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!

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: Lorretta P. Adrian, Ph.D.
Coast Community College District—Board of Trustees: David A. Grant, Mary L. Hornbuckle, Jim Moreno, Jerry Patterson, Loretta Adrian, 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 Coastal Board for Higher Education Accreditation and the U.S. Department of Education.

Non-Discrimination Statement: The Coastline 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.facebook.com/CoastlineCollege
www.twitter.com/MyCCC
www.coastline.edu
(714) 546-7600

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 2-22, New and returning students
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 (Monday-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 your 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 CONTINUING STUDENTS
Visit www.coastline.edu Do not need to re-apply

APPLY FOR FINANCIAL AID
NEW STUDENTS CONTINUING STUDENTS
Visit www.fafsa.ed.gov Submit a new fee waiver application each year, beginning with the summer term.

TAKE PLACEMENT TEST
Placement tests must be taken in order
NEW STUDENTS CONTINUING STUDENTS
to enroll in Math and English Appointment & Walk-in testing
Walk-in, e-chat, and e-advising 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 CONTINUING STUDENTS
Visit “MyCCC” for registration date and time.
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

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

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.
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 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.

CACC 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 residence 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) is required 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 Enrollment 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.
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.

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.

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.
REGISTRATION IS BY APPOINTMENT ONLY

- CONTINUING STUDENTS: November 26-December 7
- NEW AND RETURNING STUDENTS: December 11-14 and January 2-27

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 CRNs 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 January 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.

CLOSING 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 (yourusername@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 Charger—$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.

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 recalculater 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 recalculater 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-
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 and 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


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 8-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 deadline (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 and mailed to the student to cancel fees. There are no exceptions.

**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?

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.)

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.

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.

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.
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:

<table>
<thead>
<tr>
<th>School</th>
<th>City</th>
<th>State</th>
<th>Dates:</th>
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<td>From—Month/Year</td>
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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 (Optional)______________________________ E-mail Address (Optional)______________________________ Phone Number______________________________

Signature______________________________ Date______________________________
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?

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?

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 icon, then click on Personal Information.

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

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?

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!
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.

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)
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:**

### 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](http://www.coastline.edu); [click on the grey Library Resource Log In bar](http://www.coastline.edu); [use your MyCCC ID and pass word to log in.](http://www.coastline.edu); [select a database or resource from the list in the middle of the page.](http://www.coastline.edu)

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](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:

<table>
<thead>
<tr>
<th>Location</th>
<th>Address</th>
<th>Hours</th>
<th>Call</th>
</tr>
</thead>
<tbody>
<tr>
<td>Westminster</td>
<td>15464 Golden West Street (at McFadden)</td>
<td>8 a.m. to 9 p.m., 7 days a week</td>
<td>(714) 891-9008 to schedule an appointment</td>
</tr>
<tr>
<td>Huntington Beach</td>
<td>18561 Beach Boulevard (at Main St.)</td>
<td>8 a.m. to 9 p.m., 7 days a week</td>
<td>(714) 848-0080 to schedule an appointment</td>
</tr>
<tr>
<td>Huntington Beach</td>
<td>9122 Adams Avenue (at Magnolia St.)</td>
<td>8 a.m. to 9 p.m., 7 days a week</td>
<td>(714) 378-0900 to schedule an appointment</td>
</tr>
</tbody>
</table>

### 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.

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**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](http://www.coastlinebookstore.com) or call for bookstore hours — (714) 241-6101.

2. Go online to [www.coastlinebookstore.com](http://www.coastlinebookstore.com) and select the books and materials needed, and have them shipped to your home or office.


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**LOG ON TO**

[www.coastlinebookstore.com](http://www.coastlinebookstore.com)
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
TEACh³ is your fast-track to a teaching career!

TEACh³ 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. TEACh³ 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—TEACh³ has something for you. To learn about other TEACh³ 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 TEACh³ coordinator
- call 1 (714) 241-6162 to schedule an academic counseling appointment

DID YOU KNOW?
Coastline offers a Certificate of Accomplishment in Educational Studies as part of Coastline’s TEACh³ 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.

Enjoy your teacher prep classes online

Remember, Coastline is the distance learning provider for TEACh³ 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.

TEACh³ is your fast-track to a teaching career!

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 TEACh³ to make sure your course selections are aligned with your career and professional goals.

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.

Spring 2013
ONLINE CLASSES
FOR TEACh³

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.
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—Contract Justice only
     - Entrepreneurship and Small Business Management
     - 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.
Class Schedule

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

#### AREA A: ENGLISH LANGUAGE COMMUNICATION AND CRITICAL THINKING
9 semester or 12-15 quarter units required with at least one course each from: English, Communications, Humanities, French, Italian, Spanish, or Portuguese. (grade of “C” or better)

- A1 Oral Communication
  Communications C100, C101, C118
- A2 Written Communication
  English C100 or C101
- A3 Critical Thinking
  English C102 or Philosophy C115

#### AREA B: SCIENTIFIC INQUIRY AND QUANTITATIVE REASONING
9 semester or 12-15 quarter units required with at least one course from: Physical Science, Life Science (at least one to contain a laboratory component) and Mathematics / Quantitative Reasoning

- B1 Physical Science
  Astronomy C100, C101, C102, C103, Chemistry C100, C105, C110, C130, C180, C185, C220, Geology C105, C115, C140, Physics C110, C130, C125, C165
- B2 Life Science
  Anthropology C185, Biology C100, C120, C210, C220, C221, C225, C238, Ecology C100, Marine Science C100, C150
- B3 Laboratory Activity
  Astronomy C100L, Biology C100L, C210, C220, C225, C238, Chemistry C110, C130, C140L, C165L, C200L, Geology C105L, Marine Science C100L

#### AREA C: ARTS AND HUMANITIES
9 semester or 12-15 quarter units required with at least one course in Arts and Humanities.

- C1 Arts (Art, Dance, Music, Theater)
  Art C100, C101, C102, C103, C104, C105, C106, C107, C108, C180, C185, C220, C285
- C2 Humanities (Literature, Philosophy, Foreign Language)
  English C140, C143, C144, C145, C146, C147, C150, C151, C152, C161, C260, C265A, C265B, C265C, C265S, C280, C284, C288, C290B, C291, C292, C293, French C144, History C132, C135, C136, C150, C160, C165, C170, C175, C180, C185, Humanities C100, C110, C135, Philosophy C100, C115, C120, Sign Language C111

#### GOLDEN WEST COLLEGE

#### AREA A: ENGLISH LANGUAGE COMMUNICATION AND CRITICAL THINKING
9 semester or 12-15 quarter units required with at least one course each from: English, Communications, Humanities, French, Italian, Spanish, or Portuguese. (grade of “C” or better)

- A1 Oral Communication
  Communication Studies C100, C101, C118
- A2 Written Communication
  English C100 or C101
- A3 Critical Thinking
  Communication Studies C200; English C110 or C119; Philosophy C115

#### AREA B: SCIENTIFIC INQUIRY AND QUANTITATIVE REASONING
9 semester or 12-15 quarter units required with at least one course from: Physical Science, Life Science (at least one to contain a laboratory component) and Mathematics / Quantitative Reasoning

- B1 Physical Science
  Astronomy C100L, C101L, C102L, C103L, Chemistry C100L, C105L, C110L, C130, C140L, C161L, C162L, C165L
- B2 Life Science
  Anthropology C185L, Biology C100L, C120L, C122L, C220L, C225L, Ecology C100L, Marine Science C100L
- B3 Laboratory Activity
  Astronomy C100LL, Biology C100LL, C210L, C220L, C225L, C238L, C240L, C285L, Marine Science C100LL

#### AREA C: ARTS AND HUMANITIES
9 semester or 12-15 quarter units required with at least one course in Arts and Humanities.

- C1 Arts (Art, Dance, Music, Theater)
  Art C100, C101, C102, C103, C104, C105, C106, C107, C108, C120, C120A, C122, C123, C135, C136, C137, C138, C150, C152, C220A, C220B, C221, C262, C265, Music C100, C103, C105, C143; Theatre Arts C100, C101

#### 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: English, Communications, Humanities, French, Italian, Spanish, or Portuguese. (grade of “C” or better)

- A1 Oral Communication
  Communication Studies C100, C101, C118
- A2 Written Communication
  English C100 or C101
- A3 Critical Thinking
  Communication Studies C200; English C110 or C119; Philosophy C115

#### AREA B: SCIENTIFIC INQUIRY AND QUANTITATIVE REASONING
9 semester or 12-15 quarter units required with at least one course from: Physical Science, Life Science (at least one to contain a laboratory component) and Mathematics / Quantitative Reasoning

- B1 Physical Science
  Astronomy C100, C101, C102, Chemistry C100, C105, C110, C130, C180, C185, C220, Geology C105, C115, C140, Physics C110, C130, C125, C165
- B2 Life Science
  Anthropology C185, Biology C100, C120, C210, C220, C225, C238, Ecology C100, Marine Science C100, C150
- B3 Laboratory Activity
  Astronomy C100L, Biology C100L, C210, C220, C225, C238, Chemistry C110, C130, C140L, C165L, C200L, Geology C105L, Marine Science C100L

#### AREA C: ARTS AND HUMANITIES
9 semester or 12-15 quarter units required with at least one course in Arts and Humanities.

- C1 Arts (Art, Dance, Music, Theater)
  Art C100, C101, C102, C103, C104, C105, C106, C107, C116, C121, C125, C126, C127, C129, C130, C131, C132, C133, C134, C135, C136, C137, C138, C140, C141A, C141B, C141C, C141D, C142, C143, C144, C145, C147, C148, C150, C211, C269
- C2 Humanities (Literature, Philosophy, Foreign Language)
  Arabic C100, Chinese C100, C105; Communication Studies C120, C220; Economics C120, English C110, C112, C144, C149, C150, C151, C152, C153, C154, C155, C156, C157, C158, C159, C160, C161, C162, C163, C164, C165, C166, C167, C168, C169, C170, C175, C180, C185, Humanities C100, C110, C135, Philosophy C100, C115, C120, Sign Language C111

# This course will satisfy either C1 or C2
### COASTLINE COLLEGE

<table>
<thead>
<tr>
<th>AREA D: SOCIAL SCIENCES</th>
<th>AREA B: SOCIAL SCIENCES</th>
<th>AREA D: SOCIAL SCIENCES</th>
</tr>
</thead>
<tbody>
<tr>
<td>8 semester or 12-15 quarter units required with courses in at least 2 disciplines.</td>
<td>8 semester or 12-15 quarter units required with courses in at least 2 disciplines.</td>
<td>8 semester or 12-15 quarter units required with courses in at least 2 disciplines.</td>
</tr>
</tbody>
</table>

### D0 Sociology and Criminology
- Sociology C100, C101, C120

### D1 Anthropology and Archaeology
- Anthropology C110, C120, C150

### D2 Economics
- Economics C110, C120, C170

### D3 Ethnic Studies
- History C121, C124, C128, C155

### D4 Gender Studies
- History C127

### D5 Geography
- Geography C100, C180, C185

### D6 History
- History C115, C132, C135, C146, C161, C162, C170, C175, C180, C185

### D7 Interdisciplinary Social or Behavioral Science
- History C121

### D8 Political Science, Government and Legal Institutions
- Political Science C101, C120, C140, C185

### D9 Psychology
- Psychology C106, C116, C118, C120, C165, C170, C250, C255, C260, C269

### D10 Sociology
- Sociology C100, C101, C105, C106, C107, C108, C109, C110, C111, C113, C114, C116, C120, C124, C125, C130, C140, C141, C150, C165

### ORANGE COAST COLLEGE

<table>
<thead>
<tr>
<th>AREA E: LIFE-LONG LEARNING AND SELF-DEVELOPMENT</th>
<th>AREA E: LIFE-LONG LEARNING AND SELF-DEVELOPMENT</th>
<th>AREA E: LIFE-LONG LEARNING AND SELF-DEVELOPMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 semester units (or 4-5 quarter units); no more than 1 unit of activity courses.</td>
<td>3 semester units (or 4-5 quarter units); no more than 1 unit of activity courses.</td>
<td>3 semester units (or 4-5 quarter units); no more than 1 unit of activity courses.</td>
</tr>
</tbody>
</table>

### Non-Activity
- College G102, 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

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

### 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 G100 or G104 and History G170 or G175 at Golden West College, or by taking a test 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 G100 or G104 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 06 and Political Science A100 or A104H in Area 06 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 website (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

- **Area 1: English Communication**
  - CSU: 3 courses required, each one from 1A, 1B, and 1C.
  - UC: 2 courses required, each one from 1A and 1B.
  - 1A English Composition
  - 1B Critical Thinking—English Composition
  - 1C Oral Communication (CSU Only)

- **Area 2: Mathematical Concepts and Quantitative Reasoning**
  - Group A: 2 courses required, 4-5 quarter units.
  - Psychology A100, A101, A102, A103, A104, A107, A108
  - Music C100, C101, C102, C103, C104, C105, C109, C261, C262*

- **Area 3: Arts and Humanities**
  - At least 3 courses, with at least one course from the Arts and one course from the Humanities.
  - 3A Arts

- **Area 4: Social and Behavioral Sciences**
  - At least 3 courses from at least 2 disciplines or an interdisciplinary sequence.
  - 4A Anthropology
  - 4B Economics
  - 4C Ethnic Studies
  - 4D Gender Studies
  - 4E Geology
  - 4F History
  - 4G Political Science
  - 4H Psychological Science
  - 4I Philosophy
  - 4J Sociology

### Golden West College

- **Area 1: English Communication**
  - CSU: 3 courses required, each one from 1A, 1B, and 1C.
  - UC: 2 courses required, each one from 1A and 1B.
  - 1A English Composition
  - 1B Critical Thinking—English Composition
  - 1C Oral Communication (CSU Only)

- **Area 2: Mathematical Concepts and Quantitative Reasoning**
  - Group A: 2 courses required, 4-5 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.
  - 3A Arts

### Orange Coast College

- **Area 1: English Communication**
  - CSU: 3 courses required, each one from 1A, 1B, and 1C.
  - UC: 2 courses required, each one from 1A and 1B.
  - 1A English Composition
  - 1B Critical Thinking—English Composition
  - 1C Oral Communication (CSU Only)

- **Area 2: Mathematical Concepts and Quantitative Reasoning**
  - Group A: 2 courses required, 4-5 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.
  - 3A Arts

- **Area 4: Social and Behavioral Sciences**
  - At least 3 courses from at least 2 disciplines or an interdisciplinary sequence.
  - 4A Anthropology
  - 4B Economics
  - 4C Ethnic Studies
  - 4D Gender Studies
  - 4E Geology
  - 4F History
  - 4G Political Science
  - 4H Psychological Science
  - 4I Philosophy
  - 4J Sociology

- **Area 6: Social and Behavioral Sciences**
  - At least 3 courses from at least 2 disciplines or an interdisciplinary sequence.
  - 6A Psychology
  - 6B Religious Studies
  - 6C Social Science
  - 6D Sociology

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**Requirements:**

- **Area 1:** 3 courses (1A, 1B, and 1C) from English Communication or Group A.
- **Area 2:** 2 courses (Group A) from Mathematical Concepts and Quantitative Reasoning.
- **Area 3:** 3 courses (Group A or Arts) from Arts and Humanities.
- **Area 4:** 3 courses (Group A, B, or C) from Social and Behavioral Sciences.

*Transfer credit is limited by either UC or CSU or both.*

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**Notes:**

- Transfer credit is limited by either UC or CSU or both.*
- Please consult with your counselor or a counselor at your institution.
- UC: Two courses (one from Group A and one from Group B). 9 semester units (or 12-15 quarter units).
- CSU: Three courses (one from each group). 9 semester units (or 12-15 quarter units).
- UC: 2 courses (one from Group A and one from Group B). 3 semester units, 4-5 quarter units.
- CSU: Three courses (one from each group). 9 semester units (or 12-15 quarter units).

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**Course Requirements:**

- **Area 1:** 3 courses (1A, 1B, and 1C) from English Communication or Group A.
- **Area 2:** 2 courses (Group A) from Mathematical Concepts and Quantitative Reasoning.
- **Area 3:** 3 courses (Group A or Arts) from Arts and Humanities.
- **Area 4:** 3 courses (Group A, B, or C) from Social and Behavioral Sciences.

*Transfer credit is limited by either UC or CSU or both.*

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**Notes:**

- Transfer credit is limited by either UC or CSU or both.*
- Please consult with your counselor or a counselor at your institution.
- UC: 2 courses (one from Group A and one from Group B). 3 semester units, 4-5 quarter units.
- CSU: Three courses (one from each group). 9 semester units (or 12-15 quarter units).

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**Requirements:**

- **Area 1:** 3 courses (1A, 1B, and 1C) from English Communication or Group A.
- **Area 2:** 2 courses (Group A) from Mathematical Concepts and Quantitative Reasoning.
- **Area 3:** 3 courses (Group A or Arts) from Arts and Humanities.
- **Area 4:** 3 courses (Group A, B, or C) from Social and Behavioral Sciences.

*Transfer credit is limited by either UC or CSU or both.*

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**Notes:**

- Transfer credit is limited by either UC or CSU or both.*
- Please consult with your counselor or a counselor at your institution.
- UC: 2 courses (one from Group A and one from Group B). 3 semester units, 4-5 quarter units.
- CSU: Three courses (one from each group). 9 semester units (or 12-15 quarter units).
Continued from page 21—AA GENERAL EDUCATION—OPTION 3

Intersegmental General Education Transfer Curriculum (IGETC)

COASTLINE COLLEGE

AREA 5: PHYSICAL AND BIOLOGICAL SCIENCES
All except two courses, one Physical Sciences course and one Biological Sciences course, at least one must include a laboratory. Courses underlined contain a laboratory component.  7-9 semester, 9-12 quarter units.

5A Physical Science
Anthropology C100; Astronomy C101; C102, C103; Chemistry C110*, C135, C180, C185, C195, C200, C205L; Geography C180; Geology C100, C100L, C115, C110C; Physics C110, C114.

5B Biological Sciences
Biology C100, C101*, C210, C220*, C225*, C251*; Marine Science C283; Biological Sciences C5A Physical Science
Anthropology G100, G100*, G100L; Geology G100*; G110, G130, G140, G141*, G143; Physics G110.

AREA 6: LANGUAGES OTHER THAN ENGLISH (UC REQUIREMENT ONLY)
This requirement may be fulfilled by one of the following methods. See a counselor for clarification.

A. Complete two years of a high school foreign language with grades of "C" or better (high school transcripts must be on file at CCC) OR
B. Completion of a foreign language course numbered 180 or higher with a grade of C or better.
C. Earn a satisfactory score on one of the following tests (results must be on file at CCC): 1. SAT I Subject Test in a language other than English (Before 5/95 - score 500, After 5/95 - Chinese: 520, French: 540, German: 510, Hebrew: 475, 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: "C" Level Exam with a grade of "C" or better OR "A" Level Exam with a score of 5 or higher.
D. Complete, with grades of "C" or better, two years of formal schooling at the sixth grade level or higher in an institution where the language of instruction is not English. Documentation must be on file at CCC.

GOLDEN WEST COLLEGE

AREA 5: PHYSICAL AND BIOLOGICAL SCIENCES
All except two courses, one Physical Sciences course and one Biological Sciences course, at least one must include a laboratory. Courses underlined contain a laboratory component.  7-9 semester, 9-12 quarter units.

5A Physical Science
Anthropology G100; Astronomy G101; G100*, G100L; Geology G100*; G110, G130, G140, G141*, G143; Physics G110.

5B Biological Sciences
Biology G100, G101*, G105, G170*, G175*, G210; Marine Science G100, G150.

AREA 6: LANGUAGES OTHER THAN ENGLISH (UC REQUIREMENT ONLY)
This requirement may be fulfilled by one of the following methods. See a counselor for clarification.

A. Complete two years of a high school foreign language with grades of "C" or better (high school transcripts must be on file at CCC) OR
B. Completion of a foreign language course numbered 180 or higher with a grade of C or better.
C. Earn a satisfactory score on one of the following tests (results must be on file at CCC): 1. SAT I Subject Test in a language other than English (Before 5/95 - score 500, After 5/95 - Chinese: 520, French: 540, German: 510, Hebrew: 475, 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).
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

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).

Group A: Physical Science
Anthropology A100 or A105, A105H & A105L, A105 & A105L, A105H & A105L, A110, A112, A125, A130, A131, A135, A135H, A135L, A140, A220 or 220H, A221, A225, A225H; Ecology A100; Marine Science A100 or A100H, A100 & A100L, A100H & A100L, A100H or A100M & A100H or A100M & A100L, A180, A210 & A210L, Natural Science A100, A100H, A100 & A100L, A100H & A100L, A180, A180L & A180L, Natural Science A100H, Psychology A250.

5A Physical Science
Anthropology A100, A105 & A105L, Biology A100, A125, A130 or A135, A131 or A135L, A140, A220 or 220H, A221, A225, A225H; Ecology A100; Marine Science A100 or A100H, A100 & A100L, A100H & A100L or A100M & A100H or A100M & A100L, A180, A180L & A180L, Natural Science A100H; Psychology A250.

5B Biological Sciences
Biology A100, A100H, A105, A110, A125, A130, A131, A135, A135H, A135L, A140, A220 or 220H, A221, A225, A225H; Ecology A100; Marine Science A100 or A100H, A100 & A100L, A100H & A100L or A100M & A100H or A100M & A100L, A180, A180L & A180L, Natural Science A100H; Psychology A250.

# This course will satisfy either Group A or Group B.

SB Biological Sciences
Biology A100, A100H, A105, A110, A125, A130, A131, A135, A135L, A140, A220 or 220H, A221, A225, A225H; Ecology A100; Marine Science A100 or A100H, A100 & A100L, A100H & A100L or A100M & A100H or A100M & A100L, A180, A180L & A180L, Natural Science A100H; Psychology A250.

SB Biological Sciences
Biology G100, G101*, G105, G110, G130, G140, G141*, G143; Marine Science G100, G150.

Remember to file for GRADUATION!

If you are nearing completion of your program, be sure to FILE your application for graduation. Students must turn in this paperwork by the deadline date in order to graduate.

For SPRING 2013 graduation, you can file between January 29, 2013 and April 5, 2013.

Questions on qualifying to petition for graduation? Call the Counseling Office at 1 (714) 241-6162
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 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 Broking
- Real Estate Property Salesperson

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
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- 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 the courses will be posted on the transcript.

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- Business Plan
- CISCO Certified Networking Professional (CCNP)
- Cognitive & Caregivers Boot Camp
- Home Business
- Real Estate Lending & Mortgage Broking
- 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.

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.
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:

**TELE COURSES**—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 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!

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**READ THIS FIRST!**

Tips for navigating the class schedule

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**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.

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**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.

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**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?

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

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.

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.

ENGLISH?
READ THIS FIRST!

MATH?
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.

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.
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.

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 for information.

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) 571-2072 (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.
Academic Freedom Statement
Coastline Community College recognizes that the free search for truth and the expression of diverse opinions is 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 Discipline 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 CCCCD 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.
• Collaboration - 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 disqualified 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 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 Coastline 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 a 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:

<table>
<thead>
<tr>
<th>Symbol Definition</th>
<th>Grade Points/Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent</td>
</tr>
<tr>
<td>B</td>
<td>Good</td>
</tr>
<tr>
<td>C</td>
<td>Satisfactory</td>
</tr>
<tr>
<td>D</td>
<td>Passing, less than satisfactory</td>
</tr>
<tr>
<td>F</td>
<td>Failing</td>
</tr>
</tbody>
</table>

The following grades are not part of the GPA computations:

- CR/P – Credit at least satisfactory, No 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, 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

Incompletes: Incomplete academic work for justifiable reasons at the end of the term may result in an “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. D = 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 redress 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 confidentiality as grievances are fairly and equitably considered. The procedures will allow students to exhaust every administrative level possible in receiving fair and complete hearing of their grievances. These are college-level procedures for resolving problems and should not be viewed as legal or quasi-legal procedures.

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 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 appointing the person(s) involved to extend their plan to file a formal grievance. A 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.

STEP III: The student will then meet with all persons involved with the grievance. 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 discussion. If the grievance has not been resolved by this step, the student may proceed to Step III.

STEP IV: If the grievance 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, 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 CCDC is in no way responsible, nor does it assume liability, for any injuries or losses resulting from this non-sponsored transportation. If you ride with another student, that student is not an agent of, or 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 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.

Coastline 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 flyer/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)
possesion of weapons (3.5)
rage/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)
- leveled 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.
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 90001 has one or more onsite meetings (exams), refer to the course webpage or student handbook for details.

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 90002 has one or more onsite meetings (exams), refer to the course webpage or student handbook for details.

ANATOMY • SEE BIOLOGY C120

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.

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.
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.
90148 16-wk/Jan 28 3 hrs and 10 min/wk arr. ONLINE Shelley, K

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.
90000 16-wk/Jan 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, conte crayons and colored media. Advisory: ART C110A or ART C120A. 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 30 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.
90220 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 3 hrs and 10 min/wk arr. ONLINE Shelley, K

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 C224 – 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.
91614 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 W NB CTR RM 104 Sullivan, M

CLASSES LISTED IN GRAY TYPE ARE OFFERED THROUGH DISTANCE LEARNING. FOR MORE INFO. and BROADCAST SCHEDULE, SEE DISTANCE LEARNING SECTION
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.
90750 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 12:20pm-3:30pm 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.

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.
91948 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.
91946 16-wk/Jan 28 3 hrs and 10 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.
91950 16-wk/Jan 29 9am-12:10pm F GG CTR RM 305 Wabba, R
91947 16-wk/Jan 29 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/Jan 28 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/Jan 28 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, culture, and computer-based analysis. UC credit is not given unless BIOL C100 is taken previously or concurrently. Prerequisite: BIOL C100 or concurrent enrollment in BIOL C100. Independent Study students must purchase a lab kit from the bookstore. Labs are completed at home on an independent study basis.
92069 16-wk/Jan 28 3 hrs and 10 min/wk arr. ONLINE Pirino, G
- CRN 92069 requires purchase of lab kit and manual from the bookstore.
91765 16-wk/Jan 28 4:30pm-7:35pm T GG CTR RM 202/305 Syed, E
- CRN 91765 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 90175 requires purchase of lab kit and manual from the bookstore.
91704 16-wk/Jan 29 4:30pm-7:35pm T GG CTR RM 202/305 Syed, E
- CRN 91704 requires purchase of lab kit and manual from the bookstore.

CLASSES LISTED IN GRAY TYPE ARE OFFERED THROUGH DISTANCE LEARNING. FOR MORE INFO. AND BROADCAST SCHEDULE, SEE DISTANCE LEARNING SECTION
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-11:00pm 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 28  8:45am-1pm Th  LE-JAO RM 121/115  Feher, K
91961  16-wk/Jan 28  12:15pm-4:30pm Th  LE-JAO RM 121/115  Nguyen, S
91964  16-wk/Jan 29  5:40pm-9:55pm Th  LE-JAO RM 115/121  Staff
92076  16-wk/Jan 29  5:40pm-9:55pm Th  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 Th  NB CTR RM 236 Lecture  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 121/121  Staff
91963  16-wk/Jan 30  8:45am-11:55am MF  LE-JAO RM 117/121  Ho Chen, J
91962  16-wk/Feb 1  9am-3:20pm F  LE-JAO RM 117/121  Chiu, 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 2 hrs and 5 min/vwk arr.  ONLINE  Gutierrez, P

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/vwk 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/vwk 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 week 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/vwk 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/vwk 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
BUSINESS • (714) 241-6209

BUS C007 - BUSINESS MATHEMATICS  
Business Mathematics provides a practical, up-to-date coverage of widely-used topics in business including basic math, bank services, payroll, discounts and markups, simple and compound interest, stocks and bonds, consumer loans, taxes and insurance, depreciation, financial statements and business statistics. (Not 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  
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

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  
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.

9047  16-wk/Jan 28  3 hrs and 10 min/wk arr.  ONLINE  Del Carmen, G

BUS C110 - LEGAL ENVIRONMENT OF BUSINESS  
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.

9091  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  
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.

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  
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.

90230  16-wk/Jan 28  3 hrs and 10 min/wk arr.  TV  Oelstrom, J

90175  16-wk/Jan 28  3 hrs and 10 min/wk arr.  ONLINE  Lockwood, F

BUS C170 - ENTREPRENEURSHIP AND SMALL BUSINESS FINANCE  
Upon successful completion of this course, the student should be able to identify and evaluate the various sources available for funding a small business; demonstrate an understanding of financial terminology; read, prepare, and analyze a financial statement; and write a loan proposal. In addition, the student should be able to explain the importance of working capital and cash management. The student should also be able to identify financing needs, establish credit policies, and prepare sales forecasts. Graded or Pass/No Pass option.

91168  8-wk/Apr 1  6 hrs and 30 min/wk arr.  ONLINE  Basford, S

BUS C180 - ENTREPRENEURSHIP AND SMALL BUSINESS PLAN  
This course focuses on the development of a comprehensive business plan applicable for the needs of an entrepreneurial venture by moving through several phases: generating ideas and recognizing opportunities, researching and gathering marketing data, assembling resources, launching the new venture, and enabling long-term success. Students will learn the individual components of a business plan which comprise 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  
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
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  Lowthner, G
90468  8-wk/Jan 28  6 hrs and 30 min/wk arr.  ONLINE  Lockwood, F

BUS C284 - WORK BASED LEARNING

To enhance each Work Based Learning participant’s opportunity for success in the field of Business by bridging the gap between educational theory and on-the-job practices through individualized performance objectives related to the student’s career or occupational goal in Business. 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
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

BC C107A - KEYBOARDING
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
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/Jan 28  4 hrs and 15 min/wk arr.  ONLINE  Mai, M

BC C108 - DATA ENTRY
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
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/Jan 28  5 hrs and 20 min/wk arr.  ONLINE  Celstrom, J

BC C116 - INTRODUCTION TO MOBILE APPLICATIONS
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 at 4 hrs and 15 min/wk arr.  NB CTR RM 111  Ahmed, S

BC C120 - MICROSOFT EXCEL 1
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  Aniteleiu, S

BC C121 - MICROSOFT EXCEL 2
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/Jan 28  4 hrs and 15 min/wk arr.  ONLINE  Aniteleiu, S

BC C145 - MEDICAL ADMINISTRATIVE ASSISTANT I
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
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 charts, 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
**CHEM 105 - CHEMISTRY EXPLORATIONS FOR TEACHERS**
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.

**BC C161 - HIT MEDICAL CODING 1**
A 3.0 units 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 C160 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.

**BC C162 - HIT MEDICAL CODING 2**
A 3.0 units 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 C160 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.

**BC C163 - HIT MEDICAL TERMINOLOGY 1**
A 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 C160 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.

**BC C164 - HIT MEDICAL CODING REVIEW**
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.

**BC C171 - WEB DESIGN/XHTML1**
A 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.

- CRN 90149 has one or more onsite meetings (exams), refer to the course webpage or student handbook for details.

**BC C185 - MICROSOFT POWERPOINT**
A 1.5 units course 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.

- CRN 90822 has one or more onsite meetings (exams), refer to the course webpage or student handbook for details.

**BC C284 - WORK BASED LEARNING**
A 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.

- CRN 90438 has one or more onsite meetings (exams), refer to the course webpage or student handbook for details.

**CHEMISTRY • (714) 241-6184**

**CHEM 100 - INTRODUCTION TO CHEMISTRY**
A 5.0 units 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.

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

- CRN 92084 has one or more onsite meetings (exams), refer to the course webpage or student handbook for details.
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 90285 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.
92085 16-wk/Jan 28 3 hrs and 10 min/wk arr. INDEP STDY Marcus, T
-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.
90847 16-wk/Jan 28 4 hrs and 15 min/wk arr. ONLINE Gundy, A
-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 29 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 29 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.
90038 16-wk/Jan 28 4 hrs and 15 min/wk arr. ONLINE Wen, Z
-Students enrolling in CRN 90889 are also required to enroll in CHEM C185L lab CRN 92084.
90889 16-wk/Jan 28 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 C185L. 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.
90818 16-wk/Jan 28 5 hrs and 20 min/wk arr. ONLINE Satow, J
### Computer Science

#### 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.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Session</th>
<th>Time</th>
<th>Location</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>92091</td>
<td>16-wk/Jan 28</td>
<td>6:30pm-9:40pm M</td>
<td>LE-JAO RM 202</td>
<td>Levenshus, J</td>
</tr>
<tr>
<td>92175</td>
<td>16-wk/Jan 30</td>
<td>9am-12:10pm W</td>
<td>LE-JAO RM 207</td>
<td>Rietveld, L</td>
</tr>
<tr>
<td>92092</td>
<td>16-wk/Jan 30</td>
<td>6:30pm-9:40pm W</td>
<td>LE-JAO RM 202</td>
<td>Levenshus, J</td>
</tr>
<tr>
<td>92090</td>
<td>16-wk/Jan 31</td>
<td>6:30pm-9:40pm Th</td>
<td>GG CTR RM 251</td>
<td>Levenshus, J</td>
</tr>
</tbody>
</table>

#### 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.

<table>
<thead>
<tr>
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<th>Location</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>92096</td>
<td>16-wk/Jan 28</td>
<td>9am-12:10pm M</td>
<td>LE-JAO RM 202</td>
<td>Rietveld, L</td>
</tr>
</tbody>
</table>

#### 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.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Session</th>
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<th>Location</th>
<th>Instructor</th>
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</thead>
<tbody>
<tr>
<td>92097</td>
<td>8-wk/Jan 28</td>
<td>9am-10:25am MW</td>
<td>GG CTR RM 251</td>
<td>Levenshus, J</td>
</tr>
<tr>
<td>92100</td>
<td>16-wk/Jan 29</td>
<td>6:30pm-9:40pm T</td>
<td>LE-JAO RM 202</td>
<td>Gardea, S</td>
</tr>
<tr>
<td>92101</td>
<td>16-wk/Jan 30</td>
<td>6:30pm-9:40pm W</td>
<td>GG CTR RM 205</td>
<td>Gardea, S</td>
</tr>
<tr>
<td>92099</td>
<td>16-wk/Jan 31</td>
<td>6:30pm-9:40pm Th</td>
<td>LE-JAO RM 202</td>
<td>Gardea, S</td>
</tr>
</tbody>
</table>

#### CIS C110 - 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.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Session</th>
<th>Time</th>
<th>Location</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>91090</td>
<td>16-wk/Jan 28</td>
<td>4 hrs and 15 min/wk arr.</td>
<td>ONLINE</td>
<td>Crowley, D</td>
</tr>
</tbody>
</table>

#### 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.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Session</th>
<th>Time</th>
<th>Location</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>91115</td>
<td>16-wk/Jan 28</td>
<td>4 hrs and 15 min/wk arr.</td>
<td>ONLINE</td>
<td>Mihatov, S</td>
</tr>
</tbody>
</table>

### Computer Services Technology

#### 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.

<table>
<thead>
<tr>
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<th>Session</th>
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<th>Location</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>91047</td>
<td>8-wk/Jan 31</td>
<td>6pm-10:15pm Th</td>
<td>GG CTR RM 350</td>
<td>Dawes, A</td>
</tr>
</tbody>
</table>

#### 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.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Session</th>
<th>Time</th>
<th>Location</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>90456</td>
<td>8-wk/Jan 31</td>
<td>6pm-9:15pm Th plus</td>
<td>GG CTR RM 306</td>
<td>Isbell, D</td>
</tr>
</tbody>
</table>

#### 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.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Session</th>
<th>Time</th>
<th>Location</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>90455</td>
<td>8-wk/Jan 31</td>
<td>5 hrs 15 min/wk arr.</td>
<td>ONLINE</td>
<td></td>
</tr>
</tbody>
</table>

#### 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.

<table>
<thead>
<tr>
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<th>Session</th>
<th>Time</th>
<th>Location</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>91156</td>
<td>16-wk/Jan 28</td>
<td>4 hrs and 15 min/wk arr.</td>
<td>ONLINE</td>
<td>Warner, M</td>
</tr>
<tr>
<td>90011</td>
<td>16-wk/Jan 29</td>
<td>6pm-10:15pm T</td>
<td>GG CTR RM 350</td>
<td>Dawes, A</td>
</tr>
</tbody>
</table>

#### 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: CST 172. Graded and Pass/No Pass option.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Session</th>
<th>Time</th>
<th>Location</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>91631</td>
<td>16-wk/Jan 28</td>
<td>4 hrs and 15 min/wk arr.</td>
<td>ONLINE</td>
<td>Hurst, G</td>
</tr>
<tr>
<td>91632</td>
<td>16-wk/Jan 29</td>
<td>6pm-7:35pm T plus</td>
<td>GG CTR RM 302</td>
<td>Hurst, G</td>
</tr>
</tbody>
</table>

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**Computer Information Systems • (714) 241-6209**

**Computer Services Technology • (714) 241-6209**
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Units</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>CST C185</td>
<td>MICROSOFT 2008 NETWORK INFRASTRUCTURE</td>
<td>3.0</td>
<td>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 tolerance. It covers topics associated with the Microsoft 70-642 MCTS exam. Advisory: CST C128. Graded or Pass/No Pass option.</td>
</tr>
<tr>
<td>CST C188</td>
<td>CONFIGURING MICROSOFT WINDOWS 7</td>
<td>3.0</td>
<td>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.</td>
</tr>
<tr>
<td>CST C191</td>
<td>COMPTIA LINUX+</td>
<td>3.0</td>
<td>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 CST 218. This course may be taken four times. Graded or Pass/No Pass option.</td>
</tr>
<tr>
<td>CST C201</td>
<td>CISCO FUNDAMENTALS/CCNA</td>
<td>3.0</td>
<td>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.</td>
</tr>
<tr>
<td>CST C202</td>
<td>CISCO ROUTER CONFIGURATION/CCNA</td>
<td>3.0</td>
<td>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.</td>
</tr>
<tr>
<td>CST C203</td>
<td>CISCO SWITCHING/CCNA 3</td>
<td>3.0</td>
<td>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.</td>
</tr>
<tr>
<td>CST C204</td>
<td>CISCO WAN CONFIGURATION/CCNA 4</td>
<td>3.0</td>
<td>It includes topics such as WAN technologies: Access Control Lists (ACLs), WAN protocols, Netting, 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.</td>
</tr>
<tr>
<td>CST C205</td>
<td>CCNP: CISCO IP ROUTING</td>
<td>3.0</td>
<td>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.</td>
</tr>
<tr>
<td>CST C220</td>
<td>VMWARE VSPHERE</td>
<td>3.0</td>
<td>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 configure, and manage VMware vSphere. This 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.</td>
</tr>
<tr>
<td>CST C230</td>
<td>INTRODUCTION TO SECURITY</td>
<td>3.0</td>
<td>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 C218. This course may be taken 3 times. Graded or Pass/No Pass option.</td>
</tr>
<tr>
<td>CST C245</td>
<td>EXPLORING COMPUTER FORENSICS</td>
<td>3.0</td>
<td>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.</td>
</tr>
</tbody>
</table>

$5 material fee for this course
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. This course uses individualized performance objectives that reflect the student’s career or occupational goal in Computer Service Technology. Prerequisite: Belonging to 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 course. This class may be taken four times. Graded or Pass/No Pass option.
-CRN 90066 is open-entry registration through May 18, 2013.
90066 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

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
91605 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/Jan 28 6 hrs and 30 min/wk arr. ONLINE Winterbourne, S

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.
91908 16-wk/Jan 28 4 hrs and 15 min/wk arr. ONLINE Isboll, D
91942 16-wk/Jan 29 6pm-7:35pm T plus GG CTR RM 204 Isboll, D
90019 16-wk/Jan 31 6pm-10:15pm Th GG CTR RM 104 Caterina, A

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.
90021 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

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 C111A
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

COURSES

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.

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.

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.

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 C111A
DGA C120 - INTRODUCTION TO INDESIGN
This project-based course will introduce the basic tools and techniques to explore the graphic and type capabilities of Adobe InDesign. Learn how to import and edit text; create and manipulate styles, tables, and graphics; and use effects and blend modes to create multi-page documents, such as letterhead, tri-fold brochures, flyers, and booklets for print and the web. No art background required. 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

DGA C131 – DIGITAL PHOTOGRAPHY/PHOTOSHOP
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
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
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
92171 8-wk/Apr 1 4 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
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 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.
90987 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.
90988 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
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 16-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

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
91418 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.
91419 16-wk/Jan 28 1 hr and 25 min/wk arr. LE-JAO RM 101 Tsutsumida-Krampe, L
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
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
92155 16-wk/Jan 28 1 hr and 25 min/wk arr. LE-JAO RM 101 Desmond, D
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 an 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
91778 16-wk/Jan 28 1 hr and 25 min/wk arr. LE-JAO RM 101 Ozbirn, K
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
92151 16-wk/Jan 28 1 hr and 25 min/wk arr. LE-JAO RM 101 Desmond, D
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
91776 16-wk/Jan 28 1 hr and 25 min/wk arr. LE-JAO RM 101 Ozbirn, K
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
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
91797 16-wk/Jan 28 1 hr and 25 min/wk arr. LE-JAO RM 101 Walker, L
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.
92161 16-wk/Jan 28 1 hr and 25 min/wk arr. LE-JAO RM 101 Preciado, A
92135 16-wk/Jan 28 1 hr and 25 min/wk arr. LE-JAO RM 101 Preciado, A
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
91800 16-wk/Jan 28 1 hr and 25 min/wk arr. LE-JAO RM 101 Walker, L
92060 16-wk/Jan 28 1 hr and 25 min/wk arr. LE-JAO RM 101 Walker, L
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<th>Time</th>
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<th>Instructor</th>
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<tr>
<td>ENGL C080 - ENGLISH ASSESSMENT FOR STUDENT SUCCESS</td>
<td>0.5 unit</td>
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**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.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Start Date</th>
<th>Duration</th>
<th>Days</th>
<th>Time</th>
<th>Location</th>
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<td>92061</td>
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<td>92062</td>
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<td>5:30pm-7:35pm W</td>
<td>LE-JAO RM 202</td>
<td>Glover, C</td>
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</table>

**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.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Start Date</th>
<th>Duration</th>
<th>Days</th>
<th>Time</th>
<th>Location</th>
<th>Instructor</th>
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<td>92063</td>
<td>16-wk/Jan 31</td>
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<td>LE-JAO RM 202</td>
<td>Pittaway, D</td>
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**ENGL C093 - 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.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Start Date</th>
<th>Duration</th>
<th>Days</th>
<th>Time</th>
<th>Location</th>
<th>Instructor</th>
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<tr>
<td>90931</td>
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<td>6:30pm-9:40pm M</td>
<td>LE-JAO RM 200</td>
<td>Ozbir, K</td>
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<td>91202</td>
<td>16-wk/Jan 29</td>
<td>9am-12:10pm T</td>
<td>LE-JAO RM 202</td>
<td>Davis, S</td>
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**ENGL C094 - 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.

<table>
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<tr>
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<td>LE-JAO RM 200</td>
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**ENGL C095 - 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.

<table>
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<th>Course Code</th>
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<td>LE-JAO RM 117</td>
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<td>91728</td>
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<td>LE-JAO RM 217</td>
<td>Tsutsumida-Krampe, L</td>
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**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.

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<td>91173</td>
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<td>90405</td>
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<td>90398</td>
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<td>LE-JAO RM 210</td>
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**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.

<table>
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<td>NB CTR RM 330</td>
<td>Sakovich, L</td>
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**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.

<table>
<thead>
<tr>
<th>CRN</th>
<th>Section</th>
<th>Days</th>
<th>Time</th>
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<tr>
<td>90863</td>
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<tr>
<td>91349</td>
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<td>3 hrs and 10 min/wk arr.</td>
<td>INDEP STDY</td>
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</table>

**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.

<table>
<thead>
<tr>
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<td>91521</td>
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<td>INDEP STDY</td>
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**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 C101 Graded or Pass/No Pass.

<table>
<thead>
<tr>
<th>CRN</th>
<th>Section</th>
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<tr>
<td>91910</td>
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</table>

**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.

<table>
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<tr>
<th>CRN</th>
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<td>90140</td>
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<td>ONLINE</td>
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</table>

**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.

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<th>CRN</th>
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<td>91128</td>
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<td>ONLINE</td>
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</table>

**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.

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<th>CRN</th>
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</table>

**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.

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<tr>
<th>CRN</th>
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<td>Armendariz, P</td>
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**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.

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<th>CRN</th>
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<th>Days</th>
<th>Time</th>
<th>Location</th>
<th>Instructor</th>
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<td>91449</td>
<td>16-wk/Jan 29</td>
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</table>
### ESL C021 - GRAMMAR 2B
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.

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<tr>
<th>CRN</th>
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<th>Instructor</th>
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<td>6:30pm-9:40pm</td>
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### ESL C023 - READING AND WRITING 2A
This is a low intermediate course designed to provide practice in reading 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

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<tr>
<th>CRN</th>
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### ESL C025 - READING AND WRITING 2B
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

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<tr>
<th>CRN</th>
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</table>

### ESL C038 - LISTENING AND CONVERSATION 3A
This is a high intermediate listening, speaking, and pronunciation course designed to provide interactive practice in responding to short lectures, dialogues, 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

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<tr>
<th>CRN</th>
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### ESL C040 - INTENSIVE GRAMMAR 1B
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.

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<tr>
<th>CRN</th>
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### ESL C041 - INTENSIVE GRAMMAR 1C
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

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<tr>
<th>CRN</th>
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<td>Mendoza, J</td>
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### ESL C043 - INTENSIVE READING AND WRITING 1B
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

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<table>
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<tr>
<th>CRN</th>
<th>Session</th>
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<td>GG CTR RM 202</td>
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### ESL C045 - INTENSIVE READING AND WRITING 1C
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

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<table>
<thead>
<tr>
<th>CRN</th>
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<td>91371</td>
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### ESL C048 - INTENSIVE LISTENING AND CONVERSATION 1C
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.

<table>
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<tr>
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<td>Armendariz, P</td>
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### ESL C050 - INTENSIVE GRAMMAR 2A
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

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<thead>
<tr>
<th>CRN</th>
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<td>16-wk/Jan 28</td>
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<tr>
<td>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.</td>
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<tr>
<td>$4 material fee for this course</td>
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<tr>
<td>- Students interested in enrolling in ESL courses are encouraged to contact the ESL office at the Le-Jao Center, (714) 431-3601 for direction.</td>
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<td>91363</td>
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<tr>
<td>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.</td>
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<td>$4 material fee for this course</td>
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<td><strong>ESL C160 - INTENSIVE GRAMMAR/WRITING 4A</strong></td>
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<tr>
<td>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.</td>
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<tr>
<td>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.</td>
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<td>$4 material fee for this course</td>
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<td>- Students interested in enrolling in ESL courses are encouraged to contact the ESL office at the Le-Jao Center, (714) 431-3601 for direction.</td>
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<tr>
<td>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.</td>
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<td>$4 material fee for this course</td>
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<td>- Students interested in enrolling in ESL courses are encouraged to contact the ESL office at the Le-Jao Center, (714) 431-3601 for direction.</td>
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<td>12:20pm-2:25pm MTWTh</td>
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<td><strong>ESL C412 - ESL SENTENCE STRUCTURE 1</strong></td>
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<td>This is 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</td>
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<tr>
<td>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</td>
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<td>Students interested in enrolling in ESL courses are encouraged to contact the ESL office at the Le-Jao Center, (714) 431-3601 for direction.</td>
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**FOODS AND NUTRITION • (714) 241-6216**

**FN C170 - NUTRITION**
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.

<table>
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<th>Class Code</th>
<th>Start Date/Time</th>
<th>Days</th>
<th>Location</th>
<th>Instructor</th>
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<tr>
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<td>3 hrs and 10 min/wk arr</td>
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<tr>
<td>90791</td>
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<td>TV</td>
<td>ONLINE</td>
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**FN C175 - NUTRITION AND AGING**
Fundamentals of foods and nutrition and food topics related to the health and well being of older adults. Graded or Pass/No Pass option.

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<th>Instructor</th>
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<td>ONLINE</td>
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**FRENCH • (714) 241-6216**

**FREN C180 - ELEMENTARY FRENCH 1**
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.

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**GEOLOGY • (714) 241-6216**

**GEOL C105 - GENERAL GEOLOGY**
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.

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<th>Class Code</th>
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<td>ONLINE</td>
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**GEOL C105L - GEOLOGY LAB**
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.

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<th>Class Code</th>
<th>Start Date/Time</th>
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<th>Instructor</th>
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<tr>
<td>92072</td>
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**GEOL C115 - CALIFORNIA GEOLOGY**
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.

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<tr>
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**GERONTOLOGY • (714) 241-6216**

**GERO C120 - PROFESSIONAL ISSUES IN GERONTOLOGY**
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: SDC C120. Graded or Pass/No Pass option.

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<tbody>
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<td>90472</td>
<td>6 hrs and 30 min/wk arr</td>
<td>ONLINE</td>
<td>Waller, E</td>
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</table>
**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

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**Health Education • (714) 241-6213**

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**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.

90083   8-wk/Jan 28  6 hrs and 30 min/wk arr.  ONLINE  Secord, D

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**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

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**History • (714) 241-6213**

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**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.

92093   8-wk/Jan 28  6 hrs and 30 min/wk arr.  ONLINE  Farrington, B

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**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

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**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  Carvin, T

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**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

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**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  Draz-Brown, W

91721   16-wk/Jan 28  9:15am-10:40am MV  NB CTR RM 329  Garvin, T

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**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  Smettinger, P

92167   16-wk/Jan 30  2:30pm-5:40pm W  LE-JAO RM 204  Johnson, D

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**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 MV  GG CTR RM 122  Staff

92132   8-wk/Jan 28  3 hrs and 10 min/wk arr.  ONLINE  Staff

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**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, rationalism, 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  Najjera, M
**HUMAN SERVICES • (714) 241-6216**

**HSVC C100 - INTRODUCTION TO HUMAN SERVICES**  
A comprehensive survey of the development and scope of the human services field. With a global sensitivity, covers the history of human services, current theories and models of helping, ethics, administration, and careers in human services. Graded or Pass/No Pass option.

<table>
<thead>
<tr>
<th>CRN</th>
<th>Session Code</th>
<th>Days</th>
<th>Start Time</th>
<th>End Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>90050</td>
<td>16-wk/Jan 28</td>
<td>ONLINE</td>
<td>3 hrs and 10 min/wk arr.</td>
<td></td>
<td>Hogun, M</td>
</tr>
</tbody>
</table>

**HSVC C101 - HELPING THEORIES AND INTERVENTION STRATEGIES**  
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.

<table>
<thead>
<tr>
<th>CRN</th>
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<th>Days</th>
<th>Start Time</th>
<th>End Time</th>
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</thead>
<tbody>
<tr>
<td>90057</td>
<td>16-wk/Jan 28</td>
<td>ONLINE</td>
<td>3 hrs and 10 min/wk arr.</td>
<td></td>
<td>Bohler, C</td>
</tr>
</tbody>
</table>

**HSVC C102 - INTRODUCTION TO CRISIS INTERVENTION**  
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.

<table>
<thead>
<tr>
<th>CRN</th>
<th>Session Code</th>
<th>Days</th>
<th>Start Time</th>
<th>End Time</th>
<th>Location</th>
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</thead>
<tbody>
<tr>
<td>91809</td>
<td>8-wk/Apr 1</td>
<td>ONLINE</td>
<td>6 hrs and 30 min/wk arr.</td>
<td></td>
<td>Hogun, M</td>
</tr>
</tbody>
</table>

**HSVC C104 - TREATMENT ISSUES SUBSTANCE ABUSE**  
This course will introduce students to theoretical and intervention models involved in the treatment of substance dependencies. Students will explore the effects of substance abuse on the individual, the family unit, workplace, and the community. Topics include counselor characteristics, legal and ethical issues facing substance abuse counselors, pharmacology, 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.

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<th>End Time</th>
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</thead>
<tbody>
<tr>
<td>90049</td>
<td>8-wk/Apr 1</td>
<td>ONLINE</td>
<td>6 hrs and 30 min/wk arr.</td>
<td></td>
<td>Marks, K</td>
</tr>
</tbody>
</table>

**HSVC C273 - HUMAN SERVICES PRACTICUM**  
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.

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<th>CRN</th>
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<th>Days</th>
<th>Start Time</th>
<th>End Time</th>
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</thead>
<tbody>
<tr>
<td>91182</td>
<td>16-wk/Jan 28</td>
<td>ONLINE</td>
<td>3 hrs and 10 min/wk arr.</td>
<td></td>
<td>Doyle, J</td>
</tr>
</tbody>
</table>

**HUMANITIES • (714) 241-6216**

**HUM C110 - HUMANITIES THROUGH THE ARTS**  
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 30047 has one or more onsite meetings (exams), refer to the course webpage or student handbook for details.

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<th>CRN</th>
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<th>End Time</th>
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</thead>
<tbody>
<tr>
<td>90047</td>
<td>16-wk/Jan 28</td>
<td>TV</td>
<td>3 hrs and 10 min/wk arr.</td>
<td></td>
<td>Carpenter, L</td>
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<tr>
<td>90860</td>
<td>16-wk/Jan 28</td>
<td>ONLINE</td>
<td>3 hrs and 10 min/wk arr.</td>
<td></td>
<td>Windsor, A</td>
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</tbody>
</table>

**HUM C135 – APPRECIATION OF THE CINEMA AND THE HISTORY OF AMERICAN CULTURE AS REVEALED BY FILM**  
Formerly HUM C130. Historical development of film in America as an art form and as a business. Graded or Pass/No Pass option.

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<tr>
<th>CRN</th>
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<th>Days</th>
<th>Start Time</th>
<th>End Time</th>
<th>Location</th>
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</thead>
<tbody>
<tr>
<td>91884</td>
<td>16-wk/Jan 28</td>
<td>ONLINE</td>
<td>3 hrs and 10 min/wk arr.</td>
<td></td>
<td>Windsor, A</td>
</tr>
</tbody>
</table>

**LIBRARY • (714) 241-6117**

**LIBR C110 - LIBRARY RESEARCH AND INFORMATION COMPETENCY**  
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.

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<tr>
<th>CRN</th>
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<th>Days</th>
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<th>End Time</th>
<th>Location</th>
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</thead>
<tbody>
<tr>
<td>92127</td>
<td>16-wk/Jan 28</td>
<td>ONLINE</td>
<td>2 hrs and 5 min/wk arr.</td>
<td></td>
<td>Stewart, C</td>
</tr>
</tbody>
</table>

**MANAGEMENT AND SUPERVISION • (714) 241-6209**

**MS C100 - BUSINESS ORGANIZATION AND MANAGEMENT**  
Business Organization and Management is a course designed to provide a comprehensive review of the role of management in the current business environment. Students will be introduced to the terminology, theories, and principles that make up the core of business management. The 21st Century workplace is undergoing dramatic changes. Organizations are reinventing themselves for speed, efficiency, and flexibility and 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.

<table>
<thead>
<tr>
<th>CRN</th>
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<th>Days</th>
<th>Start Time</th>
<th>End Time</th>
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</thead>
<tbody>
<tr>
<td>90052</td>
<td>8-wk/Apr 1</td>
<td>TV</td>
<td>6 hrs and 30 min/wk arr.</td>
<td></td>
<td>Lockwood, F</td>
</tr>
</tbody>
</table>

**MS C101 - MANAGEMENT AND EMPLOYEE COMMUNICATION**  
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.

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<thead>
<tr>
<th>CRN</th>
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<th>Start Time</th>
<th>End Time</th>
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</thead>
<tbody>
<tr>
<td>91084</td>
<td>16-wk/Jan 28</td>
<td>ONLINE</td>
<td>3 hrs and 10 min/wk arr.</td>
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<tr>
<td>COURSES</td>
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<tr>
<td><strong>MATH C004 - MATH SKILLS 1</strong></td>
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<tr>
<td>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.</td>
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<tr>
<td><strong>MATH C005 - BASIC MATHEMATICS</strong></td>
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<tr>
<td>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.</td>
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<tr>
<td><strong>MATH C006 - MATH SKILLS 2</strong></td>
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<tr>
<td>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.</td>
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**MATH C004 - MATH SKILLS 1**

<table>
<thead>
<tr>
<th>CRN</th>
<th>Type</th>
<th>Dates</th>
<th>Hours/Week</th>
<th>Location</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>90843</td>
<td>Online</td>
<td>Jan 28</td>
<td>1 hr and 25 min</td>
<td>LE-JAO RM 101</td>
<td>Ryan, M</td>
</tr>
<tr>
<td>91662</td>
<td>Online</td>
<td>Jan 28</td>
<td>1 hr and 25 min</td>
<td>LE-JAO RM 101</td>
<td>Ryan, M</td>
</tr>
</tbody>
</table>

**MATH C005 - BASIC MATHEMATICS**

<table>
<thead>
<tr>
<th>CRN</th>
<th>Type</th>
<th>Dates</th>
<th>Hours/Week</th>
<th>Location</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>90408</td>
<td>Online</td>
<td>Jan 28</td>
<td>3 hrs and 10 min</td>
<td>ONLINE</td>
<td>Lieu, T</td>
</tr>
<tr>
<td>91766</td>
<td>Online</td>
<td>Feb 1</td>
<td>8am-11:10am F</td>
<td>LE-JAO RM 215</td>
<td>Tran, C</td>
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**MATH C006 - MATH SKILLS 2**

<table>
<thead>
<tr>
<th>CRN</th>
<th>Type</th>
<th>Dates</th>
<th>Hours/Week</th>
<th>Location</th>
<th>Instructor</th>
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</thead>
<tbody>
<tr>
<td>91667</td>
<td>Online</td>
<td>Jan 28</td>
<td>1 hr and 25 min</td>
<td>LE-JAO RM 101</td>
<td>Feiner, H</td>
</tr>
<tr>
<td>91913</td>
<td>Online</td>
<td>Jan 28</td>
<td>1 hr and 25 min</td>
<td>LE-JAO RM 101</td>
<td>Feiner, H</td>
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</table>

**MATH C004 - MATH SKILLS 1**

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<thead>
<tr>
<th>CRN</th>
<th>Type</th>
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<th>Hours/Week</th>
<th>Location</th>
<th>Instructor</th>
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</thead>
<tbody>
<tr>
<td>90843</td>
<td>Online</td>
<td>Jan 28</td>
<td>3 hrs and 10 min</td>
<td>ONLINE</td>
<td>Lockwood, F</td>
</tr>
<tr>
<td>91530</td>
<td>Online</td>
<td>Jan 28</td>
<td>3 hrs and 10 min</td>
<td>ONLINE</td>
<td>Matar, F</td>
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**MATH C005 - BASIC MATHEMATICS**

<table>
<thead>
<tr>
<th>CRN</th>
<th>Type</th>
<th>Dates</th>
<th>Hours/Week</th>
<th>Location</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>90053</td>
<td>Online</td>
<td>Jan 28</td>
<td>3 hrs and 10 min</td>
<td>ONLINE</td>
<td>Curtis, M</td>
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**MATH C006 - MATH SKILLS 2**

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<thead>
<tr>
<th>CRN</th>
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<th>Hours/Week</th>
<th>Location</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>90368</td>
<td>Online</td>
<td>Jan 28</td>
<td>1 hr and 25 min</td>
<td>ONLINE</td>
<td>Feiner, H</td>
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<tr>
<td>91992</td>
<td>Online</td>
<td>Jan 28</td>
<td>3 hrs and 10 min</td>
<td>ONLINE</td>
<td>Matar, F</td>
</tr>
</tbody>
</table>

**MARINE SCIENCE • (714) 241-6216**

<table>
<thead>
<tr>
<th>MRSC C100 - INTRODUCTION TO MARINE SCIENCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>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.</td>
</tr>
<tr>
<td>CRN 90053 has one or more onsite meetings (exams), refer to the course webpage or student handbook for details.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>MRSC C100L - MARINE SCIENCE LAB</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basic laboratory, field, and computer aided studies of physical, chemical, geographical, and biological oceanography. Prerequisite: MRSC C100. Corequisite: MRSC C100L or taken previously. Graded or Pass/No Pass option.</td>
</tr>
<tr>
<td>CRN 90053 has one or more onsite meetings (exams), refer to the course webpage or student handbook for details.</td>
</tr>
</tbody>
</table>

**MASS COMMUNICATIONS • (714) 241-6216**

<table>
<thead>
<tr>
<th>MCOM C100 - INTRODUCTION TO MASS COMMUNICATIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>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.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>MS C145 - PERSONAL LEADERSHIP</th>
</tr>
</thead>
<tbody>
<tr>
<td>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.</td>
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<table>
<thead>
<tr>
<th>MS C102 - HUMAN RELATIONS IN BUSINESS</th>
</tr>
</thead>
<tbody>
<tr>
<td>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 tool, 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.</td>
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</table>

<table>
<thead>
<tr>
<th>MS C104 - HUMAN RESOURCE MANAGEMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>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.</td>
</tr>
</tbody>
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**MASS COMMUNICATIONS • (714) 241-6216**

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<tr>
<td>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.</td>
</tr>
</tbody>
</table>
## 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.

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<th>CRN</th>
<th>16-wk/Jan 28</th>
<th>3 hrs and 10 min/wk arr.</th>
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## 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.

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<tr>
<th>CRN</th>
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## 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.

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<th>CRN</th>
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## 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.

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<tr>
<th>CRN</th>
<th>8-wk/Apr 1</th>
<th>9 hrs/wk arr.</th>
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## 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 requires Acceptance into the STAR Program and a 1 1/2 year commitment to the program. See http://coastline.edu/star for more information.

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<th>CRN</th>
<th>16-wk/Jan 28</th>
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## 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.

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## 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. Graded or Pass/No Pass option.

- CRN 90065 has one or more onsite meetings (exams), refer to the course webpage or student handbook for details.

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<th>CRN</th>
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<th>9am-11:05am MW</th>
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## 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 requires Acceptance into the STAR Program and a 1 1/2 year commitment to the program. See http://coastline.edu/star for more information.

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<th>CRN</th>
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<th>16-wk/Feb 1</th>
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<th>CRN</th>
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</table>
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.
  91389  16-wk/Jan 28 4 hrs and 15 min/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 achieve 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.

  90036  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  Crawford, R

  1 hr 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/CAILR 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
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.

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.

PHIL C120 - ETHICS 3.0 units
A comprehensive look at major ethical and moral issues of today. Graded or Pass/No Pass option.
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.

90929 16-wk/Jan 28 3 hrs and 10 min/wk arr. ONLINE Boheler, 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.

90951 16-wk/Jan 28 2 hrs and 5 min/wk arr. ONLINE Boheler, 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.

90016 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.

91865 16-wk/Jan 28 3 hrs and 10 min/wk arr. TV Bach, 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

-CRN 91863 has one or more onsite meetings (exams), refer to the course webpage or student handbook for details.

-CRN 91865 has one or more onsite meetings (exams), refer to the course webpage or student handbook for details.

-CRN 91866 has one or more onsite meetings (exams), refer to the course webpage or student handbook for details.
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.
93076 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
91958 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 Lemkpe, 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
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.
90960 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 Basabe, S

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 28 8:30am-11:30am M Th 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 3 hrs and 10 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 Kostab, T
90656 16-wk/Jan 28 6:30pm-8:45pm M plus NB CTR RM 320 Kostab, T
90799 16-wk/Jan 28 6:30pm-8:45pm W NB CTR RM 316 Kostab, T
92033 16-wk/Jan 28 1pm-3:05pm 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 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.
90343 16-wk/Jan 28 6pm-8:05pm M GرونW1 Stachelski, B
SPED C456 - COMMUNITY RESOURCES  
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  
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  
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  
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.

90650  16-wk/Jan 28  10am-12:05pm M  NB CTR RM 324  Korb, 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  
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  
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  
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  
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 DEVELOPMENT  
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-11:30am T  WSTVU  McLaughlin, M
91762  16-wk/Jan 30  9:30am-11:30am W  BGCLUB  McLaughlin, M

SPED C452 - HEALTH CONCEPTS  
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  
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 these 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  
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
SPED C461 - VOCATIONAL PREPARATION AND READINESS
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
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
Designed to introduce adults with developmental delays to computer instruction. Computer education topics will include basic equipment operation, key 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

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SPED C300 - STRATEGIES FOR USING PDAS
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.
91989 16-wk/Jan 29 1pm-3:30pm F Plus NB CTR RM 316 Aprilie, J

SPED C430 - ADAPTED FITNESS
Group exercise class designed for older adults with physical disabilities 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.
91870 16-wk/Jan 30 11am-12:30pm W OASIS Aprilie, 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
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 College Doctor’s Disability Verification 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
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
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/endorurance, 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 Aprilie, J
-Flexible registration thru April 27, 2012.
91873 16-wk/Feb 1 10:30am-12:30pm F LW NO6 Aprilie, J

SPED C462 - CAREER DEVELOPMENT
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.
90937 16-wk/Jan 28 3 hrs/wk arr. NB CTR RM 328 Ryan, C
SPED C463 - CAREER PLAN/DISABLED  
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.

<table>
<thead>
<tr>
<th>CRN</th>
<th>Start Date</th>
<th>Duration</th>
<th>Days</th>
<th>Time</th>
<th>Location</th>
<th>Instructor</th>
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</thead>
<tbody>
<tr>
<td>90768</td>
<td>1-wk/Feb 11</td>
<td>1 pm-4 pm MW</td>
<td>NB CTR RM 322</td>
<td>Ryan, C</td>
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<td>91151</td>
<td>1-wk/Apr 8</td>
<td>1 pm-4 pm MW</td>
<td>NB CTR RM 322</td>
<td>Ryan, C</td>
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</table>

SPED C464 - CAREER OPTIONS  
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.

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<tr>
<th>CRN</th>
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<th>Location</th>
<th>Instructor</th>
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<tr>
<td>90686</td>
<td>3-wk/Feb 25</td>
<td>1 pm-3 pm MW plus 8 hrs/wk arr.</td>
<td>NB CTR RM 322</td>
<td>Ryan, C</td>
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<td>90770</td>
<td>3-wk/Apr 15</td>
<td>1 pm-3 pm MW plus 8 hrs/wk arr.</td>
<td>NB CTR RM 322</td>
<td>Ryan, C</td>
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</table>

SPED C465 - JOB SEARCH STRATEGIES  
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.

<table>
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<tr>
<th>CRN</th>
<th>Start Date</th>
<th>Duration</th>
<th>Days</th>
<th>Time</th>
<th>Location</th>
<th>Instructor</th>
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<tbody>
<tr>
<td>90263</td>
<td>3-wk/May 6</td>
<td>1 pm-3:00 pm MW plus 8 hrs/wk arr.</td>
<td>NB CTR RM 322</td>
<td>Ryan, C</td>
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</table>

SPED C475 - ABI COGNITIVE REFRESHER  
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.

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<tr>
<th>CRN</th>
<th>Start Date</th>
<th>Duration</th>
<th>Days</th>
<th>Time</th>
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<th>Instructor</th>
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<tbody>
<tr>
<td>90702</td>
<td>6-wk/Apr 8</td>
<td>10 am-Noon F</td>
<td>NB CTR RM 320</td>
<td>Wild, M</td>
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</table>

VIETNAMESE • (714) 241-6184

VIET C180 - ELEMENTARY VIETNAMESE 1  
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.

<table>
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<tr>
<th>CRN</th>
<th>Start Date</th>
<th>Duration</th>
<th>Days</th>
<th>Time</th>
<th>Location</th>
<th>Instructor</th>
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<td>90622</td>
<td>16-wk/Jan 28</td>
<td>5 hrs and 30 min/wk arr. ONLINE</td>
<td>Tran, D</td>
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<tr>
<td>92174</td>
<td>16-wk/Jan 29</td>
<td>12:30 pm-3 pm TTh LE-JAO RM 217</td>
<td>Nguyen, D</td>
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</table>
HOW TO BEGIN

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/

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
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
MORE BENEFITS of the DISTANCE LEARNING PROGRAM

- Convenient, flexible options for fulfilling degree requirements.
- Academically proven, well-produced curricula developed by college faculty, scholars, practitioners and instructional design specialists.
- Opportunity to attain educational/career goals without sacrificing full-time employment or family.
- Technology-enhanced learning experience.
- Opportunities for K-12 teacher credentialing and salary advance credit.
- Programs tailored for highly motivated, committed, goal-oriented learners.
- More accessible learning options for students with disabilities.

Distance learning courses fulfill degree and transfer requirements. Coastline offers a comprehensive selection of distance learning courses that allow you to meet nearly all requirements for an associate degree or for transfer to the CSU or UC systems. Refer to pages 78 & 79. Students should check their schools for course transferability.

<table>
<thead>
<tr>
<th>COURSE</th>
<th>SECTION</th>
<th>CRN</th>
<th>BEGIN DATE</th>
<th>END DATE</th>
<th>PREREQUISITES</th>
<th>OPTIONS</th>
<th>BROADCAST TIMES</th>
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<tr>
<td>HEALTH C100—Personal Health</td>
<td>CRN 90032</td>
<td>91181</td>
<td>1/28/13</td>
<td>5/17/13</td>
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<td>DVD Purchase</td>
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<td>BIOLOGY C105—General Geology</td>
<td>CRN 90031</td>
<td>91975</td>
<td>1/28/13</td>
<td>5/17/13</td>
<td>(Requires Internet Access)</td>
<td>DVD Purchase</td>
<td>Th 9-10 am</td>
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<tr>
<td>FOOD &amp; NUTRITION C170—Nutrition</td>
<td>CRN 90033</td>
<td>90010</td>
<td>1/28/13</td>
<td>5/17/13</td>
<td>(Requires Internet Access)</td>
<td>DVD Purchase</td>
<td>Th 5-6 pm</td>
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<tr>
<td>GEOLOGY C120—General Geology</td>
<td>CRN 90034</td>
<td>90035</td>
<td>1/28/13</td>
<td>5/17/13</td>
<td>(Requires Internet Access)</td>
<td>DVD Purchase</td>
<td>T 9-10 am, W 9-10 am</td>
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<tr>
<td>HEALTH C100—Personal Health</td>
<td>CRN 90035</td>
<td>90036</td>
<td>1/28/13</td>
<td>5/17/13</td>
<td>(Requires Internet Access)</td>
<td>DVD Purchase</td>
<td>T 9-10 am, W 9-10 am</td>
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</table>

Please refer to your student handbook for additional information on all courses.
If you select:
(A) You need to watch your video lesson Monday AND Wednesday at 6–7 a.m. OR program your VCR/DVR.
(B) You need to watch your video lesson 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 video lesson 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.

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
- Anthropology C100
- Biology C100
- Business C100
- Business C120
- Business C150
- Counseling C105
- Food & Nutrition C170
- Health C100
- History C170
- Management & Supervision C100
- Marine Science C100
- Mass Communications
- Math C010
- Philosophy C115

### Video Series Title
- Our Diverse World
- Cycles of Life
- It’s Strictly Business
- Dollars & Sense
- Concepts in Marketing
- Mastering the College Experience
- Nutrition Pathways
- Journey to Health
- Shopping America
- Taking the Lead
- The Endless Voyage
- Media Waves
- Elementary Algebra
- Logic and Critical Thinking

The following video series are available as streaming media through the Annenberg website http://www.learner.org/resources (requires Internet access).

### Course Name
- Geology C105
- History C180/C185
- Philosophy C120
- Sociology C120
- Spanish C108/C109

### Video Series Title
- The Earth Revealed
- The Western Tradition
- Ethics in America
- Growing Old in a New Age
- Destinos

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
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.

- **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.

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**TELE COURSE 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.

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- **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.

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**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.
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.

**SELECT TELE COURSES AVAILABLE ON DVD AT THE COASTLINE BOOKSTORE**

<table>
<thead>
<tr>
<th>Course Number &amp; Title</th>
<th>Telecourse Title</th>
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<tbody>
<tr>
<td>Anthropology C100—Cultural Anthropology</td>
<td>Cultural Anthropology: Our Diverse World</td>
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<tr>
<td>Biology C100—Introduction to Biology</td>
<td>Cycles of Life: Exploring Biology</td>
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<tr>
<td>Business C100—Introduction to Business</td>
<td>It’s Strictly Business</td>
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<tr>
<td>Business C120—Personal Finance</td>
<td>Dollar$ &amp; Sense: Personal Finance</td>
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<tr>
<td>Business C150—Introduction to Marketing</td>
<td>Concepts in Marketing</td>
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<tr>
<td>Counseling C105—Strategies for College Success</td>
<td>Mastering the College Experience</td>
</tr>
<tr>
<td>Food &amp; Nutrition C170—Nutrition</td>
<td>Nutrition Pathways</td>
</tr>
<tr>
<td>Health C100—Personal Health</td>
<td>Journey to Health</td>
</tr>
<tr>
<td>History C170—U.S. History to 1876</td>
<td>Shaping America</td>
</tr>
<tr>
<td>Management and Supervision C100—Business Organization and Management</td>
<td>Taking the Lead</td>
</tr>
<tr>
<td>Marine Science C100—Introduction to Marine Science</td>
<td>The Endless Voyage</td>
</tr>
<tr>
<td>Political Science C180—American Government</td>
<td>Voices in Democracy</td>
</tr>
<tr>
<td>Psychology C100—Introduction to Psychology</td>
<td>Psychology: The Human Experience</td>
</tr>
<tr>
<td>Psychology C116—Child Growth &amp; Development</td>
<td>Child Development: Stepping Stones</td>
</tr>
<tr>
<td>Psychology C118—Developmental Psychology</td>
<td>Transitions through the Life Span</td>
</tr>
<tr>
<td>Sociology C100—Introduction to Sociology</td>
<td>Exploring Society</td>
</tr>
<tr>
<td>Sociology C110—Marriage and Family</td>
<td>Our Families, Ourselves</td>
</tr>
</tbody>
</table>

More information is available at www.coastlinebookstore.com
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).
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).

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

<table>
<thead>
<tr>
<th>Units</th>
<th>Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.0</td>
<td>English C100 — Freshman Composition</td>
</tr>
<tr>
<td>3.0</td>
<td>English C102 — Critical Reasoning</td>
</tr>
<tr>
<td>3.0</td>
<td>Philosophy C115 — Logic and Critical Thinking</td>
</tr>
</tbody>
</table>

## Area B — Scientific Inquiry and Quantitative Reasoning

<table>
<thead>
<tr>
<th>Units</th>
<th>Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.0</td>
<td>Astronomy C100 — Introduction to Astronomy</td>
</tr>
<tr>
<td>3.0</td>
<td>Astronomy C101 — Planetary Astronomy</td>
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<tr>
<td>2.0</td>
<td>Chemistry C105 — Chemistry Explorations for Teachers</td>
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<tr>
<td>5.0</td>
<td>Chemistry C110 — Introduction to Chemistry</td>
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<tr>
<td>4.0</td>
<td>Chemistry C180 — General Chemistry A</td>
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<tr>
<td>3.0</td>
<td>Geology C105 — General Geology</td>
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<tr>
<td>3.0</td>
<td>Geology C115 — California Geology</td>
</tr>
<tr>
<td>3.0</td>
<td>Physics C110 — Introduction to Physics</td>
</tr>
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## Area C — Arts and Humanities

<table>
<thead>
<tr>
<th>Units</th>
<th>Courses</th>
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<tr>
<td>3.0</td>
<td>Art C100 — Art History and Appreciation 1</td>
</tr>
<tr>
<td>3.0</td>
<td>Art C101 — Art History and Appreciation 2</td>
</tr>
<tr>
<td>3.0</td>
<td>Art C105 — Introduction to Art</td>
</tr>
<tr>
<td>3.0</td>
<td>Art C110 — Color and Design: Two Dimensional</td>
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<td>2.0</td>
<td>Art C135 — Survey of Chinese Brush Painting</td>
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<td>3.0</td>
<td>Music C100 — History &amp; Appreciation of Music</td>
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<td>3.0</td>
<td>Music C143 — History of Jazz</td>
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<td>3.0</td>
<td>Theater Arts C100 — Introduction to Theater</td>
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<tr>
<td>3.0</td>
<td>Chinese C180 — Elementary Chinese 1</td>
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<tr>
<td>3.0</td>
<td>English C140 — Introduction to Literature</td>
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<tr>
<td>3.0</td>
<td>English C143 — Children’s Literature</td>
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<tr>
<td>3.0</td>
<td>English C144 — The International Short Story</td>
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<td>3.0</td>
<td>English C145 — American Literature: The Short Story</td>
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<tr>
<td>3.0</td>
<td>English C155 — American Literature 1865 to Present</td>
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<tr>
<td>3.0</td>
<td>English C181 — Shakespeare</td>
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<tr>
<td>3.0</td>
<td>English C295 — British Literature after 1800</td>
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<tr>
<td>3.0</td>
<td>English C275 — Gothic Victorian Literature</td>
</tr>
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</table>

## Area D — Social Sciences

<table>
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<tr>
<th>Units</th>
<th>Courses</th>
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</thead>
<tbody>
<tr>
<td>3.0</td>
<td>Anthropology C100 — Cultural Anthropology</td>
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<tr>
<td>3.0</td>
<td>Anthropology C150 — World Cultures</td>
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<tr>
<td>3.0</td>
<td>Economics C170 — Principles of Microeconomics</td>
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<td>3.0</td>
<td>Economics C175 — Principles of Macroeconomics</td>
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<tr>
<td>3.0</td>
<td>History C121 — History of American Women</td>
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<td>History C146 — History of Mexico</td>
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<td>History C161 — World History 1</td>
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<td>History C162 — World History 2</td>
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<td>3.0</td>
<td>History C170 — U.S. History to 1876</td>
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<td>History C175 — U.S. History Since 1876</td>
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<td>History C180 — Western Civilization 1</td>
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<tr>
<td>3.0</td>
<td>History C185 — Western Civilization 2</td>
</tr>
<tr>
<td>3.0</td>
<td>Mass Communications C100 — Mass Communication</td>
</tr>
<tr>
<td>3.0</td>
<td>Political Science C101 — Survey of Current Issues</td>
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<td>3.0</td>
<td>Political Science C180 — American Government</td>
</tr>
<tr>
<td>3.0</td>
<td>Psychology C100 — Introduction to Psychology</td>
</tr>
<tr>
<td>3.0</td>
<td>Psychology C116 — Child Growth &amp; Development</td>
</tr>
<tr>
<td>3.0</td>
<td>Psychology C170 — Psychology of Aging</td>
</tr>
<tr>
<td>3.0</td>
<td>Psychology C250 — Psychobiology</td>
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<td>4.0</td>
<td>Psychology C280 — Introduction to Research Methods</td>
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<td>Sociology C100 — Introduction to Sociology</td>
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<tr>
<td>3.0</td>
<td>Sociology C110 — Marriage &amp; Family</td>
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<tr>
<td>3.0</td>
<td>Sociology C120 — Introduction to Gerontology</td>
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## Area E — Life-long Understanding and Self-Development

<table>
<thead>
<tr>
<th>Units</th>
<th>Courses</th>
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<tbody>
<tr>
<td>3.0</td>
<td>Counseling C105 — Strategies for College Success</td>
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<td>3.0</td>
<td>English C102 — Critical Reasoning</td>
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<tr>
<td>3.0</td>
<td>English C103 — Information Competency and Library</td>
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<tr>
<td>3.0</td>
<td>Food and Nutrition C170 — Nutrition</td>
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<tr>
<td>3.0</td>
<td>Food and Nutrition C175 — Nutrition and Aging</td>
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<tr>
<td>3.0</td>
<td>Health C100 — Personal Health</td>
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<tr>
<td>3.0</td>
<td>Psychology C116 — Child Growth and Development</td>
</tr>
<tr>
<td>3.0</td>
<td>Psychology C118 — Transitions through the Life Span</td>
</tr>
</tbody>
</table>

## 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

<table>
<thead>
<tr>
<th>Group A: Freshman Composition</th>
<th>Units</th>
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<tbody>
<tr>
<td>English C100—Freshman Composition</td>
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<table>
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<tr>
<th>Group B: Critical Reasoning</th>
<th>Units</th>
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<tbody>
<tr>
<td>English C102—Critical Reasoning</td>
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### AREA 2—MATHEMATICAL CONCEPTS AND QUANTITATIVE REASONING

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<thead>
<tr>
<th>Mathematics C115*—College Algebra</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>Mathematics C140*—Business Calculus</td>
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<tr>
<td>Mathematics C150—Finite Mathematics with Applications</td>
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<tr>
<td>Mathematics C160—Introduction to Statistics</td>
<td>4.0</td>
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<tr>
<td>Mathematics C170*—Precalculus</td>
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<tr>
<td>Mathematics C180*—Calculus 1</td>
<td>5.0</td>
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<tr>
<td>Mathematics C185—Calculus 2</td>
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<tr>
<td>Mathematics C280—Calculus 3</td>
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<tr>
<td>Mathematics C285—Linear Algebra and Differential Equations</td>
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### AREA 3—ARTS & HUMANITIES

<table>
<thead>
<tr>
<th>Group A: Arts</th>
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<tbody>
<tr>
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<tr>
<td>Art C101—Art History and Appreciation 2</td>
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<tr>
<td>Art C105—Introduction to Art</td>
</tr>
<tr>
<td>Music C100—History and Appreciation of Music</td>
</tr>
<tr>
<td>Theater C100—Introduction to Theater</td>
</tr>
</tbody>
</table>

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<thead>
<tr>
<th>Group B: Humanities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chinese C185—Elementary Chinese 2</td>
</tr>
<tr>
<td>English C144—The International Short Story</td>
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<td>History C121—History of American Women</td>
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<td>History C170—U.S. History to 1876</td>
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</tr>
<tr>
<td>History C180—World Civilization 1</td>
</tr>
<tr>
<td>History C185—World Civilization 2</td>
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<tr>
<td>Humanities C110—Humanities through the Arts</td>
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<tr>
<td>Humanities C135—Cinema History/Appreciation</td>
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<td>Philosophy C100—Introduction to Philosophy</td>
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<tr>
<td>Philosophy C113—Philosophical Approaches to Sustainability</td>
</tr>
<tr>
<td>Philosophy C120—Ethics &amp; Moral Choices</td>
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<tr>
<td>Spanish C185—Elementary Spanish 2</td>
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<td>Vietnamese C185—Elementary Vietnamese 2</td>
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### AREA 4—SOCIAL AND BEHAVIORAL SCIENCES

<table>
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<tr>
<th>Social and Behavioral Sciences</th>
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<tbody>
<tr>
<td>Anthropology C100—Cultural Anthropology</td>
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<tr>
<td>Economics C170—Principles of Microeconomics</td>
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<tr>
<td>Economics C175—Principles of Macroeconomics</td>
</tr>
<tr>
<td>History C121—History of American Women</td>
</tr>
<tr>
<td>Ecology C100—Human Ecology</td>
</tr>
<tr>
<td>Political Science C101—Current Issues</td>
</tr>
<tr>
<td>Political Science C180—American Government</td>
</tr>
<tr>
<td>Psychology C100—Introduction to Psychology</td>
</tr>
<tr>
<td>Psychology C118—Life Span Developmental Psychology</td>
</tr>
<tr>
<td>Psychology C165—Principles of Human Sexuality</td>
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<tr>
<td>Psychology C170—Psychology of Aging</td>
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<tr>
<td>Psychology C255—Abnormal Psychology</td>
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<tr>
<td>Psychology C280—Introduction to Research Methods in Psychology</td>
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<td>Sociology C100—Introduction to Sociology</td>
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### AREA 5—PHYSICAL AND BIOLOGICAL SCIENCES

<table>
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<tr>
<th>Physical and Biological Sciences</th>
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<tbody>
<tr>
<td>Astronomy C100—Introduction to Astronomy</td>
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<tr>
<td>Astronomy C100L*—Astronomy Lab</td>
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<tr>
<td>Astronomy C101—Planetary Astronomy</td>
</tr>
<tr>
<td>Chemistry C110*—Introduction to Chemistry</td>
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<tr>
<td>Chemistry C160—General Chemistry A</td>
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<tr>
<td>Chemistry C180L—General Chemistry Lab A</td>
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<tr>
<td>Chemistry C185—General Chemistry B</td>
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<tr>
<td>Chemistry C185L—General Chemistry Lab B</td>
</tr>
<tr>
<td>Geology C105—General Geology</td>
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<tr>
<td>Geology C105L*—Geology Lab</td>
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<tr>
<td>Physics C110—Introduction to Physics</td>
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<tr>
<td>Biology C100—Introduction to Biology</td>
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<tr>
<td>Biology C100L*—Introduction to Biology Lab</td>
</tr>
<tr>
<td>Biology C210—General Microbiology</td>
</tr>
<tr>
<td>Biology C283—Genetics</td>
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<tr>
<td>Marine Science C100—Introduction to Marine Science</td>
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### LANGUAGE OTHER THAN ENGLISH

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<tr>
<th>Language</th>
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<tbody>
<tr>
<td>Chinese C180—Elementary Chinese 1</td>
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<td>French C180—Elementary French 1</td>
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<tr>
<td>Italian C180—Elementary Italian 1</td>
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<td>Spanish C180—Elementary Spanish 1</td>
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<td>Vietnamese C180—Elementary Vietnamese 1</td>
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**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](http://www.coastline.edu).
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/revexam workshops

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 account 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).” It’s possible the instructor has already responded to your e-mail, and his/her response is in that folder. 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.
# STUDENT/PROCTOR AGREEMENT FORM

## 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 #

Canan Mongi

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<tr>
<th>5-Digit CRN #</th>
<th>Name of Course Enrolled In</th>
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Student Name: Canan Mongi

Address: ____________________________

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.

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<thead>
<tr>
<th>Proctor Name</th>
<th>Title</th>
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<th>City</th>
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<tr>
<th>E-mail address (at the institution)</th>
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<tr>
<th>Phone Number: Employer’s (<strong><strong><strong><strong>) Proctor’s Daytime (</strong></strong></strong></strong>)</th>
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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.
NOTES: