16-wk/Jan 30 | 9am-1:15pm W | LE-JAO RM 200 | Davis, S |
| 90399 | 16-wk/Jan 31 | 6pm-10:15pm Th | LE-JAO RM 200 | Davis, P |

ENGL C099 - FUNDAMENTALS OF COMPOSITION   3.0 units

Students will analyze the writing process and composition principles with an emphasis on expository writing practice in extended paragraphs and essays. Students will also review grammar, sentence structure, and punctuation in order to express ideas clearly. This course is recommended preparation for ENGL C100 (Freshman English). (Not Applicable to A.A. Degree.) Prerequisite: ENGL C098. Pass/No Pass only.

90182	16-wk/Jan 28	3 hrs and 10 min/wk arr.	ONLINE	Leighton, K
90806	16-wk/Jan 28	3 hrs and 10 min/wk arr.	ONLINE	Leighton, K
90394	16-wk/Jan 29	6:30pm-9:40pm T	LE-JAO RM 117	Morehouse, K
90007	16-wk/Jan 30	9am-12:10pm W	LE-JAO RM 202	Leighton, K
91728	16-wk/Jan 30	9am-12:10pm W	LE-JAO RM 217	Tsutsumida-Krampe, L

C O U R S E S

ENGL C100 - FRESHMAN COMPOSITION 3.0 units

The basic principles and process of written composition will be applied through examinations and assigned essays. The process of choosing and shaping a thesis and writing an extended, well-developed essay will be stressed. Practice in research and production of a research paper will be included. Prerequisite: ENGL C099. Letter Grade only.

90031	16-wk/Jan 28	3 hrs and 10 min/wk arr.	ONLINE	Davis, S
90154	16-wk/Jan 28	3 hrs and 10 min/wk arr.	ONLINE	Davis, S
90218	16-wk/Jan 28	8:30am-11:40am	LE-JAO RM 119	Palmer, C
90738	16-wk/Jan 28	3 hrs and 10 min/wk arr.	ONLINE	Palmer, C
91173	16-wk/Jan 28	3 hrs and 10 min/wk arr.	ONLINE	Nichols, K
92106	16-wk/Jan 28	3 hrs and 10 min/wk arr.	ONLINE	Nichols, K
92107	16-wk/Jan 28	3 hrs and 10 min/wk arr.	ONLINE	Nichols, K
92105	16-wk/Jan 29	6:30pm-9:40pm T	LE-JAO RM 119	Rosen, L
90405	16-wk/Jan 29	9am-12:10pm T	LE-JAO RM 202	Sakovich, L
90784	16-wk/Jan 31	9am-12:10pm Th	LE-JAO RM 210	Sakovich, L
90398	16-wk/Jan 31	6:30pm-9:40pm Th	LE-JAO RM 210	Rosen, L

ENGL C102 - CRITICAL REASONING 3.0 units

Developing critical thinking, reading and writing skills beyond the level achieved in English C100. Students apply these skills in writing expository essays and in doing research. Prerequisite: ENGL C100. Letter Grade only.

90812	16-wk/Jan 28	3 hrs and 10 min/wk arr.	ONLINE	Davis, S
90879	16-wk/Jan 28	3 hrs and 10 min/wk arr.	ONLINE	Rogoff, M
91649	16-wk/Jan 28	3 hrs and 10 min/wk arr.	ONLINE	Brock, M
91771	16-wk/Jan 28	3 hrs and 10 min/wk arr.	ONLINE	Brock, M
91651	16-wk/Jan 28	10:55am-12:20pm MW	NB CTR RM 330	Sakovich, L

ENGL C103 - BUSINESS ENGLISH 3.0 units

English for careers focuses on real-world English skills that contribute to good workplace communication. It includes English principles you already know, those you learned in the past and forgot, and those you wish you had learned. Students study grammar, English usage, punctuation, spelling, vocabulary, and dictionary use from the business person's viewpoint. Emphasis is placed on finding and correcting types of errors people make while speaking and writing. Graded or Pass/No Pass option.

| 90863 | 16-wk/Jan 28 | 3 hrs and 10 min/wk arr. | ONLINE | Staff |
| 91349 | 16-wk/Jan 28 | 3 hrs and 10 min/wk arr. | INDEP STDY | Daniel, M |

ENGL C135 - BUSINESS WRITING 3.0 units

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 oral presentations. Prerequisite: ENGL C099, ENGL C103, or pass the English Placement Test. Graded or Pass/No Pass option.

90339	16-wk/Jan 28	3 hrs and 10 min/wk arr.	INDEP STDY	Strauss-Thacker, E
91521	16-wk/Jan 28	3 hrs and 10 min/wk arr.	ONLINE	Kurz, S
92108	16-wk/Jan 28	3 hrs and 10 min/wk arr.	INDEP STDY	Strauss-Thacker, E

ENGL C140 - INTRODUCTION TO LITERATURE 3.0 units

The primary purpose of this survey-level course is to acquaint the student with a variety of literary, poetic, dramatic, and rhetorical devices so that the student can interact with literature in a meaningful way. Advisory: ENGL C100 Graded or Pass/No Pass.

| 92104 | 16-wk/Jan 28 | 3 hrs and 10 min/wk arr. | ONLINE | Palmer, C |

ENGL C143 - CHILDREN'S LITERATURE 3.0 units

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. Advisory: ENGL C100 Graded or Pass/No Pass option.

| 90140 | 16-wk/Jan 28 | 3 hrs and 10 min/wk arr. | ONLINE | Leighton, K |

ENGL C155 - AMERICAN LITERATURE 1865 TO PRESENT 3.0 units

A study of American literature from the Civil War, beginning with Walt Whitman and Emily Dickinson to the present. Students will examine the philosophical, cultural, religious, and historic elements related to these texts as well as literary conventions and devices within them. Advisory: ENGL C100. Graded or Pass/No Pass option.

| 91128 | 16-wk/Jan 28 | 3 hrs and 10 min/wk arr. | ONLINE | Rogoff, M |

ENGL C275 - BRITISH LITERATURE SINCE 1800 3.0 units

Formerly ENGL C295. Study of British writers and literary characteristics from the Romantic period through the twentieth century. Advisory: ENGL C100. Graded or Pass/No Pass option.

| 91877 | 16-wk/Jan 28 | 3 hrs and 10 min/wk arr. | ONLINE | Rogoff, M |

ENGLISH AS A SECOND LANGUAGE • (714) 431-3601

ESL C011 - GRAMMAR 1C 3.0 units

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. Advisory: Placement by ESL Assessment process. (Not transferable, not degree applicable). Pass/No Pass only.
$4 material fee for this course
-Students interested in enrolling in ESL courses are encouraged to contact the ESL office at the Le-Jao Center, (714) 431-3601 for direction.

| 91446 | 16-wk/Jan 28 | 6:30pm-9:40pm MW | LE-JAO RM 212 | Armendariz, P |

ESL C018 - LISTENING AND CONVERSATION 1C 3.0 units

This is a high 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. Advisory: Placement by ESL assessment process. Not transferable. (Not applicable to A.A. degree.) Pass/No Pass only.
$4 material fee for this course
-Students interested in enrolling in ESL courses are encouraged to contact the ESL office at the Le-Jao Center, (714) 431-3601 for direction.

| 91449 | 16-wk/Jan 29 | 6:30pm-9:40pm TTh | LE-JAO RM 210 | Gandall, B |

CLASSES LISTED IN GRAY TYPE ARE OFFERED THROUGH DISTANCE LEARNING. FOR MORE INFO. and BROADCAST SCHEDULE, SEE DISTANCE LEARNING SECTION

Spring Semester 2013 **51**

C O U R S E S

ESL C021 - GRAMMAR 2B   **3.0 units**

This is an intermediate course designed to provide interactive practice in comprehending and generating English sentences in the present and past simple, progressive, and perfect tenses. Introduction to modal auxiliaries, adjective clauses, and the passive voice. Advisory: Placement by ESL assessment process. Not transferable. (Not applicable to A.A. degree.) Pass/No Pass only.

$4 material fee for this course

-Students interested in enrolling in ESL courses are encouraged to contact the ESL office at the Le-Jao Center, (714) 431-3601 for direction.

| 91447 | 16-wk/Jan 29 | 6:30pm-9:40pm TTh | LE-JAO RM 207 | Loester, K |

ESL C023 - READING AND WRITING 2A   **3.0 units**

This is a low intermediate course designed to provide practice in reading and analyzing short text selections and writing paragraphs including a topic sentence and supporting details. Advisory: Placement by ESL assessment process. Not transferable. (Not applicable to A.A. degree.) Pass/No Pass only.

$4 material fee for this course

-Students interested in enrolling in ESL courses are encouraged to contact the ESL office at the Le-Jao Center, (714) 431-3601 for direction.

| 91786 | 16-wk/Jan 28 | 6:30pm-9:40pm MW | LE-JAO RM 207 | Shibata, S |

ESL C025 - READING AND WRITING 2B   **3.0 units**

This is an intermediate course designed to provide practice in reading and analyzing short text selections and writing paragraphs including a topic sentence and supporting details. Advisory: Placement by ESL assessment process. Not transferable. (Not applicable to A.A. degree.) Pass/No Pass only.

$4 material fee for this course

-Students interested in enrolling in ESL courses are encouraged to contact the ESL office at the Le-Jao Center, (714) 431-3601 for direction.

| 91767 | 16-wk/Jan 28 | 6:30pm-9:40pm MW | LE-JAO RM 210 | Loester, K |
| | | | | Mohr, C |

ESL C038 - LISTENING AND CONVERSATION 3A   **3.0 units**

This is a high intermediate listening, speaking, and pronunciation course designed to provide interactive practice in responding to short lectures, dialogs, and narratives. Introduction to simple note taking. Advisory: Placement by ESL assessment process. Not transferable. (Not applicable to A.A. degree.) Pass/No Pass Option.

$4 material fee for this course

-Students interested in enrolling in ESL courses are encouraged to contact the ESL office at the Le-Jao Center, (714) 431-3601 for direction.

| 91451 | 16-wk/Jan 29 | 6:30pm-9:40pm TTh | LE-JAO RM 211 | Maccoun, W |

ESL C040 - INTENSIVE GRAMMAR 1B   **4.0 units**

This is an intensive beginning course designed to provide interactive practice in comprehending and generating English sentences in the simple present and present progressive tenses. Advisory: Placement by ESL assessment process. Not transferable. (Not applicable to A.A. degree.) Graded or Pass/No Pass option.

$4 material fee for this course

-Students interested in enrolling in ESL courses are encouraged to contact the ESL office at the Le-Jao Center, (714) 431-3601 for direction.

| 91358 | 16-wk/Jan 28 | 8:15am-12:30pm MW | GG CTR RM 202 | Takacs, M |

ESL C041 - INTENSIVE GRAMMAR 1C   **4.0 units**

This is an intensive beginning course designed to provide interactive practice in comprehending and generating English sentences in the simple present, present progressive, simple past, and future tenses. Advisory: Placement by ESL assessment process. Not transferable. (Not applicable to A.A. degree.) Graded or Pass/No Pass option.

$4 material fee for this course

-Students interested in enrolling in ESL courses are encouraged to contact the ESL office at the Le-Jao Center, (714) 431-3601 for direction.

| 91359 | 16-wk/Jan 28 | 8am-10:05am MTWTh | LE-JAO RM 117 | Don, R |
| | | | | Mendoza, J |

ESL C043 - INTENSIVE READING AND WRITING 1B   **4.0 units**

This is an intensive 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. Advisory: Placement by ESL assessment process. Not transferable. (Not applicable to A.A. degree.) Graded or Pass/No Pass option.

$4 material fee for this course

-Students interested in enrolling in ESL courses are encouraged to contact the ESL office at the Le-Jao Center, (714) 431-3601 for direction.

| 91370 | 16-wk/Jan 29 | 8:15am-12:30pm TTh | GG CTR RM 202 | Davis, G |

ESL C045 - INTENSIVE READING AND WRITING 1C   **4.0 units**

This is a high beginning course designed to provide practice in reading narrative, descriptive, and informative text and writing short paragraphs in English. Focus on reading comprehension and analysis of reading passages. Advisory: Placement by ESL assessment process. Not transferable. (Not applicable to A.A. degree.) Graded or Pass/No Pass option.

$4 material fee for this course

-Students interested in enrolling in ESL courses are encouraged to contact the ESL office at the Le-Jao Center, (714) 431-3601 for direction.

| 91371 | 16-wk/Jan 28 | 10:15am-12:20pm MTWTh | LE-JAO RM 117 | Preciado, A |

ESL C048 - INTENSIVE LISTENING AND CONVERSATION 1C   **4.0 units**

This is an intensive high 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. Advisory: Placement by ESL assessment process. Not transferable. (Not applicable to A.A. degree.) Graded or Pass/No Pass option.

$4 material fee for this course

-Students interested in enrolling in ESL courses are encouraged to contact the ESL office at the Le-Jao Center, (714) 431-3601 for direction.

91407	16-wk/Jan 28	12:20pm-2:25pm MTWTh	LE-JAO RM 212	Doren, R
				Man, G
				Armendariz, P

ESL C050 - INTENSIVE GRAMMAR 2A   **4.0 units**

This is an intensive low intermediate course designed to provide interactive practice in comprehending and generating English sentences in the present and past simple, progressive, and perfect tenses. Advisory: Placement by ESL assessment process. Not transferable. (Not applicable to A.A. degree.) Graded or Pass/No Pass option.

$4 material fee for this course

-Students interested in enrolling in ESL courses are encouraged to contact the ESL office at the Le-Jao Center, (714) 431-3601 for direction.

91360	16-wk/Jan 28	8am-10:05am MTWTh	LE-JAO RM 210	Beaver, D
				Davis, G
92114	16-wk/Jan 28	8:15am-12:30pm MW	GG CTR RM 203	Chase, S

ESL C051 - INTENSIVE GRAMMAR 2B
4.0 units

This is an intensive intermediate course designed to provide interactive practice in comprehending and generating English sentences in the present and past simple, progressive, and perfect tenses. Introduction to modal auxiliaries, adjective clauses, and the passive voice. Advisory: Placement by ESL assessment process. Not transferable. (Not applicable to A.A. degree.) Graded or Pass/No Pass option.

$4 material fee for this course

-Students interested in enrolling in ESL courses are encouraged to contact the ESL office at the Le-Jao Center, (714) 431-3601 for direction.

| 91361 | 16-wk/Jan 28 | 8am-10:05am MTWTh | LE-JAO RM 212 | Preciado, A |
| 91892 | 16-wk/Jan 28 | 8:15am-12:30pm MW | GG CTR RM 206 | Mefford, C |

ESL C053 - INTENSIVE READING AND WRITING 2A
4.0 units

This is an intensive low intermediate course designed to provide practice in reading and analyzing short text selections and writing paragraphs including a topic sentence and supporting details. Advisory: Placement by ESL assessment process. Not transferable. (Not applicable to A.A. degree.) Graded or Pass/No Pass option.

$4 material fee for this course

-Students interested in enrolling in ESL courses are encouraged to contact the ESL office at the Le-Jao Center, (714) 431-3601 for direction.

91375	16-wk/Jan 28	10:15am-12:20pm MTWTh	LE-JAO RM 200	Dalbey, E
				Man, G
92116	16-wk/Jan 29	8:15am-12:30pm TTh	GG CTR RM 203	Kepler, M

ESL C055 - INTENSIVE READING AND WRITING 2B
4.0 units

This is an intensive intermediate course designed to provide practice in reading and analyzing short text selections and writing paragraphs including a topic sentence and supporting details. Advisory: Placement by ESL assessment process. Not transferable. (Not applicable to A.A. degree.) Graded or Pass/No Pass option.

$4 material fee for this course

-Students interested in enrolling in ESL courses are encouraged to contact the ESL office at the Le-Jao Center, (714) 431-3601 for direction.

91378	16-wk/Jan 28	10:15am-12:20pm MTWTh	LE-JAO RM 212	Davis, L
				Gustaveson, V
91894	16-wk/Jan 29	8:15am-12:30pm TTh	GG CTR RM 251	Sleep, K

ESL C058 - INTENSIVE LISTENING AND CONVERSATION 2
4.0 units

This is an intensive low intermediate listening, speaking, and pronunciation course designed to provide practice in engaging in conversations in response to lectures, dialogs, and narratives. Advisory: Placement by ESL assessment process. Not transferable. (Not applicable to A.A. degree.) Graded or Pass/No Pass option.

$4 material fee for this course

-Students interested in enrolling in ESL courses are encouraged to contact the ESL office at the Le-Jao Center, (714) 431-3601 for direction.

| 91437 | 16-wk/Jan 28 | 12:20pm-2:25pm MTWTh | LE-JAO RM 117 | Lee, S |

ESL C060 - INTENSIVE GRAMMAR 3A
4.0 units

This is a high intermediate course designed to provide interactive practice in comprehending and generating English sentences in the simple, progressive, perfect, and perfect progressive tenses including modal auxiliaries, adjective clauses, and adverb clauses. Advisory: Placement by ESL assessment process. Not transferable. (Not applicable to A.A. degree.) Graded or Pass/No Pass option.

$4 material fee for this course

-Students interested in enrolling in ESL courses are encouraged to contact the ESL office at the Le-Jao Center, (714) 431-3601 for direction.

| 91362 | 16-wk/Jan 28 | 8am-10:05am MTWTh | LE-JAO RM 204 | Nguyen, K |
| 91896 | 16-wk/Jan 28 | 8:15am-12:30pm MW | GG CTR RM 205 | Seyster, B |

ESL C063 - INTENSIVE READING AND WRITING 3A
4.0 units

This is an intensive high intermediate course designed to provide practice in reading and analyzing expository text selections and writing unified, coherent paragraphs with a topic sentence and well-developed supporting details. Advisory: Placement by ESL assessment process. Not transferable. (Not applicable to A.A. degree.) Graded or Pass/No Pass option.

$4 material fee for this course

-Students interested in enrolling in ESL courses are encouraged to contact the ESL office at the Le-Jao Center, (714) 431-3601 for direction.

91379	16-wk/Jan 28	10:15am-12:20pm MTWTh	LE-JAO RM 210	Doren, R
				Ahlman, M
91900	16-wk/Jan 29	8:15am-12:30pm TTh	GG CTR RM 205	Kempe, G

ESL C068 - INTENSIVE LISTENING AND CONVERSATION 3A
4.0 units

This is an intensive high intermediate listening, speaking, and pronunciation course designed to provide interactive practice in responding to short lectures, dialogs, and narratives. Introduction to simple note taking. Advisory: Placement by ESL assessment process. Not transferable. (Not applicable to A.A. degree.) Graded or Pass/No Pass option.

$4 material fee for this course

9 -Students interested in enrolling in ESL courses are encouraged to contact the ESL office at the Le-Jao Center, (714) 431-3601 for direction.

| 1438 | 16-wk/Jan 28 | 12:20pm-2:25pm MTWTh | LE-JAO RM 115 | Montague, J |

ESL C130 - GRAMMAR 3B
3.0 units

This is a low advanced course designed to provide interactive practice in comprehending and generating English sentences in the simple, progressive, perfect, and perfect progressive tenses including noun, adjective, and adverb clauses. Introduction to conditionals. Advisory: Placement by ESL assessment process. Pass/No Pass option.

$4 material fee for this course

-Students interested in enrolling in ESL courses are encouraged to contact the ESL office at the Le-Jao Center, (714) 431-3601 for direction.

| 91448 | 16-wk/Jan 28 | 6:30pm-9:40pm MW | LE-JAO RM 211 | Gustaveson, V |

ESL C138 - LISTENING AND CONVERSATION 3B
3.0 units

This is a 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. Advisory: Placement by ESL assessment process. Pass/No Pass option.

$4 material fee for this course

-Students interested in enrolling in ESL courses are encouraged to contact the ESL office at the Le-Jao Center, (714) 431-3601 for direction.

| 92112 | 16-wk/Jan 29 | 6:30pm-9:40pm TTh | LE-JAO RM 204 | Do, A |

ESL C141 - GRAMMAR/WRITING 4B
3.0 units

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. Advisory: Placement by ESL assessment process. Pass/No Pass option.

-Students interested in enrolling in ESL courses are encouraged to contact the ESL office at the Le-Jao Center, (714) 431-3601 for direction.

| 91890 | 16-wk/Jan 28 | 9am-12:10pm M | LE-JAO RM 211 | Walker, L |

CLASSES LISTED IN GRAY TYPE ARE OFFERED THROUGH DISTANCE LEARNING. FOR MORE INFO. and BROADCAST SCHEDULE, SEE DISTANCE LEARNING SECTION

Spring Semester 2013 **53**

COURSES

ESL C150 - INTENSIVE GRAMMAR 3B   **4.0 units**

This is an intensive low advanced course designed to provide interactive practice in comprehending and generating English sentences in the simple, progressive, perfect, and perfect progressive tenses including noun, adjective, and adverb clauses. Introduction to conditionals. Advisory: Placement by ESL assessment process. Graded or Pass/No Pass option.

$4 material fee for this course

-Students interested in enrolling in ESL courses are encouraged to contact the ESL office at the Le-Jao Center, (714) 431-3601 for direction.

| 91363 | 16-wk/Jan 28 | 8am-12:15pm MW | LE-JAO RM 115 | Montague, J |

ESL C153 - INTENSIVE READING/WRITING 3B   **4.0 units**

This is a low advanced course designed to provide practice in reading and analyzing a variety of essays and articles and writing extended, well-developed comparison/contrast, cause/effect and persuasive paragraphs. Advisory: Placement by ESL assessment process. Graded or Pass/No Pass option.

$4 material fee for this course

-Students interested in enrolling in ESL courses are encouraged to contact the ESL office at the Le-Jao Center, (714) 431-3601 for direction.

| 91364 | 16-wk/Jan 29 | 8am-12:15pm TTh | LE-JAO RM 115 | Ratzlaff, D |

ESL C160 - INTENSIVE GRAMMAR/WRITING 4A   **4.0 units**

This is an advanced course in paragraph writing. Students will refine their use of English syntax and write extended, fully-developed definition, process, descriptive, opinion, and narrative paragraphs. Advisory: Placement by ESL assessment process. Graded or Pass/No Pass option.

$4 material fee for this course

-Students interested in enrolling in ESL courses are encouraged to contact the ESL office at the Le-Jao Center, (714) 431-3601 for direction.

| 91366 | 16-wk/Jan 29 | 8am-12:15pm TTh | LE-JAO RM 211 | Woodruff, S |

ESL C167 - INTENSIVE LISTENING AND CONVERSATION 4A   **4.0 units**

This is an intensive advanced listening, conversation, and pronunciation course designed to provide practice in taking effective notes on short lectures on academic topics. Students will also work on refining oral communication skills. Advisory: Placement by ESL assessment process. Graded or Pass/No Pass option.

$4 material fee for this course

-Students interested in enrolling in ESL courses are encouraged to contact the ESL office at the Le-Jao Center, (714) 431-3601 for direction.

91442	16-wk/Jan 28	12:20pm-2:25pm MTWTh	LE-JAO RM 201	Keefer, S
				Do, A
				Gandall, B

ESL C412 - ESL SENTENCE STRUCTURE 1   **0.0 unit**

An intensive beginning English grammar course for non-native English speakers. A survey of simple sentence structures in American English. Emphasis on developing proficiency and fluency in constructing grammatically correct English sentences. Advisory: Placement by ESL Assessment process. Non-Credit

-Students interested in enrolling in ESL courses are encouraged to contact the ESL office at the Le-Jao Center, (714) 431-3601 for direction.

90285	16-wk/Jan 28	8am-10:05am MTWTh	LE-JAO RM 204	Nguyen, K
90388	16-wk/Jan 28	8am-10:05am MTWTh	LE-JAO RM 212	Preciado, A
90487	16-wk/Jan 28	8am-10:05am MTWTh	LE-JAO RM 117	Don, R
				Mendoza, J
90664	16-wk/Jan 28	8am-10:05am MTWTh	LE-JAO RM 201	Yue, A
90740	16-wk/Jan 28	8am-10:05am MTWTh	LE-JAO RM 210	Beaver, D
90465	16-wk/Jan 28	8am-12:15pm MW	LE-JAO RM 115	Montague, J
90411	16-wk/Jan 28	8:15am-12:30pm MW	GG CTR RM 202	Takacs, M
91891	16-wk/Jan 28	8:15am-12:30pm MW	GG CTR RM 206	Mefford, C
91895	16-wk/Jan 28	8:15am-12:30pm MW	GG CTR RM 205	Seyster, B
92113	16-wk/Jan 28	8:15am-12:30pm MW	GG CTR RM 203	Chase, S
91889	16-wk/Jan 28	9am-12:10pm M	LE-JAO RM 211	Walker, L
90419	16-wk/Jan 28	6:30pm-9:40pm MW	LE-JAO RM 211	Gustaveson, V
90557	16-wk/Jan 28	6:30pm-9:40pm MW	LE-JAO RM 212	Armendariz, P
90516	16-wk/Jan 29	8am-12:15pm TTh	LE-JAO RM 211	Woodruff, S
90681	16-wk/Jan 29	12:30pm-3:40pm TTh	GG CTR RM 251	Jones, J
90744	16-wk/Jan 29	6:30pm-9:40pm TTh	LE-JAO RM 207	Loester, K

ESL C414 - READING WRITING 1   **0.0 unit**

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. Advisory: Placement by ESL Assessment process. Non-Credit

-Students interested in enrolling in ESL courses are encouraged to contact the ESL office at the Le-Jao Center, (714) 431-3601 for direction.

90312	16-wk/Jan 28	10:15am-12:20pm MTWTh	LE-JAO RM 210	Doren, R
				Ahlman, M
90414	16-wk/Jan 28	10:15am-12:20pm MTWTh	LE-JAO RM 212	Davis, L
				Gustaveson, V
90490	16-wk/Jan 28	10:15am-12:20pm MTWTh	LE-JAO RM 117	Preciado, A
90742	16-wk/Jan 28	10:15am-12:20pm MTWTh	LE-JAO RM 201	Dalbey, E
				Man, G
92007	16-wk/Jan 28	10:15am-12:20pm MTWTh	LE-JAO RM 204	Don, R
				Mendoza, J
91768	16-wk/Jan 28	6:30pm-9:40pm MW	LE-JAO RM 210	Shibata, S
				Loester, K
				Mohr, C
90509	16-wk/Jan 29	8am-12:15pm TTh	LE-JAO RM 115	Ratzlaff, D
90413	16-wk/Jan 29	8:15am-12:30pm TTh	GG CTR RM 202	Davis, G
91893	16-wk/Jan 29	8:15am-12:30pm TTh	GG CTR RM 251	Sleep, K
91897	16-wk/Jan 29	8:15am-12:30pm TTh	GG CTR RM 205	Kempe, G
92115	16-wk/Jan 29	8:15am-12:30pm TTh	GG CTR RM 203	Kepler, M

COURSES

CLASSES LISTED IN GRAY TYPE ARE OFFERED THROUGH DISTANCE LEARNING. FOR MORE INFO. and BROADCAST SCHEDULE, SEE DISTANCE LEARNING SECTION

54 Class Schedule

ESL C416 - LISTEN/CONVERSATION 1 0.0 unit

An intensive beginning-level course in English listening comprehension and oral communication for non-native English speakers. Emphasis on skills necessary to comprehend spoken English and to speak English fluently and accurately. Advisory: Placement by ESL assessment process. Non-Credit.

90333	16-wk/Jan 28	12:20pm-2:25pm MTWTh	LE-JAO RM 212	Doren, R
				Man, G
				Armendariz, P
90390	16-wk/Jan 28	12:20pm-2:25pm MTWTh	LE-JAO RM 201	Keefer, S
				Do, A
				Gandall, B
90418	16-wk/Jan 28	12:20pm-2:25pm MTWTh	LE-JAO RM 211	Ahlman, M
				Dalbey, E
90441	16-wk/Jan 28	12:20pm-2:25pm MTWTh	LE-JAO RM 117	Lee, S
90442	16-wk/Jan 28	12:20pm-2:25pm MTWTh	LE-JAO RM 115	Montague, J
90470	16-wk/Jan 28	6:30pm-9:40pm MW	LE-JAO RM 207	Shibata, S
90326	16-wk/Jan 29	6:30pm-9:40pm TTh	LE-JAO RM 211	Maccoun, W
90492	16-wk/Jan 29	6:30pm-9:40pm TTh	LE-JAO RM 210	Gandall, B
90572	16-wk/Jan 29	6:30pm-9:40pm TTh	LE-JAO RM 201	McGeoch, N
92111	16-wk/Jan 29	6:30pm-9:40pm TTh	LE-JAO RM 204	Do, A

FOODS AND NUTRITION • (714) 241-6216

FN C170 - NUTRITION 3.0 units

Scientific concepts of nutrition relating to the functioning of nutrients in the basic life processes. Individual needs, food sources of nutrients, current nutrition issues, and diet analysis will be emphasized. Graded or Pass/No Pass option.

| 90092 | 16-wk/Jan 28 | 3 hrs and 10 min/wk arr. | TV | Parent, N |
| 90791 | 8-wk/Feb 25 | 6 hrs and 30 min/wk arr. | ONLINE | Schindelbeck, J |

FN C175 - NUTRITION AND AGING 3.0 units

Fundamentals of foods and nutrition and food topics related to the health and well being of older adults. Graded or Pass/No Pass option.

| 91382 | 8-wk/Jan 28 | 6 hrs and 30 min/wk arr. | ONLINE | Schindelbeck, J |

FRENCH • (714) 241-6216

FREN C180 - ELEMENTARY FRENCH 1 5.0 units

Introduction to French language, culture and thought, with emphasis upon listening, comprehension, speaking, reading and basic writing skills; develop control of fundamental sounds, forms and structures of French; become acquainted with the cultural and linguistic backgrounds of Francophone countries. Advisory: Students who have completed two years of high school French with a grade of C or better should enroll in FREN C185. Graded or Pass/No Pass option.

| 90033 | 16-wk/Jan 28 | 5 hrs and 30 min/wk arr. | ONLINE | Watson, K |

GEOLOGY • (714) 241-6216

GEOL C105 - GENERAL GEOLOGY 3.0 units

Formerly GEOL C100. A study of the composition and structure of the earth and the internal and external processes which modify the crust and the surface. Rock and mineral formation, geologic hazards, resource discovery and uses will be covered. Graded or Pass/No Pass option.

| 91978 | 8-wk/Jan 28 | 6 hrs and 30 min/wk arr. | ONLINE | Secord, D |

-CRN 91975 has one or more onsite meetings (exams), refer to the course webpage or student handbook for details.

| 91975 | 16-wk/Jan 28 | 3 hrs and 10 min/wk arr. | TV | McNamara, J |
| 91976 | 8-wk/Feb 25 | 6 hrs and 30 min/wk arr. | ONLINE | Secord, D |

GEOL C105L - GEOLOGY LAB 1.0 unit

Laboratory study of basic physical geology. Emphasizes skills needed for identification of minerals and rocks; interpretation of land surface features based on topographic maps; and the understanding of folding, faulting, and rock relationships through interpretation of geologic maps. Prerequisite: GEOL C100, C105, C140 or concurrent enrollment. Graded or Pass/No Pass option.

| 92070 | 16-wk/Jan 28 | 3 hrs and 10 min/wk arr. | ONLINE | Ruhle, J |
| 92071 | 8-wk/Apr 1 | 6 hrs and 30 min/wk arr. | ONLINE | McNamara, J |

GEOL C115 - CALIFORNIA GEOLOGY 3.0 units

Formerly GEOL C130. The goal of the course is to use the amazing geologic features found in and around California to illustrate the principles of geology. During the course you will develop an overall understanding of geology and then examine specific California regions, learning how and why California has so many geologic wonders. Graded or Pass/No Pass option.

| 91979 | 16-wk/Jan 28 | 3 hrs and 10 min/wk arr. | ONLINE | Ruppert, K |

GERONTOLOGY • (714) 241-6216

GERO C120 - PROFESSIONAL ISSUES IN GERONONTOLOGY 3.0 units

Multidisciplinary course addresses 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. Advisory: SOC C120. Graded or Pass/No Pass option.

| 90472 | 8-wk/Jan 28 | 6 hrs and 30 min/wk arr. | ONLINE | Waller, E |

CLASSES LISTED IN GRAY TYPE ARE OFFERED THROUGH DISTANCE LEARNING. FOR MORE INFO. and BROADCAST SCHEDULE, SEE DISTANCE LEARNING SECTION

Spring Semester 2013 **55**

GERO C130 - CARE OF FRAIL ELDERLY   **3.0 units**

Specifically targeted for students interested in working in the field of aging as an aide in adult daycare assisted living, or residential care facilities; for homemaker agencies; or as caregivers for family members. Provides in-depth practical information on how to work with elderly clients who are frail due to advanced age or dementia. Graded or Pass/No Pass option.

90194   8-wk/Apr 1   6 hrs and 30 min/wk arr.   ONLINE   Waller, E

HEALTH EDUCATION • (714) 241-6213

HLTH C100 - PERSONAL HEALTH   **3.0 units**

Examines personal, community, and global health issues and problems. Provides basic information for healthful living, stressing positive health behavior and personal responsibility. Areas of emphasis include life cycle changes, emotional and sexual adjustment, disease prevention and control, personal fitness, nutrition, stress, substance use and abuse, environmental and consumer health. Graded or Pass/No Pass option.

90283   8-wk/Jan 28   6 hrs and 30 min/wk arr.   ONLINE   Secord, D

HLTH C175 - HEALTHY AGING   **3.0 units**

Physical and emotional aspects of healthful living in the later years. Emphasis on the health changes that occur during the aging process, ways of coping with these changes, and preventative measures to maximize good health. Graded or Pass/No Pass option.

91718   8-wk/Apr 1   6 hrs and 30 min/wk arr.   ONLINE   Parent, N

HISTORY • (714) 241-6213

HIST C121 - HISTORY OF AMERICAN WOMEN   **3.0 units**

Formerly HIST C120. 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. Graded or Pass/No Pass option.

92053   8-wk/Apr 1   6 hrs and 30 min/wk arr.   ONLINE   Farrington, B

HIST C150 - HISTORY OF CALIFORNIA   **3.0 units**

This course covers the development of California from the earliest times to the present, analyzing the different cultures which have inhabited this region and the diverse societies they have created. Graded or Pass/No Pass option.

-CRN 91885 has one or more onsite meetings (exams), refer to the course webpage or student handbook for details.

-91885   12-wk/Mar 4   4 hrs and 15 min/wk arr.   ONLINE   Johnson, D

HIST C161 - WORLD HISTORY 1   **3.0 units**

Formerly HIST C160. 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. Graded or Pass/No Pass option.

91856   16-wk/Jan 28   3 hrs and 10 min/wk arr.   ONLINE   Garvin, T

HIST C162 - WORLD HISTORY 2   **3.0 units**

Formerly HIST C165. 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. Graded or Pass/No Pass option.

-CRN 91857 has one or more onsite meetings (exams), refer to the course webpage or student handbook for details.

91857   12-wk/Mar 4   4 hrs and 15 min/wk arr.   ONLINE   Johnson, D

HIST C170 - U.S. HISTORY TO 1876   **3.0 units**

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. Graded or Pass/No Pass option.

90789   8-wk/Jan 28   6 hrs and 30 min/wk arr.   ONLINE   Johnson, D

-CRN 90041 has one or more onsite meetings (exams), refer to the course webpage or student handbook for details.

90041   16-wk/Jan 28   3 hrs and 10 min/wk arr.   TV   Freeman, W
91806   16-wk/Jan 28   3 hrs and 10 min/wk arr.   ONLINE   Diaz-Brown, W
91721   16-wk/Jan 28   9:15am-10:40am MW   NB CTR RM 329   Garvin, T

HIST C175 - U.S. HISTORY SINCE 1876   **3.0 units**

Comprehensive examination of history of the U.S. from Reconstruction to the present time. Covers the political, economic, diplomatic, social and cultural aspects of American life. Graded or Pass/No Pass option.

-CRN 90043 has one or more onsite meetings (exams), refer to the course webpage or student handbook for details.-

90043   16-wk/Jan 28   3 hrs and 10 min/wk arr.   TV   Johnson, D
90044   16-wk/Jan 28   3 hrs and 10 min/wk arr.   ONLINE   Menzing, T
90550   16-wk/Jan 28   2:30pm-5:40pm M   NB CTR RM 329   Snetsinger, P
92167   16-wk/Jan 30   2:30pm-5:40pm W   LE-JAO RM 204   Johnson, D

HIST C180 - WESTERN CIVILIZATION 1   **3.0 units**

A study of the development of present day western culture from the earliest beginnings to 1550 with emphasis on the Impact of philosophical, social, and economic factors on western civilization. Graded or Pass/No Pass option.

92131   8-wk/Jan 28   9am-12:20pm MW   GG CTR RM 122   Staff
92132   8-wk/Jan 28   3 hrs and 10 min/wk arr.   ONLINE   Staff

HIST C185 - WESTERN CIVILIZATION 2   **3.0 units**

A survey of the development of present day Western society from 1550 to the present. 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. Graded or Pass/No Pass option.

-CRN 90045 has one or more onsite meetings (exams), refer to the course webpage or student handbook for details.

90045   16-wk/Jan 28   3 hrs and 10 min/wk arr.   TV   Najera, M

HUMAN SERVICES • (714) 241-6216

HSVC C100 - INTRODUCTION TO HUMAN SERVICES   **3.0 units**
A comprehensive survey of the development and scope of the human services field. With a global sensitivity, covers the history of human services, current theories and models of helping, ethics, administration, and careers in human services. Graded or Pass/No Pass option.
90050   16-wk/Jan 28   3 hrs and 10 min/wk arr.   ONLINE   Hogan, M

HSVC C101 - HELPING THEORIES AND INTERVENTION STRATEGIES   **3.0 units**
An overview of the major helping theories and strategies in the counseling process. 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. Graded or Pass/No Pass option.
90057   16-wk/Jan 28   3 hrs and 10 min/wk arr.   ONLINE   Boehler, C

HSVC C102 - INTRODUCTION TO CRISIS INTERVENTION   **3.0 units**
The course examines crisis theory, types of crises, crisis intervention strategies, and referral procedures. Topics will include: ethical and cultural issues, death and dying, substance abuse, suicide, victimization, AIDS and HIV, and post traumatic stress disorder. Students will become familiar with the assumptions of crisis theory and how it shapes the interventions. Graded or Pass/No Pass option.
91809   8-wk/Apr 1   6 hrs and 30 min/wk arr.   ONLINE   Hogan, M

HSVC C104 - TREATMENT ISSUES SUBSTANCE ABUSE   **3.0 units**
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, substance abuse assessment, issues of diversity and treatment, group counseling, family counseling, codependency and enabling, and modalities of treatment. Graded or Pass/No Pass option.
90049   8-wk/Apr 1   6 hrs and 30 min/wk arr.   ONLINE   Marks, K

HSVC C273 - HUMAN SERVICES PRACTICUM   **3.0 units**
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 agency and client systems. Prerequisite: HSVC C100
Corequisite: 60 hours of employment or volunteer work in a human services agency. Graded or Pass/No Pass option.
91182   16-wk/Jan 28   3 hrs and 10 min/wk arr.   ONLINE   Doyle, J

HUMANITIES • (714) 241-6216

HUM C110 - HUMANITIES THROUGH THE ARTS   **3.0 units**
A survey of Western Civilization cultural achievements as expressed through music, literature, drama, film, painting, sculpture, and architecture. Graded or Pass/No Pass option.
-CRN 90047 has one or more onsite meetings (exams), refer to the course webpage or student handbook for details.
90047   16-wk/Jan 28   3 hrs and 10 min/wk arr.   TV   Carpenter, L
90860   16-wk/Jan 28   3 hrs and 10 min/wk arr.   ONLINE   Windsor, A

HUM C135 – APPRECIATION OF THE CINEMA AND THE HISTORY OF AMERICAN CULTURE AS REVEALED BY FILM   **3.0 units**
Formerly HUM C130. Historical development of film in America as an art form and as a business. Graded or Pass/No Pass option.
91884   16-wk/Jan 28   3 hrs and 10 min/wk arr.   ONLINE   Windsor, A

LIBRARY • (714) 241-6117

LIBR C110 - LIBRARY RESEARCH AND INFORMATION COMPETENCY   **2.0 units**
Use current information resources and tools for success in education, career, and personal life. Course includes strategies for research and reports. Emphasis will be on identifying appropriate resources from the ever-expanding world of information, including print, electronic, Internet, and other media. Graded or Pass/No Pass Option.
92127   16-wk/Jan 28   2 hrs and 5 min/wk arr.   ONLINE   Stewart, C

MANAGEMENT AND SUPERVISION • (714) 241-6209

MS C100 - BUSINESS ORGANIZATION AND MANAGEMENT   **3.0 units**
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 creating a strategic advantage with customer-focused leadership. Teams are becoming the basic organizational building block with the increased emphasis on employee participation, and empowerment. Graded or Pass/No Pass option.
91083   16-wk/Jan 28   3 hrs and 10 min/wk arr.   TV   Lockwood, F
90052   8-wk/Apr 1   6 hrs and 30 min/wk arr.   ONLINE   Lockwood, F

MS C101 - MANAGEMENT AND EMPLOYEE COMMUNICATION   **3.0 units**
Management and Employee Communications is designed to provide communication strategies applied in the supervisory and management roles and responsibilities in today's rapidly changing workplace environments. Topics include development of speaking, listening, and writing skills for managers/supervisors, consistent with good human relations, leadership, and problem solving principles. The course content emphasizes memos and letters, reports, career communications, oral communication, global and multicultural issues, legal and ethical situations, and communication technology. Graded or Pass/No Pass option.
91084   16-wk/Jan 28   3 hrs and 10 min/wk arr.   ONLINE   Aubry, M

CLASSES LISTED IN GRAY TYPE ARE OFFERED THROUGH DISTANCE LEARNING. FOR MORE INFO. and BROADCAST SCHEDULE, SEE DISTANCE LEARNING SECTION

Spring Semester 2013   **57**

MS C102 - HUMAN RELATIONS IN BUSINESS   3.0 units

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. Graded or Pass/No Pass option.

| 90368 | 16-wk/Jan 28 | 3 hrs and 10 min/wk arr. | ONLINE | Lockwood, F |

MS C104 - HUMAN RESOURCE MANAGEMENT   3.0 units

This course on human resource management skills used by business managers in day-to-day operations to ensure individuals are treated with accordance to the state and federal law. While focusing on different aspects of human resource management and practices, problem solving, and critical thinking skills that are applied by people who are seeking to become effective supervisors and managers in today's workplace environments. Graded or Pass/No Pass option.

| 91530 | 16-wk/Jan 28 | 3 hrs and 10 min/wk arr. | ONLINE | Matar, F |

MS C145 - PERSONAL LEADERSHIP   3.0 units

Formerly LEAD C145. 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. Advisory: MS C144 (formerly LEAD C140). Graded or Pass/No Pass option.

| 91909 | 16-wk/Jan 28 | 3 hrs and 10 min/wk arr. | ONLINE | Marin, I |

MARINE SCIENCE • (714) 241-6216

MRSC C100 - INTRODUCTION TO MARINE SCIENCE   3.0 units

A general study of the marine environment. Examines the chemical, biological and geological properties of the sea, the sea as a natural resource, and its geo-political and economic impact. Graded or Pass/No Pass option.

-CRN 90053 has one or more onsite meetings (exams), refer to the course webpage or student handbook for details.

| 90053 | 16-wk/Jan 28 | 3 hrs and 10 min/wk arr. | TV | Curtis, M |

MRSC C100L - MARINE SCIENCE LAB   1.0 unit

Basic laboratory, field, and computer aided studies of physical, chemical, geographical, and biological oceanography. Prerequisite: MRSC C100. Corequisite: MRSC C100 or taken previously. Graded or Pass/No Pass option.

-Students in CRN 90100 must purchase a lab manual from the Bookstore and will complete labs using the computer.
-CRN 90100 has one or more onsite meetings (exams), refer to the course webpage or student handbook for details.

| 90100 | 16-wk/Jan 28 | 3 hrs and 10 min/wk arr. | INDEP STDY | Curtis, M |

MASS COMMUNICATIONS • (714) 241-6216

MCOM C100 - INTRODUCTION TO MASS COMMUNICATIONS   3.0 units

Formerly COMM C100. A study and analysis of the major media – newspapers, magazines, radio, and television – covering how they function and affect society. Graded or Pass/No Pass option.

| 91992 | 16-wk/Jan 28 | 3 hrs and 10 min/wk arr. | TV | Carlucci, M |
| 91993 | 16-wk/Jan 28 | 3 hrs and 10 min/wk arr. | ONLINE | Hart, J |

MATHEMATICS • (714) 241-6184

MATH C004 - MATH SKILLS 1   0.5 unit

Individualized, computerized, program of basic arithmetic skills needed for everyday life including basic operations of addition, subtraction, multiplication, and division of whole numbers, fractions, decimals, and percentages. (Not applicable to A.A. degree.) Flexible enrollment. Pass/No Pass only.

-Open-entry registration through February 24.

| 90843 | 16-wk/Jan 28 | 1 hr and 25 min/wk arr. | LE-JAO RM 101 | Ryan, M |

-Open-entry registration through February 24.

| 91662 | 16-wk/Jan 28 | 1 hr and 25 min/wk arr. | LE-JAO RM 101 | Ryan, M |

-Open-entry registration through February 24.

| 92158 | 16-wk/Jan 28 | 1 hr and 25 min/wk arr. | LE-JAO RM 101 | Ryan, M |

MATH C005 - BASIC MATHEMATICS   3.0 units

Fundamental operations of arithmetic including operations on whole numbers, fractions, decimals, percents, descriptive statistics, geometry applications, and consumer applications. (Not applicable to A.A. degree.) Advisory: Take Math Placement Test. Pass/No Pass only.

-CRN 90408 has one or more onsite meetings (exams), refer to the course webpage or student handbook for details.

| 90408 | 16-wk/Jan 28 | 3 hrs and 10 min/wk arr. | ONLINE | Lieu, T |
| 91766 | 16-wk/Feb 1 | 8am-11:10am F | LE-JAO RM 215 | Tran, C |

MATH C006 - MATH SKILLS 2   0.5 unit

An intermediate self-paced computerized, program of basic math skills needed for everyday life including fractions, decimals, and percentages, signed numbers, equations, ratio and proportion, and square roots. (Not applicable to A.A. degree.) Flexible enrollment. Pass/No Pass only.

-Open-entry registration through February 24.

| 91667 | 16-wk/Jan 28 | 1 hr and 25 min/wk arr. | LE-JAO RM 101 | Feiner, H |

-Open-entry registration through February 24.

| 91913 | 16-wk/Jan 28 | 1 hr and 25 min/wk arr. | LE-JAO RM 101 | Feiner, H |

-Open-entry registration through February 24.

| 92157 | 16-wk/Jan 28 | 1 hr and 25 min/wk arr. | LE-JAO RM 101 | Feiner, H |

CLASSES LISTED IN GRAY TYPE ARE OFFERED THROUGH DISTANCE LEARNING. FOR MORE INFO. and BROADCAST SCHEDULE, SEE DISTANCE LEARNING SECTION

58 Class Schedule

MATH C008 - PRE-ALGEBRA   3.0 units

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 applicable to A.A. degree.) Prerequisite: MATH C005 or MATH C007 or achieve qualifying score on Math Placement Test. Pass/No Pass only.
-CRN 90095 has one or more onsite meetings (exams), refer to the course webpage or student handbook for details.

| 90095 | 16-wk/Jan 28 | 3 hrs and 10 min/wk arr. | ONLINE | Jaber, J |
| 91536 | 16-wk/Feb 1 | 11:30am-2:40pm F | LE-JAO RM 215 | Tran, C |

MATH C010 - ELEMENTARY ALGEBRA   4.0 units

Numerical and algebraic operations, number systems, linear and quadratic equations/inequalities, polynomials, factors, roots, exponents, and applications. (Not applicable to A.A. degree.) Prerequisite: MATH C008 with a grade of C or better or achieve qualifying score on Math Placement Test. Graded or Pass/No Pass option.
-CRN 90054 has one or more onsite meetings (exams), refer to the course webpage or student handbook for details.

| 90054 | 16-wk/Jan 28 | 4 hrs and 15 min/wk arr. | CABLE | Dietrich, P |

-CRN 90097 has one or more onsite meetings (exams), refer to the course webpage or student handbook for details.

| 90097 | 16-wk/Jan 28 | 4 hrs and 15 min/wk arr. | ONLINE | Cao, T |
| 91471 | 16-wk/Jan 31 | 6pm-10:00pm Th | NB CTR RM 235 | Tran, C |

MATH C030 - INTERMEDIATE ALGEBRA   4.0 units

Review of elementary algebra, linear and quadratic equations, curve plotting, exponents, radicals, polynomials. systems of equations/inequalities, online equations, logarithmic and exponential functions, complex numbers, and applications. Prerequisite: MATH C010 with a grade of C or better or achieve qualifying score on Math Placement Test. Graded or Pass/No Pass option.
-CRN 90060 has one or more onsite meetings (exams), refer to the course webpage or student handbook for details.

| 90060 | 16-wk/Jan 28 | 4 hrs and 15 min/wk arr. | ONLINE | Alves, M |

-CRN 90330 has one or more onsite meetings (exams), refer to the course webpage or student handbook for details.

90330	16-wk/Jan 28	4 hrs and 15 min/wk arr.	CABLE	Forbes, J
91472	16-wk/Jan 29	9am-11:05am TTh	LE-JAO RM 217	Alves, M
92064	16-wk/Jan 29		NB CTR RM 235	

-CRN 90099 has one or more onsite meetings (exams), refer to the course webpage or student handbook for details.

| 90099 | 8-wk/Apr 1 | 9 hrs/wk arr. | ONLINE | Feldon, F |

MATH C080 - MATH ASSESSMENT FOR STUDENT SUCCESS   0.5 unit

Individualized, computerized, prescriptive assessment program designed to improve math skills. (Not applicable to A.A. degree.) Flexible Enrollment. Pass/No Pass option.
-Open-entry registration through February 24.

| 90842 | 16-wk/Jan 28 | 1 hr and 25 min/wk arr. | LE-JAO RM 101 | Cao, T |

-Open-entry registration through February 24.

| 91669 | 16-wk/Jan 28 | 1 hr and 25 min/wk arr. | LE-JAO RM 101 | Cao, T |

-Open-entry registration through February 24.

| 92156 | 16-wk/Jan 28 | 1 hr and 25 min/wk arr. | LE-JAO RM 101 | Cao, T |
| 92168 | 16-wk/Jan 28 | 1 hr and 25 min/wk arr. | LE JAO RM 101 | Walker, L |

MATH C100 - LIBERAL ARTS MATHEMATICS   3.0 units

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 the exciting new PBS video series, Life by the Numbers, narrated by actor Danny Glover. Prerequisite: MATH C030 with a grade of C or better or achieve qualifying score on Math Placement Test. Graded or Pass/No Pass option.
-Enrollment in this section required Acceptance into the STAR Program and a 1 1/2 year commitment to the program. See http://coastline.edu/star for more information.

| 90802 | 16-wk/Jan 28 | 3 hrs and 10 min/wk arr. | ONLINE | Feldon, F |

-Enrollment in this section requires Acceptance into the STAR Program and a 1 1/2 year commitment to the program. See http://coastline.edu/star for more information.

| 92126 | 16-wk/Jan 28 | 1pm-2:25pm MW | GG CTR RM 205 | Staff |

-CRN 90899 has one or more onsite meetings (exams), refer to the course webpage or student handbook for details.

| 90899 | 8-wk/Apr 1 | 6 hrs and 30 min/wk arr. | ONLINE | Feldon, F |

MATH C115 - COLLEGE ALGEBRA   4.0 units

Basic concepts of algebra, equations and inequalities along with functions and graphs, polynomial and rational functions, exponential and logarithmic functions, systems, matrices and determinants, linear programming, conic sections, sequences, series, and combinatorics. Prerequisite: MATH C030 with a grade of C or better or achieve qualifying score on Math Placement Test. Graded or Pass/No Pass option.
-CRN 90063 has one or more onsite meetings (exams), refer to the course webpage or student handbook for details.

90063	16-wk/Jan 28	4 hrs and 15 min/wk arr.	ONLINE	Cisneros, M
92065	16-wk/Jan 28	9am-11:05am MW	NB CTR RM 234	Shiring, R
90535	16-wk/Jan 28	7pm-9:05pm MW	LE-JAO RM 215/217	Nguyen, D

MATH C120 - TRIGONOMETRY   3.0 units

Circular functions, trigonometric identities and graphs, inverse functions, triangles, vectors, applications, and imaginary and complex numbers. Prerequisite: MATH C030 with a grade of C or better or achieve qualifying score on Math Placement Test. Advisory: Math C020. Graded or Pass/No Pass option.
-CRN 90895 has one or more onsite meetings (exams), refer to the course webpage or student handbook for details.

| 90895 | 16-wk/Jan 28 | 3 hrs and 10 min/wk arr. | ONLINE | Lieu, T |

MATH C140 - BUSINESS CALCULUS   4.0 units

For Business, Management, and Social Science majors. Functions, graphs, limits, continuity, derivatives, and integrals of exponential and logarithmic functions, the Chain Rule, multivariable functions, differential equations, and applications. Prerequisite: MATH C115 or Math C170 with a grade of C or better or achieve qualifying score on Math Placement Test. Graded or Pass/No Pass option.
-Enrollment in this section required Acceptance into the STAR Program and a 1 1/2 year commitment to the program. See http://coastline.edu/star

91138	16-wk/Jan 28	4 hrs and 15 min/wk arr.	ONLINE	Feldon, F
90621	16-wk/Jan 28	1pm-3:03pm MW	GG CTR RM 122	Nguyen, D
92159	16-wk/Jan 28	4 hr and 15 min/wk arr.	ONLINE	Staff

CLASSES LISTED IN GRAY TYPE ARE OFFERED THROUGH DISTANCE LEARNING. FOR MORE INFO. and BROADCAST SCHEDULE, SEE DISTANCE LEARNING SECTION

Spring Semester 2013   **59**

MATH C160 - INTRODUCTION TO STATISTICS
4.0 units

Topics covered include collecting of data, sampling, probability, hypothesis testing, analyzing of variance, nonparametric testing, and correlating for application in the natural sciences, social sciences, business, and management. Use of statistical technology will be introduced. Prerequisite: MATH C030 with a grade of C or better or qualifying score on Math Placement Test. Graded or Pass/No Pass option.

-Enrollment in this section required Acceptance into the STAR Program and a 1 1/2 year commitment to the program. See http://coastline.edu/star for more information.

| 91305 | 16-wk/Jan 28 | 4 hrs and 15 min/wk arr. | ONLINE | Lee, L |

-Enrollment in this section required Acceptance into the STAR Program and a 1 1/2 year commitment to the program. See http://coastline.edu/star for more information.

90300	16-wk/Jan 28	1pm-3:05pm MW	GG CTR RM 204	Shiring, R
92160	16-wk/Jan 28	4 hr and 15 min/wk arr.	CABLE	Cisneros, M
92066	16-wk/Jan 29	9am-11:05am TTh	NB CTR RM 234	Lee, L

-CRN 90476 has one or more onsite meetings (exams), refer to the course webpage or student handbook for details.

| 90476 | 8-wk/Apr 1 | 9 hrs/wk arr. | ONLINE | Lee, L |

MATH C170 - PRECALCULUS
5.0 units

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. Prerequisite: MATH C120 with a grade of C or better or achieve qualifying score on Math Placement Test. Graded or Pass/No Pass option.

CRN 90348 has one or more onsite meetings (exams), refer to the course webpage or student handbook for details.

| 90348 | 16-wk/Jan 28 | 5 hrs and 30 min/wk arr. | ONLINE | Alves, M |

MATH C180 - CALCULUS 1
5.0 units

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. Prerequisite: MATH C120 or MATH C170 with a grade of C or better or achieve qualifying score on Math Placement Test. Graded or Pass/No Pass option.

-CRN 90837 has one or more onsite meetings (exams), refer to the course webpage or student handbook for details.

| 90837 | 16-wk/Jan 28 | 5 hrs and 30 min/wk arr. | ONLINE | Lee, L |

MATH C185 - CALCULUS 2
5.0 units

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. Prerequisite: MATH C180 with a grade of C or better or achieves qualifying score on Math Placement Test IV. Graded or Pass/No Pass option.

-CRN 90826 has one or more onsite meetings (exams), refer to the course webpage or student handbook for details.

| 90826 | 16-wk/Jan 28 | 5 hrs and 30 min/wk arr. | ONLINE | Villalobos, J |

MUSIC • (714) 241-6213

MUS C100 - HISTORY AND APPRECIATION OF MUSIC
3.0 units

Study of major genres, forms, styles, and historical periods in music since the Middle Ages. Emphasis on listening techniques, appreciation of classical and popular music, and recognition of styles, composers, and periods. Graded or Pass/No Pass option.

| 90066 | 16-wk/Jan 28 | 3 hrs and 10 min/wk arr. | ONLINE | De Witt, S |

PARALEGAL STUDIES • (714) 241-6209

LAW C100 - INTRODUCTION TO PARALEGAL STUDIES
3.0 units

Introductory course covering the relationship between paralegals, 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. Graded or Pass/No Pass option.

| 92054 | 16-wk/Jan 30 | 6:30pm-9:40pm W | NB CTR RM 227 | Barnes, S |
| 90710 | 16-wk/Jan 31 | 6:30pm-9:40pm Th | NB CTR RM 227 | Barnes, S |

LAW C105 - CIVIL LITIGATION 1
3.0 units

Learn, analyze and examine the basic principles of civil litigation as applicable to jurisdiction, venue and preparation of pleadings, discovery, motions, trial preparation, and alternative dispute resolution by plaintiffs and defendants in the California court system. Advisory: LAW C100 and LAW C127. Graded or Pass/No Pass option.

$2 material fee for this course

| 91515 | 16-wk/Jan 31 | 6:30pm-9:40pm Th | NB CTR RM 228 | Letterman, B |

LAW C115 - CRIMINAL LITIGATION
1.5 units

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. Advisory: LAW C100 and C120. Graded or Pass/No Pass option.

| 92055 | 8-wk/Apr 2 | 6:30pm-9:35pm T plus | NB CTR RM 228 | Crawfis, R |
| | | 1 hrs and 5 min/wk arr. | | |

LAW C118 - LEGAL ANALYSIS/BRIEFING
3.0 units

Learn the methods and procedures of statutory and case law analysis, including proper briefing and persuasive writing techniques. Advisory: LAW C100, C127 and/or C128. Graded or Pass/No Pass option.

| 90517 | 16-wk/Jan 28 | 6:30pm-9:40pm M | NB CTR RM 228 | Watts, S |

LAW C121 - LEGAL RESEARCH/CALR
4.0 units

Formerly LAW C120 and LAW C122. 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. Advisory: LAW C100, C105, and C118. Graded or Pass/No Pass option.

| 91991 | 16-wk/Jan 29 | 6pm-10:15pm T | NB CTR RM 227 | Barnes, S |

LAW C127 - LEGAL PROCEDURE 1
3.0 units

Knowledge and skills required of paralegals and legal assistants, including procedures and functions in the court structure and litigation procedures including personal injury and general civil cases, probate, family law, dissolution, adoption, and bankruptcy. Graded or Pass/No Pass option.

$4 material fee for this course

| 90515 | 16-wk/Jan 28 | 6:30pm-9:40pm M | NB CTR RM 227 | Barnes, S |

C O U R S E S

LAW C128 - LEGAL PROCEDURE 2 — 3.0 units

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. Advisory: LAW C127 or concurrent enrollment. Graded or Pass/No Pass option.

| 90853 | 16-wk/Jan 29 | 6:30pm-9:40pm T | NB CTR RM 229 | Offenhauser, T |

LAW C135 - FAMILY LAW — 1.5 units

Topics include organization and jurisdiction of the Family Law Court, marriage, annulment, dissolution, and non-marital property agreements, custody, support, visitation, use of family code and current case law applications, preparation for trial, temporary orders, appeals, and judgment enforcement. Advisory: LAW C100 or C127. Graded or Pass/No Pass option.

| 91914 | 8-wk/Jan 29 | 6:30pm-8pm T plus 2 hrs and 5 min/wk arr. | NB CTR RM 228 | Crawfis, R |

LAW C152 - CONFLICT ANALYSIS/RESOLUTION — 3.0 units

This course introduces the student to the basic skills needed to begin evaluating client needs regarding the use of alternative solutions to resolving conflicts and explore the changing climate of litigation-oriented practices, including ethical considerations. Advisory: LAW C100. Graded or Pass/No Pass option.

| 91915 | 16-wk/Jan 30 | 6:30pm-9:40pm W | NB CTR RM 228 | Fuller, D |

LAW C170 - COMPUTER APPLICATIONS — 3.0 units

This course is designed to acquaint paralegals with basic computer use, including software programs utilized by attorneys (word processing, spreadsheets, document databases), law-related public databases, non-law public databases, systems management, research, time and billing and other applications. Advisory: LAW C100 and keyboarding skills at 30 wpm. Graded or Pass/No Pass option.
$4 material fee for this course

| 91398 | 16-wk/Jan 28 | 6:30pm-9:40pm M plus 1 hr and 5 min/wk arr. | NB CTR RM 229 | Letterman, B |

LAW C283 - WORK BASED LEARNING — 3.0 units

To enhance each Work Based Learning participant's opportunity for success in the field of Paralegal by bridging the gap between educational theory and on-the-job practices through individualized performance objectives related to the student's career or occupational goal in Paralegal. Prerequisite: Be employed or volunteer in a field related to Paralegal for 5 hours per week per 1 unit of Work Based Learning. Corequisite: Be enrolled in a total of 7 units including Work Based Learning. This course may be taken four times. Graded or Pass/No Pass option.

| 90199 | 16-wk/Jan 28 | 16 hrs and 35 min/wk arr. | GG CTR | Barnes, S |

LAW C284 - WORK BASED LEARNING — 4.0 units

To enhance each Work Based Learning participant's opportunity for success in the field of Paralegal by bridging the gap between educational theory and on-the-job practices through individualized performance objectives related to the student's career or occupational goal in Paralegal. Prerequisite: Be employed or volunteer in a field related to Paralegal for 5 hours per week per 1 unit of Work Based Learning. Corequisite: Be enrolled in a total of 7 units including Work Based Learning. This course may be taken four times. Graded or Pass/No Pass option.

| 90200 | 16-wk/Jan 28 | 22 hrs and 5 min/wk arr. | GG CTR | Barnes, S |

LAW C390 - LEGAL CLINIC/ETHICS — 2.0 units

Students in the clinic will work directly under the direction and supervision of clinic attorneys and experienced paralegal instructors. Students will interview clinic clients, prepare and monitor client files, set up interview schedules, and perform various management duties relating to clinic operations. Students will examine and evaluate the regulation of lawyers, paralegals and the unauthorized practice of law. Advisory: LAW C100 and C127. This course may be taken two times. Graded or Pass/No Pass option.

| 90781 | 16-wk/Jan 31 | 7pm-8:50pm Th plus 2 hrs and 5 min/wk arr. | CCCADM CCCADM | Lovig, M |

PHILOSOPHY • (714) 241-6216

PHIL C100 - INTRODUCTION TO PHILOSOPHY — 3.0 units

This course provides an introduction to the main ideas, methods and problems of philosophy. Topics include the nature of philosophy and reality, questions of human nature and free will, relationship between mind and body, the question of God, sources of knowledge, and personal and social ethics. Multicultural and feminist issues are woven into traditional Western material, including contributions from India (Hinduism and Buddhism), China (Confucianism), Japan (Zen Buddhism), and Native American philosophy, among others. Graded or Pass/No Pass option.
-CRN 90068 has one or more onsite meetings (exams), refer to the course webpage or student handbook for details.

| 90068 | 16-wk/Jan 28 | 3 hrs and 10 min/wk arr. | TV | Sliff, R |
| 90528 | 16-wk/Jan 28 | 3 hrs and 10 min/wk arr. | ONLINE | Kelsey, D |

PHIL C115 - LOGIC CRITICAL THINKING — 3.0 units

Elements of logic and semantics, cogent and fallacious reasoning, deductive and inductive proofs, accurate use of language, analogy, definition and clarity, and precision of expression. Graded or Pass/No Pass option.

| 90069 | 16-wk/Jan 28 | 3 hrs and 10 min/wk arr. | CABLE | Doyle, J |
| 90358 | 16-wk/Jan 28 | 3 hrs and 10 min/wk arr. | ONLINE | Covert, R |

-Enrollment in this section requires Acceptance into the STAR Program and a 1 1/2 year commitment to the program. See http://coastline.edu/star for more information.

| 92110 | 8-wk/Jan 28 | 6 hrs and 30 min/wk arr. | ONLINE | Borcoman, K |

-Enrollment in this section requires Acceptance into the STAR Program and a 1 1/2 year commitment to the program. See http://coastline.edu/star for more information.

| 92109 | 8-wk/Jan 29 | 9am-10:25am TTh | GG CTR RM 122 | Staff |
| 90762 | 8-wk/Apr 1 | 6 hrs and 30 min/wk arr. | ONLINE | Kelsey, D |

PHIL C120 - ETHICS — 3.0 units

A comprehensive look at major ethical and moral issues of today. Graded or Pass/No Pass option.
-CRN 90071 has one or more onsite meetings (exams), refer to the course webpage or student handbook for details.

| 90071 | 16-wk/Jan 28 | 3 hrs and 10 min/wk arr. | TV | Borcoman, K |
| 90357 | 16-wk/Jan 28 | 3 hrs and 10 min/wk arr. | ONLINE | Covert, R |

CLASSES LISTED IN GRAY TYPE ARE OFFERED THROUGH DISTANCE LEARNING. FOR MORE INFO. and BROADCAST SCHEDULE, SEE DISTANCE LEARNING SECTION

Spring Semester 2013 **61**

PHOTOGRAPHY • (714) 241-6213

PHOT C108 - DIGITAL PHOTO FOR TRAVELERS　　　　　　　　　　　　　　　　　　　　　**1.0 unit**

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. This course may be taken four times. Graded or Pass/No Pass.

91887	12-wk/Feb 2	9am-12:20pm Sat	NB CTR RM 113	Clark, J

PHYSICAL EDUCATION • (714) 241-6213

PE C101 - PERSONAL FITNESS AND WELLNESS　　　　　　　　　　　　　　　　　　　　**1.0 unit**

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. Graded or Pass/No Pass option.

90124	8-wk/Jan 28	2 hrs and 5 min/wk arr.	ONLINE	Flores, R

PE C190 - PHYSIOLOGY OF EXERCISE　　　　　　　　　　　　　　　　　　　　　　　　**3.0 units**

This course will provide a basic knowledge of the physiology of physical fitness and athletic training for fitness professionals and fitness enthusiasts interested in a more in-depth understanding of the body's responses to exercise conditioning. Graded or Pass/No Pass option.

90729	16-wk/Jan 28	3 hrs and 10 min/wk arr.	ONLINE	Boehler, C

PE C190L - PHYSIOLOGY/EXERCISE LAB　　　　　　　　　　　　　　　　　　　　　　　**1.0 unit**

An introduction to techniques and analysis used to determine the body's responses, adjustments, and adaptations to physical activity. Students will be assigned various lab activities that demonstrate the main concepts of exercise physiology. Prerequisite: PE C190. Advisory: C190. Graded or Pass/No Pass option.

90051	16-wk/Jan 28	2 hrs and 5 min/wk arr.	ONLINE	Boehler, C

PHYSICS • (714) 241-6184

PHYS C110 - CONCEPTUAL PHYSICS　　　　　　　　　　　　　　　　　　　　　　　　**3.0 units**

Discusses the fundamental laws of nature: mechanics, Newton's Laws, energy, momentum, rotational dynamics, gravity, properties of 3 states of matter, heat and thermodynamics, harmonic motion, waves and sound. Other topics will be selected from electricity and magnetism, light, and modern physics. Advisory: MATH C010 and MATH C020. Graded or Pass/No Pass option.

90916	16-wk/Jan 28	3 hrs and 10 min/wk arr.	ONLINE	Khan, M

PHYS C120 - ALGEBRA BASED PHYSICS: MECH　　　　　　　　　　　　　　　　　　　　**4.0 units**

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. Corequisite: MATH C120 or achieve qualifying score on Math Placement Test. Advisory: PHYS C110 or concurrent enrollment. Graded or Pass/No Pass option.

91238	16-wk/Jan 30	10am-11:55am M plus	NB CTR RM 117	Devine, D
		4 hrs and 15 min/wk arr.	ONLINE	

PHYS C125 - ALGEBRA BASED PHYSICS: ELEC/MAG　　　　　　　　　　　　　　　　　　**4.0 units**

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 a liberal arts elective. Prerequisite: PHYS C120. Graded or Pass/No Pass option.

91343	16-wk/Jan 30	10am-11:55am W plus	NB CTR RM 117	Devine, D
		4 hrs and 20 min/wk arr.	ONLINE	

PHYSIOLOGY - SEE BIOLOGY C225

POLITICAL SCIENCE • (714) 241-6213

PSCI C101 - SURVEY OF CURRENT ISSUES　　　　　　　　　　　　　　　　　　　　　**3.0 units**

Formerly PSCI C110. 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. Advisory: Read the U.S. Constitution prior to first class meeting. Graded or Pass/No Pass option.

91869	8-wk/Jan 28	6 hrs and 30 min/wk arr.	ONLINE	Bach, M
91870	8-wk/Apr 1	6 hrs and 30 min/wk arr.	ONLINE	Boddie, R

PSCI C180 - AMERICAN GOVERNMENT　　　　　　　　　　　　　　　　　　　　　　　**3.0 units**

Formerly PSCI C100. 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. Graded or Pass/No Pass option.

91862	16-wk/Jan 28	3 hrs and 10 min/wk arr.	TV	Bach, M

-CRN 91863 has one or more onsite meetings (exams), refer to the course webpage or student handbook for details.

91863	16-wk/Jan 28	3 hrs and 10 min/wk arr.	ONLINE	Boddie, R
				Najera, M
91866	8-wk/Jan 28	6 hrs and 30 min/wk arr.	ONLINE	Bach, M
91864	16-wk/Jan 28	6:30pm-9:40pm M plus	LE-JAO RM 117	Cemo, J
91861	8-wk/Apr 1	6 hrs and 30 min/wk arr.	ONLINE	Bach, M
91867	8-wk/Apr 1	6pm-8:05pm W plus	LE-JAO RM 119	Boddie, R
		4 hrs and 15 min/wk arr.	ONLINE	

COURSES

PROCESS TECHNOLOGY • (714) 241-6209

PTEC C111 - HEALTH, SAFETY AND ENVIRONMENT   **3.0 units**
This course will introduce various types of plant hazards, safety and environmental systems, equipment, and regulations. Advisory: PTEC C110 Graded or Pass/No Pass option.
| 92129 | 16-wk/Jan 28 | 3 hrs and 10 min/wk arr. | ONLINE | Jewell, R |

PTEC C112 - QUALITY MANAGEMENT   **1.5 units**
This course will introduce many process industry-related quality concepts, including operating consistency, continuous improvement, plant economics, team skills, and statistical process control (SPC). Graded or Pass/No Pass option.
| 92045 | 8-wk/Jan 28 | 3 hrs and 10 min/wk arr. | ONLINE | Jewell, R |

PTEC C114 - PROCESS TECH 2: SYSTEMS   **3.0 units**
The purpose of this course is to study the interrelation of process equipment and process systems as they are used in normal conditions. Advisory: PTEC C113. Graded or Pass/No Pass option.
| 91086 | 16-wk/Jan 28 | 3 hrs and 10 min/wk arr. | ONLINE | Jewell, R |

PTEC C116 - INSTRUMENTATION 1   **3.0 units**
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. Advisory: PTEC C115. Graded or Pass/No Pass option.
| 91262 | 16-wk/Jan 28 | 3 hrs and 10 min/wk arr. | ONLINE | Smith, R |

PSYCHOLOGY • (714) 241-6213

PSYC C100 - INTRODUCTION TO PSYCHOLOGY   **3.0 units**
Fundamentals of human psychology. Using a scientific approach to the study of human behavior, this course examines and integrates physiological, intrapsychic and social/behavioral perspectives on human thought and behavior. Major units include biological bases of behavior, sensation, perception, motivation, learning and memory, maturation and development, personality, and social psychology. Graded or Pass/No Pass option.
90076	16-wk/Jan 28	3 hrs and 10 min/wk arr.	TV	Barnes, R
90062	16-wk/Jan 30	9am-12:10pm W	LE-JAO RM 211	James, S
91558	8-wk/Apr 1	6 hrs and 30 min/wk arr.	ONLINE	Barnes, R

PSYC C116 - CHILD GROWTH AND DEVELOPMENT   **3.0 units**
Formerly PSYC C115. Examination of human development from conception through adolescence. Includes the biological, psychological and socio-cultural aspects of the maturation process. Graded or Pass/No Pass option.
-CRN 91924 has one or more onsite meetings (exams), refer to the course webpage or student handbook for details.
| 91924 | 16-wk/Jan 28 | 3 hrs and 10 min/wk arr. | TV | Tran, T |
| 91925 | 16-wk/Jan 28 | 3 hrs and 10 min/wk arr. | ONLINE | Lembke, P |

PSYC C118 - LIFE SPAN DEVELOPMENTAL PSYCHOLOGY   **3.0 units**
This course traces human development from conception through death and dying focusing on the biological, cognitive, and psychosocial development. Graded or Pass/No Pass option.
-CRN 90059 has one or more onsite meetings (exams), refer to the course webpage or student handbook for details.
| 90059 | 16-wk/Jan 28 | 3 hrs and 10 min/wk arr. | TV | Parra, G |

PSYC C165 - PRINCIPLES OF HUMAN SEXUALITY 1   **3.0 units**
Formerly PSYC C148. This course offers an analysis of the social, psychological, and biological factors that shape the human sexual experience. Topics include sexual behavior, gender issues, sexual orientation, male and female sexual anatomy, contraception and reproduction, sexual dysfunction and therapy, sexually transmitted disease, and differing social values attached to these topics. Graded or Pass/No Pass option.
| 91929 | 16-wk/Jan 28 | 3 hrs and 10 min/wk arr. | ONLINE | Berggren, G |

PSYC C170 - PSYCHOLOGY OF AGING   **3.0 units**
Investigates the lifespan of adults--career choices and changes, marriage, relationships, family issues, aging parents, and retirement. Explores the potential for longer, healthier lives with opportunities and challenges for retirees and the elderly. Advisory: SOC C120. Graded or Pass/No Pass option.
| 91413 | 8-wk/Jan 28 | 6 hrs and 30 min/wk arr. | ONLINE | Eber, L |

PSYC C255 - ABNORMAL PSYCHOLOGY   **3.0 units**
Formerly PSYC C120. An introduction to emotional and mental disorders from a biological, sociocultural, 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. Prerequisite: PSYC C100. Graded or Pass/No Pass option.
| 91926 | 16-wk/Jan 28 | 3 hrs and 10 min/wk arr. | ONLINE | Mclucas, K |
-Enrollment in this section requires Acceptance into the STAR Program and a 1 1/2 year commitment to the program. See http://coastline.edu/star for more information.
| 92133 | 8-wk/Jan 28 | 9am-12:20pm MW | GG CTR RM 207 | Staff |
| 92173 | 8-wk/Jan 28 | 6 hrs and 30 min/wk arr. | ONLINE | Staff |

PSYC C280 - INTRODUCTION TO RESEARCH METHODS IN PSYCHOLOGY   **4.0 units**
Introduces students to psychological research methods and critical analysis techniques that may be applied to diverse research studies and issues. Prerequisite: PSYC C100 and MATH C160 or concurrent enrollment in MATH C160. Advisory: ENGL C100. Graded or Pass/No Pass option.
| 90311 | 16-wk/Jan 28 | 6 hrs and 30 min/wk arr. | ONLINE | Escobar, A |

REAL ESTATE • (714) 241-6209

RE C100 - REAL ESTATE PRINCIPLES   **3.0 units**
Introductory course to real estate. Topics covered include 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. Graded or Pass/No Pass option.
| 90499 | 16-wk/Jan 28 | 3 hrs and 10 min/wk arr. | ONLINE | Bouley, H |

C O U R S E S

CLASSES LISTED IN GRAY TYPE ARE OFFERED THROUGH DISTANCE LEARNING. FOR MORE INFO. and BROADCAST SCHEDULE, SEE DISTANCE LEARNING SECTION

Spring Semester 2013   **63**

RE C120 - REAL ESTATE PRACTICE   3.0 units

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, types of financing available. One of the three required courses for the State Real Estate Salesperson Exam and Broker License.   Advisory: Real Estate C100. Graded or Pass/No Pass option.

| 90363 | 16-wk/Jan 28 | 3 hrs and 10 min/wk arr. | ONLINE | Bouley, H |

RE C140 - REAL ESTATE FINANCE   3.0 units

Students will learn the sources of funding for real estate loans including terminology, appraisal for real estate, math for real estate as well as appropriate economic and legal terms. Included are open-end trust deeds, ARM loans, conventional, VA, FHA loans, point's discount, the secondary mortgage market, the Federal Reserve, discount rates, and construction loans. Qualifying the property and borrower will also be discussed. Graded or Pass/No Pass option.

| 90364 | 16-wk/Jan 28 | 3 hrs and 10 min/wk arr. | ONLINE | Chambers, M |

SOCIOLOGY • (714) 241-6216

SOC C100 - INTRODUCTION TO SOCIOLOGY   3.0 units

Introduction to the scientific study of human society and social behavior, including analysis of social interrelationships and human group organization, culture, social differentiation, and social institutions. Graded or Pass/No Pass option.

| 90081 | 16-wk/Jan 28 | 3 hrs and 10 min/wk arr. | TV | Petropoulos, M |
| 91107 | 8-wk/Apr 1 | 6 hrs and 30 min/wk arr. | ONLINE | Washington, W |

SOC C110 - INTRODUCTION TO MARRIAGE AND FAMILY   3.0 units

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. Graded or Pass/No Pass option.

| 90083 | 16-wk/Jan 28 | 3 hrs and 10 min/wk arr. | TV | Allen, S |

SOC C120 - INTRODUCTION TO GERONTOLOGY   3.0 units

A multidisciplinary overview of the biological, psychological and sociological aspects of the aging process. Graded or Pass/No Pass option.

| 90900 | 8-wk/Jan 28 | 6 hrs and 30 min/wk arr. | ONLINE | Eber, L |
| 90794 | 16-wk/Jan 28 | 3 hrs and 10 min/wk arr. | TV | Eber, L |

SPANISH • (714) 241-6184

SPAN C180 - ELEMENTARY SPANISH 1   5.0 units

This course is designed to develop the student's fundamental ability both to 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. Advisory: Students who have completed two years of high school Spanish with a grade of C or better should enroll in SPAN C185. Graded or Pass/No Pass option.

-Alert: If you have access to a computer you may enroll in Spanish 180 CRN 90086 online unless you specifically wish to pursue this class by telecourse. CRN 90086 has one or more onsite meetings (exams), refer to the course webpage or student handbook for details.

90086	12-wk/Feb 11	7 hrs and 15 min/wk arr.	ONLINE	Candelaria, P
90407	16-wk/Jan 28	5 hrs and 30 min/wk arr.	TV	Basabe, S
92059	16-wk/Jan 29	8:30am-11am TTh	LE-JAO RM 200	Basabe, S
91747	16-wk/Jan 28	9am-11:30am MW	NB CTR RM 234	Staff

SPAN C185 - ELEMENTARY SPANISH 2   5.0 units

Continuation of SPAN C180 or C180B. Emphasizes the acquisition of proficiency in listening comprehension, speaking, reading and writing materials and selected literary works. Prerequisite: SPAN C180, C180B or equivalent competency. Graded or Pass/No Pass option.

-Alert: If you have access to a computer you may enroll in Spanish 185 CRN 90395 online unless you specifically wish to pursue this class by telecourse.

| 90395 | 16-wk/Jan 28 | 5 hrs and 30 min/wk arr. | ONLINE | Basabe, S |
| 91131 | 16-wk/Jan 28 | 5 hrs and 30 min/wk arr. | TV | Basabe, S |

SPECIAL EDUCATION • (714) 241-6214

Intellectual Disabilities (ID)
Courses In this section are designed primarily for students with varying levels of ID. Consultation with the Instructor/Coordinator is strongly recommended prior to enrollment

SPED C409 - APPLIED ACADEMICS   0.0 unit

Assist students with developmental delays to acquire basic academic skills with emphasis on math, reading and writing skills. Develops academic goals and learning plans based on ability. This course may be taken four times. Non-Credit.

90655	16-wk/Jan 28	1:30pm-2:55pm MW	ELWYN	Kosbab, T
90656	16-wk/Jan 28	6:30pm-8:45pm M plus	NB CTR RM 320	Kosbab, T
		6:30pm-8:45pm W	NB CTR RM 316	Kosbab, T
90799	16-wk/Jan 29	1pm-3:05pm T	NB CTR RM 321	Kosbab, T
92033	16-wk/Jan 29	1pm-3:00pm T	NB CTR RM 322	Semer, L

SPED C420 - SURVEY ARTS/ACTIVITIES   0.0 unit

An exploratory course designed for the student with developmental delays utilizing a variety of activities to develop knowledge and skills related to arts, crafts and collections. The course relates to work behaviors such as organizing materials, task sequencing, and completing arts and activities such as collecting, playing table games and doing other activities. This course may be taken four times. Non-Credit.
$25 material fee for this course

| 90360 | 16-wk/Jan 30 | 1pm-3:05pm W | NB CTR RM 109 | Barrett, D |

SPED C451 - PERSONAL AND SOCIAL DEVELOPMNT   0.0 unit

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. This course may be taken four times. Non-Credit.

| 90343 | 16-wk/Jan 28 | 6pm-8:05pm M | GRDNVL | Stachelski, B |

SPED C456 - COMMUNITY RESOURCES   0.0 unit
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. This course may be taken four times.

| 92043 | 8-wk/Feb 1 | 9am-12:00pm F | NB CTR RM 321 | Hollinden, J |
| 92039 | 8-wk/Apr 5 | 9am-12:00pm F | NB CTR RM 321 | Hollinden, J |

SPED C457 - CONSUMER SKILLS   0.0 unit
Designed to provide the disabled student with developmental disabilities skills necessary to function independently as a consumer; course emphasizes consumer skills related to shopping, budgeting, and banking. This course may be taken four times. Non-Credit.

| 90460 | 16-wk/Feb 1 | 1pm-3:05pm F | NB CTR RM 321 | Cole, M |

SPED C481 - INTRODUCTION TO DESKTOP PUBLISHING   0.0 unit
An individualized course designed to introduce adults with developmental delays to the use of desktop publishing in the classroom. Students will learn to express thoughts in text and graphic forms using basic word processing and desktop publishing software. This course may be taken four times. Non-Credit. Not Graded.

| 91338 | 16-wk/Jan 29 | 1pm-4:10pm T | NB CTR RM 316 | Desmond, D |

These classes are designed for students with **Severe to Profound Developmental Disabilities.** Consultation with the Instructor/Coordinator Is strongly recommended prior to enrollment.

SPED C409 - APPLIED ACADEMICS   0.0 unit
Assist students with developmental delays to acquire basic academic skills with emphasis on math, reading and writing skills. Develops academic goals and learning plans based on ability. This course may be taken four times. Non-Credit.

90850	16-wk/Jan 28	10am-12:05pm M	NB CTR RM 324	Kosbab, T
90286	16-wk/Jan 30	9:30am-11:35am W	NB CTR RM 324	Barrett, D
91351	16-wk/Feb 1	9:30am-11:35am F	LE-JAO RM 210	McLaughlin, M

SPED C421 - ORIENTATION TO ART   0.0 unit
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. This course may be taken four times. Non-Credit.

91842	16-wk/Jan 28	9:15am-10:15am M plus	ENCORE	Stubblefield, K
		1pm-2:00pm M	ENCORE	
91584	16-wk/Jan 31	9:15am-10:15am Th plus	ENCORE	Stubblefield, K
		1pm-2:00pm Th	ENCORE	
91528	16-wk/Feb 1	9am-11:35am F	WSTVU	Pecoraro, M

SPED C423 - ORIENTATION TO MUSIC   0.0 unit
Introduction to vocal and instrumental music, including individual and group singing and knowledge and use of a variety of musical instruments. This course may be taken four times. Non-Credit.

| 91484 | 16-wk/Feb 2 | 1:30pm-3:30pm Sat | HYLHOM | Adler, R |

SPED C435 - RHYTHMIC MOVEMENT   0.0 unit
An aerobic 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. This course may be taken four times. Non-Credit.

| 91332 | 16-wk/Jan 31 | 9:30am-11:35am Th | LBTYPK | McLaughlin, M |

SPED C436 - ADULT FITNESS   0.0 unit
A fitness class for adult special education students. Course designed to utilize calisthenics, jogging, exercise, race walking, and weight training to increase muscular strength and endurance, improve posture and mobility, and to increase breath control. Exercises tailored to the abilities of the students. Non-Credit.

| 90836 | 16-wk/Jan 30 | 9am-11:35am W | WSTVU | Pecoraro, M |

SPED C451 - PERSONAL AND SOCIAL DEVELOPMNT   0.0 unit
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. This course may be taken four times. Non-Credit.

91335	16-wk/Jan 28	9:30am-11:30am M	LE-JAO RM 202	McLaughlin, M
91628	16-wk/Jan 29	9:30am-11am T	WSTVU	McLaughlin, M
91762	16-wk/Jan 30	9:30am-11:30am W	BGCLUB	McLaughlin, M

SPED C452 - HEALTH CONCEPTS   0.0 unit
Designed to provide the student with developmental delays information regarding general, mental and physical health related concepts. This course may be taken four times. Non-Credit.

| 92057 | 16-wk/Feb 3 | 6pm-8pm Sun | HYLHOM | Calcanas, C |

These classes are designed for students with intellectual Disabilities who desire gainful employment. This is a one year program followed by a semester of job search and placement through partnered licensed and/or vendored agencies. Consultation with the Instructor/Coordinator is strongly recommended prior to enrollment.

SPED C408 - READING/WRITING DEVELOPMENT   0.0 unit
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. This course may be taken four times. Non-Credit.

| 90652 | 16-wk/Jan 28 | 1:30pm-3:35pm M | NB CTR RM 316 | Desmond, D |

SPED C451 - PERSONAL AND SOCIAL DEVELOPMENT   0.0 unit
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. This course may be taken four times. Non-Credit.

| 91972 | 16-wk/Feb 1 | 1:30pm-3:30pm F | NB CTR RM 320 | McLaughlin, M |

CLASSES LISTED IN GRAY TYPE ARE OFFERED THROUGH DISTANCE LEARNING. FOR MORE INFO. and BROADCAST SCHEDULE, SEE DISTANCE LEARNING SECTION

Spring Semester 2013 **65**

SPED C461 - VOCATIONAL PREPARATION AND READINESS   **0.0 unit**

Job preparedness skills, successful workplace attitudes and behaviors, communication skills, problem solving techniques, and goal setting will be fundamental components of the curriculum. Job specific training will be provided for those students preparing to enter pre-identified work placement. This course may be taken two times. Non-credit.

| 92024 | 16-wk/Jan 31 | 1:30pm-3:30pm Th | NB CTR RM 320 | Crowley, E |

SPED C465 - JOB SEARCH STRATEGIES   **0.0 unit**

Designed to teach persons with disabilities effective job search strategies. Students learn how to develop job leads, prepare applications and resumes, contact employers, prepare for interviews and how to follow up. Emphasizes turning disability into ability in prospective employers' minds. This course may be taken four times. Non-Credit.

| 92025 | 16-wk/Jan 30 | 1:30pm-3:50pm W | NB CTR RM 316 | Crowley, E |

SPED C480 - INTRODUCTION TO COMPUTERS: AWARENESS AND USE   **0.0 unit**

Designed to introduce adults with developmental delays to computer instruction. Computer education topics will include basic equipment operation, keyboard knowledge, and basic word processing commands. This course may be taken four times. Not Graded.

| 92026 | 16-wk/Jan 31 | 1pm-4:10pm Th | NB CTR RM 316 | Desmond, D |

SPECIAL EDUCATION • (714) 241-6214

SPED C300 - STRATEGIES FOR USING PDAS   **2.0 units**

Survivors of brain injury and individuals who work with survivors will learn how to use a PDA (Personal Data Assistant) to help with memory compensation, organization, and time management after a brain injury. Pass/No Pass only.

-Hybrid class combining online and classroom instruction.

| 91269 | 8-wk/Jan 30 | 1pm-2:30pm W plus | NB CTR RM 315 | Wild, M |
| | | 2 hrs and 35 min/wk arr. | ONLINE | |

-Hybrid class combining online and classroom instruction.

| 91307 | 8-wk/Apr 3 | 1pm-2:30pm W plus | NB CTR RM 315 | Wild, M |
| | | 2 hrs and 35 min/wk arr. | ONLINE | |

SPED C430 - ADAPTED FITNESS   **0.0 unit**

Group exercise class designed for older adults with physical disabilities or limitations. Course designed to increase cardiovascular health and muscular strength, improve posture, enhance range of motion and increase breath control. Class activities are tailored to meet the needs and abilities of the students. Techniques and application of safe stretching, breathing, body alignment, and muscle conditioning exercises. Use of a chair and floor mat will be utilized. Corequisite: Limitations may be temporary or permanent. A signed Coastline College Doctor's Disability Verification will be requested from the student's physician. This course may be taken 15 times. Non-credit.

-Flexible registration thru April 27, 2012.

| 91845 | 16-wk/Jan 28 | 10am-Noon M | WSRCT | Masters, M |

-Flexible registration thru April 27, 2012.

91871	16-wk/Jan 28	11am-12:30pm M	OASIS	Aprile, J
91846	16-wk/Jan 28	12:30pm-1:30pm MW	WSRCT	Masters, M
91988	16-wk/Jan 30	10am-Noon W	WSRCT	Masters, M

SPED C431 - BALANCE AND MOBILITY   **0.0 unit**

Group exercise class for older adults to reduce the risk of falls. A multidimensional approach including sensory challenge, gait instruction, strength and flexibility will be used to improve balance and mobility. Targeted for the older adult living in the community. Corequisite: Limitations may be temporary or permanent. A signed Coastline Verification of Disability form will be requested from the Student's doctor. This course may be taken 15 times. Non-credit.

-Flexible registration thru April 27, 2012.

| 91844 | 16-wk/Jan 28 | 9am-10am MW | WSRCT | Masters, M |

-Flexible registration thru April 27, 2012.

| 91847 | 16-wk/Jan 29 | 9am-10am TTh | FVSRCT | Masters, M |

SPED C432 - ADAPTED STRENGTH AND CONDITIONING   **0.0 unit**

Individually designed fitness course for seniors who may not safely or successfully engage in group oriented senior exercise classes due to specific nature of a disability. Individualized assessment and goal setting establish basis for adapted curriculum and program implementation. Activities promoting improved levels of function in all areas of fitness are included: muscle strength & endurance, cardio-respiratory & cardiovascular function, anaerobic efficiency, general flexibility and range of motion. Corequisite: Limitations may be temporary or permanent. Student's personal physician's signature required on Coastline Special Programs and Services Verification of Disability form. This course may be taken 15 times. Non-credit.

-Flexible registration thru April 27, 2012.

| 91848 | 16-wk/Jan 29 | 10am-11am TTh | FVSRCT | Masters, M |

16 week course beginning the week of JAN 28.

| 91989 | 16-wk/Jan 29 | 1pm-3pm TTh | FVSRCT | Foreman, J |

SPED C433 - ADAPTED SEATED FITNESS   **0.0 unit**

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 are included: muscle strength/endurance, cardio-respiratory/cardiovascular functions, respiratory volumes, general flexibility & range of motion. Progressions to improve body management techniques, mobility/agility, and ambulation/locomotion when appropriate are included. Corequisite: Limitations may be temporary or permanent. Student's personal physician's signature required on Coastline Special Programs and Services Verification of Disability form. This course may be taken 15 times. Non-credit.

-Flexible registration thru April 27, 2012.

| 91872 | 16-wk/Jan 30 | 1:30pm-3:30pm W | LW NO6 | Aprile, J |

-Flexible registration thru April 27, 2012.

| 91873 | 16-wk/Feb 1 | 10:30am-12:30pm F | LW NO6 | Aprile, J |

SPED C462 - CAREER DEVELOPMENT   **0.0 unit**

Designed for students with disabilities. Provides supervised career exploration opportunities and specialized counseling and guidance support necessary to enhance opportunities for on-the-job success. Bridges the gap between educational theory and on-the-job practices. Emphasizes individualized performance objectives relative to special needs and occupational or career goals. This course may be taken four times. Non-Credit.

-Flexible registration thru April 27, 2012.

| 90697 | 16-wk/Jan 28 | 3 hrs/wk arr. | NB CTR RM 328 | Ryan, C |

SPED C463 - CAREER PLAN/DISABLED 0.0 unit

Introduction to career planning for individuals with disabilities. Includes evaluation of interests, skills and abilities as they relate to career areas and how to determine transferable skills. Emphasizes how to explore career options and develop goal-setting strategies for making a career plan. This course may be taken four times. Non-Credit.

| 90768 | 1-wk/Feb 11 | 1pm-4pm MW | NB CTR RM 322 | Ryan, C |
| 91151 | 1-wk/Apr 8 | 1pm-4pm MW | NB CTR RM 322 | Ryan, C |

SPED C464 - CAREER OPTIONS 0.0 unit

Career planning for persons with disabilities. Includes investigating various career areas and assessing interests, values and strengths in relationship to career options. Students will be guided in self-assessment of skills and abilities and how to use effective decision-making strategies in career planning. This course may be taken four times. Non-Credit.

| 90686 | 3-wk/Feb 25 | 1pm-3pm MW plus
8 hrs/wk arr. | NB CTR RM 322 | Ryan, C |
| 90770 | 3-wk/Apr 15 | 1pm-3pm MW plus
8 hrs/wk arr. | NB CTR RM 322 | Ryan, C |

SPED C465 - JOB SEARCH STRATEGIES 0.0 unit

Designed to teach persons with disabilities effective job search strategies. Students learn how to develop job leads, prepare applications and resumes, contact employers, prepare for interviews and how to follow up. Emphasizes turning disability into ability in prospective employers' minds. This course may be taken four times. Non-Credit.

| 90263 | 3-wk/May 6 | 1pm-3:00pm MW plus
8 hrs/wk arr. | NB CTR RM 322 | Ryan, C |

SPED C475 - ABI COGNITIVE REFRESHER 0.0 unit

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. Prerequisite: Graduation from Coastline's ABI program or equivalent. This course may be taken 5 times. Non-Credit.

| 90702 | 6-wk/Apr 8 | 10am-Noon F | NB CTR RM 320 | Wild, M |

VIETNAMESE • (714) 241-6184

VIET C180 - ELEMENTARY VIETNAMESE 1 5.0 units

A beginning course in speaking, understanding, reading and writing Vietnamese; study of grammar, vocabulary and pronunciation, and Vietnamese customs and culture. Advisory: Students who have completed two years of high school Vietnamese with a grade of C or better should enroll in VIET C185. Graded or Pass/No Pass option.

-CRN 90622 has one or more onsite meetings (exams), refer to the course webpage or student handbook for details.

| 90622 | 16-wk/Jan 28 | 5 hrs and 30 min/wk arr. | ONLINE | Tran, D |
| 92174 | 16-wk/Jan 29 | 12:30pm3pm TTh | LE-JAO RM 217 | Nguyen, D |

CLASSES LISTED IN GRAY TYPE ARE OFFERED THROUGH DISTANCE LEARNING. FOR MORE INFO. and BROADCAST SCHEDULE, SEE DISTANCE LEARNING SECTION

Spring Semester 2013 **67**

DISTANCE LEARNING GUIDE

Convenient and Flexible

HOW TO BEGIN

NEED HELP? HAVE QUESTIONS?

Assistance of a technical nature, such as logging in or accessing your course Web site, is available by calling 1 (714) 241-6216.

You may also e-mail us at: dlearning@coastline.edu

1. New and returning students apply at: www.coastline.edu and click "Apply Now"
   NOTE: Continuing students (enrolled during fall 2012 term) do not need to reapply.

2. Register at: http://myccc.coastline.edu/
   NOTE: All students will receive an appointment to register for classes by mail or e-mail.

3. Buy your textbooks and other materials at: www.coastlinebookstore.com

4. Start reviewing your course Web site approximately one week prior to the course's start date at: http://myccc.coastline.edu/

THE BENEFITS OF DISTANCE LEARNING

Convenient, flexible options for completing your degree requirements. Just boot-up your laptop or tune-in to your telecourse when it's most convenient for you, day or night!

You won't miss a thing! You no longer have to worry about what you're missing in class, because you control when you go to class. And, if you need assistance, your instructor is always available.

Your education won't interfere with your work or family commitments. 56% of all Coastline students work full-time, & many choose DL as a way to fit classes into the busy schedule.

A technology-enhanced learning experience. Coastline's DL courses were created to make learning convenient and fun, and utilize the latest technology.

Inexpensive. Coastline's Distance Learning courses cost the same as Coastline's other courses, as little as $46 a unit for California residents. Plus, many students qualify for financial aid!

EVERYTHING YOU WANT TO KNOW ABOUT

TELECOURSES

When are they broadcast? Where?

Students have multiple opportunities for viewing and reviewing telecourses since the videolessons are offered several times during the week and weekends on:

- CABLE refers to the Coastline Cable Station which broadcasts through Time Warner Cable within the cities listed below:

  Costa Mesa (Channel 27)

  Fountain Valley, Garden Grove, Huntington Beach, Midway City, Seal Beach, Stanton, and Westminster (Channel 95)

If you have a tuning problem, call your cable company for help.

- Select Telecourses are available for purchase through the Coastline Bookstore, www.coastlinebookstore.com or call 1 (714) 241-6101.

- Select telecourses are available for online viewing through Annenberg Media. Please visit http://www.annenberg.org for more information.

- Select telecourses are available for online viewing through the course Web site.

VIEWING CENTERS (call for hours):

- **Coastline Assessment Center**
  11460 Warner Avenue, Fountain Valley, 92708
  1 (714) 241-6285
- **Golden West College Library**
  15744 Golden West Street, Huntington Beach, 92647
  1 (714) 895-8741
- **Le-Jao Learning Center**
  14120 All American Way, Westminster, 92683
  1 (714) 241-6184
- **Orange Coast College Library**
  2701 Fairview Road, Costa Mesa, 92626
  1 (714) 432-5885
- **Garden Grove Center**
  12901 Euclid Street, Garden Grove, 92840
  1 (714) 241-6209
- **Mary Wilson Public Library**
  707 Electric Avenue, Seal Beach, 90740
  1 (562) 431-3584

DISTANCE LEARNING BROADCAST SCHEDULE

PLEASE NOTE THAT COASTLINE COLLEGE NO LONGER HAS ACCESS TO BROADCAST TELECOURSES THROUGH KOCE. TO RECEIVE A TELEVISED BROADCAST OF TELECOURSE AND CABLECAST COURSES, STUDENTS MUST BE SUBSCRIBERS TO TIME WARNER CABLE AND LIVE IN COSTA MESA, FOUNTAIN VALLEY, GARDEN GROVE, HUNTINGTON BEACH, MIDWAY CITY, SEAL BEACH, STANTON OR WESTMINSTER. THOSE WHO DO NOT HAVE ACCESS TO TIME WARNER CABLE BUT LIVE IN THE LOCAL AREA, HAVE THE OPTION TO WATCH VIDEOLESSONS AT A COASTLINE VIEWING CENTER. ADDITIONAL OPTIONS ARE LISTED UNDERNEATH EACH COURSE BELOW. COURSES WITH A STREAMING MEDIA OPTION REQUIRE INTERNET ACCESS.

DAY	TIME	CHANNEL

ANTHROPOLOGY C100—Cultural Anthropology
CRN 90001 (3 units) 16-wk/Jan. 28

W	9-10 am	CABLE
Th	6-7 pm	CABLE

Video Series Title: "Cultural Anthropology, Our Diverse World"
Additional viewing options: streaming media through the course website (requires Internet access); DVD purchase through Coastline Bookstore; DVD purchase through Coast Learning Systems http://www.coastlearning.org

BIOLOGY C100—Introduction to Biology
CRN 90005 (3 units) 16-wk/Jan. 28

T	4-5 pm	CABLE
Sat	9-10 am	CABLE

Video Series Title: "Cycles of Life"
Additional viewing options: streaming media through the course website (requires Internet access); DVD purchase through Coastline Bookstore; DVD purchase through Coast Learning Systems, http://www.coastlearning.org

BUSINESS C100—Introduction to Business
CRN 90227 (3 units) 16-wk/Jan. 28

T	10-11 am	CABLE
F	4-5 pm	CABLE

Video Series Title: "It's Strictly Business"
Additional viewing options: streaming media through the course website (requires Internet access); DVD purchase through Coastline Bookstore; streaming media through the course website (requires Internet access)

BUSINESS C110—Legal Environment of Business
CRN 90010 (3 units) 16-wk/Jan. 28

M	10-11 am	CABLE
F	2-3 pm	CABLE

Video Series Title: "The Legal Environment of Business"
Additional viewing options: streaming media through the course website (requires Internet access); DVD purchase through the Coastline Bookstore

BUSINESS C120—Personal Finance
CRN 90012 (3 units) 16-wk/Jan. 28

M	3-4 pm	CABLE
Th	11 am-Noon	CABLE

Video Series Title: "Dollars and Sense"
Additional viewing options: streaming media through the course website (requires Internet access); DVD purchase through the Coastline Bookstore; DVD purchase through Coast Learning Systems, http://www.coastlearning.org

BUSINESS C150—Introduction to Marketing
CRN 90230 (3 units) 16-wk/Jan. 28

M	2-3 pm	CABLE
F	5-6 pm	CABLE

Video Series Title: "Concepts in Marketing"
Additional viewing options: streaming media through the course website (requires Internet access); DVD purchase through Coastline Bookstore; DVD purchase through Coast Learning Systems, http://www.coastlearning.org

BUSINESS C222—Small Business Operations and Management
CRN 90040 (3 units) 16-wk/Jan. 28

T	11 am-Noon	CABLE
Th	9-10 am	CABLE

Video Series Title: "Introduction to Entrepreneurship"
Additional viewing options: DVD purchase through the Coastline Bookstore

COUNSELING C105—Strategies for College Success
CRN 90055 (3 units) 16-wk/Jan. 28

Th	2-3 pm	CABLE
Sun	8-9 am	CABLE

Video Series Title: "Mastering the College Experience"
Additional viewing options: streaming media through the course website (requires Internet access); DVD purchase through the Coastline Bookstore; DVD purchase through Coast Learning Systems, http://www.coastlearning.org

FOOD & NUTRITION C170-Nutrition
CRN 90092 (3 units) 16-wk/Jan. 28

W	2-3 pm	CABLE
F	3-4 pm	CABLE

Video Series Title: "Nutrition Pathways"
Additional viewing options: streaming media through the course website (requires Internet access); DVD purchase through the Coastline Bookstore; streaming media through the course website (requires Internet access)

GEOLOGY C105—General Geology
CRN 91975 (3 units) 16-wk/Jan. 28

M	6-7 pm	CABLE
F	9-10 am	CABLE

Video Series Title: "The Earth Revealed"
Additional viewing options: Streaming media through Annenberg, http://www.learner.org (requires Internet access)

HEALTH C100— Personal Health
CRN 91181 (3 units) 16-wk/Jan. 28

T	9-10 am	CABLE
Th	3-4 pm	CABLE

Video Series Title: "Journey to Health"
Additional viewing options: streaming media through the course website (requires Internet access); DVD purchase through the Coastline Bookstore; streaming media through the course website (requires Internet access)

HISTORY C170—U.S. History to 1876
CRN 90041 (3 units) 16-wk/Jan. 28

T	3-4 pm	CABLE
Sun	1-2 pm	CABLE

Video Series Title: "Shaping America"
Additional viewing options: streaming media through the course website (requires Internet access); DVD purchase through the Coastline Bookstore; streaming media through the course website (requires Internet access)

HISTORY C175—U.S. History Since 1876
CRN 90043 (3 units) 16-wk/Jan. 28

M	1-2 pm	CABLE
W	8-9 am	CABLE

Video Series Title: "Shaping America"
Additional viewing options: streaming media through the course website (requires Internet access); DVD purchase through the Coastline Bookstore; streaming media through the course website (requires Internet access)

HISTORY C185—Western Civilization 2
CRN 90045 (3 units) 16-wk/Jan. 28

W	3-4 pm	CABLE
F	6-7 pm	CABLE

Video Series Title: "Western Tradition II"
Additional viewing options: Streaming media through Annenberg, http://www.learner.org (requires Internet access)

HUMANITIES C110—Humanities Through the Arts
CRN 90047 (3 units) 16-wk/Jan. 28

T	5-6 pm	CABLE
W	6-7 pm	CABLE

Video Series Title: "Humanities Through the Arts"
Additional viewing options: VHS tape purchase through Coastline Bookstore. Please note this course is not available on DVD or available as streaming media

MANAGEMENT & SUPERVISION C100—Business Organization and Management
CRN 91083 (3 units) 16-wk/Jan. 28

Th	5-6 pm	CABLE
Sat	1-2 pm	CABLE

Video Series Title: "Taking the Lead"
Additional viewing options: streaming media through the course website (requires Internet access); DVD purchase through Coastline Bookstore; DVD purchase through Intelecom, http://studentstore.intelecomstore.org/

MARINE SCIENCE C100—Introduction to Marine Science
CRN 90053 (3 units) 16-wk/Jan. 28

Th	1-2 pm	CABLE
F	10-11 am	CABLE

Video Series Title: "The Endless Voyage"
Additional viewing options: streaming media through the course website (requires Internet access); DVD purchase through Coastline Bookstore; DVD purchase through Intelecom, http://studentstore.intelecomstore.org/

MASS COMMUNICATIONS C100—Introduction to Mass Communications
CRN 91992 (3 units) 16-wk/Jan. 28

W	10-11 am	CABLE
Sat	10-11 am	CABLE

Video Series Title: "Media Waves"
Additional viewing options: streaming media through the course website (requires Internet access); DVD purchase through Coastline Bookstore

MATH C010—Elementary Algebra
CRN 90054 (4 units) 16-wk/Jan. 28

M & W	4-5:30 pm	CABLE

Additional viewing options: CD's containing digitized Math 010 videolessons available for purchase through Coastline Bookstore (requires Windows Media Player); streaming media through the course website (requires Internet access)

MATH C030—Intermediate Algebra
CRN 90330 (4 units) 16-wk/Jan. 28
NOTE: This course does not have an associated cablecast broadcast time. Refer to the course student handbook for additional information regarding the video component of this course

PHILOSOPHY C100—Introduction to Philosophy
CRN 82571 (3 units) 16-wk/Jan. 28

T	1-2 pm	CABLE
Sat	Noon-1 pm	CABLE

Video Series Title: "For the Love of Wisdom"
Additional viewing options: streaming media through the course website (requires Internet access); DVD purchase through Coastline Bookstore

PHILOSOPHY C115—Logic/Critical Thinking
CRN 90068 (3 units) 16-wk/Jan. 28

M & W	Noon-1 pm	CABLE
T & Th	8-9 am	CABLE

Additional viewing options: CD's containing digitized Philosophy 115 videolessons are available for purchase through Coastline Bookstore (requires Windows Media Player); streaming media through the course website (requires Internet access)

PHILOSOPHY C120—Ethics
CRN 90071 (3 units) 16-wk/Jan. 28

F	11 am-Noon	CABLE
Sun	10-11 am	CABLE

Video Series Title: "Ethics in America"
Additional viewing options: Streaming media through Annenberg, http://www.learner.org (requires Internet access)

POLITICAL SCIENCE C180—American Government
CRN 91862 (3 units) 16-wk/Jan. 28

W	11 am-Noon	CABLE
Sat	11 am-Noon	CABLE

Video Series Title: "Voices in Democracy"
Additional viewing options: streaming media through the course website (requires Internet access); DVD purchase through Coastline Bookstore

PSYCHOLOGY C100—Introduction to Psychology
CRN 90076 (3 units) 16-wk/Jan. 28

M	8-9 am	CABLE
Th	4-5 pm	CABLE

Video Series Title: "Psychology: The Human Experience"
Additional viewing options: streaming media through the course website (requires Internet access); DVD purchase through Coast Learning Systems, http://www.coastlearning.org

PSYCHOLOGY C116—Child Growth/Development
CRN 91924 (3 units) 16-wk/Jan. 28

T	2-3 pm	CABLE
Sun	Noon-1 pm	CABLE

Video Series Title: "Stepping Stones"
Additional viewing options: DVD purchase through Coastline Bookstore; DVD purchase through Coast Learning Systems, http://www.coastlearning.org

PSYCHOLOGY C118—Life Span Developmental Psychology
CRN 90059 (3 units) 16-wk/Jan. 28

M	9-10 am	CABLE
F	Noon-1 pm	CABLE

Video Series Title: "Transitions Through the Lifespan"
Additional viewing options: streaming media through the course website (requires Internet access); DVD purchase through Coastline Bookstore; DVD purchase through Coast Learning Systems, http://www.coastlearning.org

SOCIOLOGY C100—Introduction to Sociology
CRN 90081 (3 units) 16-wk/Jan. 28

W	1-2 pm	CABLE
F	8-9 am	CABLE

Video Series Title: "Exploring Society"
Additional viewing options: streaming media through the course website (requires Internet access); DVD purchase through Coastline Bookstore

SOCIOLOGY C110—Introduction to Marriage & Family
CRN 90083 (3 units) 16-wk/Jan. 28

Sat	8-9 am	CABLE
Sun	11 am-Noon	CABLE

Video Series Title: "Our Families, Ourselves"
Additional viewing options: streaming media through the course website (requires Internet access); DVD purchase through Coastline Bookstore; DVD purchase through Intelecom, http://studentstore.intelecomstore.org/

SOCIOLOGY C120—Introduction to Gerontology
CRN 90794 (3 units) 16-wk/Jan. 28

Th	10-11 am	CABLE
Sun	9-10 am	CABLE

Video Series Title: "Growing Old in a New Age"
Additional viewing options: Streaming media through Annenberg, http://www.learner.org (requires Internet access)

SPANISH C180—Elementary Spanish
CRN 90407 (5 units) 16-wk/Jan. 28

M	5:30-6 pm	CABLE
T	Noon-12:30 pm	CABLE

Video Series Title: "Destinos"
Additional viewing options: Streaming media through Annenberg, http://www.learner.org (requires Internet access)

SPANISH C185—Elementary Spanish 2
CRN 91131 (5 units) 16-wk/Jan. 28

W	5:30-6 pm	CABLE
Th	Noon-12:30 pm	CABLE

Video Series Title: "Destinos"
Additional viewing options: Streaming media through Annenberg, http://www.learner.org (requires Internet access)

CHOOSE ONE ACCESSIBLE BROADCAST VIEWING TIME.
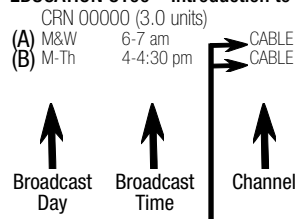PURCHASE TELECOURSE STUDENT HANDBOOK AND TEXTBOOK BEFORE THE COURSE BEGINS.

Please refer to your student handbook for information on additional viewing options.

DISTANCE LEARNING

HOW TO READ YOUR BROADCAST SCHEDULE

Day Time Channel

Example:

EDUCATION C100—Introduction to Education
CRN 00000 (3.0 units)
(A) M&W   6-7 am   → CABLE
(B) M-Th   4-4:30 pm   → CABLE

↑   ↑   ↑
Broadcast   Broadcast   Channel
Day   Time

CABLE: Refers to the Coastline Cable Channel and is available **only** through Time Warner Cable in the following cities: Costa Mesa (Channel 27); Fountain Valley, Huntington Beach, Garden Grove, Midway City, Seal Beach, Stanton and Westminster (Channel 95)

If you select:

(A) You need to watch your videolesson Monday AND Wednesday at 6–7 a.m. OR program your VCR/DVR.
(B) You need to watch your videolesson Monday, Tuesday, Wednesday AND Thursday at 4–4:30 p.m. OR program your VCR/DVR.

How to determine which one to choose?

Base your decision on cable accessibility and convenient day/time to watch the videolesson OR set your VCR/DVR to the day/time your cable channel broadcasts the course.

Don't have access to the CABLE broadcast option?

Try visiting one of our Distance Learning Viewing Centers. Select telecourse series are available for a reasonable fee through the Coastline Bookstore, 1 (714) 241-6101. Select telecourse series are available for online viewing through Annenberg Media. For more information, visit their Web site at www.learner.org. Select telecourses are available for online viewing through the course Web site.

VIDEO SERIES AVAILABLE ONLINE

The following video series are available as streaming media through the Coastline College Distance Learning website (Requires Internet access. Some videos will require Windows Media Player. Some videos will require Adobe Flash)

Course Names	Video Series Title
Anthropology C100	Our Diverse World
Biology C100	Cycles of Life
Business C100	It's Strictly Business
Business C120	Dollars & Sense
Business C150	Concepts in Marketing
Counseling C105	Mastering the College Experience
Food & Nutrition C170	Nutrition Pathways
Health C100	Journey to Health
History C170	Shaping America
Management & Supervision C100	Taking the Lead
Marine Science C100	The Endless Voyage
Mass Communications	Media Waves
Math C010	Elementary Algebra
Philosophy C115	Logic and Critical Thinking

Course Names	Video Series Title
Psychology C100	The Human Experience
Psychology C116	Stepping Stones
Psychology C118	Transitions through the Life Span
Sociology C100	Exploring Society
Sociology C110	Our Families, Ourselves

The following video series are available as streaming media through the Annenberg website http://www.learner.org/resources (requires Internet access).

Course Name	Video Series Title
Geology C105	The Earth Revealed
History C180/C185	The Western Tradition
Philosophy C120	Ethics in America
Sociology C120	Growing Old in a New Age
Spanish C180/C185	Destinos

CABLE CHANNEL INFORMATION

To view the cable channel, students must be subscribers to Time Warner Cable AND live in Costa Mesa, Fountain Valley, Garden Grove, Huntington Beach, Midway City, Seal Beach, Stanton or Westminster.

The CABLE broadcast option is available through Time Warner in:

- Costa Mesa ....Channel 27
- Fountain Valley................................Channel 95
- Garden Grove ....Channel 95
- Huntington Beach ....Channel 95
- Midway City.....................................Channel 95
- Seal Beach ....Channel 95
- Stanton ....Channel 95
- Westminster ....Channel 95

TELECOURSE
INFORMATION

Telecourses are distance education courses delivered through pre-produced videolessons that augment the textbooks, study guides and course assignments. Students who enroll in this learning delivery method interact with their instructors via phone, e-mail or fax. Students may mail in quizzes or take them online. Some students may qualify to take examinations by proctor.

Choose One Broadcast Airing Line

YOU DO NOT NEED TO WATCH ALL THE BROADCAST LINES LISTED

(unless you want to repeat a videolesson)

NOTE: Students MUST purchase Student Handbook and course materials BEFORE the course start date.

Have Access To The Internet?

Most telecourses now offer Internet access to view the course content, complete assignments and quizzes online, online discussion boards, and the latest course information and updates.

How to Read Your Broadcast Schedule

EXAMPLE:

EDUCATION C100—Introduction to Education
CRN #00000 (3.0 units)

(A)	M & W	6–7 am	CABLE
(B)	M–Th	4–4:30 pm	CABLE

Broadcast Day   **Broadcast Time**   **Channel**

CABLE: Refers to the Coastline Cable Channel and is available only through Time Warner Cable in the following cities: Costa Mesa (Channel 27); Fountain Valley, Huntington Beach, Garden Grove, Midway City, Seal Beach, Stanton and Westminster (Channel 95).

If you select:

(A) You need to watch your videolesson Monday AND Wednesday at 6–7 a.m. OR program your VCR/DVR.

(B) You need to watch your videolesson Monday, Tuesday, Wednesday AND Thursday at 4–4:30 p.m. OR program your VCR/DVR.

How to determine which one to choose?

Base your decision on cable accessibility and convenient day/time to watch the videolesson OR set your VCR/DVR to the day/time your cable channel broadcasts the course. See page 73 for list of cities and cable companies.

Don't have access to the CABLE broadcast option?

Try our Distance Learning Viewing Centers listed on page 70. Select telecourse series are available for a reasonable fee through the Coastline Bookstore, 1 (714) 241-6101. Select telecourse series are available for online viewing through Annenberg Media. For more information, visit their Web site at www.learner.org. Select telecourses are available for online viewing through the course Web site.

- **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.

- **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** on recommended preparation 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.

TEXTBOOKS
Distance learning students have **2** ways to order/receive their textbooks!

❶ Instructions for ordering online

1. **Log onto** http://www.coastlinebookstore.com, **click on TEXTBOOKS AND COURSE MATERIAL.**

2. Select your campus TERM. Example: Fall 2012.

3. Select your DEPARTMENT. Example: Accounting.

4. Select your COURSE. Example: C100.

5. Select your SECTION... Can you change that to Select your SECTION or CRN Number. Then get rid of the phrase "(usually the instructor's name is attached) as the instructor's name isn't attached.

6. Click Submit.

7. All your required, recommended, choice or suggested textbooks and supplies will be displayed.

8. Once you have made any adjustment for New, Used, Digital or Rental, click on the Add to Cart. Follow the instructions if you have another course to order.

9. Once you finish putting all your course materials into your cart, go to the top of the page to Shopping Cart. Make any adjustments, for example, adding the total scantrons you need. From there, go to Check Out.

10. Create a new user account.

11. Follow the instructions to complete purchasing your books and other materials.

❷ Students who live within traveling distance of the College Center in Fountain Valley can shop in the Bookstore, located on the first floor.

- Distance Learning students are encouraged to take advantage of ordering their course materials online.

- The majority of textbooks are expected to be in stock approximately two to three weeks before the date the classes begin.

- Orders can be placed as soon as the upcoming term has been updated to the Bookstore Web site.

- Mail Orders will begin to be processed and shipped at least two weeks before classes start. (The Bookstore does ship earlier if all course materials are in stock).

- There is a normal turnaround period of two working days before orders leave the Bookstore. This turnaround can increase with the number of arriving orders, especially in the few days before the session begins. Order early.

- Textbook buyback information can be found online at www.coastlinebookstore.com.

SELECT TELECOURSES **AVAILABLE ON DVD**
AT THE COASTLINE BOOKSTORE

| Course Number & Title	Telecourse Title
Anthropology C100—Cultural Anthropology	Cultural Anthropology: Our Diverse World
Biology C100—Introduction to Biology	Cycles of Life: Exploring Biology
Business C100—Introduction to Business	It's Strictly Business
Business C120—Personal Finance	Dollar$ & Sense: Personal Finance
Business C150—Introduction to Marketing	Concepts in Marketing
Counseling C105—Strategies for College Success	Mastering the College Experience
Food & Nutrition C170—Nutrition	Nutrition Pathways
Health C100—Personal Health	Journey to Health
History C170—U.S. History to 1876	Shaping America
Management and Supervision C100—Business Organization and Management	Taking the Lead
Marine Science C100—Introduction to Marine Science	The Endless Voyage
Political Science C180—American Government	Voices in Democracy
Psychology C100—Introduction to Psychology	Psychology: The Human Experience
Psychology C116—Child Growth & Development	Child Development: Stepping Stones
Psychology C118—Developmental Psychology	Transitions through the Life Span
Sociology C100—Introduction to Sociology	Exploring Society
Sociology C110—Marriage and Family	Our Families, Ourselves

More information is available at www.coastlinebookstore.com

DISTANCE LEARNING

INDEPENDENT
STUDY INFORMATION
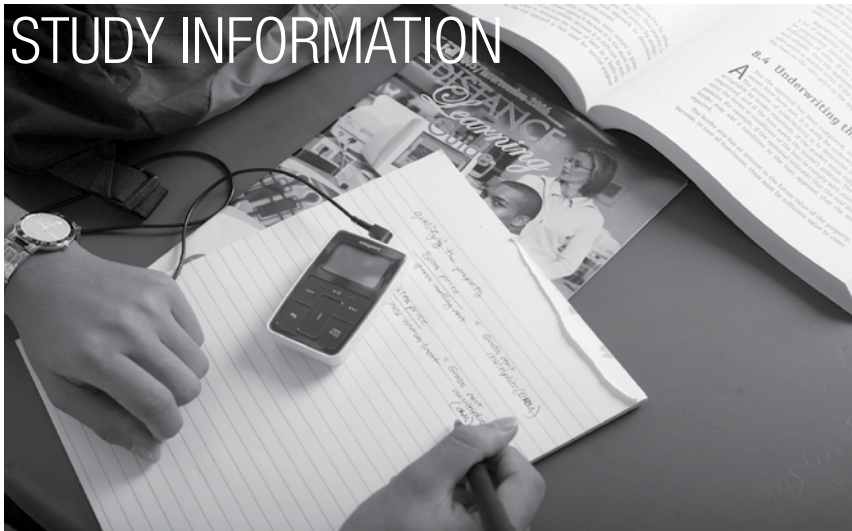
Course syllabus, assignments and exam information are contained in student handbooks.

Instructor contact is through mail, telephone, fax, or e-mail.

ONLINE
COURSE INFORMATION

Online courses have teaching materials and assignments delivered online via the World Wide Web. Students interested in enrolling in an Online course must have:

1. Access to a multimedia computer with a sound card and speakers. Optimally you should have a computer with at least a 1GHz processor, 256MB of Ram, and a high speed Internet connection such as DSL or Cable.

2. A basic understanding on how to use the Internet, a Web browser, and e-mail in order to concentrate on the course study, not the technology.

3. Full service connection to the Internet via an Internet service provider such as EarthLink, AT&T, SBC, RoadRunner, cable, etc.

4. A current version of a Web browser such as Microsoft® Internet Explorer 7 or newer, Firefox® (version 1.0 recommended), or another up-to-date browser. NOTE: Some courses have material, such as online PowerPoint presentations, that is accessible only with a current version of Microsoft® Internet Explorer.

5. A current version of Adobe Acrobat Reader, RealPlayer, and Windows Media Player to access supplemental material and reviews. These are free downloads available online and links are provided to download sites.

6. Some students using AOL browsers or who are behind firewalls have reported problems accessing certain parts of the Distance Learning and the course Web sites. It is recommended that students use a browser other than AOL (AOL Internet access can still be used by minimizing the AOL browser and using one of those recommended above), and that they not be behind a firewall.

7. Please call the Distance Learning Technical Helpline at 1 (714) 241-6304 with any questions regarding the hardware and software required or to learn if your system meets the requirements necessary to access the online courses. NOTE: This is a call-back service with answers generally being returned in 24-48 hours.

REMINDER: Please be sure to check your college e-mail account often as this is how your instructors, and the college, will primarily be in contact with you.

Enrolled students can access their course Web sites beginning one week prior to the courses' start date for instructions and to complete the Letter of Agreement form online. Go to http://dl.coastline.edu/ and click on "Course Web sites." Completing the Letter of Agreement is a course requirement.

Students who do not have access to a computer or the Internet can use the Coastline Garden Grove Center—Information Commons, Room 103. Students will be required to enroll in a general lab session (0.5-1.0 unit).

PROCTOR INFO RULES AND PROCEDURES

Proctored rules and procedures—read this!

If you are a local resident and your zip code matches any of those listed below, you will be expected to complete your midterm and final exam(s) with your instructor(s) on the day, time and locations listed in the course syllabus. That means you do not need this form. Students who complete this form and live within these zip codes will have their form denied and returned.

900XX, 901XX, 902XX, 903XX, 904XX, 905XX, 906XX, 907XX, 908XX,

910XX, 911XX, 912XX, 917XX, 918XX, 926XX, 927XX, 928XX

If you live out of the area and your zip code does not match any of the areas listed above, you may choose to use this form in order to have your exams proctored by an appropriate Proctor. It is the responsibility of the student to verify that the proctor meets the requirements listed for acceptable proctors (please see form). If the person chosen does not meet the requirements, this form will be denied and returned to the student.

It is the student's responsibility to return the completed proctor form to the Distance Learning department. If the student is enrolled in a 16-week course, the form is due by the second Friday from the start date of the course. If the student is enrolled in a course of any other length, the form is due by the first Friday from the start date of the course. Students who fail to return the proctor form by the stated due dates will cause the mailing of their exams to be delayed. This may result in a penalty for completing exams late. **The exams will be delivered to the proctor via USPS (United States Postal Service).**

Students with questions or comments regarding proctored exams or the "Student/ Proctor Agreement" form on page 83 need to contact: Distance Learning Department at 1 (714) 241-6216.

Additional Proctor Information

Completion of the Proctor Agreement Form ensures the Distance Learning Department that the registered student has selected a proctor (examination supervisor) who meets criteria to administer the midterm and final examinations. The exams must be mailed to the institution where the proctor is employed as an educator. If any other mailing address is listed, the mailing of exams will not take place. The proctor form will be rejected and returned to the student. Exams are due back in the Distance Learning Department by the date the exams are being administered to the local students, unless otherwise noted on the course Web site or in the Student Handbook for the course. This date can be determined by going to the Testing Times page on the Distance Learning Web site. The student and proctor must adhere to these exam dates or a penalty of 10% may be assessed. For the student who is proctored, the midterm and final examinations will not be at a Coastline testing site.

Who qualifies to be a proctor?

The proctor must be a teacher, librarian, testing coordinator, or administrator from a community college, university, elementary/secondary school, OR an educational services officer test administrator from the U.S. Military.

The individual selected as the proctor cannot be a current student with Coastline, cannot be a relative of the student, nor live at the same address as any Coastline College student, as that would jeopardize or violate the academic honesty policy of Coastline Community College.

Academic Honesty

The Distance Learning Department reviews each proctor agreement form and will determine if the criteria have been met. If the criteria have not been met, the student will be notified for the next appropriate action. The signed form is a binding agreement between the proctor and Coastline Community College to ensure the confidentiality and academic integrity through proper administration of examinations. The proctor is expected to prevent acts of academic dishonesty from the following: cheating, plagiarism, stealing or copying an exam and/or engaging in collusion.

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 | Units

(A2)	English C100—Freshman Composition	3.0
(A3)	English C102—Critical Reasoning	3.0
	Philosophy C115—Logic and Critical Thinking	3.0

AREA B — Scientific Inquiry and Quantitative Reasoning | Units

(B1)	Astronomy C100—Introduction to Astronomy	3.0
	Astronomy C101-Planetary Astronomy	3.0
	Chemistry C105—Chemistry Explorations for Teachers	2.0
	Chemistry C110—Introduction to Chemistry	5.0
	Chemistry C180—General Chemistry A	4.0
	Chemistry C185—General Chemistry B	4.0
	Geology C105—General Geology	3.0
	Geology C115—California Geology	3.0
	Physics C110—Introduction to Physics	3.0
(B2)	Biology C100—Introduction to Biology	3.0
	Biology C120—Biology of Aging	3.0
	Biology C210—General Microbiology	5.0
	Ecology C100—Human Ecology	3.0
	Marine Science C100—Introduction to Marine Science	3.0
(B3)	Astronomy C100L—Introduction to Astronomy Lab	1.0
	Biology C100L—Introduction to Biology Lab	1.0
	Biology C210—General Microbiology	5.0
	Chemistry C110—Introduction to Chemistry	5.0
	Chemistry C180L—General Chemistry Lab A	1.0
	Chemistry C185L—General Chemistry Lab B	1.0
	Geology C105L—Introduction to Geology Lab	1.0
	Marine Science C100L—Marine Science Oceanography Lab	1.0
(B4)	Mathematics C100—Liberal Arts Mathematics	3.0
	Mathematics C103—Statistics for Elementary Teachers	3.0
	Mathematics C106—Geometry for Elementary Teachers 2	3.0
	Mathematics C115—College Algebra	4.0
	Mathematics C120—Trigonometry	3.0
	Mathematics C140—Business Calculus	4.0
	Mathematics C150—Finite Mathematics with Applications	4.0
	Mathematics C160—Introduction to Statistics	4.0
	Mathematics C170—Precalculus	5.0
	Mathematics C180—Calculus 1	5.0
	Mathematics C185—Calculus 2	5.0
	Mathematics C280—Calculus 3	5.0
	Mathematics C285—Linear Algebra and Differential Equations	5.0

AREA C — Arts and Humanities | Units

(C1)	Art C100—Art History and Appreciation 1	3.0
	Art C101—Art History and Appreciation 2	3.0
	Art C105—Introduction to Art	3.0
	Art C110—Color and Design: Two Dimensional	3.0
	Art C135—Survey of Chinese Brush Painting	2.0
	Music C100—History & Appreciation of Music	3.0
	Music C143—History of Jazz	3.0
	Theater Arts C100—Introduction to Theater	3.0
(C2)	Chinese C180—Elementary Chinese 1	5.0
	Chinese C185—Elementary Chinese 2	5.0
	English C140—Introduction to Literature	3.0
	English C143—Children's Literature	3.0
	English C144—The International Short Story	3.0
	English C145—American Literature: The Short Story	3.0
	English C155—American Literature 1865 to Present	3.0
	English C181—Shakespeare	3.0
	English C295—British Literature after 1800	3.0
	English C275—Gothic Victorian Literature	3.0

English C297-Contemporary Gothic Literature	3.0
French C180—Elementary French 1	5.0
French C180A—Elementary French 1A	2.5
French C180B—Elementary French 1B	2.5
French C185A—Elementary French 2A	2.5
Humanities C110—Humanities through the Arts	3.0
Humanities C135—History & Appreciation of the Cinema	3.0
Italian C180—Elementary Italian 1	5.0
Italian C185—Elementary Italian 2	5.0
Philosophy C100—Introduction to Philosophy	3.0
Philosophy C113—Philosophical Approaches to Sustainability	3.0
Philosophy C120—Ethics	3.0
Spanish C180—Elementary Spanish 1	5.0
Spanish C180A—Elementary Spanish 1A	2.5
Spanish C180B—Elementary Spanish 1B	2.5
Spanish C185—Elementary Spanish 2	5.0
Spanish C185A—Elementary Spanish 2A	2.5
Spanish C185B—Elementary Spanish 2B	2.5
Vietnamese C180—Elementary Vietnamese 1	5.0
Vietnamese C185—Elementary Vietnamese 2	5.0

AREA D — Social Sciences | Units

(D1)	Anthropology C100—Cultural Anthropology	3.0
	Anthropology C150-World Cultures	3.0
(D2)	Economics C170—Principles of Microeconomics	3.0
	Economics C175—Principles of Macroeconomics	3.0
(D4)	History C121—History of American Women	3.0
(D6)	History C146—History of Mexico	3.0
	History C161—World History 1	3.0
	History C162—World History 2	3.0
	History C170—U.S. History to 1876	3.0
	History C175—U.S. History Since 1876	3.0
	History C180—Western Civilization 1	3.0
	History C185—Western Civilization 2	3.0
(D7)	Mass Communications C100—Mass Communication	3.0
(D8)	Political Science C101—Survey of Current Issues	3.0
	Political Science C180—American Government	3.0
(D9)	Psychology C100—Introduction to Psychology	3.0
	Psychology C116—Child Growth & Development	3.0
	Psychology C170—Psychology of Aging	3.0
	Psychology C250—Psychobiology	3.0
	Psychology C280—Introduction to Research Methods	4.0
(D0)	Sociology C100—Introduction to Sociology	3.0
	Sociology C110—Marriage & Family	3.0
	Sociology C120—Introduction to Gerontology	3.0

AREA E — Life-long Understanding and Self-Development | Units

Counseling C105—Strategies for College Success	3.0
English C102—Critical Reasoning	3.0
English C108—Information Competency and Library	1.0
Food and Nutrition C170—Nutrition	3.0
Food and Nutrition C175-Nutrition and Aging	3.0
Health C100—Personal Health	3.0
Psychology C116—Child Growth and Development	3.0
Psychology C118—Transitions through the Life Span	3.0

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

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

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

DISTANCE LEARNING COURSES THAT MEET
IGETC TRANSFER REQUIREMENTS

AREA 1—ENGLISH COMMUNICATION   Units

Group A: Freshman Composition

English C100—Freshman Composition   3.0

Group B: Critical Reasoning

English C102—Critical Reasoning   3.0

AREA 2—MATHEMATICAL CONCEPTS
AND QUANTITATIVE REASONING   Units

Mathematics C115*—College Algebra	4.0
Mathematics C140*—Business Calculus	4.0
Mathematics C150—Finite Mathematics with Applications	4.0
Mathematics C160—Introduction to Statistics	4.0
Mathematics C170*—Precalculus	5.0
Mathematics C180*—Calculus 1	5.0
Mathematics C185—Calculus 2	5.0
Mathematics C280—Calculus 3	5.0
Mathematics C285—Linear Algebra and Differential Equations	5.0

AREA 3—ARTS & HUMANITIES   Units

Group A: Arts

Art C100— Art History and Appreciation 1	3.0
Art C101— Art History and Appreciation 2	3.0
Art C105—Introduction to Art	3.0
Music C100—History and Appreciation of Music	3.0
Theater C100—Introduction to Theater	3.0

Group B: Humanities

Chinese C185—Elementary Chinese 2	5.0
English C144—The International Short Story	3.0
English C145—American Literature: The Short Story	3.0
English C155—American Literature 1865 to Present	3.0
English C275—British Literature after 1800	3.0
History C121—History of American Women	3.0
History C161—World History 1	3.0
History C162—World History 2	3.0
History C170—U.S. History to 1876	3.0
History C175—U.S. History Since 1876	3.0
History C180—World Civilization 1	3.0
History C185—World Civilization 2	3.0
Humanities C110—Humanities through the Arts	3.0
Humanities C135—Cinema History/Appreciation	3.0
Philosophy C100—Introduction to Philosophy	3.0
Philosophy C113—Philosophical Approaches to Sustainability	3.0
Philosophy C120—Ethics & Moral Choices	3.0
Spanish C185—Elementary Spanish 2	5.0
Vietnamese C185—Elementary Vietnamese 2	5.0

AREA 4—SOCIAL AND BEHAVIORAL SCIENCES   Units

4A)	Anthropology C100—Cultural Anthropology	3.0
4B)	Economics C170—Principles of Microeconomics	3.0
	Economics C175—Principles of Macroeconomics	3.0
4D)	History C121—History of American Women	3.0
4G)	Ecology C100—Human Ecology	3.0
4H)	Political Science C101—Current Issues	3.0
	Political Science C180—American Government	3.0
4I)	Psychology C100—Introduction to Psychology	3.0
	Psychology C118—Life Span Developmental Psychology	3.0
	Psychology C165—Principles of Human Sexuality	3.0
	Psychology C170—Psychology of Aging	3.0
	Psychology C255—Abnormal Psychology	3.0
	Psychology C280—Introduction to Research Methods in Psychology	3.0
4J)	Sociology C100—Introduction to Sociology	3.0

AREA 5—PHYSICAL AND BIOLOGICAL SCIENCES   Units

Group A: Physical Sciences

Astronomy C100—Introduction to Astronomy	3.0
Astronomy C100L*—Astronomy Lab	1.0
Astronomy C101—Planetary Astronomy	3.0
Chemistry C110*—Introduction to Chemistry	5.0
Chemistry C180—General Chemistry A	4.0
Chemistry C180L—General Chemistry Lab A	1.0
Chemistry C185—General Chemistry B	4.0
Chemistry C185L—General Chemistry Lab B	1.0
Geology C105—General Geology	3.0
Geology C105L*—Geology Lab	1.0
Physics C110—Introduction to Physics	3.0

Group B: Biological Sciences

Biology C100—Introduction to Biology	3.0
Biology C100L*—Introduction to Biology Lab	1.0
Biology C210—General Microbiology	5.0
Biology C283—Genetics	4.0
Marine Science C100—Introduction to Marine Science	3.0

LANGUAGE OTHER THAN ENGLISH   Units

|	
Chinese C180—Elementary Chinese 1	5.0
French C180—Elementary French 1	5.0
Italian C180—Elementary Italian 1	5.0
Spanish C180—Elementary Spanish 1	5.0
Spanish C180—Elementary Spanish 1	5.0
Vietnamese C180—Elementary Vietnamese 1	5.0

DISTANCE LEARNING

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

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

This information is subject to change. For the latest information please check the Course Catalog or www.coastline.edu.
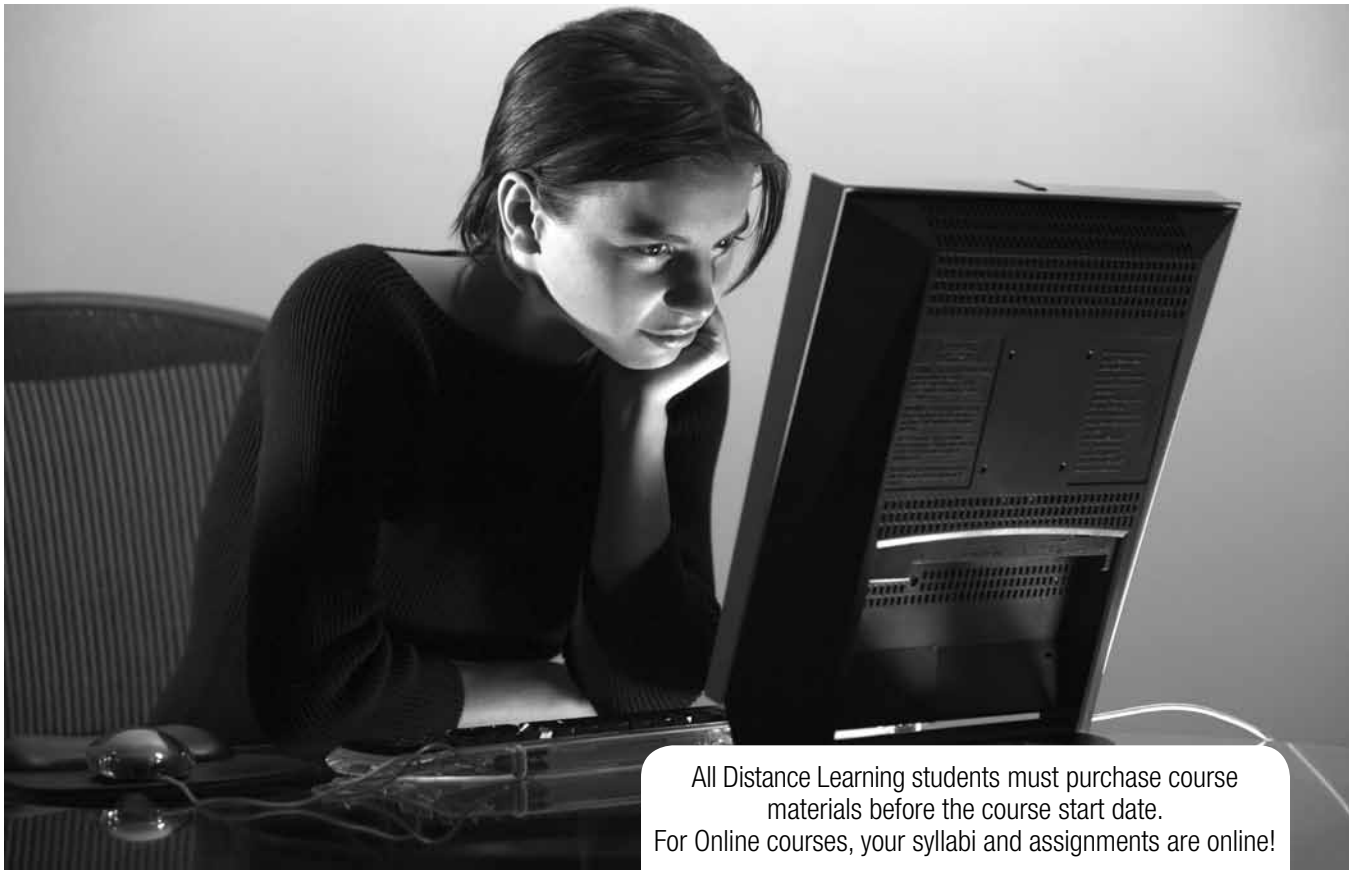
All Distance Learning students must purchase course materials before the course start date.
For Online courses, your syllabi and assignments are online!

FREQUENTLY ASKED QUESTIONS
DISTANCE LEARNING PROGRAMS

■ What are the differences among Internet, CD-ROM, Telecourse, and Cable courses?

Telecourses are broadcast on KOCE or Coastline's cable channel. Students follow the dates in the course handbook and turn in the required work by the due date. Quizzes are submitted on Scantron forms, and students will come in for midterms and finals. Cablecast courses are available to local students who have a local cable connection.

Video lessons are aired on the Coastline cable channel only. Courses on cable TV follow the same outline as telecourses. Internet courses have a syllabus to follow, quizzes are submitted online, and students come in for midterms and finals. CD-ROM courses have content delivered predominantly on CD, and a course handbook to outline assignments and due dates.

■ Will I need to come to one of Coastline's learning centers to take an exam?

This varies. Some classes, such as telecourses, require local or non-proctored students to take exams at the college's Garden Grove, or Le-Jao learning centers. Other courses, such as Internet courses, may require students to attend review and/or exam sessions at one of these centers.

Complete information, for telecourse and cablecast courses, is available in the student handbook that you purchase from the college Bookstore. Internet courses, which don't have handbooks, list review and/or exam information at: http://dl.coastline.edu/revexamsworkshops

■ I live really far away. Do I have to come in and take my midterm and final?

Students who do not live in Los Angeles or Orange counties or surrounding areas may submit a proctor agreement form by mail. Refer to pages 94 & 100.

■ **I can't make it to the scheduled exam. What should I do?** You may be able to schedule an alternate exam by going to the Distance Learning department's Web site: dl.coastline.edu Click on the 'Schedule Alternate Exams' link and follow the instructions.

Please note, however, that there will be a 10% penalty for any student completing a midterm or final exam more than seven days after the regularly scheduled exam, unless otherwise noted by the instructor. If you are taking your exam late, it is your responsibility to confirm that your instructor will accept it at that time. Students must present written approval from their instructor to complete an exam after the course has ended.

■ **How do I know what books and materials to buy, and how will I get them if I am out of the area?** Students may purchase their books and materials online. The Coastline Community College Bookstore Web site is: www.coastlinebookstore.com. You will find information about what books and materials are required for your course(s) on the Web site. Refer to page 92.

■ **If I don't live in Orange County, may I still enroll in a Cablecast course?** Yes. Cablecast courses are only broadcast on a local cable channel (see pages 88-89). However, students who live outside the area are able to purchase videolesson CD's from the Coastline Bookstore. Students who are in the Los Angeles and Orange county areas but do not have access to a local cable channel may view videos at any of the designated viewing centers listed on page 86.

■ **I am taking an Internet course. Am I still able to submit my quiz on a Scantron?** No. Internet classes are done strictly on the Internet. The handbook/syllabus is online as well as the quizzes. One advantage of an online course is that you receive immediate feedback after submitting your quiz.

■ **I tried to submit my quiz but the Web site is not responding. What do I do?** If you are experiencing technical difficulties, please contact the Distance Learning office at 1 (714) 241-6216.

■ **What if I am late turning in a quiz or an assignment?** Communicate directly with your instructor.

■ **If I submit my quiz on a Scantron, how will I know my score?** As long as the Scantron is filled out correctly and submitted to the Distance Learning Department by the due date, students will receive correspondence in the mail regarding their total score. Be sure to include name, student ID number and quiz number in the spaces provided on the Scantron form. Depending on the course, students may also view scores on the course Web site. Please allow 7 to 10 days for these scores to be posted from the date you mailed your quiz. Late quizzes are scored and posted last and won't meet this schedule.

■ **I may need an early grade report. May I get one with a Distance Learning course?** Arrange this directly with your instructor.

■ **I work full time and have kids. How will the Distance Learning Program work for me?** By taking classes via the Internet, watching cablecast courses or videos aired on the television, or participating in the independent CD-ROM courses, students can get the education they need with the flexibility of working around their busy schedules. Keep in mind: if you are a local student, you may be required to come in to one of our centers for the midterm and final exam.

■ **I get off of work at 5 p.m., and your office closes at 5 p.m. What do I do about turning in my assignment?** You may mail in your assignment, or a mailbox is conveniently located outside of the Coastline College Center in Fountain Valley.

■ **What is my student identification number?** Your 8-digit student identification number is supplied to you by Coastline after you've been admitted to the school.

■ **I am registering late, and the class I want is closed. Am I able to petition the course?** Unfortunately no, as many Distance Learning classes reach a maximum number of students. You may check to see if the class you want has a section which starts on another date. Many of our classes are not only offered as 16-week sections, but 8-week sections as well within the same term.

Some classes will be considered 'Closed' or 'Cancelled' for a variety of reasons. Therefore, be prepared to enroll in an alternate class if your first choice is unavailable. English classes are popular and will fill up quickly!

■ **I don't live in California. Am I still able to take a Telecourse?** Yes, students who live outside of California can enroll with Coastline. Also, students who live outside the local area and will not be able to take their midterm or final examinations with their instructors need to complete a "Proctor Agreement" form. The Proctor Agreement form is located on page 100 or can be found online at http://dl.coastline.edu by clicking on the "Proctor Agreement Form" link.

■ **Since I am not in a classroom course, do I have an instructor and how will I keep in contact with my instructor?** All Distance Learning courses are taught by credentialed instructors. Each distance learning instructor holds contact hours. Students may contact their instructors through voice mail, telephone, fax, e-mail or in-person with an appointment. Many courses use online bulletin boards to hold discussion forums or to facilitate communication between students and between instructor and students.

■ **Do I need prior computer experience in order to enroll in an Online course?** There is no need to be a computer expert but you do need to know:

a. how to navigate the Internet
b. how to use e-mail
c. how to download a program from the Internet and install it (typically this is free software)
d. how to conduct a search on the Web

If a student is self-motivated, can follow instructions from the computer screen and likes to figure things out on his/her own—an online course will be an enriched educational experience.

What equipment do I need to enroll in an Internet course?
You need a 500 MHz (or faster) computer with (1) modem (56Kbps or faster), (2) sound card, (3) provide your own Internet connection, (4) provide a valid e-mail address, and (5) appropriate software for course.

I want to enroll in an Online course, but I do not have a computer or an Internet service provider. What can I do?
To genuinely get the most out of this Distance Learning format, students should possess (or have access to) a computer with Internet capacities. Students who do not have access to a computer with Internet can use Coastline's Computer Labs at the Garden Grove Center. Another alternative is to check out Coastline's Telecourses!

If I run into computer or technical problems, is there help?
Yes, there is limited technical support help for students. Students can access technical help by telephone or online. Call 1 (714) 241-6216 or online at: http://dl.coastline.edu/technicalhelp.htm A frequent technical difficulty students experience is not being able to access the course Web site. This may happen due to "peak" operation times or change in URL address. In most situations, students should reboot their computers to refresh access to the course Web site, or enter the course Web site outside of peak hours.

Do Online courses cost more in registration than a classroom course?
No. The registration fees for Internet, Telecourse, cablecast, independent study and CD-ROM (self-study) courses are the same as a class offered on campus at Coastline.

Will the college provide an e-mail address for me?
Coastline Community College, as part of the Coast Community College District, will provide an e-mail ac count for all students. You may set up your e-mail account after you've accessed http://myccc.coastline.edu.

Is the coursework easier online?
Course requirements and learning outcomes are comparable to that of a classroom course. Students who enroll in an online course may find their learning enriched because of the resources available online and accessibility to the instructor as well as student-to-student communication. The instructor may take their students on a virtual field trip or require a writing assignment that will take students to the virtual state capitol to an elected representative, or to a major corporation online.

I just enrolled in an Internet course.
How do I find out what to do for the course? Officially enrolled Internet students can generally access their course site approximately one week prior to the start of the class. Internet students are required to complete a "Letter of Agreement" online. Each Internet course has the course syllabus online to get students off to a great start; informing students of books required, reading assignments and activities.

Will there be opportunities to communicate with other students enrolled online?
Yes. Most Internet courses offer students the opportunity to discuss course topics via online forums, DL Student Message Board, and work on assignments together (team). Some instructors will schedule "live" chat sessions during the course. Some students have set up study groups online.

When may I start my online course?
Preparation for the course can begin prior to the start date. Most sites are open for review approximately one week prior to the start of the term.

When may I take my first quiz?
Four days prior to due date. Generally, online quizzes are available after the first week of class. Consult your course's Internet homepage for specific due dates. Students taking their quizzes online can see their posted results within minutes if they have a working e-mail account.

How can I ensure a timely response from my instructor to respond to my e-mails or messages left on the voicemail?
When you contact an instructor, it may help if you remember a few tips. Be sure to include your full name, the name of the class, and state precisely what you need. For instance, try sending an e-mail or leaving a message using this example, "Dear professor, my name is Joe Smith and I'm enrolled in this term's Zoology 199 class. My student identification number is xxxx-xxxx. I have a question about the assignment as indicated on the course Web page. My question is (xxxx). I would appreciate if you could respond when you are able. Thank you." If you've left a voicemail, be sure to include a phone number.

Also, please note that some instructors teach more than one class. Try to avoid indicating something like, "I'm enrolled in your class, and I have a question."

As far as when the instructor will respond to your e-mail or phone call, please check the course Web site and/or the student handbook as the instructor may have indicated what day(s) he/she will respond to e-mails or voicemails. For an e-mail, you may want to confirm that your e-mail is actually working—are you sure you're receiving e-mails? If yes, check the junk e-mail/spam folder. It's possible the instructor has already responded to your e-mail, and his/her response is in that folder.

Sometimes, for reasons beyond anyone's control, faculty are not able to respond promptly. Illness is one reason.

I did all that and I still can't get a response.
We can understand your frustration, but please don't forget that faculty are under no compulsion to reply to your e-mail or return your phone call when the term is over, on weekends, or when the college is closed such as during holidays. See center page pull out in this Guide for a list of holidays.

You are urged to contact us either by e-mail: dlearning@coastline.edu or by phone: 1 (714) 241-6216. Please provide as much information as you are able: your name, your eight-digit student identification number, the class name, the instructor's name, and when and how often you attempted to contact the instructor, as well as anything else you feel is important. We, in the Distance Learning department, will acknowledge your e-mail or phone call and attempt to answer your question or address your concern. If we can't, we will follow up with the instructor.

FILL OUT THIS FORM AND RETURN TO:
Coastline Community College—Distance Learning Department
11460 Warner Avenue
Fountain Valley, CA 92708-2597
(FAXED FORMS **WILL NOT** BE ACCEPTED. DO **NOT** FAX)

☐ Summer

☐ Fall

☐ Intersession

☐ Spring

STUDENT/PROCTOR AGREEMENT FORM

5-Digit CRN #	Name of Course Enrolled In
— — — — —	_____
— — — — —	_____
— — — — —	_____

5-Digit CRN #	Name of Course Enrolled In
— — — — —	_____
— — — — —	_____
— — — — —	_____

STUDENT AGREEMENT (Please print legibly)

As a student, I agree to the following:

• To be responsible to locate a proctor and to set up an appointment to complete the exams, which are due by the date the exams are being administered as indicated in the student handbook and/or course webpage.

• To verify that my proctor lists the mailing address of the educational institution, not a home address.

• To be responsible for reimbursing the proctor for mailing expenses.

• To complete the exams and have my proctor mail them to the Distance Learning Department so they arrive by the assigned due dates.

Student ID # C ☐ ☐ ☐ ☐ – ☐ ☐ ☐ ☐

Student Name_____ e-mail _____

Address _____ Phone Number (_____)_____

City _____ State_____ Zip Code _____

Student Signature _____ Date_____

(By signing this form I, the student, agree and comply with Distance Learning Department's policies and procedures)

PROCTOR AGREEMENT (Please print legibly)

As a proctor, I agree to the following (Choose the one that applies):

☐ I am a librarian, testing coordinator, administrator, or a teacher at a community college, university, elementary or secondary school.

☐ I am a testing administrator or education services officer for the military.

NOTE: If the Proctor does not match one of the two choices above, this form will be denied.

I also agree to the following:

• I am not a current student at Coastline. I am not a relative of **any** Coastline student, nor do I live at the same address as **any** Coastline student.

• I will personally **administer and supervise exam(s) for the courses listed above**.

• I will validate the exam material(s) by signing where indicated. I will personally mail all used and unused exam packet(s) back to Coastline Community College immediately after the student has completed the exam(s).

• I will confirm with the student how the student will pay for the cost of returning the exam packet.

Proctor Name_____ Title _____

Institution _____

Address (at the institution) _____

City _____ State_____ Zip Code _____

E-mail address (at the institution) _____

Phone Number: Employer's (_____)_____ Proctor's Daytime (_____)_____

To protect the security and integrity of the exams and testing process, all exams must be mailed to the institution where the proctor is employed as an educator or military service officer.

*Proctor Signature _____ Date_____

*By signing this form, I (the Proctor) certify that all information provided is correct and I agree to comply with Coastline Community College policies and the proctoring procedures listed above.

DISTANCE LEARNING

NOTES: