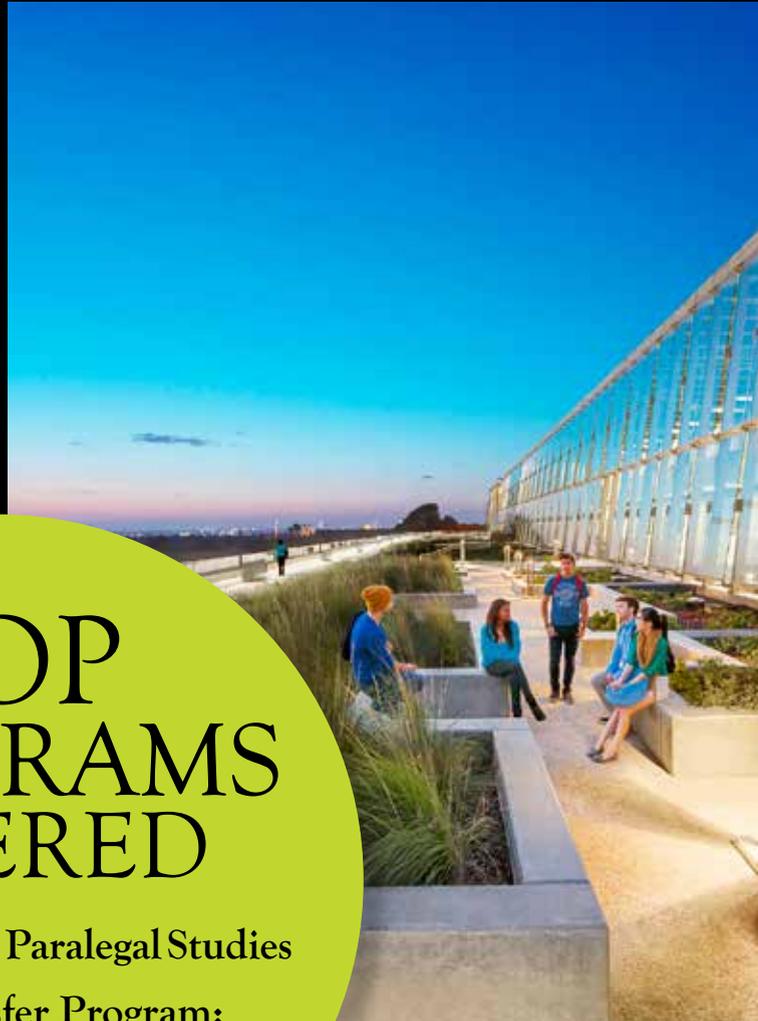




# Class Schedule

Winter  
Interession/  
Spring  
2016



## TOP PROGRAMS OFFERED

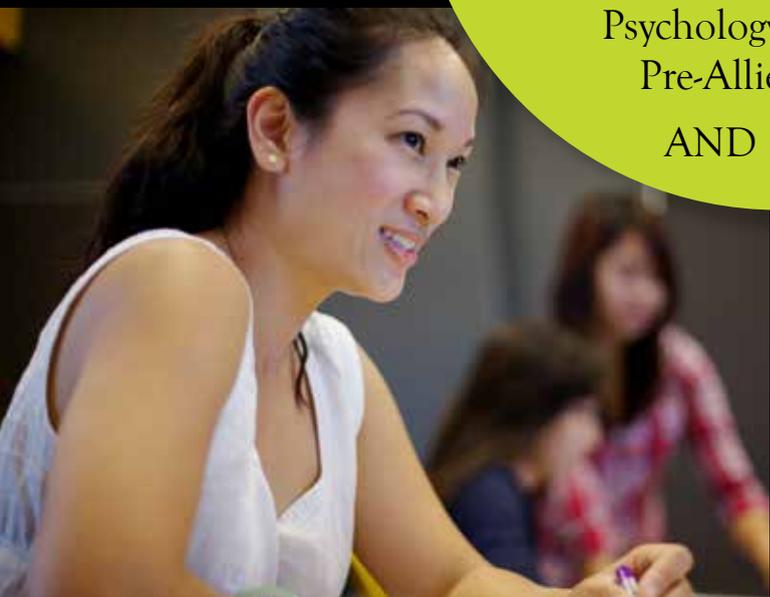
Cybersecurity | Paralegal Studies

STAR Transfer Program:

Psychology | Business

Pre-Allied Health

AND MORE!



For all registration dates, please visit  
Coastline's website at [www.coastline.edu](http://www.coastline.edu)



**Then, complete these steps to  
get the classes you need.**

## **New Legislative Changes for Priority Registration**

Due to recent legislative changes, priority registration is changing. Effective Fall 2014, in order to be eligible for priority registration, students must meet ALL the following requirements below:

**STEP 1** Completed placement testing and orientation (or equivalent).

**STEP 3** Be in good academic standing and/or progress standing.

**STEP 2** Have a counselor-approved Student Education Plan (SEP) on file with a specified Course of Study that leads to an Associate Degree (AA, AS, or ADT), transfer, State-approved Certificate of Achievement, or career advancement.

**STEP 4** Have not earned more than 100 degree-applicable units within the Coast Community College District (Coastline Community College, Golden West College, and Orange Coast College).

## **Make Sure You are Registered!**

To apply online, visit Coastline's website at:  
[www.coastline.edu/admissions/priority-registration](http://www.coastline.edu/admissions/priority-registration)

## LETTER FROM THE ASSOCIATED STUDENT GOVERNMENT (ASG)



Hello Fellow Students,

**W**elcome to Coastline Community College's 2016 Winter Intersession/Spring semester! Whether you are a new student or one that is getting ready to graduate, we are certain that you will be satisfied with our on-site, online, and blended programs. At Coastline, you will find approachable and helpful

faculty who care about your academic experience and success in and beyond the classroom.

The time is now to move closer to your goals and we are here to help you make it happen at Coastline!

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

For more info, visit us on the web at [www.coastline.edu/asg](http://www.coastline.edu/asg), email us at [asg@coastline.edu](mailto: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 look forward to hearing from you!

Sincerely,  
ASG

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Dear Students:

We are honored to serve you during the 2016 winter intersession/spring semester. Coastline empowers a diverse student population to achieve their academic and career goals through our high-quality instruction, exceptional student-centered services, and outstanding degree and certificate programs.

When you are a student at Coastline, you are encouraged to become a critical thinker and leader of tomorrow. Faculty, staff, and administrators are committed to helping you accomplish your goals through a variety of instructional pathways that lead to the attainment of a degree or certificate that will enhance your professional career.

Ranked the #1 community college in the United States, Coastline by financial planning organization, SmartAsset, is the unmatched community college for our low cost of education, high success rates, and best return on investment. You have made the right choice!

Students can take advantage of first-class student services and programs, low student-faculty ratio in classes, and a high return on their education investment. Top-notch education at the student's convenience is what Coastline is all about, providing in-demand courses where students work and live. Coastline's education format combined with the high-quality instruction that students deserve make it a tremendous win for so many students pursuing their educational goals.

Whether students are looking to advance their careers, pursue a certificate, or transfer to a four-year university, Coastline is the best choice, no matter the students' background or professional interests.

Coastline also provides nationally-recognized educational programs and services to thousands of active duty servicemembers, veterans, and their families worldwide through our Military Education Programs. This unique program allows servicemembers and their families the opportunity to complete degrees and certificates, through a variety of technology enhanced delivery options.

Students of Coastline benefit from A.A/A.S degree and specialized certificate programs at our campuses in Newport Beach, Westminster (Le-Jao), and Garden Grove as well as online through our Emmy® award-winning Distance Learning Program.

We are committed to providing students with an unmatched academic experience during their time with us, and we are proud to be "Tomorrow's College Today" through innovative, flexible, and high-quality programs.

Sincerely,

Dr. Loretta P. Adrian  
President

# Important Dates

## General Winter Intersession Dates

<b>December 21, 2015 - January 1, 2016</b>	Winter Recess (College Closed)
<b>January 3 (Sunday)</b>	Last day to enroll online prior to the first day of Winter Intersession
<b>January 4 (Monday)</b>	Winter Intersession class instruction begins
<b>January 10 (Sunday)</b>	Last day to enroll on-site and Distance Learning classes with instructor permission
<b>January 18 (Monday)</b>	Martin Luther King Jr. Birthday (college closed)
<b>January 29 (Friday)</b>	End of Winter Intersession
<b>January 30 (Saturday)</b>	Spring Term begins

## 2016 at a Glance

<b>June 13 (Monday)</b>	Summer Term begins
<b>July 4 (Monday)</b>	Independence Day (observed)
<b>August 5 (Friday)</b>	End of Summer Term
<b>August 23 (Sunday)</b>	Fall Term begins
<b>September 7 (Monday)</b>	Labor Day
<b>November 11 (Friday)</b>	Veteran's Day
<b>November 24 - November 27</b>	Thanksgiving Holiday
<b>December 18 (Sunday)</b>	Fall Term ends

## Drop Dates

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

**DEADLINE TO SELECT PASS/NO PASS GRADING OPTION**—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](http://coastline.edu) searchable schedule.

**REFUND POLICY**—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.

**CLASS CANCELLATION**—The college reserves the right to cancel classes. All classes offered are based upon sufficient enrollment to economically warrant them. Classes may be cancelled as a result of low enrollment, State legislation, and/or financial considerations. When classes are cancelled due to low enrollment, every attempt will be made to help students adjust their academic schedules.

**ATTENTION: MILITARY & CORPORATE EDUCATION STUDENTS**—The above calendar and published Non-Payment Drop Policy may not apply to students registering for the Military/Contract Ed CCC Terms. For applicable TA/Payment and drop deadlines, check the Military & Corporate Education Academic Calendar.

## General Spring 2016 Calendar Dates

<b>January 29 (Friday)</b>	Residency Determination Date
<b>January 30 (Saturday)</b>	Class instruction begins
<b>February 5 (Friday)</b>	Last day to enroll in 1st 8-week on-site and Distance Learning classes with instructor permission
<b>February 14 (Sunday)</b>	Last day to enroll in 16-week on-site and Distance Learning classes with instructor permission
<b>February 29 (Monday)</b>	Mid, 8-week classes begin
<b>April 4 (Monday)</b>	Second, 8-week classes begin
<b>April 4 (Monday)</b>	Filing deadline—Spring Graduation
<b>May 29 (Sunday)</b>	End of semester

## Holidays (College closed—No classes)

<b>January 18 (Monday)</b>	Martin Luther King Jr. Birthday
<b>February 12 (Friday)</b>	Lincoln's Birthday
<b>February 15 (Monday)</b>	Washington's Birthday
<b>March 28 - April 3 (Monday-Sunday)</b>	Spring Recess
<b>May 30 (Monday)</b>	Memorial Day

**Coastline's Vision:** Creating opportunities for student success.

**Coastline's Mission:** Coastline Community College promotes academic excellence and student success for today's global students through accessible, flexible, innovative education that leads to the attainment of associate degrees, transfers, certificates, basic skills readiness for college, and career and technical education.

**Coastline Community College**—President: Loretta P. Adrian, Ph.D.  
**Coast Community College District**—Board of Trustees: David A. Grant, Mary L. Hornbuckle, Jim Moreno, Jerry Patterson, Lorraine Prinsky, Ph.D., and Quentin Cronk, Student Trustee  
**Interim Chancellor:** Gene Farrell

**Accreditation:** Coastline is accredited by the Western Association of Schools and Colleges, a nationally recognized regional accrediting agency

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

**Visit [coastline.edu](http://coastline.edu) for class schedule.**

# Enrollment Steps to Success

1

## APPLY ONLINE

NEW/RETURNING STUDENTS — Visit [www.coastline.edu](http://www.coastline.edu)  
CONTINUING STUDENTS — Do not need to re-apply

2

## APPLY FOR FINANCIAL AID

NEW STUDENTS — Visit [www.fafsa.ed.gov](http://www.fafsa.ed.gov)  
CONTINUING STUDENTS — Submit a new fee waiver application each year, beginning with the summer term

3

## TAKE PLACEMENT TEST

Placement tests must be taken in order to enroll in Math and English, or to enroll in 6 or more units, contact the Assessment Center located at the College Center to make an appointment.

4

## ONLINE ORIENTATION

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

5

## RECEIVE ACADEMIC COUNSELING

Bring high school and/or other college transcripts for course placement  
Walk-in, e-chat, and e-advising counseling available  
Have a counselor-approved student educational plan in DegreeWorks

6

## UPDATE PERSONAL INFORMATION

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

7

## REGISTER FOR CLASSES AT MyCCC

NEW/RETURNING STUDENTS — Visit "MyCCC" for registration date and time  
CONTINUING STUDENTS — Visit "MyCCC" for registration date and time

8

## PAY YOUR FEES

Fees are due when you register  
Pay by credit card on MyCCC  
Make check or money order payable to Admissions and Records

9

## ATTEND CLASSES

It is very important to attend the first class meeting

# Student Success Centers



The Student Success Center provides students with tutors in multiple subjects including writing (any discipline), math, biology, chemistry, accounting, and more!

- Comfortable study areas with tables and desks.
- Internet-connected computers for research, school email, and homework.
- Study independently or with a group!
- Online tutoring is also available.

The Student Success Center is located at each of our Centers.

**For tutoring schedule and more information** visit [www.coastline.edu/ssc](http://www.coastline.edu/ssc) or call (714) 241-6184, x17420

### Get A Headstart On Your Academic Goals

FREE on-site and online tutoring services available for all major disciplines for all Coastline students. You can request a tutor for general studies, accounting, science, writing, reading, and study skills/time management.

**For more information, visit Student Success website at [www.coastline.edu/ssc](http://www.coastline.edu/ssc) or call (714) 241-6184, Ext. 17420 or email: [success@coastline.edu](mailto:success@coastline.edu)**



## Ranked #1 Community College in the United States

—Huffington Post

The Huffington Post recognized Coastline Community College for being named the number one Community College in the U.S. according to financial planning organization, SmartAsset.

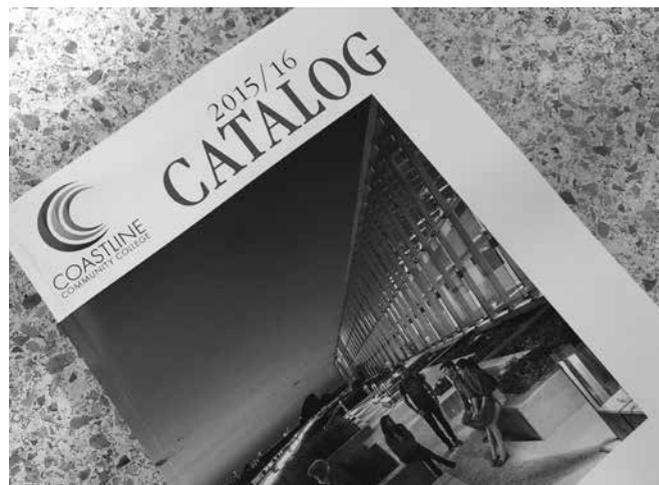
In their study, SmartAsset, Financial Planning organization, addressed key factors that included: low cost education, high success rates, and return on investment. The organization looked at close to 700 public community colleges across the country in order to find the best of the best.

To measure the cost of education, SmartAsset reviewed in-state tuition for one academic year and reviewed the ratio of starting salaries for graduates to the cost of the education to determine return on investment. The organization also measured success rates by looking at the percentage of students who enroll at the community college, graduate, and go on to transfer to a four-year institution. It provided a list of the top ten community colleges in the country.

Coastline Community College ranked at the top of the list. Coastline has twenty-one academic departments largely in educational and medical support fields. Coastline graduates make one and three-quarters times their total education costs their first year working after graduating, and in-state students pay \$2,200 less a year than the national average to go to school, making it both the least-expensive school for local students and the top-performing community college on SmartAsset's list.

For more information, visit <http://www.huffingtonpost.com/smartassetcom>

# Tips on Getting the Classes You Need



## What if the class is closed?

1. If space is available, add yourself to the WaitList.
2. 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.
3. Check your STUDENT email 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.
4. Remember, classes do not always remain closed. Check the Web Class Schedule often to see if the class reopens.
5. 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.

## What if I need money?

1. Need financial aid or a student loan? You may file your application online at: [www.fafsa.ed.gov](http://www.fafsa.ed.gov)
2. Coastline's Financial Aid office at: [www.coastline.edu/services/financial-aid](http://www.coastline.edu/services/financial-aid), Phone: (714) 241-6239.
3. 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](http://www.coastline.edu) and click on Bookstore.
4. Another source for financial aid information, check out: [www.icanaffordcollege.com](http://www.icanaffordcollege.com)
5. There are increased benefits for Veterans. Call our office at: (714) 241-6325.
6. You may meet the eligibility criteria for additional support services through the following offices:

**Disabled Student Program Services (DSPS): (714) 241-6214**

**CalWORKs: (714) 546-7600, Ext. 16587**

**EOPS/CARE: (714) 241-6237**

## New/Returning Students

- ▶ Apply Early—online at: [www.coastline.edu](http://www.coastline.edu)
- ▶ If required, complete the online orientation.

## Students

Check your MyCCC home page frequently for the following information:

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



# Admission Info

## New Information about Priority Registration –

Due to recent legislative changes, priority registration is changing. In order to be eligible for priority registration and to get the classes you need students must meet ALL the following requirements prior to Sept. 18, 2016:

1. Completed placement testing and orientation (or equivalent).
2. Have a counselor-approved Student Education Plan (SEP) on file with a specified Course of Study that leads to an Associate Degree (AA, AS, or ADT) transfer, State-approved Certificate of Achievement, or career advancement.
3. Be in good academic standing and/or progress standing.
4. Earned no more than 100 degree-applicable units within the Coast Community College District (Coastline Community College, Golden West College, and Orange Coast College).

## 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 in California for a minimum of 12 consecutive months preceding the day before the first day of the semester or summer session.
2. If the applicant is 18 but not yet 19 years of age, the applicant and the applicant's parents or legal guardian must have residence in California for a minimum of 12 consecutive months preceding the day before the first day of the semester or summer session.
3. If the applicant is 19 years of age or older, the applicant must have had legal residence in California for a minimum of 12 consecutive months preceding the day before the first day of the semester.
4. Alien students holding visas which do not preclude them from establishing residency in California must have legal residence in

California for a minimum of 12 consecutive months preceding the day before the first day of the semester.

It is the responsibility of all students to maintain an accurate address on file with the Admissions and Records Office.

## Non-California Residents

The following conditions are applicable regarding nonresident fees:

1. Students who are not residents of California as of the day immediately preceding the first day of the semester or summer session will be required to pay a nonresident tuition and capital outlay fees.
2. Active 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 of active military personnel are granted a one-year exemption from paying the nonresident tuition fee. The one-year period begins on the date the dependent enters California. After the exemption period has ended, dependents will be charged nonresident tuition and capital outlay fees unless they have met the residency intent and durational requirements for a one-year period prior to the residency determination date.
4. Veteran military personnel that were stationed in California for more than one year prior to separation qualify for the non-resident college fee waiver for one year within two years commencing immediately after discharge.
5. Minors (under 18 years of age and not married) will be required to pay the nonresident tuition and capital outlay fees if their parents or legal guardians reside outside the state even though such minors may have lived in California for one year or more.

6. Students who are financially dependent on their parents or legal guardians will be required to pay nonresident tuition capital outlay fees if their parents or legal guardians reside outside the state even though such students may have lived in California for one year or more.
7. Alien students holding visas which preclude them from establishing residency in California may be restricted in their enrollment at Coastline Community College and will have to pay nonresident tuition capital outlay fees.
8. In accordance with Education Code 68130.5 (AB 540), other than nonimmigrant aliens, students who meet all of the following requirements may exempt from paying the nonresident tuition capital outlay fees.
  - a. Attendance in a California high school for three or more years. Copy of High School transcript must be submitted to the Admissions Office.
  - b. Graduation from a California high school or attainment of the equivalent prior to the start of the term. Copy of High School diploma or equivalent required.
  - c. Students without lawful immigration status must have filed an application to legalize their immigration status or will file for lawful status as soon as they are eligible to do so. The student is required to submit an affidavit with the college admissions application to verify that the student has met all conditions described above.  
 Note: Students who are nonimmigrant aliens (e.g., F series student visas or B series visitor visas) are not eligible for this AB 540 exemption unless they have applied to INS for a change of status to other than nonimmigrant status and meet all other requirements for the exemption.
9. In accordance with SB 141, Coastline Community College will exempt from nonresident tuition, a nonresident student who is a U.S. citizen and who resides in a foreign country, if that student meets all of requirements of the bill. Contact the Residence clerk for a list of requirements.
10. This is a "Non Resident Tuition" Exemption: In accordance with AB669, a student who currently resides in California and is 19 years of age or under at the time of enrollment, who is currently a dependent or ward of the state through California's child welfare system, or was served by California's child welfare system and is no longer being served either due to emancipation or aging out of the system, may be entitled to resident classification until he or she has resided in the state the minimum time necessary to become a resident.

Non-resident Tuition: \$200.00 per unit + \$31.00 per unit Non-Resident Capital Outlay. Students who are not California residents as defined by the Education Code are required to pay the non-resident tuition fee in addition to the fees described above. Please note that it is the student's responsibility to prove that he/she is a California resident.

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

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

Interested International students should request applications from:

**Coastline Community College**  
**Attn: International Students Admissions**  
**11460 Warner Avenue**  
**Fountain Valley, CA 92708**

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

- Our rolling admissions process allows for acceptance to Coastline during the Fall and Spring semesters. Applicants outside the U.S. should apply at least two months prior to the start of the term. Approximate start dates: fall, in late August and spring, in late January. We recommend early application for the best selection of classes.
- International applicants must complete an international student admission packet including:
  1. International student application
  2. A \$55 non-refundable application fee, in U.S. dollars (check, money order, cash, or credit card) must be submitted with the application.
  3. International Student Financial Support Information Form
  4. Bank Certification Form
  5. All evidence of high school graduation or higher must be submitted. The "official" transcripts of the original records must be accompanied by a notarized English translation.
  6. TOEFL score: A minimum score of 500 (paper based) or 61 (Internet-based test) in order to be accepted into the regular college program. Students who plan to enroll in the English as a Second Language (ESL) are not required to take the TOEFL test. However, students are strongly encouraged to provide TOEFL or equivalent scores for appropriate placement purposes. To make arrangements to take the TOEFL, write to: TOEFL, Educational Testing Service, P.O. Box 592, Princeton, New Jersey, 08540. International students must designate Coastline (Institution Code 004086) as the recipient of the test results.

7. Notice of Intent to Transfer if transferring from a college in the U.S.
8. International students are required to purchase medical insurance approved by Coastline Community College during their entire course of study.
9. International students must complete 12.0 or more units each semester with at least a 2.0 GPA while pursuing their selected academic goal.
10. International students pay nonresident tuition during their attendance at Coastline.

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

Students Holding Visas Other Than Student (F-1) Visas: Aliens holding valid visas that are otherwise eligible for admission may enroll in classes provided that they are proficient in English and their visas do not expire before the end of the term for which they are enrolling. Contact the Admissions & Records Office for information concerning specific enrollment restrictions.

An alien who is precluded from establishing domicile in the United States shall not be classified as a resident unless and until he or she has been granted a change in status by the U.S. Citizenship and Immigration Services (USCIS) to a classification which permits establishing domicile and has met all other applicable residency requirements. Aliens considered to be nonresidents are required to pay the nonresident tuition charge, and are not eligible for tuition exemption (Education Code 68130.5).

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

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



### ADMISSIONS PROCESS

You may apply for admission online on the Coastline Community College website at [www.coastline.edu](http://www.coastline.edu). For your convenience computers are available in the Admissions and Records Office, Garden Grove Center, Newport Beach Center, and Le-Jao Center if you do not have access to a computer.

### CONTINUING STUDENTS

Students enrolled during the Spring 2015 and/or Fall 2015 semester will automatically receive a registration appointment for the Spring 2016 term via their MyCCC account in mid-MAY.

### NEW & RETURNING STUDENTS

New and returning students (students not enrolled for Spring 2015 and/or Fall 2015) will be given a date and appointment time to register after their application has been processed. Students are notified of required checklist items (assessment, origination visa info, date of birth, etc.) via email after submitting their application for admission to the college. Registration appointments can be viewed on your MyCCC portal page>Student tab>registration status and students may register at their assigned time or anytime thereafter during the registration period.

### MILITARY STUDENTS

Active duty servicemembers, spouses, and veterans electing to enroll in Coastline's Military Education Program should visit <http://military.coastline.edu> for further information, online class schedule, and for admissions and registration processes specific to this program.

### INTERNATIONAL STUDENTS

All International students must contact the Admissions and Records Office to apply for admission to the college. You can request an application by contacting Javier Alcalá at (714) 546-7600, ext. 16609.

### GRADUATING HIGH SCHOOL STUDENTS:

High School Students who were enrolled for the Fall 2015 term, and graduated from High School in January 2016, will need to reapply to Coastline Community College for the Spring 2016 term to become a first time College student.

### HIGH SCHOOL STUDENTS:

Special part-time high school students (students enrolled in the 11th or 12th grade) must have an High School Release form on file with the Admissions and Records Office prior to registration. This petition indicates which course/s the student is permitted to take, which will be enforced during the online registration process.

### STUDENTS WITH DISABILITIES:

Students (who furnish professional verification of disability) who need assistance in Admissions and Registration can call (714) 241-6214 for additional information. Registration appointments can be viewed on your MyCCC portal page>Student tab>registration status and students may register at their assigned time or anytime thereafter during the registration period.

### THINGS YOU NEED TO KNOW ABOUT APPLYING FOR ADMISSION:

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

### APPLICATION CONFIRMATION/REGISTRATION APPOINTMENT:

You will receive an email from CCCApply confirming successful submission of your application. Allow 5-7 business days to process your application. Once your application has been accepted you will receive an email containing your Admissions information including your MyCCC user name and password, your CCC student email address, MyCCC login information and how to see your registration appointment time. You will register for your classes on line via MyCCC. The email will indicate whether or not you need to complete placement testing and/or attend an orientation. If you do not receive an email within seven working days of submitting your application, contact the Admissions and Records Office at (714) 241-6176.

## REGISTRATION ENROLLMENT STEPS

All admitted students will receive an account to log in to MyCCC, the college's new student/faculty web portal. Account (log in) information will be emailed or mailed to new students upon completion of the admissions process. Continuing students Spring registration appointments will be posted online on your MyCCC account September 23.

**COASTLINE'S ADMISSIONS AND RECORDS OFFICE** is located at: Coastline College Center, 11460 Warner Avenue (on the corner of Warner Ave. and Newhope St.), Fountain Valley, CA 92708.

### REGULAR HOURS:

Monday-Thursday, 8 a.m.-5 p.m.

Friday, 8 a.m.-12 noon

### SPRING REGISTRATION EXTENDED HOURS:

Friday, January 29, 8 a.m.-5 p.m.

Friday, February 5, 8 a.m.-5 p.m.

# Enrollment Process

The following outlines the process to follow for successful registration.

**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 2016)
4. Enter Course Reference Numbers (CRNs) from the printed class schedule then click on "Finalize Add/Drop"
5. If a course requires enrollment in two sections, i.e., a lecture and a lab, both CRN's must be entered at the same time.  
NOTE: You are not enrolled in classes until you click on "Finalize Add/Drop"
6. After you have clicked on "Finalize Add/Drop" and you have verified your registration, click on "Pay Now" to pay your fees.

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

**LATE REGISTRATION:** Students who fail to register by January 31 for 1st 8-week and 16-week Distance Learning classes must email 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 31 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 2016 Class Schedule. Schedules will be available on the College website at [www.coastline.edu/schedule](http://www.coastline.edu/schedule). **NOTE:** Students are not allowed to attend class after the first week without being officially registered in the class. Students are cautioned that late enrollment into a class may severely affect successful completion and does not excuse students from making up missed work. Grades or course credit will not be given to students who do not officially register by the course deadline.

**CLOSED CLASSES AND WAITLISTS: NOTE:** Waitlists are available for most classes. If you add yourself to the waitlist and a seat becomes available, you will be notified through your student gmail account and will have 24 hours to add the class via MyCCC. The 24-hour notification period will include nights and weekends so check your email often. Waitlist email notifications are sent to the Coast District assigned student email account (your username@student.cccd.edu). All prerequisites and corequisites 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 corequisites 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 email 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 12). 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)!

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! (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

**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 (714) 241-6160 for information.
- Students enrolled only in courses of two weeks or less in duration.
- Students enrolled only in Non credit courses.
- Students enrolled in an approved Study Abroad Program.
- Students enrolled in an approved apprenticeship training program.

**COLLEGE SERVICES CHARGE**—\$6 per semester. It is not mandatory; however, Coastline Administration and Associated Student Government (ASG) expect students to support the college by paying the charge. A portion of each \$6 charge goes to instructional grants and student scholarships. Information about specific programs funded by this charge and requests for waiver of the charge are available and granted only in the Student Services office during the registration period. Waivers must be secured in advance and submitted at the time of a student's initial enrollment.

**NON-RESIDENT TUITION**—\$200 per unit, plus \$31 per unit non-resident capital outlay. Students who are not California residents as defined by the Education Code are required to pay the non-resident tuition fee in addition to the fees described above. Please note that it is the student's responsibility to prove that he/she is a California resident.

**MATERIALS FEE**—Students may need to purchase materials for classes, as follows:

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

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

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

**PARKING FEE**—\$15 per Fall and Spring Semester, \$7 for Summer Session. Parking permits are required at the Newport Beach, Le-Jao, 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 (714) 241-6120, ext. 16350. Purchase Parking Permits on-line at [www.coastline.edu](http://www.coastline.edu).

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

Fees are due and payable at the time you register for classes. Coastline Community College does not bill for registration fees. If payments are not

received by the fee payment deadlines students will BE DROPPED from classes to make seats available for other students seeking to register. It is the student's responsibility to withdraw from classes by the refund deadline to ensure cancellation of fees.

## Financial Aid Students

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

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

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

**TUITION PAY (INSTALLMENT PLAN)**—Students interested in making payments for tuition and fees, can visit the Tuition Pay website for information on how to sign up for an installment plan. Students who chose to sign up must do so within 48 hours of registration to avoid being dropped from classes. Tuition Pay requires a down payment plus a \$25 non-refundable fee per semester. This service is only available for the fall and spring semesters.

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

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

## STUDENT CLASS PROGRAM (OFFICIAL STUDENT SCHEDULE)—

Once you have registered online at MyCCC you may print your confirmation of your payment and a Student Class Program (Web Schedule Bill) showing the course information for the courses you registered for. From MyCCC, on the Student Tab, click on "Student Class Program" (Web Schedule Bill).

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

## Non-Payment Drop Schedule

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

### October 25, 2015 (Thursday) at 1:00 pm:

For Registration between October 13 and October 18

### October 29, 2015 (Thursday) at 1:00 pm:

For Registration between October 19 and October 25

### November 5, 2015 (Thursday) at 1:00 pm:

For Registration between October 26 and November 1

### November 12, 2015 (Thursday) at 1:00 pm:

For Registration between November 2 and November 8

### November 19, 2015 (Thursday) at 1:00 pm:

For Registration between November 9 and November 15

### November 25, 2015 (Wednesday) at 1:00 pm:

For Registration between November 16 and November 22

### December 3, 2015 (Thursday) at 1:00 pm:

For Registration between November 23 and November 29

### December 10, 2015 (Thursday) at 1:00 pm:

For Registration between November 30 and December 6

### December 17, 2015 (Thursday) at 1:00 pm:

For Registration between December 7 and December 13

### January 7, 2016 (Thursday) at 1:00 pm:

For Registration between December 14 and January 3

### January 14, 2016 (Thursday) at 1:00 pm:

For Registration between January 4 and January 10

### January 21, 2016 (Thursday) at 1:00 pm:

For Registration between January 11 and January 17

### January 29, 2016 (Friday) at 1:00 pm:

For Registration between January 18 and January 29

Is the final Drop for non-payment for Spring 2016 registration. Any registration that has occurred up to **1:00 p.m. on January 29th** and **NOT** been paid will be **dropped** for non-payment.

Any registration that occurs **after 1:00 p.m. on January 29th, 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.

**Note:** Not showing up to class for the first class meeting does not equate to withdrawing from a class. If you do not attend a class, or login if it is an online class, you must drop yourself from the class by the refund deadline. Drops are completed online via MyCCC. Please confirm your drop by printing a copy of your Student Class Program (web schedule bill).

**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 all withdrawals.

## 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 Dates to Remember.) It is the student's responsibility to officially withdraw from classes and to verify all withdrawals. An instructor may drop students for non-attendance. Instructors are not responsible for making sure drops are made by the refund deadline. If the student has not been dropped from the class by the instructor, the student is responsible for withdrawing from the class by the refund deadline. Students who are officially enrolled in a class after the refund deadline will not be eligible for a refund. There are no exceptions.

### Refund Processing

Refunds will be automatically processed every week beginning the first week of registration of the semester in which the fees were paid and each week thereafter until the end of the term. Official withdrawals made in accordance with the refund policy and by the withdrawal deadline will generate a credit balance on the student account

### Online Credit Card Payment Refunds

Registration fee payments made by credit card through MyCCC will be refunded to the same credit card used for payment. Allow 6-10 business days for the refund to post. If the Credit Card used to pay fees is no longer valid, it is the student's responsibility to notify the Admissions and Records Office once the credit has been posted to the student's account and prior to the refund being processed. The refund will be converted to a check refund upon proper notification.

All requests for review of account summary must be made within one-year grace period from the semester in which the fees were assessed. Such petitions are subject to review.

### In Person Payment Refunds

Fee payments paid in person, by cash, check, money order or credit card, will be refunded through Higher One as either a check, mailed to the mailing address the Admissions and Records Office has on file, direct deposit to an existing bank account or to a Higher One account depending on the refund choice made by the student. It is the responsibility of the student to maintain correct and up-to-date address information. Addresses can be updated on MyCCC, under the Student Tab, and then click on Banner Self Service.

### Important

Payments made using multiple payment methods (online credit card payments and cash, check or money order) during the current registration period will be refunded to the credit card used for online payments.

All enrolled students will receive a packet from Higher One. This will include a My Coast Colleges debit card. This card is used to activate your refund preference.

Note: The card is not an active debit card unless a Higher One checking account is opened.

For more information see the Higher One Q&A—Click Here

Payments made by credit card online via your student portal will continue to be refunded back to your credit card.

## 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.

Effective August 26, 2013—Refund checks will now be issued and mailed by Higher One Bank.

All enrolled students will receive a packet from Higher One. This will include a My Coast Colleges debit card. This card is used to activate your refund preference.

Note: The card is not an active debit card unless a Higher One checking account is opened.

For more information see the Higher One Q&A at [www.coastline.ed.search/?q=Higher+one](http://www.coastline.ed.search/?q=Higher+one).

Payments made by credit card online via your student portal will continue to be refunded back to your credit card.

# MyCCC Reference Guide

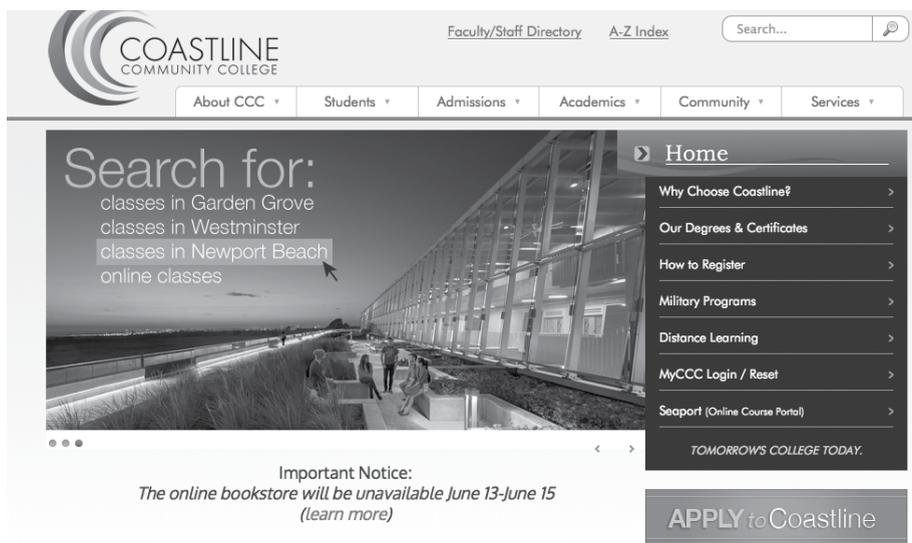
## Introducing MyCCC

We are pleased to introduce MyCCC, Coast Community College District's (CCCD) one-stop website 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 email 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](http://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 email. A confirmation email will be sent to you immediately. Reply to that email within 12 hours to confirm your account.

# How do I register for courses?



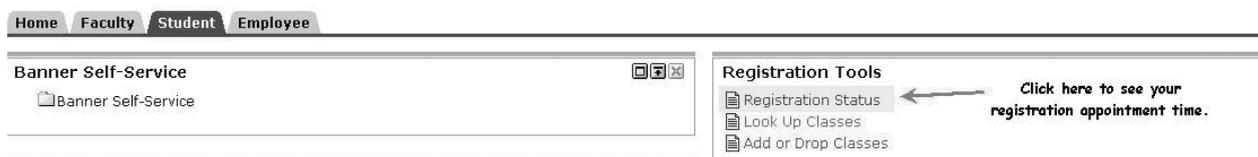
1. Click on the Student tab.
2. Click on "Add or Drop Classes."
3. Select a term (ex: CCC Spring 2016) then click on "Submit."
4. Enter Course Reference Numbers (CRNs) from the printed Class Schedule then click on "finalize Add/Drop." If you do not have the printed Class Schedule, you can click on "Class 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.

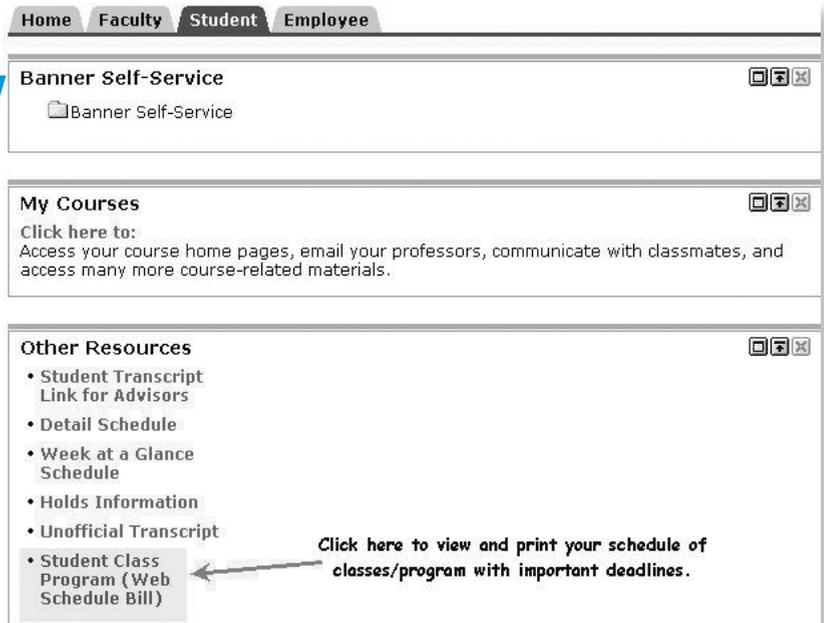
# When is my registration appointment?



1. Click on the Student tab.
2. Under "Registration Tools" click on "Registration Status"
3. Select a term (ex: CCC Spring 2016) 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 2016). On the following page, click "Print Page" in the top left corner of the page.
4. To change your name, address, or phone number, click on the  Banner self-service icon, then click on Personal Information.



Home Faculty **Student** Employee

**Banner Self-Service**  
Banner Self-Service

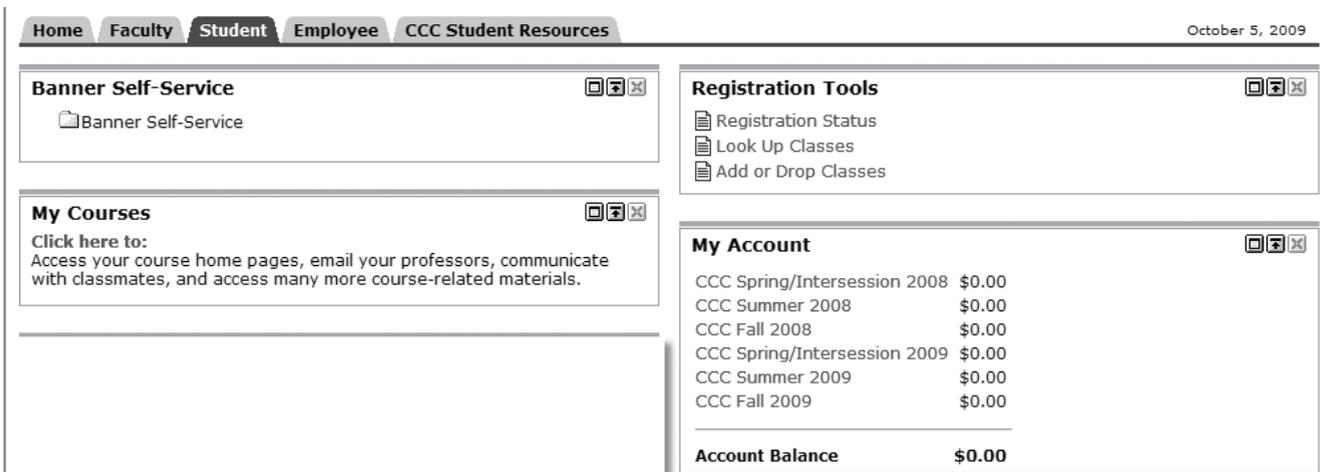
**My Courses**  
Click here to:  
Access your course home pages, email your professors, communicate with classmates, and access many more course-related materials.

**Other Resources**

- Student Transcript Link for Advisors
- Detail Schedule
- Week at a Glance Schedule
- Holds Information
- Unofficial Transcript
- Student Class Program (Web Schedule Bill)

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

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



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

**Banner Self-Service**  
Banner Self-Service

**Registration Tools**

- Registration Status
- Look Up Classes
- Add or Drop Classes

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

**My Account**

CCC Spring/Interession 2008	\$0.00
CCC Summer 2008	\$0.00
CCC Fall 2008	\$0.00
CCC Spring/Interession 2009	\$0.00
CCC Summer 2009	\$0.00
CCC Fall 2009	\$0.00
<b>Account Balance</b>	<b>\$0.00</b>

1. Click on the Student tab.
2. Click on the term you want to review/pay (ex: CCC Spring 2016).
3. Click on "Credit Card Payment" to pay fees.
4. Select a term and (ex: CCC Spring 2016) and "Submit."
5. Enter the credit card type, card number, expiration date, and billing address then click "Submit Payment."
6. Verify the information entered then click on "Okay to Submit Payment."
7. Wait until the payment has been verified by the bank. Make sure to print your program receipt to verify payment.

# How do I drop a class?

## Current Schedule

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

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

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

## Add Classes Worksheet

CRNs

<input type="text"/>										
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Submit Changes   Class Search   Reset Worksheet   FINISH & PAY

1. Click on the Student tab.
  2. Click on "Add or Drop Classes."
  3. Select a term (ex: CCC Spring 2016) then click on "Submit."
  4. Click on the drop down arrow next to the course you want to drop, select the "drop" option from the list, then click on "Finalize Add/Drop." If you encounter a registration error while trying to drop, click on the HELP link for an explanation of the error.
  5. Verify your drop by printing your student program Student Class Program—Web Schedule Bill link on the Student tab of MyCCC. Only classes that you are still registered in should appear on your student program.
- Make sure you pay attention to the State-mandated deadline dates!

Home   Faculty   **Student**   Employee

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**Banner Self-Service**

Banner Self-Service

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**My Courses**

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

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**Other Resources**

- Student Transcript Link for Advisors
- Detail Schedule
- Week at a Glance Schedule
- Holds Information
- Unofficial Transcript
- Student Class Program (Web Schedule Bill)

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

# How do I buy a parking decal?

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

\*Coastline permits are not valid at Golden West or Orange Coast Colleges.

The screenshot shows the top navigation bar with tabs for Home, Faculty, Student, Employee, and CCC Student Resources. Below the navigation bar, there are three main content sections:

- Personal Announcements:** A box stating "There are no announcements".
- CCC Messages:** A box containing the text: "YOU'RE INVITED! TRANSFER FAIR 2012", "ATTENTION INSTRUCTORS: IMPORTANT NOTICE REGARDING DROPPING STUDENTS", and "Enrollment Fee Increase to \$46 per unit".
- Quick Links:** A box containing the Coastline Community College logo and a list of links: "CCC On-Line Help Desk", "Coastline Community College Website", "Purchase a Coastline Parking Decal", "Order an Official CCC Transcript", "Coastline Financial Aid Information", "Non-Payment Drop Policy", and "My Courses - Seaport Login".

## Student Responsibility

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

This screenshot shows a grid of six website panels:

- Personal Announcements:** "There are no announcements".
- CCC Messages:** "YOU'RE INVITED! TRANSFER FAIR 2009", "ATTENTION INSTRUCTORS: IMPORTANT NOTICE REGARDING DROPPING STUDENTS", "Enrollment Fee Increase to \$26 per unit".
- Quick Links:** A list of links including "CCC On-Line Help Desk", "Coastline Community College Website", "Purchase a Coastline Parking Decal", "Order an Official CCC Transcript", "Coastline Financial Aid Information", "Non-Payment Drop Policy", and "My Courses - Seaport Login".
- CCC News:** "Coastline Community College News" with two news items: "Coastline announces new Dean of Military Programs" and "Renowned chalk artist to pay tribute to college, donors, and Little Saigon at upcoming celebration".
- E-mail:** "Outlook Web Access" with the text: "CCC E-mail Select the CCC E-mail link to login to CCC's Outlook Web Access e-mail system."
- G-Mail:** "G-Mail Account" with the text: "Select the G-Mail Account link to access your student.cccd.edu email account."

## Got Questions?

**Call the Admissions and Records Office (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 Community College California Nonresident Tuition Exemption

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

**GENERAL INFORMATION**

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

**Requirements:**

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

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

## Coastline Community College California Nonresident Tuition Exemption Request

**For Eligible California High School Graduates**

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

**ELIGIBILITY:**

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

**Check YES or NO boxes:**

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

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

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

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

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

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

**AFFIDAVIT:**

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

Print Full Name (as it appears on your campus student records)	Campus/Student Identification Number
Print Full Mailing Address, Number, Street, City, State, Zip Code (Optional)	E-mail Address (Optional)      Phone Number
Signature	Date

Please return to the Admissions and Records office at College Center

# Need help paying your COLLEGE FEES?

## Financial Aid at Coastline Community College

Both the federal and state government offer funds to eligible Coastline students who need assistance in covering the cost of attending college. Generally, financial aid comes in the form of grants, loans, and part-time work programs. In addition, the BOGW fee waiver covers Coastline enrollment fees for students who qualify.

All students who enroll in degree, transfer, or certificate programs should apply for financial aid. Some students pass up the opportunity and don't apply for financial aid because they think they might not qualify. However, many of these students are eligible and miss out on aid they should have received.

All federal and state financial aid can be applied for through one application: the FAFSA (Free Application for Federal Student Aid). The FAFSA is completed online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Before attempting to complete the FAFSA, students should visit the site to see what they will need to have with them in order to fill out all of the information required. Here are just some of the aid programs a student will be applying for by completing just this one application:

**Pell Grant:** Up to \$5,775 per year that is gift money.

**SEOG Grant:** Up to \$500 per year that is gift money.

**Cal Grant:** Up to \$1,648 per year at Coastline that is gift money.

**Federal Work Study:** Up to \$4,000 per year. This money is earned in on-campus employment.

**BOGW Fee Waiver:** Waives all CA resident unit fees.

**Federal Direct Loans and Perkins Loans:** Subsidized and unsubsidized student loans that must be repaid. (Payments begin once the student has finished college or is enrolled in less than 6 units.)

Some students may be eligible to receive several, or even all of these in the same academic year. It makes no sense not to apply to at least see what one might receive.

The FAFSA can be submitted anytime during the academic year. However, students who want to be considered for the most aid possible should apply in January – March 2nd of the prior year (i.e., January – March 2 of 2016, for funds in the 2016-17 academic year)

Much more information about financial aid is available on the Coast Community College District Financial Aid Website: [www.cccd.edu/students/financial-aid](http://www.cccd.edu/students/financial-aid)

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## Questions?

Call (714) 241-6239 or email

[financialaid@coastline.edu](mailto:financialaid@coastline.edu); or stop by the office at the College Center. Financial Aid is open Monday-Thursday, 8 a.m.-5 p.m.; and Friday, 8 a.m.-12 p.m.



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 cover the entire academic year, starting with Summer. They are valid for three terms: Summer, Fall, and Spring.

To apply for all aid, you need the FAFSA:

Go to [www.fafsa.ed.gov](http://www.fafsa.ed.gov)

Go to [www.fafsa.ed.gov](http://www.fafsa.ed.gov) and fill out the 2015-2016 FAFSA (2016-17 FAFSA for the 2016-17 Academic year) 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.

To apply only for BOGW:

Go directly to [www.cccapply.org](http://www.cccapply.org) and follow the prompts to do the online fee waiver application.

Most students have a better chance of qualifying for the BOGW through the FAFSA.

IMPORTANT: Do **not** fill out the CCCapply.org BOGW application if you have already filed a FAFSA for the same academic year.



## Health Services

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

[www.coastline.edu/services/health-services/](http://www.coastline.edu/services/health-services/) or call Shirley Spencer at (714) 241-6145. (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:

<b>Westminster</b> 92683	<b>15464 Golden West Street (at McFadden)</b> <b>Hours: 8 a.m. to 9 p.m., 7 days a week</b> <b>Call (714) 891-9008 to schedule an appointment</b>
<b>Huntington Beach</b> 92648	<b>18561 Beach Boulevard (at Main St.)</b> <b>Hours: 8 a.m. to 9 p.m., 7 days a week</b> <b>Call (714) 848-0080 to schedule an appointment</b>
<b>Huntington Beach</b> 92646	<b>9122 Adams Avenue (at Magnolia St.)</b> <b>Hours: 8 a.m. to 8 p.m., 6 days a week</b> <b>Call (714) 378-0900 to schedule an appointment</b>



## Coastline Bookstore

### On-site or online!

Coastline offers all textbooks and materials at our student bookstore located at the College Center in Fountain Valley. 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 (714) 241-6101 for bookstore hours.
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.

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

LOG ON TO  
[www.coastlinebookstore.com](http://www.coastlinebookstore.com)



## EOPS/CARE

### About the EOPS Program

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

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

#### Special Services We Provide

1. **Book assistance:** The EOPS book service program provides assistance for book rental and/or purchase (depending on the availability of funds).
2. **Priority registration:** The program provides EOPS students with early registration, making it easier for those students who qualify and participate to get the right classes they need at the times they need them.
3. **Counseling and advisement:** Staff are available most days to assist with general information and advisement, and a professional educational EOPS counselor to assist with educational and career goals, including transfer help. All EOPS students must see the EOPS counselor a minimum of three times a semester to maintain good standing.
4. **New student orientation:** This is a two-hour presentation by EOPS staff to give you comprehensive information.
5. **Other assistance:** Gasoline cards, parking permits, classroom supplies, cap and gown, transfer, grants, workshops, recognition and award events.

### About the CARE Program

#### Cooperative Agencies Resources for Education

The CARE program is a sub-program of EOPS; all CARE students must be EOPS students. The program is designed to assist single parent students with at least one child under 14 who are receiving public assistance (CalWORKS/TANF) for the student or child. CARE students receive all "over-and-above" services of EOPS, plus provide assistance and services that is unique for these special students.

#### The Benefits

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

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

#### CARE Student Qualifications

1. Must be an EOPS student
2. Must be 18 years or older, single, and head of household (determined by DSS)
3. Must be receiving CalWORKS/TANF or have a child receiving public assistance
4. Have at least one child under 14 years of age
5. Enrolled full-time at Coastline

### Questions?

Call (714) 241-6237 or visit us online at

[www.coastline.edu/services/eops/](http://www.coastline.edu/services/eops/); or stop by the EOPS and CARE Office located at College Center on the 4th Floor. Business hours are Monday-Thursday, 8:00 a.m. to 5:00 p.m.; and Friday, 8:00 a.m. to Noon.



## Online Library

### *Articles and books at your fingertips*

The Online Library is a full-service information and research portal available online for Coastline students, faculty, and staff. Because the Online Library's collection of books and resources is digital, it is available electronically any time: Go to [www.coastline.edu/library/](http://www.coastline.edu/library/); click on the Access Library Resource bar below the banner; use your MyCCC username and password to log in; select a database or resource from the list. Through the Online 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 Online Library, post a message any time from the "Ask the Librarian" link on the Library home page or call (714) 241-6117. A Librarian will get back with you as quickly as possible.

### Reserved Textbooks

Coastline maintains small collections of current textbooks in the Information Commons (Garden Grove Center) and the Student Success Centers at each learning center for student use on-site. Call to confirm that the textbook for your class is available in the collection. Access to the textbooks is available during the Commons and Success Centers' regular operating hours on a first-come, first-served basis. For more information, contact Cheryl Stewart at [cstewart@coastline.edu](mailto:cstewart@coastline.edu) or (714) 241-6117.

### Additional Library Resources



- **CalWest**—Coastline students with current student ID may obtain free library cards 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.

The Online Library provides access to a small number of reserved textbooks in the Garden Grove Center Information Commons and the Newport Beach Center Student Success Center. The textbooks are available for use onsite when the Commons and SSC are open. For more information, contact Cheryl Stewart by email at [cstewart@coastline.edu](mailto:cstewart@coastline.edu)



# ★ STAR PROGRAMS

Keep it real...simple.

Your fast track to a 4-year university

The STAR Program provides guaranteed classes, counseling services, and tutoring to transfer to a 4-year University. Get in, Get out, Move on.

# ★ STAR PROGRAMS

For more information about the STAR program, please contact us at:  
OutreachCCC@coastline.edu  
Or call 714.241.6134



Designated 4th school in the nation as a Center of Academic Excellence in Cybersecurity by Homeland Security.

- Increase your understanding of IA/CD technology, policy, and practices
- Learn how to effectively prevent and respond to a catastrophic cyber event
- Be a part of the advancement of state-of-the-art IA/CD knowledge and practice

For more information, call 714.241.6209 or visit [coastline.edu/academics/cae2y](http://coastline.edu/academics/cae2y)



COMING SOON!  
AA-T Elementary Education

**TEACH<sup>3</sup>**  
Your fast-track to  
a teaching career!



Check out Coastline's TEACH<sup>3</sup> web space for details and course offerings for Spring 2016.

<http://www.coastline.edu/academics/teach-3>

<http://www.coastline.edu/academics/certificates-accomplishment/#anchor>

## Enjoy your teacher prep classes online

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

## Spring 2016 online classes for TEACH<sup>3</sup>

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

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

*Check class listings for additional online classes aligned to meet GE and other subject matter requirements.*

## Online classes for ECE (Early Childhood Education) units

**Education C180—Family Community Partnerships**  
**Psychology C116—Child Growth and Development**  
**English C143—Children's Literature**  
**Education 210—Introduction to Special Education**  
**Math C104—Mathematics for Elementary Teachers**

TEACH<sup>3</sup> is a transfer program and pathway for Coastline, Golden West and Orange Coast College students seeking a career in education.

Coastline is the District's Distance Learning provider for TEACH<sup>3</sup> courses and all our TEACH<sup>3</sup> courses we offer are online. You can mix and match, taking some courses online at Coastline and others on-site at Golden West and Orange Coast, or take all your courses at Coastline.

Ultimate goals for TEACH<sup>3</sup> students vary —

- Some are seeking a K-12 teaching credential,
- Others are working towards fulfilling ECE units,
- Some are fulfilling fieldwork requirements only,
- Others are currently paraprofessionals already in a classroom,
- Some are taking just a few courses to see if they want to pursue a credential or classroom career as a paraprofessional,
- Others are home-schooling parents looking to pick up some skills in teaching,
- Some students are working on our Certificate in Educational Studies only, and
- Some are already credentialed teachers, seeking an additional authorization for an existing credential.

Coastline's TEACH<sup>3</sup> is articulated with various pathways to classroom teaching including (but not limited to) CSULB ITEP, CSULB Track I, CSUF Liberal Studies, CSUF Child Development, CSUDH Liberal Studies Major, Liberal Studies Online, Cal State TEACH, and other participating universities, public and private.

## Educational Studies Certificate of Accomplishment—a prize along the way towards a credential or a stand-alone certificate

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, check our web page for current course offerings.

Due to constant changes in teacher education credential requirements check with counseling and/or TEACH<sup>3</sup> to make sure your course selections are aligned with your career and professional goals.

Credentialed teachers seeking add-ons to their existing credential, home schooling parents, tutors, parents—TEACH<sup>3</sup> has something for you!

To learn about other TEACH<sup>3</sup> courses and teacher credential transfer pathways:

- Email: [schard-yaron@coastline.edu](mailto:schard-yaron@coastline.edu) or
- Call (714) 241-6162 to schedule an academic counseling appointment

# Associate Degree Programs

Coastline Community College awards the degree of Associate in Arts and Associate in Science. The degree is designed to provide students with the necessary skills to compete successfully in a culturally diverse and global job market. Among these are the ability to think and to communicate clearly and effectively both orally and in writing; to use mathematics; to understand the

modes of inquiry of the major disciplines; to be aware of other cultures and times; to achieve insights gained through experience in thinking about ethical problems; and to develop the capacity for self-understanding. In addition to these accomplishments, the student shall possess sufficient depth in a field of knowledge to contribute to lifetime interest.

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

- 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.
- FIELD OF STUDY:** Complete the required courses in one of the fields of study below. All coursework must be completed with a grade of "C" or higher.
  - AREAS OF EMPHASIS:**
    - American Studies
    - Arts and Humanities
    - Communications
    - Physical Education and Health
    - Science and Math
    - Social and Behavioral Sciences
  - MAJORS:**
    - Art
    - Business
    - Administration,
    - Economics
    - English
    - French

- Gerontology**
- Health and Fitness**
- History**
- Human Services**
- Liberal Studies**
- Mathematics**
- Psychology**
- Spanish**
- Sociology**
- CAREER PROGRAMS:**
  - Accounting**
    - General Accounting
    - Bookkeeping
    - Taxation
  - Building Codes Technology**
    - Combination Building Inspection
    - Combination Residential Inspection
    - Code Professional
    - Permit Technician
    - Green Building Technology
  - Business**
    - General Business
    - Human Resources Management
    - Marketing
    - Business Administration
  - Computer Networking**
    - Cisco
    - Microsoft®
    - Security
  - Electronics**
  - Emergency Management/Homeland Security**
    - Emergency Management/Homeland Security
    - Criminal Justice—Contract Education only

- Entrepreneurship and Small 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**

- UNIT REQUIREMENT:** Complete at least 60 units of acceptable college work with a minimum of 12 Coastline units.
- ELECTIVES:** Complete additional A.A. degree applicable courses needed to meet the 60 unit requirement.
- 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
- 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](http://www.coastline.edu).

# Career Training–CTE

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

## 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®
- Cyber Security

### Electronics

#### Emergency Management/ Homeland Security

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

#### Entrepreneurship and Small Business Management

### Gerontology

### Health Care Management

### Informatics

### Management & Supervision

- Management
- Supervision & Management

### Office Support Specialist

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

### Paralegal Studies

### Process Technology

### Retail Management

### Supply Chain Management

## Certificate of Achievements (only)

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

### Biological Technology

- Biological Laboratory Technician

### Digital Media Foundation

- Motion Graphic Design
- Print Design
- Web Design
- Web Technologies

### Real Estate Broker

### Real Estate Studies

## Certificates of Accomplishment

These Certificates of Accomplishment are 12 or more units. A Coastline certificate will be awarded, but only courses will be posted on the transcript. Cisco Certified Networking Administrator (CCNA) CompTIA Digital Media

- Animation and Gaming Foundation

### Educational Studies

- General Office Assistant
- Human Services
- Management & Supervision Leadership
- Medical Administrative Office Technician
- Medical Coding Specialist
- Mobile Applications
- Network Security
- Process Technician Fundamentals
- Project Management
- Windows Server 2008

## Certificates of Specialization

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

- Advanced Accounting
- Intermediate Accounting Business Plan
- CISCO Certified Networking Professional (CCNP)
- Cognitive & Caregivers Boot Camp
- Home Business
- MCSA: Windows 8
- Real Estate Lending & Mortgage Brokering
- Real Estate Property Salesperson

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

[www.coastline.edu](http://www.coastline.edu).



## 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.

## Things to remember . . .

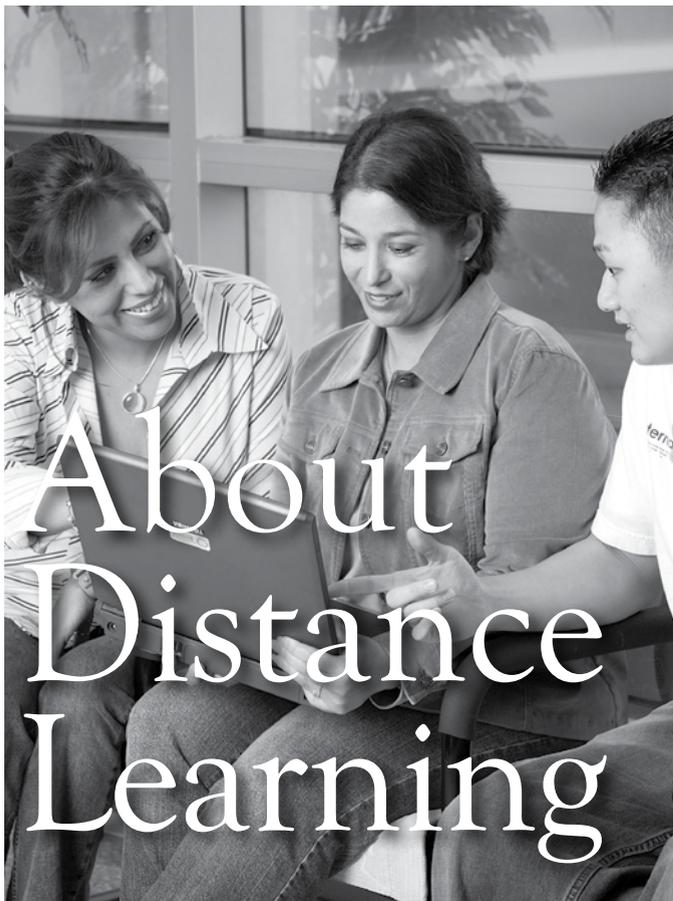
**Petition to repeat a class:** Due to changes in the education code, students who have successfully completed a course may not repeat that same course. You may apply for an exception by filling out a waiver form.

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

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

**Graduation Filing Dates:** APPLY FEBRUARY 1 THROUGH APRIL 4, 2016.

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



# About Distance Learning

*The flexible, convenient way to complete your courses*

Distance Learning (DL) combines technology—television, computers, FAX/modems, telephone—with printed materials to bring course content, instructor, and students together. DL courses fulfill degree and transfer requirements, and Coastline offers a comprehensive selection of DL courses that allows 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 of experience in distance learning, Coastline offers a variety of college-credit course options to meet your educational needs:

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

**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 email; 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 email, watch or listen to pre-recorded review sessions, mail in assignments and quizzes, and take on-site or proctored exams.

**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. 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, email, 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 website 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 75-86.

# Student Services

## Some important tips to get you through the semester

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

### Assessment Center

 [www.coastline.edu/services/assessment-center/](http://www.coastline.edu/services/assessment-center/)

 (714) 241-6285

The Assessment Center provides testing services for entry placement in English and Mathematics and is expected of all first-time students, except for those students who have completed required English and Mathematics skill courses. New students who have earned an associate or degree higher from an accredited institution are not required to take the assessment tests if they have fulfilled the prerequisite for the course for which they intend to enroll. All other students who plan to enroll in English or Mathematics courses or who plan to enroll in 6 or more units are required to complete the assessment tests.

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. The Assessment Center is located at the College Center in Fountain Valley, 11460 Warner Avenue. Testing dates and times, practice exams and additional information are posted on the Assessment Center’s web page.

Students may schedule their assessment tests online by following the instructions posted at Assessment web page.

Assessment results are available immediately after completing the tests. Assessed students are directed to speak with a counselor to determine course placements which are based upon multiple measures. Multiple assessment measures for entry placement decisions may include, but are not limited to, the following factors: assessment test results, goal definition, motivation, academic status, self-assessment or study skills. For more information, see our website above, call, or visit us at College Center 4th floor.

### CalWORKs

 [www.coastline.edu/services/calworks/](http://www.coastline.edu/services/calworks/)

 (714) 546-7600 x16587

The CalWORKs Program at Coastline Community College provides a comprehensive program of instruction and student support services for CalWORKs participants. This program aims to prepare participants to transition into unsubsidized employment as well as to achieve long term self-sufficiency. The program also offers support services such as child care vouchers, transportation assistance, educational counseling, assessment skills testing, basic skills remediation, admissions assistance, financial aid assistance, tutoring services, job placement assistance, and work-study opportunities. We offer case management and coordination with Orange County and Los Angeles County Department of Social Services.

In order to be an eligible participant in the Coastline’s CalWORKs Program, you must

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

### Career Center

 [www.coastline.edu/services/career-services-center/](http://www.coastline.edu/services/career-services-center/)

 (714) 241-6311

The Career Services Center assists students in making informed and educated decisions regarding their career goals, as well as with job search and acquisition.

Students can obtain labor market information such as current employment statistics, labor force, wages, and outlook.

For more information, please see our website, call, or visit us at College Center.

### Counseling Services

 [www.coastline.edu/services/counseling/](http://www.coastline.edu/services/counseling/)

 (714) 241-6162

Our professionally trained and courteous counselors are available to assist you with:

- Educational Planning
- Career Exploration
- Counseling Courses
- Re-Entry Services
- Transfer Information

Counselors are available for in-person appointments at Fountain Valley, Garden Grove, and Westminster. We also offer telephone appointments. For quick questions, consider our Online eAdvising and Live eChat available via our website listed above..

Call the number above for more information or to schedule an appointment or visit us at College Center.

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

 [www.coastline.edu/services/eops/](http://www.coastline.edu/services/eops/)

 (714) 241-6234

The full set of services provided to eligible EOPS students are designed to address the financial and educational disadvantage obstacles and help students achieve their educational goal(s): Associate’s degree, Certificate and/or preparation for transfer to a 4-year institution.

Interested students who meet EOPS eligibility criteria are expected to follow-through on all program requirements as a condition of receiving the full range of program benefits and services.

For more information, visit our website above, call us, or visit us at College Center, 4th Floor.

## 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, email [financialaid@coastline.edu](mailto:financialaid@coastline.edu) or call (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 18 of this class schedule or go to our website at [www.coastline.edu](http://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 C100—Personal Health.

**Counseling:** The County of Orange Public Health Department, Orange County Alcohol Services Office, offers therapy and counseling treatment for family members of alcoholic clients. Call (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 (714) 241-6298 to schedule an appointment.

## Scholarships

Coastline's Scholarship Recognition Awards are granted to students who have demonstrated excellence, academic achievement, and/or wish to pursue educational or career goals. Students enrolled at Coastline in the Fall or Spring semesters may apply for scholarships. The awards are presented at the Scholarship Reception during the Spring semester. Scholarships do not have to be repaid. Please visit [www.coastline.edu/scholarships](http://www.coastline.edu/scholarships) or email [scholarshiphelp@coastline.edu](mailto:scholarshiphelp@coastline.edu) 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 office.

**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 extended time on exams.

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

Priority Registration is given to qualified students with a verified disability. To obtain more information about Priority Registration and other accommodations, please contact the Special Programs and Services Office located at the Newport Beach Center, 1515 Monrovia Avenue, Newport Beach, CA 92663 (714) 241-6214 or (714) 751-2072 (TTY).

## Transfer Center

The Transfer Center provides students with transfer information, resources, and services on: CSU-UC and-private school-application assistance and deadlines, transfer majors and career paths, transfer fairs, scholarship applications, university tours, workshops, and college representative visits. For more information, email [transfercenter@coastline.edu](mailto:transfercenter@coastline.edu), call (714) 241-6171 or visit us at the Garden Grove Center, 12901 Euclid Street-Room 109, Garden Grove.

## 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 Veteran Certifying Official of any program changes, i.e., complete withdrawal from college, adjustment of units, courses added and dropped, etc.
5. Those with 24 or more units of college work completed and who wish to apply for benefits must have program approval. Contact the Veteran Certifying Official for proper procedure.
6. Veterans with fewer than 24 units must submit transcripts for all previous college work to Coastline Community College within four weeks after the semester begins.

### Unit Load to Qualify for GI Bill:

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

CAL-VET: Students who qualify for CAL-VET benefits should contact the Financial Aid Office.

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

Veterans—Contact your Veteran Certifying Official to see how intersession courses may allow you to access your BAH benefits.

## 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.

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

- Meet all of the Priority Registration requirements found on page 7
- Submit a copy of their DD Form 214 (Member-4 copy)



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

## Veterans Resource Centers

Coastline's Veterans Resource Centers (VRC) are community-based service centers that engage not only local veterans taking classes, but also serve to connect student-veterans located worldwide, and community veterans who wish to support their peers. The VRCs provide a comfortable and positive environment where Veterans will find access to academic resources, community referrals, networking opportunities, counseling and advisement services, computer access with Wi-Fi, a place to study, and workshops featuring guest lecturers of value to Veterans seeking career and academic opportunities. Coastline also provides the resources available in the VRCs to students worldwide through a Virtual VRC.

For more information regarding the VRCs, email, [vet2vet@coastline.edu](mailto:vet2vet@coastline.edu), or call (714) 241-6126.

### Veterans Resource Center Locations and Hours:

#### College Center VRC

11460 Warner Avenue, Fountain Valley

Monday 8:00 am - 4:30 pm

Tuesday 8:00 am - 4:30 pm

Wednesday 8:00 am - 4:30 pm

Thursday 8:00 am - 4:30 pm

Friday 8:00 am - noon

#### Newport Beach Campus VRC

1515 Monrovia Avenue, Newport Beach

Monday 10:00 am - 6:30 pm

Tuesday 10:00 am - 6:30 pm

Wednesday 10:00 am - 6:30 pm

Thursday 10:00 am - 6:30 pm

Friday Closed



# Remember to file for GRADUATION!

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

For Spring 2016 graduation, you can file between February 1, 2016 and April 14, 2016.

Questions on qualifying to petition for graduation? Call the Counseling Office at (714) 241-6162.

## 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 email 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.

# Policies & Regulations

## More things you need to know

### Academic Freedom Statement

Coastline Community College recognizes that the free search for truth and the expression of diverse opinions are essential to a democratic society, and encourages and protects academic freedom as per Coast Community College District Board of Trustees policy number BP 4030 AS APPROVED 02/05/03.

### Coastline Community College Academic Honesty Procedures

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

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

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

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

### PROCEDURES FOR DEALING WITH VIOLATIONS OF ACADEMIC DISHONESTY

#### Actions Taken by Faculty Member

Any Coastline Faculty member who has evidence that a student has committed an act of academic dishonesty, shall, after speaking with the student, take one or more of the following disciplinary actions:

- Issue an oral reprimand.
- Give the student an "F" grade or zero points or a reduced number of points on all or part of a particular paper, project or examination;
- If the act of academic dishonesty results in a "F" grade or zero points being awarded to the student for that particular paper, project, or examination, and this result affects the student's overall grade in the class, then the student shall be issued the proper grade, as affected by the specific "F" or zero grade, by the faculty member.

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

#### Actions by the College Administration

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

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

- 1) By sending a Student Discipline Notification Letter to the student, inviting the student to present a response to the allegations of academic dishonesty. The Student Discipline Officer will inform the student that if a finding of academic dishonesty is sustained, the student will be placed on disciplinary probation for a minimum of one year, with other possible sanctions being imposed pursuant to the District's Student Code of Conduct.
- 2) The Student Discipline Officer may also create an Academic Dishonesty Report file and send no letter (the Student Disciplinary Officer will not take action, based on the request of the individual instructor, who will handle the disciplinary action individually with his/her own students). If the Student Discipline Officer notes that multiple Academic Dishonesty Reports have been filed for particular students, from multiple instructors, however, then the student will receive the Letter of Student Discipline Notification.

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

If, upon this student's return from the one year suspension, the Student Discipline Officer receives any further reports of academic dishonesty concerning this student, the Student Discipline Officer shall recommend the student be expelled from the District for a period of no less than three years.

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

1. Taking an examination for another student or having someone else take an examination for one-self.
2. Altering a graded examination/assignment and returning it for additional credit.
3. Having another person or a company do research and/or writing of a report.
4. Stealing or attempting to steal an examination or answer key.
5. Printing an online exam without the express authorization of the instructor.
6. Stealing or attempting to change official academic records.
7. Forging or altering grades.
8. Obtaining answers from another student before or during an examination.
9. Falsely reporting or claiming to have experienced technical difficulties with online instructional tests, quizzes, or assignments.
10. Knowingly allowing another student to copy one's work.
11. Using unauthorized materials, such as notebooks, calculators, or other items, without the instructor's consent during an examination or placement test.
12. Sharing answers for a take-home or on-line examination unless otherwise authorized by the instructor.
13. Receiving help in creating a speech, essay, report, project or paper unless otherwise authorized by the instructor.
14. 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.
15. Misreporting or altering the data in laboratory or research projects.
16. 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.
17. Using outside sources (books, or other written sources) without giving proper credit (by naming the person and putting any exact words in quotation marks).
18. Intentionally impairing the performance of other students and/or a faculty member.
19. Collusion - when any student knowingly or intentionally helps another student perform an act of academic dishonesty. Collusion in an act of academic dishonesty will be disciplined in the same manner as the act itself.

### Academic Renewal Policy and Procedure

This Academic Renewal Policy (BP 4240) for Coastline Community College is issued pursuant to Section 55764 and 55765 of the California Administrative Code (Title 5) regulations. The purpose of this policy is to disregard past substandard academic performance of a student when such work is not reflective of their current demonstrated ability. It is based on the recognition that due to unusual circumstances, or circumstances beyond the control of a student, the past substandard work will negatively affect their academic standing and unnecessarily prolong the rate at which he/she may complete his/her current objectives.

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

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

- b. At least 12 months has elapsed since completion of the most recent course work to be disregarded.
2. Agreement that all units taken during the semester(s) to be disregarded, except those courses required as a prerequisite or to satisfy a requirement, in the student's "redirected" educational objective.
3. An understanding that the student's permanent academic record shall be annotated so that it is readily evident to all users of the records that units disregarded, even if satisfactory, may not apply to certificate, degree or general education certification requirements.
4. Agreement that all course work remains legible on the student's permanent record ensuring a true and complete academic history.

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

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

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

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

### Academic Standards

Coastline recognizes academic honor in four ways:

1. **PRESIDENT'S LIST:** A student is eligible to be included on the President's List after completing a semester of at least 12 units in courses awarding letter grades during which a GPA of 4.0 is earned.
2. **DEAN'S LIST:** A student is eligible to be included on the Dean's List after completing a semester of at least 12 units in courses awarding letter grades during which a GPA of 3.50 to 3.99 is earned.
3. **HONOR'S LIST:** A student is eligible to be included on the Honor's List after completing a semester of 6.0 to 11.9 units in courses awarding letter grades during which a GPA of 3.75 to 4.0 is earned.
4. **GRADUATION WITH HONORS:** A student is eligible for Graduation with Honors if he or she achieves a 3.50 or higher GPA in all college units attempted and a 3.50 or higher GPA in all courses completed at Coastline.

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

1. **ACADEMIC PROBATION**—A student is on academic probation if he or she has attempted at least 12 semester units at a district college and
  - a. has a grade point average of less than 2.0 in the most recent semester completed, or
  - b. has a cumulative grade point average of less than 2.0 in all units attempted.
2. **PROGRESS PROBATION**—A student is on progress probation if he or she has attempted at least 12 semester units at a district college and the percentage of units with "W, I, NC, AND NP" grades reaches or exceeds 50 percent.

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

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

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

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

### Accreditation

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

### Animals and/or Pets

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

### Auditing

The college is no longer offering students the option to audit a course.

### Campus 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 (714) 241-6360 or through any of the area offices.

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

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

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

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

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

**Crime Statistics (Jeanne Clery Act):** Crime statistics for Coastline can be found on the college website at [coastline.edu](http://coastline.edu) or the Department of Education website 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 (714) 241-6145 for more information.

### Changes

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

### Class Attendance

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

### Class Withdrawal Procedures

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

Students who are dropped by their instructors for missing the first class meeting or for excessive absences should verify the instructor drop with the Admissions Office in order to avoid grade penalties and to comply with critical drop dates as specified.

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

Students may withdraw/drop a class by:

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

- 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.
- 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.

### Repeating Classes

It is possible to repeat a class only in certain circumstances as follows:

- In the course description in the catalog, the class is identified as eligible for repetition; or
- The class is eligible for grade remediation by repetition.

\*New repeat rules effective Summer Term 2012\*-- Students are now limited to three (3) total enrollments for most credit courses. Students will not be allowed to repeat a course more than three times without documented evidence of extenuating circumstances. 'W' grades are counted as enrollments.

### Reasons to Repeat A Class

- Repeating a course in an effort to alleviate a substandard grade; Students who receive substandard grades ("D", "F", "NP" or "NC") and/or one or more Withdrawals ("W") on the transcript may attempt to successfully complete the course up to a total of two additional times within the Coast Community College District, if necessary to alleviate the substandard grade or successfully complete the course.

After the third attempt to receive a passing grade in a course, the student may complete the Petition to Repeat form and submit to the Admissions and Records Office for one additional attempt. Petitions are only considered for documented extenuating circumstances. Students who Withdraw and receive a "W" on each of the three allowable attempts, if by petition the student is given permission to enroll, the students will not be able to withdraw from the course again and an evaluative grade symbol will be recorded. NO FURTHER ATTEMPTS WILL BE PERMITTED.

If the substandard grade is repeated within the Coast Community College District, the Repeat/Delete grade exclusion will be automatically performed on the student's academic transcript. The grades in the latest term will be the grade which will be used to calculate grade point average regardless of which grade was higher. Although the previous grade(s) will not be counted in the grade point average, they will remain visible on the transcript and the last recorded attempt is the course which will be counted in the student's permanent academic history.

When a student repeats an equivalent course in which a substandard grade outside the Coast Community College District at a regionally accredited college, they must file a Repeat/Delete Request and submit it to the Admissions and Records Office along with an official transcript from the other college showing successful completion of the course.

- 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 current grade and credit will be disregarded in computing your CCC GPA. Course repetition based on significant lapse of time may only occur once. (Documentation must be submitted)
- 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);
- The course you wish to repeat is part of a legally mandated training as a condition of continued or volunteer employment. Regardless of whether or not a substandard grade (D, F, NC, or NP) was previously earned, the grade and unit credit shall be included each time for the purpose of calculating the GPA. (Documentation must be attached to certify that course repetition is necessary to complete legally mandated training).
- Repeating a course previously taken at another college. Substandard or non-substandard grades earned at another institution will not be alleviated by repeating a course at Coastline Community College. The grade and unit credit earned will be calculated and averaged in GPA.

### Grading

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

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

The following grades are not part of the GPA computations:

CR/P	Credit at least satisfactory .....	Unit credit granted
NC/NP-	Non-Credit, less than satisfactory or failing.....	No units granted
W	Withdrawal .....	No units granted
MW	Military Withdrawal .....	No units granted
I, IB, IC, ID, IF, INP	Incomplete .....	No units granted
IP	In Progress.....	No units granted
RD	Report Delayed.....	No units granted

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

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

Incomplete Grades: Incomplete academic work for justifiable reasons at the end of the term may result in a "I" symbol being entered in the student's permanent record. The "I" may be made up no later than one year following the end of the term in which it was assigned. Incompletes were expanded to include the alternative grade that the incomplete will revert to after one year if the student does not make up the coursework with the instructor (i.e., ID = incomplete which will revert to a "D" in one year if the student does not make up missing coursework).

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

### Grades

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

### Student Grievance Procedures

Coastline Community College extends to all students the right to petition for 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 confidentially as grievances are fairly and equitably considered. The procedures will allow students to exhaust every administrative level possible in receiving fair and complete hearing of their grievances. These are college-level procedures for resolving problems and should not be viewed as legal or quasi-legal proceedings.

Based on the principle of improved communication between the students and the institution, the following procedures will be followed for students registering grievances:

**NOTE:** In order to establish due process, all parties to the grievances will adhere to the steps as outlined.

**STEP I:** Prior to filing a formal grievance, the student is expected to first contact the Discipline Dean or Program Supervisor and the person(s) who has (have) the closest contact with the pertinent issue. The grievance should be thoroughly defined to be discussed objectively.

If the grievance cannot be resolved at this step, the student may progress to Step II after Informing the person(s) involved of intended plans to file a formal grievance. The formal grievance must be filed during the semester in which the grievance occurs.

**STEP II:** The student meets with the Dean of Enrollment Services to discuss the grievance. At this step, the "Formal Grievance Petition" is filed. The Vice President of Instruction/ Student Services will serve as an ombudsman in order to examine objectively both sides of the issue.

The Vice President of Instruction/Student Services will then meet with all persons involved with the grievance. At the conclusion of Step II, the Vice President, within five (5) school days, will provide the student and others involved with a written summary of the discussion.

If the grievance has not been resolved by this step, the student may proceed to Step III.

**STEP III:** The student, within five (5) school days after the conclusion of Step II, will submit a written request to the Vice President of Instruction/Student Services for a meeting of an arbitration committee.

The committee will consist of:

1. The appropriate Dean for the Area involved
2. Vice President of Instruction/Student Services
3. Faculty Member and student

A meeting of the committee will be called by the Vice President of Instruction/Student Services to review and/or take action on the grievance. In ten school days after the student has filed a written request, the committee will meet with all involved parties and discuss the grievance in detail in an attempt to resolve the issue at this step. Meetings will be chaired by the Vice President of Instruction/Student Services.

Within five (5) school days, the decision and proposed action will be communicated to the following:

1. Student involved
2. Committee members
3. College President
4. Other person(s) involved with the grievance

**STEP IV:** If either the grievant or other person(s) involved are not satisfied with the decision of action of the Grievance Committee an appeal may be made. Within five (5) school days after the decision or action, the appeal must be filed with the President of the College for consideration. Once the College President has reviewed the memorandum and the written Communication from the Grievance Committee, the President will schedule a private meeting with the complainant to discuss the matter.

**NOTE:** The College President has discretionary power to uphold, reverse, or modify the action taken by the Grievance Committee. The president's decision will be delivered to the Grievant/student in writing with copies to the appropriate individuals involved.

**STEP V:** If the grievant/student is not satisfied with the final college level disposition of the case, She/he may, through the Chancellor of the Coast Community College District, appeal directly to the Board of Trustees. The Board, after reviewing the materials pertaining to the grievance, may determine the time, place and manner of the hearing.

### Hope Scholarship Credit

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

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

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

### Housing

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

### Liability

Throughout the academic year, some classes will meet at off-campus locations. The college will not provide transportation to these sites, and students enrolled in these classes are responsible for making their own transportation arrangements. Coastline personnel may assist in coordinating this transportation and/or may recommend travel time, routes, carpooling, etc.; however, the student does not have to follow these recommendations. The CCCD is in no way responsible, nor does it assume liability, for any injuries or losses resulting from this non-sponsored transportation. If you ride with another student, that student is not an agent of, nor driving on behalf of the District.

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

### Open Enrollment Policy

It is the policy of the Coast Community College District that, unless specifically exempted by statute, every course section or class, the attendance of which is to be reported for state aid, wherever offered and maintained by the District, shall be fully open to enrollment and participation by any person who has been admitted to the college(s) and who meets such prerequisites as may be established pursuant to Section 58106 of Title 5 of the California Administrative Code.

### Parking Regulations

**Permit Required:** Parking permits are required at the Newport Beach and Garden Grove Campuses. Any motorized vehicle requiring registration with the California Department of Motor Vehicles (DMV) must have a current parking permit affixed to the inside lower-left corner of 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](http://www.coastline.edu). Daily parking permits can also be obtained from the office at each area site. Coastline parking permits are not valid at Golden West or Orange Coast Colleges.

**Parking Areas:** Designated parking areas are color coded:

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

**Responsibilities for Penalties:** The registered owner of any vehicle on a Coastline site shall be held responsible for any liability or damage claims including parking or other traffic violation penalties arising in connection with the possession and/or operation of the vehicle on the Coastline site.

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

**Lost, Stolen, Damaged Permits or Sold Vehicles:** Replacement of lost, damaged or permits sold with the vehicle will be \$10. Stolen permits are to be reported to the Public Safety office.

**Parking, Traffic Rules and Regulations:**

#### ARTICLE 1—ENFORCEMENT

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

**Parking Regulation/Citation Penalties:**

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

- 414 No vehicle will remain parked overnight without approval from the Office of Public Safety, and no person will sleep in or remain overnight in any vehicle parked on campus. BAIL: \$17

Complete copies of the parking regulations can be obtained from the Public Safety office or call (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 website at [www.coastline.edu](http://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 (714) 241-6166.

### Sexual Misconduct Information & Title IX Compliance

Members of the Coastline Community College (CCC) community, guests and visitors have the right to be free from sexual violence. All members of the campus community are expected to conduct themselves in a manner that does not infringe upon the rights of others. CCC has zero tolerance for sexual misconduct. When an allegation of misconduct is brought to an appropriate administration's attention and a respondent is found to have violated any sexual misconduct district policy, serious sanctions will be used to reasonably ensure that such actions are never repeated. The following is intended to define community expectations and to establish a mechanism for determining when those expectations have been violated.

### Overview of Expectations with Respect to Consensual Relationships

There are inherent risks in any romantic or sexual relationship between individuals in unequal positions (such as teacher and student, supervisor and employee). These relationships may be less consensual than perceived by the individual whose position confers power. The relationship also may be viewed in different ways by each of the parties, particularly in retrospect. Furthermore, circumstances may change, and conduct that was previously welcome may become unwelcome. Even when both parties have consented at the outset to a romantic or sexual involvement, this past consent may not remove grounds for a later charge of a violation of applicable sections of the faculty/staff handbooks. The college does not wish to interfere with private choices regarding personal relationships when these relationships do not interfere with the college's goals or district policies. For the personal protection of members of this community, relationships in which power differentials are inherent (faculty-student, staff-student, administrator-student) are generally discouraged. Consensual romantic or sexual relationships in which one party maintains a direct supervisory or evaluative role over the other party is in violation of district policy (CCCD BP 7310). This includes student assistants over whom they have direct responsibility.

### SEXUAL VIOLENCE — Risk Reduction Tips

Risk reduction tips can often take a victim-blaming tone, even unintentionally. With no intention to victim-blame, and with recognition that only those who commit sexual violence are responsible for those actions, these suggestions may nevertheless help you to reduce your risk experiencing a non-consensual sexual act. Below, suggestions to avoid committing a non-consensual sexual act are also offered:

- If you have limits, make them known as early as possible.
- Tell a sexual aggressor "NO" clearly and firmly.
- Try to remove yourself from the physical presence of a sexual aggressor.
- Find someone nearby and ask for help.
- Take affirmative responsibility for your alcohol intake/drug use and acknowledge that alcohol/drugs lower your sexual inhibitions and may make you vulnerable to someone who views a drunk or high person as a sexual opportunity.
- Take care of your friends and ask that they take care of you. A real friend will challenge you if you are about to make a mistake. Respect them when they do.

If you find yourself in the position of being the initiator of sexual behavior, you owe sexual respect to your potential partner. These suggestions may help you to reduce your risk for being accused of sexual misconduct:

- Clearly communicate your intentions to your sexual partner and give them a chance to clearly relate their intentions to you.
- Understand and respect personal boundaries.
- DON'T MAKE ASSUMPTIONS about consent; about someone's sexual availability; about whether they are attracted to you; about how far you can go or about whether they are physically and/or mentally able to consent. If there are any questions or ambiguity then you DO NOT have consent.
- Mixed messages from your partner are a clear indication that you should stop, defuse any sexual tension and communicate better. You may be misreading them. They may not have figured out how far they want to go with you yet. You must respect the timeline for sexual behaviors with which they are comfortable.
- Don't take advantage of someone's drunkenness or drugged state, even if they did it to themselves.
- Realize that your potential partner could be intimidated by you, or fearful. You may have a power advantage simply because of your gender or size. Don't abuse that power.
- Understand that consent to some form of sexual behavior does not automatically imply consent to any other forms of sexual behavior.
- Silence and passivity cannot be interpreted as an indication of consent. Read your potential partner carefully, paying attention to verbal and non-verbal communication and body language.
- In campus hearings, legal terms like "guilt," "innocence" and "burdens of proof" are not applicable, but the college never assumes a student is in violation of district policy. Campus hearings are conducted to take into account the totality of all evidence available, from all relevant sources.
- The college reserves the right to take whatever measures it deems necessary in response to an allegation of sexual misconduct in order to protect students' rights and personal safety. Such measures include, but are not limited to, interim suspension from campus pending a hearing and reporting the matter to the local police. Not all forms of sexual misconduct will be deemed to be equally serious offenses, and the college reserves the right to impose different sanctions, ranging from verbal warning to expulsion, depending on the severity of the offense. The college will consider the concerns and rights of both the complainant and the person accused of sexual misconduct.

### SEXUAL MISCONDUCT OFFENSES INCLUDE, BUT ARE NOT LIMITED TO:

- Sexual Harassment
- Non-Consensual Sexual Contact (or attempts to commit same)
- Non-Consensual Sexual Intercourse (or attempts to commit same)
- Sexual Exploitation

### SEXUAL HARASSMENT:

Sexual Harassment is unwelcome, gender-based verbal or physical conduct that is, sufficiently severe, persistent or pervasive that it, unreasonably interferes with, denies or limits someone's ability to participate in or benefit from the college's educational program and/or activities, and is based on power differentials (quid pro quo), the creation of a hostile environments, or retaliation.

Examples include: an attempt to coerce an unwilling person into a sexual relationship; to repeatedly subject a person to egregious, unwelcome sexual attention; to punish a refusal to comply with a sexual based request; to condition a benefit on submitting to sexual advances; sexual violence; intimate partner violence, stalking; gender-based bullying.

### NON-CONSENSUAL SEXUAL CONTACT:

- Non-Consensual Sexual Contact is any intentional sexual touching, however slight, with any object, by a man or a woman upon a man or a woman that is without consent and/or by force.
- The determination of whether an environment is "hostile" must be based on all of the circumstances. These circumstances could include:
  - the frequency of the conduct;
  - the nature and severity of the conduct;
  - whether the conduct was physically threatening;
  - whether the conduct was humiliating;
  - the effect of the conduct on the alleged victim's mental or emotional state;
  - whether the conduct was directed at more than one person;
  - whether the conduct arose in the context of other discriminatory conduct;
  - whether the conduct unreasonably interfered with the alleged victim's educational or work performance;
- whether the statement is a mere utterance of an epithet which engenders offense in an employee or student, or offends by mere discourtesy or rudeness
- whether the speech or conduct deserves the protections of academic freedom or the 1st Amendment.

Sexual contact includes:

Intentional contact with the breasts, buttock, groin, or genitals, or touching another with any of these body parts, or making another touch you or themselves with or on any of these body parts; any intentional bodily contact in a sexual manner, though not involving contact with/of/by breasts, buttocks, groin, genitals, mouth or other orifice.

#### NON-CONSENSUAL SEXUAL INTERCOURSE:

Non-Consensual Sexual Intercourse is any sexual intercourse however slight, with any object, by a man or woman upon a man or a woman that is without consent and/or by force. Intercourse includes: vaginal penetration by a penis, object, tongue or finger, anal penetration by a penis, object, tongue, or finger, and oral copulation (mouth to genital contact or genital to mouth contact), no matter how slight the penetration or contact.

#### SEXUAL EXPLOITATION:

Occurs when a student takes non-consensual or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of other sexual misconduct offenses. Examples of sexual exploitation include, but are not limited to:

- Invasion of sexual privacy;
- prostituting another student;
- non-consensual video or audio-taping of sexual activity;
- going beyond the boundaries of consent (such as letting your friends hide in the closet to watch you having consensual sex);
- engaging in voyeurism;
- knowingly transmitting an STI or HIV to another student;
- Exposing one's genitals in non-consensual circumstances; inducing another to expose their genitals;
- Sexually-based stalking and/or bullying may also be forms of sexual exploitation

#### SANCTION STATEMENT:

Any student found responsible for violating the CCCD policy on Non-Consensual or Forced Sexual Contact (where no intercourse has occurred) will likely receive a sanction ranging from probation to expulsion, depending on the severity of the incident, and taking into account any previous campus conduct code violations.

Any student found responsible for violating the CCCD policy on Non-Consensual or Forced Sexual Intercourse will likely face a recommended sanction of suspension or expulsion.

Any student found responsible for violating the CCCD policy on sexual exploitation or sexual harassment will likely receive a recommended sanction ranging from warning to expulsion, depending on the severity of the incident, and taking into account any previous campus conduct code violations.

The Title IX investigative team reserves the right to broaden or lessen any range of recommended sanctions in the case of serious mitigating circumstances or egregiously offensive behavior. Neither the initial hearing officers nor any appeals body or officer will deviate from the range of recommended sanctions unless compelling justification exists to do so.

#### OTHER MISCONDUCT OFFENSES (Will fall under TITLE IX when gender-base

- Threatening or causing physical harm, extreme verbal abuse, or other conduct which threatens or endangers the health or safety of any person;
- Discrimination, defined as actions that deprive other members of the community of educational or employment access, benefits or opportunities on the basis of gender;
- Intimidation, defined as implied threats or acts that cause an unreasonable fear of harm in another;
- Hazing, defined as acts likely to cause physical or psychological harm or social ostracism to any person within the college community, when related to the admission, initiation, pledging, joining, or any other group-affiliation activity (as defined further in the Student Code of Conduct);
- Bullying, defined as repeated and/or severe aggressive behavior likely to intimidate or intentionally hurt, control or diminish another person, physically or mentally (that is not speech or conduct otherwise protected by the 1st Amendment).
- Violence between those in an intimate relationship to each other;
- Stalking, defined as repetitive and/or menacing pursuit, following, harassment and/or interference with the peace and/or safety of a member of the community; or the safety of any of the immediate family of members of the community.

#### PRIVACY AND REPORTING:

The Vice President of Student Services, Ross Miyashiro (rmiyashiro@coastline.edu), is the college's designated Title IX Officer. The Title IX Officer is responsible for the purposes of initiating notice and/or investigation of sexual misconduct excluding cases involving personnel (not related to a student). The Title IX Officer will assign deputy investigators, who are members of the Investigative Team, to investigate allegations of gender-based discrimination and/or sexual misconduct. The deputy investigators will use discretion on how they act in response to notice of gender-based discrimination. Understanding that different people on campus have different reporting responsibilities and varied abilities to maintain confidentiality, the Title IX Officer will assign deputy investigators depending on the situation and the parties involved.

To Report Gender-Based Discrimination, sexual harassment, non-consensual sexual contact, non-consensual sexual intercourse, or sexual exploitation, please contact:

Ross Miyashiro, Vice President of Student Services

Title IX Officer

rmiyashiro@coastline.edu

714-241-6160

#### Student Code of Conduct

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

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

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

A Coastline student found in violation of the following District or campus-related regulations may be expelled, or suspended depending on the severity of the student's conduct:

- abusive behavior (4.1)
- assault/battery (4.3)
- cheating/plagiarism (4.4)
- continued misconduct (4.6)
- damaging or stealing library materials (4.22)
- destroying property (4.7)
- discrimination (4.8)
- disrupting the educational process (4.9)
- disruptive behavior (4.10)
- disturbing the peace (4.11)
- failure to appear before a District official when directed to do so (4.12)
- failure to comply or identify (4.13)
- failure to obtain permits before participation in an organized protest (4.14)
- failure to repay debt or return District property (4.15)
- fighting (4.16)
- forgery (4.17)
- gambling (4.18)
- harassment (4.19)
- hateful behavior (4.20)
- lewd conduct (4.21)
- defacing of library materials (4.22)
- misrepresentation (4.23)
- misuse of college identification (4.24)
- possession of alcohol, narcotics or prohibited substances (4.25, 4.26)
- sexual harassment or the threat of sexual assault (4.27, 4.30)
- smoking where prohibited (4.28)
- theft (4.29)

- unauthorized entry or trespass (4.31)
- unauthorized possession of property (4.32)
- unauthorized tape recording or use of electronic devices (4.33, 4.36)
- unauthorized use of alcoholic beverages (4.34)
- unauthorized use of District keys (4.35)
- unauthorized use of property or services (4.37)
- unreasonable demands (4.38)
- violation of District computer usage policy, computer theft or other computer crime (4.5)
- violation of driving regulations (4.39)
- violation of health and safety regulations (4.40)
- violation of local, state or federal law, or violation of posted District rules (4.41, 4.42)

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

### Student Records

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

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

**Additional Fees:** Verification of enrollment costs \$5, and early grade letter costs \$2.

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

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

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

### Students' Rights

The CCCD and Coastline are committed to the concept and principles of providing all persons with equal opportunity in employment and education by prohibiting discrimination based on race, sex, color, gender expression, religion, age, national origin, ancestry, sexual orientation, marital status, medical condition, physical or mental disability, military or veteran status, or genetic information. This commitment applies to every aspect of education and personnel policies and practices in the treatment of employees, students, and the general public.

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

Contact one of the following college personnel: Helen Rothgeb, Americans with Disabilities Act (ADA) officer, (714) 241-6150; Helen Rothgeb, Equal Employment officer, (714) 241-6150; or Lucha Ortega, Sexual Harassment Prevention Coordinator, (714) 241-6162 for further information.

### Student Right-to-Know

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

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

# 2016 Winter Intersession

January 5-30, 2016

## To Register

New and returning students (students not enrolled for Spring and/or Fall 2015) will be given a date and appointment time to register after their application has been processed. Students are notified of required checklist items (assessment, origination visa info, date of birth, etc.) via email after submitting their application for admission to the college.

Registration for Winter Intersession takes place at the same time as registration for the Spring 2016 term. Registration appointments can be viewed on your MyCCC portal page>Student tab>registration status and students may register at their assigned time or anytime thereafter during the registration period. Students can register at their assigned appointment time, but not before, for Winter Intersession and/or Spring 2016 classes. The deadline to register prior to the start of Winter Intersession is January 4, 2016. After that date, students should report directly to the first class meeting to determine space availability. Pending permission of the Instructor, students will be issued a permit to add card along with an Add Authorization Code (AAC).

## Cost

Students enrolling **ONLY** in Winter Intersession Classes will be charged the following fees:

ENROLLMENT FEE—\$46 per unit

NON-RESIDENT TUITION FEE—\$200/unit + \$31/unit (see page 8)

MATERIALS FEE—as applicable

HEALTH FEE—\$10

COLLEGE SERVICE CHARGE—\$6 waived upon request for students enrolled in only Intersession classes.

## Questions?

If you have additional questions about registering for Winter Intersession classes, call the Admissions and Records Office at (714) 241-6176.



**ACCT C101 - FINANCIAL ACCOUNTING****4.0 units**

This is the study of accounting as an information system, examining why it is important and how it is used by investors, creditors, and others to make decisions. The course covers the accounting information system, including recording and reporting of business transactions with a focus on the accounting cycle and the application of generally accepted accounting principles, the financial statements, and statement analysis. Students will analyze issues relating to asset, liability, and equity valuation; and revenue and expense recognition, cash flow, internal controls, and ethics and will record financial transactions and interpret financial statements. This course meets the accounting-related or business related course requirements needed to sit for the CPA exam. Advisory: Eligibility for ENGL C100 and MATH C010. Graded or Pass/No Pass option. Transfer Credit: CSU; UC. C-ID: ACCT 110.

-CRN 92819 is an on-site and online class.

92819 4-wk/Jan 4 9am-10:50am MTWThF plus NB CTR RM 315  
12 hrs and 25 min/wk arr. ONLINE

**ACCT C107 - ACCOUNTING WITH QUICKBOOKS****2.0 units**

QuickBooks is a complete computerized accounting system for small businesses. Topics include a review of basic accounting concepts, preparation of business reports and graphs, and the creation of a company using QuickBooks accounting. Covers creation and operation of a detailed accounting system for new and existing businesses. Advisory: ACCT C100 or C101. Graded or Pass/No Pass option. Transfer Credit: CSU.

-CRN 92966 is an on-site and online class.

92966 4-wk/Jan 5 11:30am-2:15pm TTh plus NB CTR RM 315  
7 hrs and 25 min/wk arr. ONLINE

**ACCT C130 - VITA 1 TAX****1.0 unit**

To enhance each Volunteer Income Tax Assistance (VITA) student's opportunity for success in the field of Accounting by bridging the gap between educational theory and on-the-job practices. Successful completion of VITA I course certification in IRS provided online Basic, Advanced, and additional tax courses. The course also includes tax software training that provides skills transferable to the workplace. Advisory: ACCT C103. Graded or Pass/No Pass option. Transfer Credit: CSU.

92851 4-wk/Jan 7 6pm-10:15pm Th GG CTR RM 102

**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. Transfer Credit: CSU; UC.

92776 4-wk/Jan 4 13 hrs and 25 min/wk arr. ONLINE

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

A survey in business providing a multidisciplinary examination of how culture, society, economic systems, legal, international, political, financial institutions, and human behavior interact to affect a business organization's policy and practices within the U.S. and a global society. Demonstrates how these influences impact the primary areas of business, including organizational structure and design; leadership, human resource management, organized labor practices; marketing; organizational communication; technology; entrepreneurship; legal, accounting, financial practices; the stock and securities market, and, therefore, affect a business' ability to achieve its organizational goals. Graded or Pass/No Pass option. Transfer Credit: CSU. C-ID: BUS 110.

92922 4-wk/Jan 4 13 hrs and 20 min/wk arr. ONLINE

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

A lab science course in principles of inorganic, biochemistry, and organic chemistry for transfer and for A.A. Degree programs in nursing, dietetics, paramedical, and other allied health fields. Not for students planning to take CHEM C130. Corequisite: CHEM C110L. Advisory: MATH C010 with a grade of C or better. Graded or Pass/No Pass option. Transfer Credit: CSU; UC.

93040 4-wk/Jan 4 31 hrs and 20 min/wk arr. ONLINE

**EDUC C108 - HOW TO SUCCEED IN DL****1.0 unit**

This course provides an orientation to the characteristics and processes of distance learning. Students will learn the meaning of key terms used in distance education. They will experience the differences between traditional classroom and distance learning courses. They will learn how to anticipate, avoid, and/or solve typical problems encountered in distance learning environments. In addition, students will learn practical strategies and skills that will help them succeed in online, television, CD-ROM, and hybrid classes. Graded or Pass/No Pass option. Transfer Credit: CSU.

93142 4-wk/Jan 4 4 hrs and 10 min/wk arr. ONLINE

**FN C170 - NUTRITION****3.0 units**

Scientific concepts of nutrition relating to the functioning of nutrients in the basic life processes. Individual needs, food sources of nutrients, current nutrition issues, and diet analysis will be emphasized. Graded or Pass/No Pass option. Transfer Credit: CSU; UC.

92661 4-wk/Jan 4 13 hrs and 25 min/wk arr. ONLINE

**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. Transfer Credit: CSU; UC. C-ID: HIST 130.

92832 4-wk/Jan 4 13 hrs and 25 min/wk arr. ONLINE

**MS C100 - BUSINESS ORGANIZATION AND MANAGEMENT****3.0 units**

Business Organization and Management is a course designed to provide a comprehensive review of the role of management in the current business environment. Students will be introduced to the terminology, theories, and principles that make up the core of business management. The 21st Century workplace is undergoing dramatic changes. Organizations are reinventing themselves for speed, efficiency, and flexibility and creating a strategic advantage with customer-focused leadership. Teams are becoming the basic organizational building block with the increased emphasis on employee participation, and empowerment. Graded or Pass/No Pass option.

92924 4-wk/Jan 4 13 hrs and 30 min/wk arr. ONLINE

**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: Passing grade in MATH C008 with a passing grade or achieve qualifying score on Math Placement Test. Graded or Pass/No Pass option.

-CRN 92666 has one or more on-site meetings which may include orientations, reviews, and/or exams. Refer to the course webpage, the student handbook, and/or the 'Testing Times' webpage (<http://www.coastline.edu/students/distance-learning/distance-learning-testing-times/>) for details.

92666 4-wk/Jan 4 18 hrs/wk arr. ONLINE

**MATH C030 - INTERMEDIATE ALGEBRA****4.0 units**

Review of elementary algebra, linear and quadratic equations, curve plotting, exponents, radicals, polynomials, systems of equations/inequalities, nonlinear equations, logarithmic and exponential functions, complex numbers, and applications. 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 92672 has one or more on-site meetings which may include orientations, reviews, and/or exams. Refer to the course webpage, the student handbook, and/or the 'Testing Times' webpage (<http://www.coastline.edu/students/distance-learning-testing-times/>) for details.

92672 4-wk/Jan 4 18 hrs/wk arr. ONLINE

**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 a writing and research component. Prerequisite: MATH C030 with a grade of C or better or achieve qualifying score on Math Placement Test. Graded or Pass/No Pass option. Transfer Credit: CSU.

-CRN 92679 has one or more on-site meetings which may include orientations, reviews, and/or exams. Refer to the course webpage, the student handbook, and/or the 'Testing Times' webpage (<http://www.coastline.edu/students/distance-learning-testing-times/>) for details.

92679 4-wk/Jan 4 13 hrs and 25 min/wk arr. ONLINE

**MATH C120 - TRIGONOMETRY****3.0 units**

Circular functions, trigonometric identities and graphs, inverse functions, triangles, vectors, applications, and imaginary and complex numbers. Prerequisite: MATH C030 with a grade of C or better or achieve qualifying score on Math Placement Test. Advisory: MATH C020. Graded or Pass/No Pass option.

93137 4-wk/Jan 4 9am-12:20pm MTWTh NB CTR RM 236

**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. Transfer Credit: CSU; UC.

-CRN 92728 has one or more on-site meetings which may include orientations, reviews, and/or exams. Refer to the course webpage, the student handbook, and/or the 'Testing Times' webpage (<http://www.coastline.edu/students/distance-learning-testing-times/>) for details.

92728 4-wk/Jan 4 18 hrs/wk arr. ONLINE

**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. Transfer Credit: CSU; UC. C-ID: PSY 110.

92660 4-wk/Jan 4 13 hrs and 25 min/wk arr. ONLINE

**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. Transfer Credit: CSU; UC credit limitations (see counselor).

92834 4-wk/Jan 4 13 hrs and 25 min/wk arr. ONLINE

**PSYC C260 - SOCIAL PSYCHOLOGY****3.0 units**

The scientific study of the influence of the group on an individual's mental processes and behavior. Topics include self-perceptions, attitudes and behavior, group influence and persuasion, attraction and relationships, stereotypes, prejudice, discrimination, aggression, belonging, helping, and the application of social psychology to law, health, and business. Graded or Pass/No Pass option. C-ID: PSY 170.

92775 4-wk/Jan 4 13 hrs and 15 min/wk arr. ONLINE

# 2016 Spring Classes

Register early for best selection!

## About the Course Numbering System

### Courses Numbered C001–C099:

Introductory, developmental, special interest and some technical courses (not transferable to CSU or UC). English C099AB, Math C010, C020 and C030 are applicable to the associate degree; other courses numbered below C100 cannot be counted toward the 60 units of credit required for an associate degree. These courses do carry college credit and thus can be used to determine eligibility for full-time or financial aid status.

**Courses Numbered C100–C299:** Transfer courses to CSU. Contact the Coastline Counseling office for information about transferability to UC. Depending upon the courses selected, the student's major and the specific four-year college/university, these courses will meet various baccalaureate program requirements. Courses numbered C100–C199 are usually first-year courses; those numbered C200–C299 are usually second-year courses and normally require a prerequisite.

**Courses Numbered C300–C399:** Highly specialized courses that may be student-negotiated for transfer to baccalaureate-granting institutions, depending upon the courses selected, the student's major and the specific transfer college/university.

Courses Numbered C400 and Above:  
Non-credit courses.

## Terms to Remember

**PREREQUISITE** means a condition of enrollment that a student is required to meet in order to demonstrate current readiness for enrollment in a course or educational program.

**COREQUISITE** means a condition of enrollment consisting of a course that a student is required to simultaneously take in order to enroll in another course.

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

## Important Information

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

FALL CLASSES



## How To Read A Course Listing

Here's a quick and easy guide to reading the course listings included in this schedule:

Course name	Number of units course is worth	
<b>ACCOUNTING 100—INTRODUCTION TO ACCOUNTING</b>	<b>3.0 units</b>	
Practical accounting knowledge applied to personal services by professional and the small retail operator. Familiarization with accounting forms and practical accounting procedures in completing the accounting cycle. • Graded or Credit Option		
Course reference (you'll need this when registering)	Length of course/Start date	Time of class & meeting day(s)
91400	16-wk/Jan. 31	6:30–9:40pm W
		Site & Room (see map for key)
		CM CTR RM-12 Ely C W
		Instructor name

# ACCOUNTING • (714) 241-6209

## ACCT C100 - INTRODUCTION TO ACCOUNTING 3.0 units

Practical accounting/bookkeeping principles applied to personal services by professional individuals and firms and the small retail operator. Familiarization with accounting forms and practical accounting procedures in completing the accounting cycle. Graded or Pass/No Pass option. Transfer Credit: CSU.  
92974 16-wk/Jan 30 3 hrs and 10 min/wk arr. ONLINE

## ACCT C101 - FINANCIAL ACCOUNTING 4.0 units

This is the study of accounting as an information system, examining why it is important and how it is used by investors, creditors, and others to make decisions. The course covers the accounting information system, including recording and reporting of business transactions with a focus on the accounting cycle and the application of generally accepted accounting principles, the financial statements, and statement analysis. Students will analyze issues relating to asset, liability, and equity valuation; and revenue and expense recognition, cash flow, internal controls, and ethics and will record financial transactions and interpret financial statements. This course meets the accounting-related or business related course requirements needed to sit for the CPA exam. Advisory: Eligibility for ENGL C100 and MATH C010. Graded or Pass/No Pass option. Transfer Credit: CSU; UC. C-ID: ACCT 110.  
-CRN 92819 is an on-site and online class.

92819 4-wk/Jan 4 9am-10:50am MTWThF plus NB CTR RM 315  
12 hrs and 25 min/wk arr. ONLINE

-CRN 92836 has one or more on-site meetings which may include orientations, reviews, and/or exams. Refer to the course webpage, the student handbook, and/or the "Testing Times" webpage (<http://www.coastline.edu/students/distance-learning-testing-times/>) for details.

92836 16-wk/Jan 30 5 hrs and 20 min/wk arr. ONLINE

-CRN 92837 has one or more on-site meetings which may include orientations, reviews, and/or exams. Refer to the course webpage, the student handbook, and/or the "Testing Times" webpage (<http://www.coastline.edu/students/distance-learning-testing-times/>) for details.

92837 16-wk/Jan 30 5 hrs and 20 min/wk arr. ONLINE

92835 16-wk/Feb 1 9am-11:35am MW NB CTR RM 315

92838 16-wk/Feb 2 9am-11:40am TTh GG CTR RM 102

## ACCT C102 - MANAGERIAL ACCOUNTING 4.0 units

This is the study of how managers use accounting information in decision-making, planning, directing operations, and controlling. Focuses on cost terms and concepts, cost behavior, cost structure, and cost-volume-profit analysis. Includes issues relating to cost systems, cost control, profit planning, and performance analysis in manufacturing and service environments. This course meets the accounting-related or business related course requirements needed to sit for the CPA exam. Advisory: Eligibility for ENGL C100 and MATH C010. Prerequisite: ACCT C101. Graded or Pass/No Pass option. Transfer Credit: CSU; UC. C-ID ACCT 120.

-CRN 92840 has one or more on-site meetings which may include orientations, reviews, and/or exams. Refer to the course webpage, the student handbook, and/or the "Testing Times" webpage (<http://www.coastline.edu/students/distance-learning-testing-times/>) for details.

92840 16-wk/Jan 30 5 hrs and 20 min/wk arr. ONLINE

92839 16-wk/Feb 1 6:30pm-9:10pm MW GG CTR RM 203

## ACCT C103 - INDIVIDUAL TAXATION 3.0 units

Foundation of individual income taxation will be acquired. Introduction of the income tax forms and instruction on how to prepare an income tax return. Advisory: ACCT C101. Graded or Pass/No Pass option. Transfer Credit: CSU.

-CRN 92842 has one or more on-site meetings which may include orientations, reviews, and/or exams. Refer to the course webpage, the student handbook, and/or the "Testing Times" webpage (<http://www.coastline.edu/students/distance-learning-testing-times/>) for details.

92842 16-wk/Jan 30 3 hrs and 10 min/wk arr. ONLINE

## ACCT C104 - BUSINESS TAXATION 4.0 units

Topics will include rules related to the organization, life, and dissolution of corporations, partnerships, S corporations, and LLCs. Tax research and planning issues are considered. Case simulation project similar to the new computerized CPA exam will be required. Advisory: ACCT C100 or C101. Graded or Pass/No Pass option.

Transfer Credit: CSU.

-CRN 92843 has one or more on-site meetings which may include orientations, reviews, and/or exams. Refer to the course webpage, the student handbook, and/or the "Testing Times" webpage (<http://www.coastline.edu/students/distance-learning-testing-times/>) for details.

92843 16-wk/Jan 30 4 hrs and 15 min/wk arr. ONLINE

## ACCT C106 - EXCEL FOR ACCOUNTING 2.0 units

This course includes a detailed study of Accounting using Excel spreadsheets software. Topics include the use of functions and formulas in Excel with emphasis on Accounting as a financial analysis tool. Students are expected to have a working knowledge of Windows. Graded or Pass/No Pass option. Transfer Credit: CSU.

-CRN 92844 has one or more on-site meetings which may include orientations, reviews, and/or exams. Refer to the course webpage, the student handbook, and/or the "Testing Times" webpage (<http://www.coastline.edu/students/distance-learning-testing-times/>) for details.

92844 8-wk/Apr 4 4 hrs and 15 min/wk arr. ONLINE

## ACCT C107 - ACCOUNTING WITH QUICKBOOKS 2.0 units

QuickBooks is a complete computerized accounting system for small businesses. Topics include a review of basic accounting concepts, preparation of business reports and graphs, and the creation of a company using QuickBooks accounting. Covers creation and operation of a detailed accounting system for new and existing businesses. Advisory: ACCT C100 or C101. Graded or Pass/No Pass option. Transfer Credit: CSU.

-CRN 92966 is an on-site and online class.

92966 4-wk/Jan 5 11:30am-2:15pm TTh plus NB CTR RM 315  
7 hrs and 25 min/wk arr. ONLINE

-CRN 92846 has one or more on-site meetings which may include orientations, reviews, and/or exams. Refer to the course webpage, the student handbook, and/or the "Testing Times" webpage (<http://www.coastline.edu/students/distance-learning-testing-times/>) for details.

92846 8-wk/Jan 30 6 hrs and 20 min/wk arr. ONLINE

## ACCT C111 - ADVANCED QUICKBOOKS 2.0 units

Advanced QuickBooks covers setting up budgets, progress billing, file importing and exporting, and creating graphs and a project using QuickBooks. Advisory: ACCT C107. Graded or Pass/No Pass option. Transfer Credit: CSU.

-CRN 92847 has one or more on-site meetings which may include orientations, reviews, and/or exams. Refer to the course webpage, the student handbook, and/or the "Testing Times" webpage (<http://www.coastline.edu/students/distance-learning-testing-times/>) for details.

92847 8-wk/Apr 4 4 hrs and 15 min/wk arr. ONLINE

## ACCT C112 - INTERMEDIATE ACCOUNTING 1 3.0 units

Foundation acquired in ACCT C101 will be further developed through more detailed principles. This is the first semester of a three-semester sequence that will explore topics in intermediate accounting. Advisory: ACCT C101. Graded or Pass/No Pass option. Transfer Credit: CSU.

-CRN 92848 has one or more on-site meetings which may include orientations, reviews, and/or exams. Refer to the course webpage, the student handbook, and/or the "Testing Times" webpage (<http://www.coastline.edu/students/distance-learning-testing-times/>) for details.

92848 8-wk/Jan 30 6 hrs and 30 min/wk arr. ONLINE

**ACCT C113 - INTERMEDIATE ACCOUNTING 2**

**3.0 units**

Foundation acquired in ACCT C101 will be further developed through more detailed principles. Topics covered include acquisition and disposition of property, plant, and equipment; depreciation; impairments and depletion; intangible assets; current liabilities and contingencies; long-term liabilities; stockholders equity; dilutive securities; earnings per share; and investments. This is the second semester of a three semester sequence that will explore topics in intermediate accounting. Advisory: ACCT C101, C102, and C110. Graded or Pass/No Pass option.

Transfer Credit: CSU.

-CRN 92849 has one or more on-site meetings which may include orientations, reviews, and/or exams. Refer to the course webpage, the student handbook, and/or the 'Testing Times' webpage (<http://www.coastline.edu/students/distance-learning-testing-times/>) for details.

92849 8-wk/Apr 4 6 hrs and 30 min/wk arr. ONLINE

**ACCT C120 - ADVANCED ACCOUNTING**

**3.0 units**

Topics cover corporate reporting for segments; interim reporting; accounting for foreign operations; accounting for partnerships; and accounting for government entities, not-for-profit entities, estates, and trusts. Also covered are bankruptcies, equity method, consolidated financial statements, and foreign currency transactions. Advisory: ACCT C101. Graded or Pass/No Pass option. Transfer Credit: CSU.

-CRN 92850 has one or more on-site meetings which may include orientations, reviews, and/or exams. Refer to the course webpage, the student handbook, and/or the 'Testing Times' webpage (<http://www.coastline.edu/students/distance-learning-testing-times/>) for details.

92850 16-wk/Jan 30 3 hrs and 10 min/wk arr. ONLINE

**ACCT C130 - VITA 1 TAX**

**1.0 unit**

To enhance each Volunteer Income Tax Assistance (VITA) student's opportunity for success in the field of Accounting by bridging the gap between educational theory and on-the-job practices. Successful completion of VITA I course certification in IRS provided online Basic, Advanced, and additional tax courses. The course also includes tax software training that provides skills transferable to the workplace. Advisory: ACCT C103. Graded or Pass/No Pass option. Transfer Credit: CSU.

92851 4-wk/Jan 7 6pm-10:15pm Th GG CTR RM 102

**ACCT C131 - VITA 2 TAX**

**0.5 unit**

To enhance each Volunteer Income Tax Assistance (VITA) student's opportunity for success in the field of accounting by bridging the gap between educational theory and on-the-job practices. Successful completion of the VITA II course using IRS provided tax software is through completion of service hours in the VITA program that provides skills transferable to the workplace. Prerequisite: ACCT C130. Graded or Pass/No Pass option. Transfer Credit: CSU.

92852 9-wk/Feb 5 1pm-4pm F GG CTR RM 102

**ANTHROPOLOGY • (714) 241-6213**

**ANTH C100 - CULTURAL ANTHROPOLOGY**

**3.0 units**

This course offers an introductory study of the structure and process of culture. It focuses on the major features of culture and the methods of anthropological research and theoretical orientations with examples of culture variations in both traditional and modern societies. Graded or Pass/No Pass option. Transfer Credit: CSU; UC.

92292 16-wk/Jan 30 3 hrs and 10 min/wk arr. ONLINE

-CRN 92440 has one or more on-site meetings which may include orientations, reviews, and/or exams. Refer to the course webpage, the student handbook, and/or the 'Testing Times' webpage (<http://www.coastline.edu/students/distance-learning-testing-times/>) for details.

92440 16-wk/Jan 30 3 hrs and 10 min/wk arr. TV

92291 16-wk/Feb 2 9am-10:25am TTh NB CTR RM 330

92289 8-wk/Apr 4 6 hrs and 30 min/wk arr. ONLINE



**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. Transfer Credit: CSU; UC.

92901 16-wk/Jan 30 3 hrs and 10 min/wk arr. ONLINE

93011 16-wk/Jan 30 3 hrs and 10 min/wk arr. TV

**ARABIC • (714) 241-6184**

**ARAB C180A - ELEMENTARY ARABIC 1A**

**2.5 units**

Introductory course in elementary classical Arabic. Provides beginning-level skills in reading, writing, speaking, and understanding classical/literary Arabic. Grammatical and vocabulary patterns will be emphasized, together with listening and speaking practice. ARAB C180A is equivalent to the first half of ARAB C180. Graded or Pass/No Pass option. Transfer Credit: CSU; UC.

93122 16-wk/Feb 1 6:30pm-9:40pm M LE-JAO CTR RM 204

**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. Transfer Credit: CSU; UC.

92377 16-wk/Jan 30 3 hrs and 10 min/wk arr. ONLINE

92376 16-wk/Feb 2 6:30pm-9:40pm T NB CTR RM 324

**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. Transfer Credit: CSU; UC.

92776 4-wk/Jan 4 13 hrs and 25 min/wk arr. ONLINE

92378 16-wk/Jan 30 3 hrs and 10 min/wk arr. ONLINE

**ART C105 - INTRODUCTION TO ART**

**3.0 units**

This course provides an introduction to art from prehistoric times to the present. While examining the role that the visual arts play in the historical development of world cultures, the student will study a wide variety of artistic media such as architecture, painting, drawing, sculpture, graphic design, and photography. This course will also examine the visual elements such as line, color and texture, and explore the principles of design such as unity and balance to discover how they communicate ideas. Graded or Pass/No Pass option. Transfer Credit: CSU; UC.

92381 16-wk/Jan 30 3 hrs and 10 min/wk arr. ONLINE

-Enrollment in CRN 93075 section requires Acceptance into the STAR Program and a 2 year commitment to the program. See <http://coastline.edu/star> for more information.

93075 16-wk/Jan 30 3 hrs and 10 min/wk arr. ONLINE

93076 16-wk/Jan 30 3 hrs and 10 min/wk arr. ONLINE

-Enrollment in CRN 93077 section requires Acceptance into the STAR Program and a 2 year commitment to the program. See <http://coastline.edu/star> for more information.

93077 16-wk/Feb 1 10:45am-12:10pm MW NB CTR RM 227

-CRN 92382 is an on-site and online class.

92382 16-wk/Feb 3 11:30am-1pm W plus NB CTR RM 330  
1 hr and 30 min/wk arr. ONLINE

### **ART C107 - ART GALLERY PRODUCTION 3.0 units**

Students will develop skills and knowledge related to gallery management and design, art careers and portfolio design. Graded or Pass/No Pass option. Transfer Credit: CSU.

92383 16-wk/Jan 30 3 hrs and 10 min/wk arr. ONLINE

### **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. Graded or Pass/No Pass option. Transfer Credit: CSU; UC.

92384 16-wk/Jan 30 6 hrs and 30 min/wk arr. ONLINE

92385 16-wk/Feb 3 9am-3:40pm W NB CTR RM 106

### **ART C120 - DRAWING 1 3.0 units**

A drawing course for the beginning and intermediate student that includes the basic elements of shape, volume and perspective. The technical application of diverse drawing materials will include charcoal, graphite, ink, and colored media to create illusionistic space and form. Graded or Pass/No Pass option. Transfer Credit: CSU; UC.

93049 16-wk/Feb 2 9am-12:10pm TTh NB CTR RM 111

### **ART C121 - LIFE DRAWING 1 3.0 units**

A comprehensive course in beginning drawing from the model. Involves the student in working from observation, emphasizing composition, proportion, and anatomy, using line, texture, value, modeling, gesture, and contour drawing principles. Includes the technical application of diverse drawing materials and techniques. The concept and reactive process of making art will be examined in historical and multi-cultural contexts. This course is required for art majors and includes written and verbal critique and analysis. Advisory: ART C110A or ART C120A. Graded or Pass/No Pass option. Transfer Credit: CSU; UC.

92387 16-wk/Feb 2 12:30pm-3:40pm TTh NB CTR RM 111

### **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 C120. Graded or Pass/No Pass option. Transfer Credit: CSU; UC.

93051 16-wk/Feb 2 6:30pm-9:45pm TTh NB CTR RM 111

93053 16-wk/Feb 3 9am-3:20pm W NB CTR RM 111

### **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. Advisory: ART C120 and C122. Graded or Pass/No Pass option. Transfer Credit: CSU; UC.

92390 16-wk/Feb 3 6:30pm-9:40pm W NB CTR RM 104

### **ART C135 - SURVEY OF CHINESE BRUSH PAINTING 2.0 units**

Focus on Chinese culture through hands-on practice of brush strokes. Designed to lead a beginner from how to hold a brush to producing finished compositions in florals, animals and landscape. Detailed instructions on using materials, colors, brushes, and the rice paper, seals and Chinese mounting technique. Graded or Pass/No Pass option. Transfer Credit: CSU; UC.

92391 8-wk/Feb 1 9:30am-3pm MT NB CTR RM 104

### **ART C140 - ADVANCED DRAWING 3.0 units**

Designed as a continuation of Art C120, this course will emphasize advanced artistic concepts, styles, and creative expression for intermediate and advanced students using a variety of drawing mediums, techniques, and methodologies. Advisory: ART C120. Letter Grade only. Transfer Credit: CSU; UC.

93050 16-wk/Feb 2 9am-12:10pm TTh NB CTR RM 111

### **ART C142 - PAINTING 2 3.0 units**

Designed as a continuation of Art C122 for the intermediate and advanced painting student, this course emphasizes creative and interpretive expression in oil, acrylic painting, and non-traditional media. Includes awareness of the creative process, exploration of historical and contemporary issues in art, and advanced artistic concepts. Advisory: ART C122. Graded or Pass/No Pass option. Transfer Credit: CSU; UC.

93052 16-wk/Feb 2 6:30pm-9:45pm TTh NB CTR RM 111

93054 16-wk/Feb 3 9am-3:20pm W NB CTR RM 111

### **ART C150 - CERAMICS 1 3.0 units**

Introduces hand-building techniques of pinch, coil, slab, and simple mold construction used in the design, forming, glazing, and firing of ceramic materials. Introduces historical, philosophical, and contemporary analysis of ceramics as an art form. Graded or Pass/No Pass option. Transfer Credit: CSU. \$43 material fee for this course

92393 16-wk/Feb 1 9am-12:25pm MW NB CTR RM 109

### **ART C151 - CERAMICS 2 3.0 units**

Introduces use of the potter's wheel for forming utilitarian and sculptural vessels. Expanded analysis of the historical foundation and contemporary context of ceramics as an art form. Kiln loading and firing will be introduced. Advisory: ART C150. Graded or Pass/No Pass option. Transfer Credit: CSU.

\$43 material fee for this course

92394 16-wk/Feb 1 9am-12:25pm MW NB CTR RM 109

### **ART C212 - CREATIVE PHOTOSHOP FOR DIGITAL PHOTOGRAPHS 3.0 units**

Work with award-winning photography professionals to build an exciting portfolio using Adobe's Creative Suite Photoshop. Learn digital camera design features and work with Camera Raw images. Learn how to integrate dynamic Photoshop images with other Creative Suite software such as Illustrator for dynamic Type Design and InDesign for book layouts, and uploading your images to the Web for display. Graded or Pass/No Pass option. Transfer Credit: CSU. \$25 material fee for this course

-CRN 92659 is an on-site and online class.

92659 8-wk/Apr 4 6pm-9:10pm M plus NB CTR RM 315

5 hrs and 20 min/wk arr. ONLINE

### **ART C214 - FIGURE COMPOSITION 3.0 units**

An intermediate and advanced figure painting course in which students learn to integrate the human figure into a complete composition. Graphical and perceptual elements are applied to the special problems inherent in figure representation. The student learns to analyze the visual devices used by artists in a variety of styles. Advisory: ART C224. Transfer Credit: CSU; UC. Graded or Pass/No Pass option.

92395 16-wk/Feb 5 9am-3:20pm F NB CTR RM 111

### **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. Graded or Pass/No Pass option. Transfer Credit: CSU; UC.

92397 16-wk/Feb 2 12:35pm-3:45pm TTh NB CTR RM 111

### **ART C234 - CONTEMPORARY FIGURE PAINTING 3.0 units**

An intermediate course in figure painting from the live model. Non-traditional concepts and experimental techniques are explored to develop new insights into contemporary issues. Figure representation is examined in light of the multi-cultural society. Advisory: ART C224. Graded or Pass/No Pass option. Transfer Credit: CSU; UC.

92398 16-wk/Feb 5 9am-3:20pm F NB CTR RM 111

Winter  
Interession/  
Spring  
2016



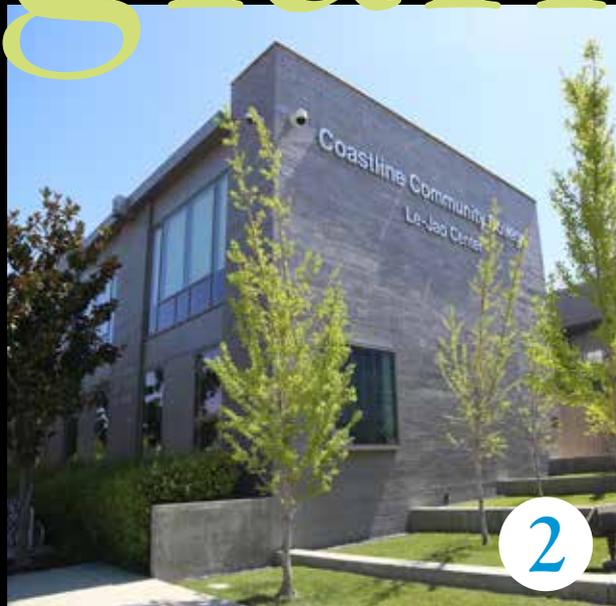
COASTLINE  
COMMUNITY COLLEGE

# CLASSES AT A glance



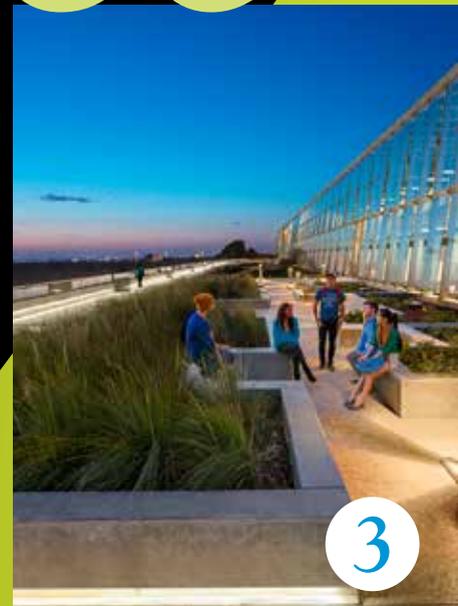
1

*Garden Grove Center*  
12901 Euclid Street  
Garden Grove



2

*Le-Jao Center*  
14120 All American Way  
Westminster



3

*Newport Beach Center*  
1515 Monrovia Avenue  
Newport Beach



4

*Online*

# CLASSES AT A glance

## 1

### Garden Grove Center

ACCT C101 - FINANCIAL ACCOUNTING  
 ACCT C102 - MANAGERIAL ACCOUNTING  
 ACCT C130 - VITA 1 TAX  
 ACCT C131 - VITA 2 TAX  
 BC C284 - WORK BASED LEARNING  
 BCT C284 - WORK BASED LEARNING  
 BCT C302 - CALIFORNIA ADMINISTRATIVE  
 CODE  
 BCT C307 - MECHANICAL CODE  
 BIOL C180 - CELL AND MOLECULAR  
 BIOLOGY  
 BIOL C210 - GENERAL MICROBIOLOGY  
 BIOL C283 - GENETICS  
 BUS C284 - WORK BASED LEARNING  
 CHEM C110 - INTRODUCTION TO  
 CHEMISTRY  
 CHEM C130 - PREPARATION FOR  
 GENERAL CHEMISTRY  
 CHEM C180 - GENERAL CHEMISTRY A  
 CHEM C180L - GENERAL CHEMISTRY A  
 LAB  
 CHEM C185 - GENERAL CHEMISTRY B  
 CHEM C185L - GENERAL CHEMISTRY B  
 LAB  
 CMST C110 - PUBLIC SPEAKING  
 CMST C220 - ESSENTIALS OF  
 ARGUMENTATION  
 CST C102 - FIBER OPTIC CABLING  
 CST C115 - COMMAND LINE/SCRIPTING  
 CST C116 - A+ ESSENTIALS HARDWARE  
 CST C117 - A+ ESSENTIALS SOFTWARE  
 CST C128 - NETWORK+  
 CST C191 - COMPTIA LINUX +  
 CST C201C - CCNA 1: INTRODUCTION TO  
 NETWORKS  
 CST C202C - CCNA 2: ROUTING AND  
 SWITCHING ESSENTIALS  
 CST C203C - CCNA 3: SCALING NETWORKS  
 CST C204C - CONNECTING NETWORKS  
 CST C207 - CISCO LAN SWITCH  
 CONFIGURATION  
 CST C220B - VMWARE VMSHERE:  
 INSTALL, CONFIGURE, MANAGE 5.5  
 CST C232 - ETHICAL HACKING  
 CST C284 - WORK BASED LEARNING  
 CST C390A - NETWORK LABORATORY  
 CST C390B - NETWORK LABORATORY  
 CST C390L - NETWORK LABORATORY  
 CST C391L - NETWORK LABORATORY  
 DGA C111 - USING MAYA AND 3DS  
 DGA C116A - ADOBE PHOTOSHOP 1  
 ECON C175 - PRINCIPLES OF  
 MACROECONOMICS  
 ENGL C100 - FRESHMAN COMPOSITION  
 LAW C283 - WORK BASED LEARNING

LAW C284 - WORK BASED LEARNING  
 RE C352 - REAL ESTATE LOAN  
 PROCESSING

## 2

### Le-Jao Center

ARAB C180A - ELEMENTARY ARABIC  
 1A  
 BIOL C100 - INTRODUCTION TO  
 BIOLOGY  
 BIOL C220 - HUMAN ANATOMY  
 BIOL C225 - HUMAN PHYSIOLOGY  
 CMST C100 - INTERPERSONAL  
 COMMUNICATION  
 CMST C110 - PUBLIC SPEAKING  
 CMST C150 - INTERCULTURAL  
 COMMUNICATION  
 COUN C105 - STRATEGIES FOR  
 COLLEGE SUCCESS  
 ENGL C095 - BASIC READING 4  
 ENGL C098 - DEVELOPMENTAL  
 WRITING  
 ENGL C099 - FUNDAMENTALS OF  
 COMPOSITION  
 ENGL C100 - FRESHMAN  
 COMPOSITION  
 ESL C019 - LISTENING AND  
 SPEAKING SKILLS 2B  
 ESL C031 - GRAMMAR, READING,  
 AND WRITING 2B  
 ESL C035 - GRAMMAR, READING,  
 AND WRITING 3A  
 ESL C039 - GRAMMAR, READING,  
 AND WRITING 3B  
 ESL C049 - LISTENING AND  
 SPEAKING SKILLS 3A  
 ESL C052 - LISTENING AND  
 SPEAKING SKILLS 3B  
 ESL C054 - GRAMMAR, READING,  
 AND WRITING 4A  
 ESL C056 - LISTENING AND  
 SPEAKING SKILLS 4  
 ESL C141 - GRAMMAR AND WRITING  
 4B  
 ESL C412 - ESL SENTENCE  
 STRUCTURE 1  
 ESL C414 - ESL: READING AND  
 WRITING 1  
 ESL C416 - ESL: LISTENING AND  
 CONVERSATION 1  
 HIST C175 - U.S. HISTORY SINCE 1876  
 MATH C005 - BASIC MATHEMATICS  
 MATH C008 - PRE-ALGEBRA

MATH C010 - ELEMENTARY ALGEBRA  
 MATH C030 - INTERMEDIATE  
 ALGEBRA  
 MATH C044 - COMBINED BASIC  
 MATHEMATICS AND PRE-  
 ALGEBRA  
 PSCI C180 - AMERICAN  
 GOVERNMENT  
 PSYC C100 - INTRODUCTION TO  
 PSYCHOLOGY  
 SPAN C180 - ELEMENTARY SPANISH  
 1  
 SPED C451 - PERSONAL AND SOCIAL  
 DEVELOPMENT  
 VIET C160 - VIETNAMESE FOR  
 VIETNAMESE SPEAKERS

## 3

### Newport Beach Center

ACCT C101 - FINANCIAL ACCOUNTING  
 ACCT C107 - ACCOUNTING WITH  
 QUICKBOOKS  
 ANTH C100 - CULTURAL  
 ANTHROPOLOGY  
 ART C100 - ART HISTORY AND  
 APPRECIATION 1  
 ART C105 - INTRODUCTION TO ART  
 ART C107 - ART GALLERY PRODUCTION  
 ART C110 - COLOR AND DESIGN: 2D  
 ART C120 - DRAWING 1  
 ART C121 - LIFE DRAWING 1  
 ART C122 - PAINTING 1  
 ART C127 - INTRODUCTION TO PORTRAIT  
 DRAWING AND PAINTING  
 ART C135 - SURVEY OF CHINESE BRUSH  
 PAINTING  
 ART C140 - ADVANCED DRAWING  
 ART C142 - PAINTING 2  
 ART C150 - CERAMICS 1  
 ART C151 - CERAMICS 2  
 ART C212 - CREATIVE PHOTOSHOP FOR  
 DIGITAL PHOTOGRAPHS  
 ART C214 - FIGURE COMPOSITION  
 ART C221 - LIFE DRAWING 2  
 ART C234 - CONTEMPORARY FIGURE  
 PAINTING  
 ASTR C100 - INTRODUCTION TO  
 ASTRONOMY  
 ASTR C100L - ASTRONOMY  
 LABORATORY  
 BIOL C100 - INTRODUCTION TO BIOLOGY  
 BIOL C100L - INTRODUCTION TO  
 BIOLOGY LAB

To log into MyCCC, go to <http://myccc.coastline.edu/> and follow the steps below

1. Enter your user name. (You will receive your user name once your admissions application has been processed).
2. Enter your temporary password = Your date of birth in MMDDYY (6-digit) format.
3. You will be asked to create your own password. You will be asked to enter answers to three security questions.
4. You should have the following "CCC Student" tab when you log into your MyCCC account.

If you have any questions concerning this process call us at 714.241.6176

BIOL C185 - DIVERSITY OF ORGANISMS  
BIOL C200 - PHARMACOLOGY  
BIOL C210 - GENERAL MICROBIOLOGY  
BIOL C220 - HUMAN ANATOMY  
BIOL C225 - HUMAN PHYSIOLOGY  
CHEM C110 - INTRODUCTION TO CHEMISTRY  
CHEM C110L - INTRODUCTION TO CHEMISTRY LAB  
CHEM C220 - ORGANIC CHEMISTRY A  
CHEM C220L - ORGANIC CHEMISTRY A LAB  
CHEM C225 - ORGANIC CHEMISTRY B  
CHEM C225L - ORGANIC CHEMISTRY B LAB  
CMST C100 - INTERPERSONAL COMMUNICATION  
CMST C110 - PUBLIC SPEAKING  
DGA C131 - DIGITAL PHOTOGRAPHY USING PHOTOSHOP  
ECON C170 - PRINCIPLES OF MICROECONOMICS  
ECON C175 - PRINCIPLES OF MACROECONOMICS  
ENGL C100 - FRESHMAN COMPOSITION  
GEOG C100 - WORLD REGIONAL GEOGRAPHY  
GEOL C105 - GENERAL GEOLOGY  
GEOL C105L - GEOLOGY LAB  
HIST C170 - U.S. HISTORY TO 1876  
HIST C175 - U.S. HISTORY SINCE 1876  
HLTH C100 - PERSONAL HEALTH  
MATH C045 - ACCELERATED ALGEBRA  
MATH C115 - COLLEGE ALGEBRA  
MATH C120 - TRIGONOMETRY  
MATH C140 - BUSINESS CALCULUS  
MATH C160 - INTRODUCTION TO STATISTICS  
MATH C180 - CALCULUS 1  
MATH C185 - CALCULUS 2  
MRSC C100L - MARINE SCIENCE LAB  
MUS C100 - HISTORY AND APPRECIATION OF MUSIC  
MUS C130 - BEGINNING GUITAR  
MUS C131 - INTERMEDIATE GUITAR  
LAW C100 - INTRODUCTION TO PARALEGAL STUDIES  
LAW C105 - CIVIL LITIGATION 1  
LAW C115 - CRIMINAL LITIGATION  
LAW C118 - LEGAL ANALYSIS AND BRIEFING  
LAW C121 - LEGAL RESEARCH/CALR  
LAW C127 - LEGAL PROCEDURE 1  
LAW C128 - LEGAL PROCEDURE 2  
LAW C135 - FAMILY LAW  
LAW C170 - COMPUTER APPLICATIONS  
PE C121A - POWER YOGA 1  
PE C121B - POWER YOGA 2  
PE C169A - SELF DEFENSE ARTS  
PE C169B - SELF DEFENSE ARTS 2  
PHIL C115 - LOGIC AND CRITICAL THINKING  
PHOT C108 - DIGITAL PHOTOGRAPHY FOR TRAVELERS  
PHYS C120 - ALGEBRA BASED PHYSICS: MECH

PHYS C125 - ALGEBRA BASED PHYSICS: ELEC/MAG  
PHYS C185 - CALCULUS BASED PHYSICS: MECH  
PSCI C180 - AMERICAN GOVERNMENT  
PSYC C100 - INTRODUCTION TO PSYCHOLOGY  
PSYC C118 - LIFE SPAN DEVELOPMENTAL PSYCHOLOGY  
PSYC C255 - ABNORMAL PSYCHOLOGY  
PSYC C280 - INTRODUCTION TO RESEARCH METHODS IN PSYCHOLOGY  
SOC C100 - INTRODUCTION TO SOCIOLOGY  
SPAN C180 - ELEMENTARY SPANISH 1  
SPED C300 - STRATEGIES FOR USING PDAS  
SPED C462 - CAREER DEVELOPMENT FOR THE DISABLED  
SPED C463 - INTRODUCTION TO CAREER PLANNING FOR THE DISABLED  
SPED C464 - IDENTIFYING CAREER OPTIONS FOR THE DISABLED  
SPED C465 - JOB SEARCH STRATEGIES AND SKILLS FOR THE DISABLED  
SPED C475 - ABI COGNITIVE REFRESHER  
SPED C409 - APPLIED ACADEMICS  
SPED C410 - CRITICAL THINKING  
SPED C421 - ORIENTATION TO ART  
SPED C424 - BEGINNING INSTRUMENTAL MUSIC  
SPED C426 - VOCAL MUSIC  
SPED C435 - RHYTHMIC MOVEMENT  
SPED C437 - AEROBICS  
SPED C450 - CUSTOMS, CULTURES, HOLIDAYS  
SPED C451 - PERSONAL AND SOCIAL DEVELOPMENT  
SPED C452 - HEALTH CONCEPTS  
SPED C453 - HOME ECONOMICS 1 - FOOD PREPARATION  
SPED C457 - CONSUMER SKILLS  
SPED C481 - INTRODUCTION TO DESKTOP PUBLISHING  
SPED C409 - APPLIED ACADEMICS



Online

ACCT C100 - INTRODUCTION TO ACCOUNTING  
ACCT C101 - FINANCIAL ACCOUNTING  
ACCT C102 - MANAGERIAL ACCOUNTING  
ACCT C103 - INDIVIDUAL TAXATION  
ACCT C104 - BUSINESS TAXATION  
ACCT C106 - EXCEL FOR ACCOUNTING  
ACCT C107 - ACCOUNTING WITH QUICKBOOKS  
ACCT C111 - ADVANCED QUICKBOOKS  
ACCT C112 - INTERMEDIATE ACCOUNTING 1  
ACCT C113 - INTERMEDIATE ACCOUNTING 2  
ACCT C120 - ADVANCED ACCOUNTING  
ANTH C100 - CULTURAL ANTHROPOLOGY  
ANTH C185 - PHYSICAL ANTHROPOLOGY  
ART C100 - ART HISTORY AND APPRECIATION 1  
ART C101 - ART HISTORY AND APPRECIATION 2  
ART C105 - INTRODUCTION TO ART  
ART C110 - COLOR AND DESIGN: 2D  
ASTR C100 - INTRODUCTION TO ASTRONOMY  
BC C104 - MICROSOFT WINDOWS 1  
BC C107A - KEYBOARDING  
BC C107B - KEYBOARDING  
BC C108 - DATA ENTRY  
BC C109 - KEYBOARDING SPEED AND ACCURACY  
BC C116 - INTRODUCTION TO MOBILE APPLICATIONS  
BC C117 - MOBILE APPLICATIONS DEVELOPMENT  
BC C120 - MICROSOFT EXCEL 1  
BC C121 - MICROSOFT EXCEL 2  
BC C124 - USING ADOBE ACROBAT  
BC C145 - MEDICAL ADMINISTRATIVE ASSISTANT 1  
BC C147 - BEGINNING MICROSOFT WORD  
BC C148 - INTERMEDIATE MICROSOFT WORD  
BC C162 - HIT MEDICAL CODING 2  
BC C163 - HIT MEDICAL TERMINOLOGY  
BC C171 - WEB DESIGN/XHTML1  
BC C185 - MICROSOFT POWERPOINT  
BCT C300 - INTRODUCTION TO INTERNATIONAL BUILDING CODE  
BCT C305 - FRAMING REQUIREMENTS OF BUILDING CODE  
BCT C306 - ELECTRICAL CODE  
BCT C308 - PLUMBING CODE  
BCT C311 - INTERNATIONAL

RESIDENTIAL CODE

BIOL C100 - INTRODUCTION TO BIOLOGY  
 BIOL C100L - INTRODUCTION TO BIOLOGY LAB  
 BIOL C120 - BIOLOGY OF AGING  
 BUS C007 - BUSINESS MATHEMATICS  
 BUS C100 - INTRODUCTION TO BUSINESS  
 BUS C102 - ADVANCED PROJECT MANAGEMENT  
 BUS C110 - LEGAL ENVIRONMENT OF BUSINESS  
 BUS C120 - PERSONAL FINANCE  
 BUS C124 - RISK MANAGEMENT FOR ENTERPRISES AND INDIVIDUALS  
 BUS C150 - INTRODUCTION TO MARKETING  
 BUS C180 - ENTREPRENEUR & SMALL BUSINESS PLAN  
 BUS C190 - INVESTMENTS  
 BUS C197 - E-COMMERCE/ONLINE BUSINESS  
 BUS C222 - ENTREPRENEURSHIP AND SMALL BUSINESS PLAN  
 CHEM C105 - CHEMISTRY EXPLORATIONS FOR TEACHERS  
 CHEM C110 - INTRODUCTION TO CHEMISTRY  
 CHEM C180 - GENERAL CHEMISTRY A  
 CHEM C185 - GENERAL CHEMISTRY B  
 CHIN C180 - ELEMENTARY CHINESE 1  
 CIS C100 - INTRODUCTION TO INFORMATION SYSTEMS  
 CIS C111 - INTRODUCTION TO INFORMATION SYSTEMS/PGM  
 CIS C155 - INTRODUCTION TO PROGRAMMING USING JAVA  
 COUN C104 - CAREER AND LIFE PLANNING  
 COUN C105 - STRATEGIES FOR COLLEGE SUCCESS  
 CST C128 - NETWORK+  
 CST C157 - MS SQL DATABASE DEVELOPMENT  
 CST C177 - CONFIGURING MICROSOFT WINDOWS 8  
 CST C222 - INSTALLING/CONFIGURING WINDOWS SERVER 2012  
 CST C224 - CONFIGURING ADVANCED WINDOWS SERVER 2012 SERVICES  
 CST C230 - INTRODUCTION TO SECURITY  
 CST C231 - COMPTRIA ADVANCED SECURITY PRACTITIONER  
 CST C245 - COMPUTER FORENSICS  
 CST C260 - CERTIFIED INFORMATION SYSTEMS SECURITY PROFESSIONAL  
 DGA C116A - ADOBE PHOTOSHOP 1  
 DGA C116B - ADOBE PHOTOSHOP 2  
 DGA C117 - TYPOGRAPHY FUNDAMENTALS  
 DGA C118B - ADOBE ILLUSTRATOR 2  
 DGA C120 - INTRODUCTION TO INDESIGN  
 DGA C122 - INTRODUCTION TO AFTER EFFECTS  
 DGA C166C - FLASH BASICS  
 ECON C170 - PRINCIPLES OF MICROECONOMICS  
 ECON C175 - PRINCIPLES OF MACROECONOMICS  
 EDUC C101 - TUTOR TRAINING  
 EDUC C103 - INTRODUCTION TO COMPUTERS IN EDUCATION: TECHNOLOGY PROFICIENCIES FOR TEACHERS 1  
 EDUC C104 - INTRODUCTION TO TEACHING AND LEARNING IN DIVERSE CONTEMPORARY CLASSROOMS

EDUC C107 - INTRODUCTION TO DISTANCE LEARNING  
 EDUC C108 - HOW TO SUCCEED IN DISTANCE LEARNING  
 EDUC C180 - FAMILY, SCHOOL, AND COMMUNITY PARTNERSHIPS  
 EDUC C200 - THE TEACHING PROFESSION  
 EMGT C101 - INTRODUCTION TO EMERGENCY MANAGEMENT  
 EMGT C110 - EMERGENCY RESPONSE  
 EMGT C130 - HAZARD MITIGATION  
 EMGT C160 - INTRODUCTION TO PIO  
 ENGL C099 - FUNDAMENTALS OF COMPOSITION  
 ENGL C100 - FRESHMAN COMPOSITION  
 ENGL C102 - CRITICAL REASONING  
 ENGL C103 - BUSINESS ENGLISH  
 ENGL C135 - BUSINESS WRITING  
 ENGL C136 - BUSINESS COMMUNICATION  
 ENGL C140 - INTRODUCTION TO LITERATURE  
 ENGL C143 - CHILDREN'S LITERATURE  
 ENGL C147 - HISTORY OF SCIENCE FICTION  
 ENGL C155 - AMERICAN LITERATURE 1865 TO PRESENT  
 ENGL C275 - BRITISH LITERATURE SINCE 1800  
 FN C170 - NUTRITION  
 FN C175 - NUTRITION AND AGING  
 FREN C180 - ELEMENTARY FRENCH 1  
 GEOG C100 - WORLD REGIONAL GEOGRAPHY  
 GEOG C180 - PHYSICAL GEOGRAPHY  
 GEOG C185 - CULTURAL GEOGRAPHY  
 GEOL C105 - GENERAL GEOLOGY  
 GEOL C105L - GEOLOGY LAB  
 GEOL C115 - CALIFORNIA GEOLOGY  
 GEOL C185 - HISTORICAL GEOLOGY  
 GEOL C185L - HISTORICAL GEOLOGY LAB  
 GERO C120 - PROFESSIONAL ISSUES IN GERONTOLOGY  
 GERO C130 - CARE OF FRAIL ELDERLY  
 HIST C121 - HISTORY OF AMERICAN WOMEN  
 HIST C150 - HISTORY OF CALIFORNIA  
 HIST C161 - WORLD HISTORY 1  
 HIST C162 - WORLD HISTORY 2  
 HIST C170 - U.S. HISTORY TO 1876  
 HIST C175 - U.S. HISTORY SINCE 1876  
 HIST C180 - WESTERN CIVILIZATION I  
 HLTH C100 - PERSONAL HEALTH  
 HLTH C175 - HEALTHY AGING  
 HSVC C100 - INTRODUCTION TO HUMAN SERVICES  
 HSVC C101 - HELPING THEORIES AND STRATEGIES  
 HSVC C102 - INTRODUCTION TO CRISIS INTERVENTION  
 HSVC C104 - TREATMENT ISSUES IN SUBSTANCE ABUSE  
 HSVC C273 - HUMAN SERVICES PRACTICUM  
 HUM C110 - HUMANITIES THROUGH THE ARTS  
 HUM C135 - HISTORY AND APPRECIATION OF CINEMA  
 JAPN C180 - ELEMENTARY JAPANESE 1  
 LIBR C110 - LIBRARY RESEARCH AND INFORMATION COMPETENCY  
 MATH C005 - BASIC MATHEMATICS  
 MATH C008 - PRE-ALGEBRA  
 MATH C010 - ELEMENTARY ALGEBRA  
 MATH C030 - INTERMEDIATE ALGEBRA  
 MATH C044 - COMBINED BASIC MATHEMATICS AND PRE-ALGEBRA  
 MATH C045 - ACCELERATED ALGEBRA  
 MATH C100 - LIBERAL ARTS MATHEMATICS  
 MATH C104 - MATHEMATICS FOR ELEMENTARY TEACHERS  
 MATH C106 - GEOMETRY FOR ELEMENTARY TEACHERS  
 MATH C115 - COLLEGE ALGEBRA  
 MATH C120 - TRIGONOMETRY  
 MATH C140 - BUSINESS CALCULUS

MATH C150 - FINITE MATHEMATICS WITH APPLICATIONS  
 MATH C160 - INTRODUCTION TO STATISTICS  
 MATH C170 - PRECALCULUS  
 MATH C180 - CALCULUS 1  
 MATH C185 - CALCULUS 2  
 MATH C280 - CALCULUS 3  
 MATH C285 - INTRODUCTION TO LINEAR ALGEBRA AND DIFFERENTIAL EQUATIONS  
 MCOM C100 - INTRODUCTION MASS COMMUNICATIONS  
 MRSC C100L - MARINE SCIENCE LAB  
 MS C100 - BUSINESS ORGANIZATION AND MANAGEMENT  
 MS C101 - MANAGEMENT AND EMPLOYEE COMMUNICATION  
 MS C102 - HUMAN RELATIONS IN BUSINESS  
 MS C104 - HUMAN RESOURCE MANAGEMENT  
 MS C145 - PERSONAL LEADERSHIP  
 MS C172 - SUPPLY CHAIN OPERATIONS  
 MUS C100 - HISTORY AND APPRECIATION OF MUSIC  
 MUS C103 - WORLD MUSIC  
 MUS C139 - HISTORY OF ROCK MUSIC  
 LAW C126 - LEGAL ASPECTS OF HEALTH CARE  
 LAW C150 - CORPORATE/BUSINESS ORGANIZATIONS  
 PE C101 - PERSONAL FITNESS AND WELLNESS  
 PE C189 - EXERCISE ASSESSMENT AND PROGRAM IMPLEMENTATION  
 PE C190 - PHYSIOLOGY OF EXERCISE  
 PHIL C100 - INTRODUCTION TO PHILOSOPHY  
 PHIL C113 - ENVIRONMENTAL ETHICS  
 PHIL C115 - LOGIC AND CRITICAL THINKING  
 PHIL C120 - ETHICS  
 PHYS C110 - CONCEPTUAL PHYSICS  
 PSCI C180 - AMERICAN GOVERNMENT  
 PSYC C100 - INTRODUCTION TO PSYCHOLOGY  
 PSYC C116 - CHILD GROWTH AND DEVELOPMENT  
 PSYC C118 - LIFE SPAN DEVELOPMENTAL PSYCHOLOGY  
 PSYC C165 - PRINCIPLES OF HUMAN SEXUALITY 1  
 PSYC C170 - PSYCHOLOGY OF AGING  
 PSYC C250 - PSYCHOBIOLOGY  
 PSYC C255 - ABNORMAL PSYCHOLOGY  
 PSYC C260 - SOCIAL PSYCHOLOGY  
 PSYC C280 - INTRODUCTION TO RESEARCH METHODS IN PSYCHOLOGY  
 PTEC C111 - HEALTH, SAFETY AND ENVIRONMENT  
 PTEC C112 - QUALITY MANAGEMENT  
 PTEC C114 - PROCESS TECHNOLOGY 2: SYSTEMS  
 PTEC C116 - INSTRUMENTATION 1  
 RE C100 - REAL ESTATE PRINCIPLES  
 RE C110 - REAL ESTATE LEGAL ASPECTS  
 RE C120 - REAL ESTATE PRACTICE  
 RE C140 - REAL ESTATE FINANCE  
 RE C160 - REAL PROPERTY MANAGEMENT  
 READ C100 - COLLEGE READING  
 SOC C100 - INTRODUCTION TO SOCIOLOGY  
 SOC C110 - INTRODUCTION TO MARRIAGE AND FAMILY  
 SOC C120 - INTRODUCTION TO GERONTOLOGY  
 SOC C185 - SOCIAL PROBLEMS  
 SPAN C180 - ELEMENTARY SPANISH 1  
 SPAN C185 - ELEMENTARY SPANISH 2

## ASTRONOMY • (714) 241-6213

### ASTR C100 - INTRODUCTION TO ASTRONOMY

**3.0 units**

Origin; characteristics; and evolution of the solar system, the stars, the galaxies, and the universe. Historical milestones in the science of astronomy from ancient astronomers to the space probes of today. Consideration of the future of astronomical research and current theories in astronomy. Graded or Pass/No Pass option. Transfer Credit: CSU; UC.

92421 8-wk/Jan 30 6 hrs and 30 min/wk arr. **ONLINE**

-CRN 92423 has one or more on-site meetings which may include orientations, reviews, and/or exams. Refer to the course webpage, the student handbook, and/or the "Testing Times" webpage <http://www.coastline.edu/students/distance-learning-testing-times/> for details.

92423 16-wk/Jan 30 3 hrs and 10 min/wk arr. **TV**

-CRN 92422 is a hybrid class with on-site class meetings and an online component.

92422 8-wk/Apr 5 7pm-10:05pm T plus NB CTR RM 117  
3 hrs and 15 min/wk arr **ONLINE.**

### 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 with a grade of C or better or concurrent enrollment. Advisory: Understanding of Beginning (Elementary) Algebra. Graded or Pass/No Pass option. Transfer Credit: CSU; UC.

93044 16-wk/Feb 1 7pm-10:10pm M NB CTR RM 117

## BIOLOGY • (714) 241-6213

### 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. Transfer Credit: CSU; UC.

92425 8-wk/Jan 30 6 hrs and 30 min/wk arr. **ONLINE**

92424 16-wk/Jan 30 3 hrs and 10 min/wk arr. **ONLINE**

-CRN 92426 has one or more on-site meetings which may include orientations, reviews, and/or exams. Refer to the course webpage, the student handbook, and/or the "Testing Times" webpage <http://www.coastline.edu/students/distance-learning-testing-times/> for details.

92426 16-wk/Jan 30 3 hrs and 10 min/wk arr. **TV**

-Enrollment in CRN 93063 section requires Acceptance into the STAR Program and a 2 year commitment to the program. See <http://coastline.edu/star> for more information.

93063 16-wk/Jan 30 3 hrs and 10 min/wk arr. **ONLINE**

93064 16-wk/Jan 30 3 hrs and 10 min/wk arr. **ONLINE**

-Enrollment in CRN 93089 section requires Acceptance into the STAR Program and a 2 year commitment to the program. See <http://coastline.edu/star> for more information.

93089 16-wk/Jan 30 3 hrs and 10 min/wk arr. **ONLINE**

93098 16-wk/Jan 30 3 hrs and 10 min/wk arr. **ONLINE**

92429 16-wk/Feb 1 9am-12:10pm M LE-JAO RM 119

-Enrollment in CRN 93088 section requires Acceptance into the STAR Program and a 2 year commitment to the program. See <http://coastline.edu/star> for more information.

93088 16-wk/Feb 1 10:45am-12:10pm MW NB CTR RM 322

93097 16-wk/Feb 1 10:45am-12:10pm MW NB CTR RM 322

92428 16-wk/Feb 1 1:20pm-4:30pm M LE-JAO RM 202

-Enrollment in CRN 93065 section requires Acceptance into the STAR Program and a 2 year commitment to the program. See <http://coastline.edu/star> for more information.

93065 16-wk/Feb 2 10:45am-12:10pm TTh NB CTR RM 322



-CRN 92427 has one or more on-site meetings which may include orientations, reviews, and/or exams. Refer to the course webpage, the student handbook, and/or the "Testing Times" webpage <http://www.coastline.edu/students/distance-learning-testing-times/> for details.

92427 8-wk/Apr 4 6 hrs and 30 min/wk arr. **ONLINE**

### 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 with a grade of C or better or concurrent enrollment. Graded or Pass/No Pass option. Transfer Credit: CSU; UC credit limitations (see counselor).

-Students must purchase a lab kit and virtual lab exercises from the bookstore.

92434 16-wk/Jan 30 3 hrs and 10 min/wk arr. **ONLINE**

-Independent Study students must purchase a lab kit from the bookstore. Labs are completed at home on an independent study basis.

-CRN 92438 has one or more on-site meetings which may include orientations, reviews, and/or exams. Refer to the course webpage, the student handbook, and/or the "Testing Times" webpage <http://www.coastline.edu/students/distance-learning-testing-times/> for details.

92438 16-wk/Jan 30 3 hrs and 10 min/wk arr. **INDEP STUDY**

-Independent Study students must purchase a lab kit from the bookstore. Labs are completed at home on an independent study basis.

-CRN 92439 has one or more on-site meetings which may include orientations, reviews, and/or exams. Refer to the course webpage, the student handbook, and/or the "Testing Times" webpage <http://www.coastline.edu/students/distance-learning-testing-times/> for details.

92439 8-wk/Jan 30 6 hrs and 30 min/wk arr. **INDEP STUDY**

-Enrollment in CRN 93066 section requires Acceptance into the STAR Program and a 2 year commitment to the program. See <http://coastline.edu/star> for more information.

93066 16-wk/Jan 30 3 hrs and 10 min/wk arr. **ONLINE**

93067 16-wk/Jan 30 3 hrs and 10 min/wk arr. **ONLINE**

-Enrollment in CRN 93091 section requires Acceptance into the STAR Program and a 2 year commitment to the program. See <http://coastline.edu/star> for more information.

93091 16-wk/Jan 30 3 hrs and 10 min/wk arr. **ONLINE**

93100 16-wk/Jan 30 3 hrs and 10 min/wk arr. **ONLINE**

92435 16-wk/Feb 3 6:30pm-9:40pm W NB CTR RM 206

-Enrollment in CRN 93068 section requires Acceptance into the STAR Program and a 2 year commitment to the program. See <http://coastline.edu/star> for more information.

93068 16-wk/Feb 5 9am-12:10pm F NB CTR RM 215

-Enrollment in CRN 93090 section requires Acceptance into the STAR Program and a 2 year commitment to the program. See <http://coastline.edu/star> for more information.

93090 16-wk/Feb 5 9am-12:10pm F NB CTR RM 215

93099 16-wk/Feb 5 9am-12:10pm F NB CTR RM 215

92433 8-wk/Apr 4 6 hrs and 30 min/wk arr. **ONLINE**

**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. Transfer Credit: CSU.

92907 8-wk/Jan 30 6 hrs and 30 min/wk arr. ONLINE  
 92906 8-wk/Feb 29 6 hrs and 30 min/wk arr. ONLINE

**BIOL C180 - CELL AND MOLECULAR BIOLOGY****4.0 units**

This course, intended for biological sciences and pre-health profession majors, explores principles and applications in cell and molecular biology. Topics include biological molecules; homeostasis; viruses; eukaryotic/prokaryotic cell structure and function; cell metabolism, including photosynthesis and respiration; cell communication; cell reproduction and its controls; classical (Mendelian) genetics; molecular genetics; and biotechnology. Prerequisite: CHEM C180 with a grade of C or better or equivalent. Advisory: Eligibility for ENGL C100. Letter Grade only. Transfer Credit: CSU; UC. C-ID: BIOL 190.

93133 16-wk/Feb 1 9:30am-12:40pm M plus GG CTR RM 202  
 9:30am-12:40pm W GG CTR RM 305

**BIOL C185 - DIVERSITY OF ORGANISMS****5.0 units**

This course is a survey of the basic biology and diversity of unicellular and multicellular organisms. It emphasizes general biological principles, such as classification, structure, function, evolution, and environmental interactions. Topics include morphological and molecular phylogeny, comparative anatomy, physiology, development, evolution, taxonomy, behavior, and ecology. Designed for biological science majors. Prerequisite: BIOL C180 with a grade of C or better. Letter Grade only. Transfer Credit: CSU; UC. C-ID: BIOL140.

93036 16-wk/Feb 2 9am-12:10pm TTh plus NB CTR RM 239  
 12:10pm-1:40pm TTh NB CTR RM 215

**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 with a grade of C or better. Advisory: CHEM C110; eligibility for ENGL C100. Letter Grade only. Transfer Credit: CSU.

92441 16-wk/Feb 1 6pm-9:10pm M NB CTR RM 230

**BIOL C210 - GENERAL MICROBIOLOGY****5.0 units**

Major concepts of microbiology are discussed as they relate to the principal classes of microorganisms and to human health. Topics include microbial characteristics, metabolism, genetics, disease principles, immunology, biotechnology and microbiology applications. The laboratory focuses on methods for analyzing microbes, including microscopy, staining, cultivation, molecular biology and bioinformatics. Advisory: CHEM C110 and eligibility for ENGL C100. Graded or Pass/No Pass option. Transfer Credit: CSU; UC.

-Students must purchase lab kit from the bookstore to bring to the on-site lab. This section has a Supplemental Instruction Leader who conducts weekly review sessions. Attendance is encouraged but not mandatory.

93038 16-wk/Feb 1 1pm-4:10pm MW plus NB CTR RM 215  
 1pm-4:10pm F NB CTR RM 230

-Students must purchase lab kit from the bookstore to bring to the on-site lab. This section has a Supplemental Instruction Leader who conducts weekly review sessions. Attendance is encouraged but not mandatory.

92442 16-wk/Feb 1 5:15pm-7:05pm MW plus GG CTR RM 251  
 7:05pm-10:15pm MW GG CTR RM 305

-Students must purchase lab kit from the bookstore to bring to the on-site lab.

92443 16-wk/Feb 2 9am-1:45pm TTh GG CTR RM 305

-Enrollment in CRN 93108 section requires Acceptance into the STAR Program and a 2 year commitment to the program. See <http://coastline.edu/star> for more information.

93108 16-wk/Feb 2 9am-1:45pm TTh GG CTR RM 305

-Students must purchase lab kit from the bookstore to bring to the on-site lab.

92444 16-wk/Feb 2 1pm-2:35pm TTh plus GG CTR RM 202  
 2:35pm-5:50pm TTh GG CTR RM 305



-Students must purchase lab kit from the bookstore to bring to the on-site lab. This section has a Supplemental Instruction Leader who conducts weekly review sessions. Attendance is encouraged but not mandatory.

93037 16-wk/Feb 2 5:15pm-7:05pm TTh plus GG CTR RM 202  
 7:05pm-10:15pm TTh GG CTR RM 305

**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: ENGL C100 and MATH C100. Graded or Pass/No Pass option. Transfer Credit: CSU; UC.

-This section has a Supplemental Instruction Leader who conducts weekly review sessions. Attendance is encouraged but not mandatory.

92450 16-wk/Feb 1 9am-12:10pm MW plus LE-JAO RM 121  
 12:10pm-1:25pm MW LE-JAO RM 115

-Enrollment in CRN 93084 section requires Acceptance into the STAR Program and a 2 year commitment to the program. See <http://coastline.edu/star> for more information.

93084 16-wk/Feb 1 9am-12:10pm MW plus NB CTR RM 206  
 2:45pm-3:50pm MW NB CTR RM 320

-Enrollment in CRN 92446 section requires Acceptance into the STAR Program and a 2-year commitment to the program. See <http://coastline.edu/star> for more information.

92446 16-wk/Feb 1 10:45am-11:50am MW plus NB CTR RM 320  
 1pm-4:10pm MW NB CTR RM 206

92447 16-wk/Feb 1 12:15pm-3:25pm MW plus LE-JAO RM 121  
 3:25pm-4:30pm MW LE-JAO RM 115

92448 16-wk/Feb 2 8:45am-11:55am TTh plus LE-JAO RM 121  
 11:55am-1pm TTh LE-JAO RM 119

-This section has a Supplemental Instruction Leader who conducts weekly review sessions. Attendance is encouraged but not mandatory.

92451 16-wk/Feb 2 12:15pm-3:25pm TTh plus LE-JAO RM 121  
 3:25pm-4:30pm TTh LE-JAO RM 115

-This section has a Supplemental Instruction Leader who conducts weekly review sessions. Attendance is encouraged but not mandatory.

92449 16-wk/Feb 2 5:40pm-6:45pm TTh plus NB CTR RM 230  
 6:45pm-9:55pm TTh NB CTR RM 206

**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 and CHEM C110, or C130, or C180. Advisory: ENGL C099 or eligible for ENGL C100 and MATH C030 or C045 or eligible for MATH C100 or higher. Graded or Pass/No Pass option. Transfer Credit: CSU; UC. C-ID: BIOL 120B.

-This section has a Supplemental Instruction Leader who conducts weekly review sessions. Attendance is encouraged but not mandatory.

- 92453 16-wk/Feb 1 6:30pm-9:40pm M plus NB CTR RM 236  
6:30pm-9:40pm W NB CTR RM 215
- 93117 16-wk/Feb 2 8:45am-11:55am T plus NB CTR RM 322  
8:45am-11:55am Th NB CTR RM 206
- 92454 16-wk/Feb 2 6:30pm-9:40pm T plus LE-JAO RM 119  
6:30pm-9:40pm Th LE-JAO RM 121
- 92452 16-wk/Feb 3 8:45am-11:55am W plus LE-JAO RM 119  
8:45am-11:55am F LE-JAO RM 121
- 93039 16-wk/Feb 3 1pm-4:10pm W plus NB CTR RM 236  
1pm-4:10pm F NB CTR RM 206

**BIOL C283 - GENETICS**

**4.0 units**

This course covers the principles of transmission, molecular and population genetics. Topics include Mendelian and non-Mendelian inheritance, eukaryotic and prokaryotic gene transmission, gene mapping in prokaryotes and eukaryotes, DNA replication, mutation, recombination, gene expression and regulation, cell division, meiosis, human genetic diseases, cancer genetics, developmental genetics, population genetics, genomics, bioinformatics, biotechnology and ethical implications of genetics. Emphasis is placed on problem solving. Prerequisite: BIOL C180 and CHEM C180 or C185 with a minimum grade of C. Letter Grade only. Transfer Credit: CSU; UC.

-BIOL C283 is a hybrid class with mandatory on-site class meetings and an online component. Course has four on-site exams that will take place on Saturday mornings.

-CRN 92461 is an on-site and online class.

- 92461 16-wk/Feb 2 7pm-8:40pm T plus GG CTR RM 205  
2 hrs and 35 min/wk arr. ONLINE

**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 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. Graded or Pass/No Pass option. Transfer Credit: CSU.

-CRN 92831 For more information about Work Based Learning classes students may review the Work Based Learning Student Handbook. <http://documents.coastline.edu>, select Academics, select Work-Based-Learning, select WBLhandbook2009.pdf

- 92831 16-wk/Jan 30 22 hrs and 15 min/wk arr. GG CTR

**BCT C300 - INTRODUCTION TO INTERNATIONAL BUILDING CODE**

**3.0 units**

The student will gain insight into building laws founded on broad-based performance principles and will become familiar with the proper use of the International Building Code. This includes administrative, occupancy, types of construction, materials, fire resistive standards, exiting and detailed regulating provisions of the document. Graded or Pass/No Pass option.

- 92822 16-wk/Jan 30 3 hrs and 10 min/wk arr. ONLINE



**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. Graded or Pass/No Pass option.

- 91154 16-wk/Feb 3 6pm-9:10pm W GG CTR RM 205

**BCT C305 - FRAMING REQUIREMENTS OF BUILDING CODE**

**3.0 units**

Comprehensive study to International Building Code chapters that concern the inspection of steel wood framing. The course also includes wall coverings, foundations, and roofing. The main emphasis is on the inspection techniques. Advisory: BCT C300. Graded or Pass/No Pass option.

- 93018 16-wk/Jan 30 3 hrs and 10 min/wk arr. ONLINE

**BCT C306 - ELECTRICAL CODE**

**3.0 units**

Basic safety and the use of electricity. Includes basic wiring methods used in residential and commercial buildings in conjunction with the latest edition of the National Electrical Code. Application of the principles of inspection to the details of electrical construction. Graded or Pass/No Pass option.

- 92921 16-wk/Jan 30 3 hrs and 10 min/wk arr. ONLINE

**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. Graded or Pass/No Pass option.

- 91250 16-wk/Feb 4 6pm-9:10pm Th GG CTR RM 205

**BCT C308 - PLUMBING CODE**

**3.0 units**

Plumbing code interpretation for inspectors and installers necessary for correct selection of material, sizing of pipe, and installation of conventional and Green Building Plumbing systems. Advisory: Knowledge of Building Construction. Graded or Pass/No Pass option.

- 91063 16-wk/Jan 30 3 hrs and 10 min/wk arr. ONLINE

**BCT C311 - INTERNATIONAL RESIDENTIAL CODE**

**3.0 units**

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

- 92823 16-wk/Jan 30 3 hrs and 10 min/wk arr. ONLINE

**BUSINESS • (714) 241-6209**

**BUS C007 - BUSINESS MATHEMATICS**

**3.0 units**

Business Mathematics provides a practical, up-to-date coverage of widely-used topics in business including basic math, bank services, payroll, discounts and markups, simple and compound interest, stocks and bonds, consumer loans, taxes and insurance, depreciation, financial statements and business statistics. (Not applicable to A.A. degree.) Graded or Pass/No Pass option.

- 92573 16-wk/Jan 30 3 hrs and 10 min/wk arr. ONLINE

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

A survey in business providing a multidisciplinary examination of how culture, society, economic systems, legal, international, political, financial institutions, and human behavior interact to affect a business organization's policy and practices within the U.S. and a global society. Demonstrates how these influences impact the primary areas of business, including organizational structure and design; leadership, human resource management, organized labor practices; marketing; organizational communication; technology; entrepreneurship; legal, accounting, financial practices; the stock and securities market, and, therefore, affect a business' ability to achieve its organizational goals. Graded or Pass/No Pass option. Transfer Credit: CSU. C-ID: BUS 110.

92922 4-wk/Jan 4 13 hrs and 20 min/wk arr. ONLINE

92574 8-wk/Jan 30 6 hrs and 30 min/wk arr. ONLINE

92575 16-wk/Jan 30 3 hrs and 10 min/wk arr. TV

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

The Advanced Project Management (PMP) class is designed to give students a solid foundation in the concepts, tools, and techniques of formal project management. Concepts and methods learned are immediately usable in the workplace, leading to a greater retention of newly acquired skills, measurable project improvements, and the achievement of desired project results. The class focuses on key concepts in each of the process and knowledge areas of project management. This course also helps the student to prepare for the Project Management Professional (PMP) certification exam. Graded or Pass/No pass option.

92577 16-wk/Jan 30 3 hrs and 10 min/wk arr. ONLINE

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

Fundamental legal principles pertaining to business transactions. Introduction to the legal process and law as an instrument of social and political control in society. Topics include sources of law and ethics, contracts, torts, agency, criminal law, business organizations, judicial and administrative processes, employment law, forms of business organizations, and domestic and international governmental regulations. Graded or Pass/No Pass option. Transfer Credit: CSU; UC. C-ID: BUS 120.

92578 16-wk/Jan 30 3 hrs and 10 min/wk arr. TV

92821 16-wk/Jan 30 3 hrs and 10 min/wk arr. ONLINE

**BUS C120 - PERSONAL FINANCE** **3.0 units**

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

92579 16-wk/Jan 30 3 hrs and 10 min/wk arr. ONLINE

92580 16-wk/Jan 30 3 hrs and 10 min/wk arr. TV

**BUS C124 - RISK MANAGEMENT FOR ENTERPRISES AND INDIVIDUALS** **3.0 units**

Risk Management for Enterprises and Individuals focuses on current as well as old and new risks for our times treating them in a holistic, global and integrated manner. Today the stakes are higher; decisions more complex; and consequences more severe and global. Knowledge and understanding of the risks at every phase in business and personal undertakings is critical. Tomorrow's leaders in business and individuals need to understand risks to make successful decisions. This course provides the background needed. Graded or Pass/No Pass option. Transfer Credit: CSU.

92581 16-wk/Jan 30 3 hrs and 10 min/wk arr. ONLINE

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

Introduction to Marketing provides a practical introduction to contemporary marketing principles as applied in an increasingly Internet-driven marketplace. Topics include analyzing market characteristics, evaluating product and service strategies, and building strategic marketing plans. Internet experience helpful. Graded or Pass/No Pass option. Transfer Credit: CSU.

92582 16-wk/Jan 30 3 hrs and 10 min/wk arr. ONLINE

92583 16-wk/Jan 30 3 hrs and 10 min/wk arr. TV

**BUS C180 - ENTREPRENEUR & SMALL BUSINESS PLAN** **3.0 units**

This course focuses on the development of a comprehensive business plan applicable for the needs of an entrepreneurial venture by moving through several phases: generating ideas and recognizing opportunities, researching and gathering marketing data, assembling resources, launching the new venture, and enabling long-term success. Students will learn the individual components of a business plan which comprises of marketing, management, operation, and finance. It is ideal for anyone who is ready to take the entrepreneurship challenge. Advisory: BUS C222. Graded or Pass/No Pass option. Transfer Credit: CSU.

92584 16-wk/Jan 30 3 hrs and 10 min/wk arr. ONLINE

**BUS C190 - INVESTMENTS** **3.0 units**

Examination of various investment vehicles and portfolios. This course provides a comprehensive study of stocks, bonds, mutual funds, and related securities that include a detailed study of the nature of these securities and their markets. Emphasis is placed on personal investment objectives for growth, growth with income, and income with preservation of capital. Also covered are portfolio management and the effect of taxes on investment policy. Advisory: BUS C120. Graded or Pass/No Pass option. Transfer Credit: CSU.

92585 16-wk/Jan 30 3 hrs and 10 min/wk arr. ONLINE

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

E-Commerce/Online Business designed for individuals, entrepreneurs, and small businesses who want to create a presence on the Internet by offering their products and/or services through online transactions. This is a hands-on course which includes setting up an e-Commerce business. Graded or Pass/No Pass option. Transfer Credit: CSU.

92586 16-wk/Jan 30 3 hrs and 10 min/wk arr. ONLINE

**BUS C222 - ENTREPRENEURSHIP AND SMALL BUSINESS PLAN** **3.0 units**

Small Business Operations and Management provides a study of the practical problems encountered in finding, organizing and operating small business enterprises. Included are topics related to initiating the business, developing strategies, marketing, financial and administrative control, and related topics. Graded or Pass/No Pass option. Transfer Credit: CSU.

92587 8-wk/Jan 30 6 hrs and 30 min/wk arr. ONLINE

-CRN 92588 has one or more on-site meetings which may include orientations, reviews, and/or exams. Refer to the course webpage, the student handbook, and/or the "Testing Times" webpage <http://www.coastline.edu/students/distance-learning-testing-times/> for details.

92588 16-wk/Jan 30 3 hrs and 10 min/wk arr. TV

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

To enhance each Work Based Learning participant's opportunity for success in the field of Business by bridging the gap between educational theory and on-the-job practices through individualized performance objectives related to the student's career or occupational goal in Business. Prerequisite: Be employed or volunteer in a field related to Business for 5 hours per week per 1 unit of Work Based Learning. Corequisite: Be enrolled in a total of 7 units including Work Based Learning. Graded or Pass/No Pass option. Transfer Credit: CSU.

92589 16-wk/Jan 30 22 hrs and 15 min/wk arr. GG CTR

## BUSINESS COMPUTING

**(714) 241-6209****BC C104 - MICROSOFT WINDOWS 1** **1.5 units**

This course provides an overview of the Windows operating system. Topics include opening and closing programs, editing, saving and storing files, working with folders, the interface and internet, performing customizations, and using multimedia, communications, security, cloud storage and other related topics. Transfer Credit: CSU. Graded or Pass/No Pass option.

92607 8-wk/Jan 30 4 hrs and 15 min/wk arr. ONLINE

**BC C107A - KEYBOARDING** **1.5 units**

Introduction to learning to touch-type on the computer. Good for personal or business use. Advisory: Computer access required. Graded or Pass/No Pass option. Transfer Credit: CSU.

92608 8-wk/Jan 30 4 hrs and 15 min/wk arr. ONLINE

92609 8-wk/Apr 4 4 hrs and 15 min/wk arr. ONLINE

**BC C107B - KEYBOARDING** **1.5 units**

Develop your typing speed and accuracy. Learn to type simple letters, memos, and more. For personal or business use. Graded or Pass/No Pass option. Transfer Credit: CSU.

92610 8-wk/Apr 4 4 hrs and 15 min/wk arr. [ONLINE](#)

**BC C108 - DATA ENTRY** **1.5 units**

This data entry course will focus on the skills, accuracy, and speed development accomplished through keying of characters and numerals, and the preparation of common business forms and source documents. Advisory: Typing speed of 30 wpm. Computer access required. Graded or Pass/No Pass option. Transfer Credit: CSU.

92611 8-wk/Jan 30 5 hrs and 20 min/wk arr. [ONLINE](#)

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

This course is for those with previous keyboarding skills who want to increase typing speed and improve accuracy. Emphasis is on techniques and skill development through prescribed drills and timed writings. Advisory: Computer access required. Graded or Pass/No Pass option. Transfer Credit: CSU.

92612 8-wk/Apr 4 5 hrs and 20 min/wk arr. [ONLINE](#)

**BC C115 - CUSTOMER SERVICE/SOFT SKILLS** **1.5 units**

This course focuses on the importance of effectively developing quality customer service techniques to be successful in any career. Graded or Pass/No Pass option. Transfer Credit: CSU.

93010 8-wk/Apr 4 4 hrs and 15 min/wk arr. [ONLINE](#)

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

This course examines the development and future of mobile applications, including Smart Phone, iPhone, iPad, and other Mobile Tablet devices. Content will include how mobile applications are researched, designed, created, and marketed. Project outcomes, software selection, interface design, graphics, programming, marketing and promotion will be introduced. Students will create a simple mobile application of their own design. Advisory: Computer literacy. Graded or Pass/No Pass option. Transfer Credit: CSU.

92613 16-wk/Jan 30 4 hrs and 15 min/wk arr. [ONLINE](#)

**BC C117 - MOBILE APPLICATIONS DEVELOPMENT** **3.0 units**

This course investigates further the rapidly changing development of mobile applications. Focus will be on the conversion to native apps, issues of distribution, designing for various platforms (iPhone, Android, Windows Mobile etc.), and recognizing the specific constraints and requirements of user interface design. The course combines a conceptual overview, design issues, and practical development. Students will create a working mobile application as a final project. Advisory: BC C116. Graded or Pass/No Pass option. Transfer Credit: CSU.

92614 16-wk/Jan 30 4 hrs and 15 min/wk arr. [ONLINE](#)

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

Students will learn to use Microsoft® Excel to create professional worksheets that include formulas, range names, charts, printing techniques, data analysis, and file management. Graded or Pass/No Pass option. Transfer Credit: CSU.

92615 8-wk/Jan 30 4 hrs and 15 min/wk arr. [ONLINE](#)

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

Advanced training and practice in Microsoft® Excel based on fundamentals learned in the Excel Introductory course. Topics include formulas, range names, functions, Windows, spreadsheet linking, advanced charting, databases, and advanced macros. Advisory: BC C120. Graded or Pass/No Pass option. Transfer Credit: CSU.

92616 8-wk/Apr 4 4 hrs and 15 min/wk arr. [ONLINE](#)

**BC C124 - USING ADOBE ACROBAT** **3.0 units**

Adobe Acrobat is the essential tool for universal document exchange. It is an effective, reliable and efficient way to share information electronically. Convert any document into a PDF file with its original appearance preserved, and then distribute it for viewing and printing on any system. Graded or Pass/No Pass option. Transfer Credit: CSU.

92617 8-wk/Jan 30 6 hrs and 30 min/wk arr. [ONLINE](#)

**BC C145 - MEDICAL ADMINISTRATIVE ASSISTANT 1** **3.0 units**

A practical course designed for students in medical assisting, nursing, and allied health occupations to learn how to successfully support the front or back office of a health care facility. Advisory: Microsoft® Word and Internet experience. Graded or Pass/No Pass option. Transfer Credit: CSU.

92618 16-wk/Jan 30 4 hrs and 15 min/wk arr. [ONLINE](#)



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

Learn to use the latest version of Microsoft® Word to create professional-looking documents for personal and business needs. Topics include using Windows operating system basics and Internet Explorer; creating, editing, formatting, and managing documents; inserting objects, tables, SmartArt, diagrams, and organizational charts. Advisory: BC C107A or typing speed at least 25 wpm. Graded or Pass/No Pass option. Transfer Credit: CSU.

90727 8-wk/Jan 30 4 hrs and 15 min/wk arr. [ONLINE](#)

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

Learn to use the latest version of Microsoft® Word to create professional-looking documents for personal and business needs at the Intermediate skill level. Topics include custom multilevel lists, automation, themes and styles, comments, track changes, document protection, distribution, and digital signatures. Advisory: BC C147. Graded or Pass/No Pass option. Transfer Credit: CSU.

90815 8-wk/Apr 4 4 hrs and 15 min/wk arr. [ONLINE](#)

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

A second course in medical coding with emphasis on coding physician services and diagnoses in the outpatient settings of clinics and outpatient departments of hospitals. This course uses authentic medical cases to cover concepts that give a more in-depth understanding of physician-based services. It includes gathering the correct information from medical records and documents, selecting the correct codes, and determining the correct sequencing of those codes. It also includes auditing previously coded cases that were returned because of errors. This is the second course in working toward taking a certification examination given by either the American Health Information Management Association or the American Academy of Professional Coders. Advisory: BC C104 or ability to use Microsoft® Windows, and BC C161 and C163. Graded or Pass/No Pass option. Transfer Credit: CSU.

90745 16-wk/Jan 30 4 hrs and 15 min/wk arr. [ONLINE](#)

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

Introduction to medical terminology that is used in the health care professions. The course covers terms using prefixes, suffixes, word roots, and combining forms for body structure, body systems, medical procedures, and pathological conditions. Instruction includes exercises in spelling, definition of terms, abbreviations, and pronunciation. Advisory: BC C104 or ability to use Microsoft® Windows. Graded or Pass/No Pass option. Transfer Credit: CSU.

90865 16-wk/Jan 30 4 hrs and 15 min/wk arr. [ONLINE](#)

**BC C171 - WEB DESIGN/XHTML 1** **3.0 units**

Web Design/XHTML 1 introduces students to the foundations of Web design, including planning, creating, and publishing a Web site. It emphasizes coding at the HTML/XHTML level rather than using a WYSIWYG (What You See Is What You Get) editor. The course also covers some critical issues related to Web design often overlooked in such classes (e.g., background information about the Internet and World Wide Web, copyright issues, etc.). Advisory: BC C170 or DGA C166A. Graded or Pass/No Pass option. Transfer Credit: CSU.

90149 8-wk/Apr 4 9 hrs/wk arr. [ONLINE](#)

**BC C185 - MICROSOFT POWERPOINT****1.5 units**

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

90822 8-wk/Apr 4 4 hrs and 15 min/wk arr. ONLINE

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

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

Prerequisite: Be employed or volunteer in a field related to Business Computing for 5 hours per week per 1.0 unit of Work Based Learning. Corequisite: Be enrolled in a total of 7.0 units including Work Based Learning. Graded or Pass/No Pass option. Transfer Credit: CSU.

-CRN 92619 For more information about Work Based Learning classes students may review the Work Based Learning Student Handbook. <http://documents.coastline.edu>, select Academics, select Work-Based-Learning, select WBLhandbook2009.pdf

92619 16-wk/Jan 30 22 hrs and 15 min/wk arr. GG CTR

**CHEMISTRY • (714) 241-6213****CHEM C105 - CHEMISTRY EXPLORATIONS FOR TEACHERS****2.0 units**

A class in basic scientific principles and methods related to chemistry. Emphasis is on developing a molecular level understanding of the world, and applying the scientific method to understanding everyday phenomena. Course is designed to introduce future elementary and middle school teachers to the central ideas of chemistry through a series of laboratory experiments, hands-on exercises and discussions. Topics have been chosen to ensure coverage of the content in state and national science education standards. Online class requires purchase of a lab kit from the bookstore. Labs are completed at home on an independent study basis. Letter Grade only. Transfer Credit: CSU.

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

92462 16-wk/Jan 30 4 hrs and 15 min/wk arr. ONLINE

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

A lab science course in principles of inorganic, biochemistry, and organic chemistry for transfer and for A.A. Degree programs in nursing, dietetics, paramedical, and other allied health fields. Not for students planning to take CHEM C130. Corequisite: CHEM C110L. Advisory: MATH C010 with a grade of C or better. Graded or Pass/No Pass option. Transfer Credit: CSU; UC.

93040 4-wk/Jan 4 31 hrs and 20 min/wk arr. ONLINE

92468 16-wk/Jan 30 7 hrs and 35 min/wk arr. ONLINE

92466 16-wk/Feb 2 8:30am-12:45pm T plus GG CTR RM 207  
9am-12:10pm Th GG CTR RM 307

-CRN 92465 is an on-site and online class.

92465 16-wk/Feb 2 9am-12:10pm T plus GG CTR RM 307  
4 hrs and 5 min/wk arr. ONLINE

-Enrollment in CRN 93080 section requires Acceptance into the STAR Program and a 2 year commitment to the program. See <http://coastline.edu/star> for more information.

93080 16-wk/Feb 2 10:05am-12:10pm TTh plus NB CTR RM 320  
9am-12:05pm F NB CTR RM 219

-Enrollment in CRN 93081 section requires Acceptance into the STAR Program and a 2 year commitment to the program. See <http://coastline.edu/star> for more information.

93081 16-wk/Feb 2 2pm-4:05pm TTh plus NB CTR RM 320  
1pm-4:05pm F NB CTR RM 219

-CRN 92463 and CRN 92464 were scheduled so students could concurrently take this course with Human Anatomy (BIOL C220 -CRN 92445).

92463 16-wk/Feb 1 6pm-8:10pm MW plus NB CTR RM 238  
8:10pm-9:35pm MW NB CTR RM 219**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: MATH C030 with a grade of C or better. Graded or Pass/No Pass option. Transfer Credit: CSU; UC.

92469 16-wk/Feb 2 1pm-4:10pm T plus GG CTR RM 250  
1pm-4:10pm Th GG CTR RM 30792470 16-wk/Feb 3 9:30am-12:40pm W plus GG CTR RM 202  
9:30am-12:40pm F GG CTR RM 307**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 or better, and completion of MATH C030 or a recent high school course in intermediate algebra with a grade of C or better, or appropriate placement on a math placement assessment. Corequisite: CHEM C180L. Letter Grade only. Transfer Credit: CSU; UC.

-Students enrolling in CRN 92472 are also required to enroll in Chemistry C180L CRN 92474.

-CRN 92472 has one or more on-site meetings which may include orientations, reviews, and/or exams. Refer to the course webpage, the student handbook, and/or the "Testing Times" webpage <http://www.coastline.edu/students/distance-learning-testing-times/> for details.

92472 16-wk/Jan 30 4 hrs and 15 min/wk arr. ONLINE

-Students enrolling in CRN 92471 are also required to enroll in Chemistry C180L lab CRN 92475 or 92473.

92471 16-wk/Feb 1 9am-1:15pm M GG CTR RM 315

**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 or better, and completion of MATH C030, or a recent high school course in intermediate algebra with a grade of C or better, or appropriate placement on a math placement assessment. Corequisite: CHEM C180. (May be waived by demonstration of satisfactory completion of CHEM C180, or equivalent.) Letter Grade only. Transfer Credit: CSU; UC.

-Students enrolling in -CRN 92474 are also required to enroll in Chemistry C180 CRN 92472.

92474 16-wk/Feb 2 5pm-9:15pm T GG CTR RM 307

-Students enrolling in -CRN 92473 are also required to enroll in Chemistry C180 CRN 92471.

92473 16-wk/Feb 3 9am-1:15pm W GG CTR RM 307

-Students enrolling in -CRN 92475 are also required to enroll in Chemistry C180 lecture CRN 92471.

92475 16-wk/Feb 3 1:30pm-5:45pm W GG CTR RM 307

**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. Prerequisite: CHEM C180 with a grade of C or better. Corequisite: CHEM C185L. Letter Grade only. Transfer Credit: CSU; UC.

-Students enrolling in CRN 92477 are also required to enroll in Chemistry C185L CRN 92479.

-CRN 92477 has one or more on-site meetings which may include orientations, reviews, and/or exams. Refer to the course webpage, the student handbook, and/or the "Testing Times" webpage <http://www.coastline.edu/students/distance-learning-testing-times/> for details.

92477 16-wk/Jan 30 4 hrs and 15 min/wk arr. ONLINE

-Students enrolling in -CRN 92476 are also required to enroll in Chemistry C185L lab -CRN 92478.

92476 16-wk/Feb 3 9am-1:15pm W GG CTR RM 205

**CHEM C185L - GENERAL CHEMISTRY B LAB****1.0 unit**

This course is the second semester of a two-semester sequence (CHEM C180L and CHEM C185L). A basic course in the principles of inorganic chemistry and lab techniques with special emphasis on chemical kinetics, chemical equilibrium, electro chemistry, nuclear chemistry, and acids and bases.

Prerequisite: CHEM C180 and C180L with a grade of C or better. Corequisite: CHEM C185. (May be waived by demonstration of satisfactory completion of CHEM C185.) Graded or Pass/No Pass option. Transfer Credit: CSU; UC. -Students enrolling in CRN 92478 are also required to enroll in Chemistry C185 lecture CRN 92476.

92478 16-wk/Feb 1 9am-1:15pm M GG CTR RM 307

-Students enrolling in CRN 92479 are also required to enroll in Chemistry C185 lecture CRN 92477.

92479 16-wk/Feb 1 5:30pm-9:45pm M GG CTR RM 307

**CHEM C220 - ORGANIC CHEMISTRY A****3.0 units**

This course is the first semester of Organic Chemistry, a two-semester course, which includes topics on the properties and reactions of aliphatic and aromatic organic compounds. Emphasis is placed on the reaction mechanisms, fundamental principles, and modern instrumental methods. Prerequisite: CHEM C185 with grade C or better. Letter Grade only. Transfer Credit: CSU; UC.

-Students enrolling in CRN 92480 are also required to enroll in Chemistry C220L lab CRN 92481.

92480 16-wk/Feb 2 3pm-4:25pm TTh NB CTR RM 237

**CHEM C220L - ORGANIC CHEMISTRY A LAB****2.0 units**

Formerly CHEM C221. Theory and techniques of separation, purification, synthesis, and analysis of organic compounds, including instrumental methods of chromatography and spectroscopy. Prerequisite: CHEM C185 with grade C or better. Corequisite: CHEM C220. Letter Grade only. Transfer Credit: CSU; UC.

\$25 material fee for this course

-CRN 92481 is scheduled so students can concurrently take this course with Human Anatomy (BIOL C220 CRN 92449).

92481 16-wk/Feb 2 4:35pm-5:10pm TTh plus NB CTR RM 237  
5:10pm-7:50pm TTh NB CTR RM 219**CHEM C225 - ORGANIC CHEMISTRY B****3.0 units**

This course is the second part of the Organic Chemistry, two semesters, which includes topics on the properties and reactions of aliphatic and aromatic organic compounds. Emphasis is placed on the reaction mechanisms, fundamental principles, and modern instrumental methods. Prerequisite: CHEM C220 with grade C or better. Letter Grade only. Transfer Credit: CSU; UC.

-Students enrolling in CRN 92929 are also required to enroll in CHEM C225L lab -CRN 92930

92929 16-wk/Feb 1 12:20pm-1:45pm MW NB CTR RM 230

**CHEM C225L - ORGANIC CHEMISTRY B LAB****2.0 units**

Formerly CHEM C226. Theory and techniques of separation, purification, synthesis, and analysis of organic compounds, including instrumental methods of chromatography and spectroscopy. Prerequisite: CHEM C220L with a grade of C or better. Corequisite: CHEM C225. Letter Grade only. Transfer Credit: CSU; UC.

\$25 material fee for this course

-Students enrolling in -CRN 92930 are also required to enroll in Chemistry C225 lecture -CRN 92929.

92930 16-wk/Feb 1 9am-9:35am MW plus NB CTR RM 230  
9:35am-12:15pm MW NB CTR RM 219**CHINESE • (714) 241-6184****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 C185A. Graded or Pass/No Pass option. Transfer Credit: CSU; UC credit limitations (see counselor).

92502 16-wk/Jan 30 5 hrs and 20 min/wk arr. ONLINE

**COMMUNICATION STUDIES****(714) 241-6184****CMST C100 - INTERPERSONAL COMMUNICATION****3.0 units**

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

92624 16-wk/Feb 1 9am-12:10pm M LE-JAO RM 117

92621 16-wk/Feb 1 6:30pm-9:40pm M LE-JAO RM 202

92623 16-wk/Feb 3 6:30pm-9:40pm W LE-JAO RM 202

92620 16-wk/Feb 4 6:30pm-9:40pm Th NB CTR RM 236

**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. Letter Grade only. Transfer Credit: CSU; UC.

-Enrollment in CRN 93086 section requires Acceptance into the STAR Program and a 2 year commitment to the program. See <http://coastline.edu/star> for more information.

93086 16-wk/Feb 1 9am-10:25am MW NB CTR RM 320

-Enrollment in CRN 93087 section requires Acceptance into the STAR Program and a 2 year commitment to the program. See <http://coastline.edu/star> for more information.

93087 16-wk/Feb 1 1pm-2:25pm MW NB CTR RM 320

92625 16-wk/Feb 1 6:30pm-9:40pm M NB CTR RM 323

-Enrollment in CRN 93085 section requires Acceptance into the STAR Program and a 2 year commitment to the program. See <http://coastline.edu/star> for more information.

93085 16-wk/Feb 2 9am-10:25am TTh NB CTR RM 322

92626 16-wk/Feb 2 6:30pm-9:40pm T LE-JAO RM 202

92627 16-wk/Feb 3 6:30pm-9:40pm W GG CTR RM 250

-CRN 92628 is an on-site and online class.

92628 8-wk/Feb 4 9am-12:15pm Th plus LE-JAO RM 202  
3 hrs and 15 min/wk arr. ONLINE

-CRN 92629 is an on-site and online class.

92629 8-wk/Apr 7 9am-12:15pm Th plus LE-JAO RM 202  
3 hrs and 15 min/wk arr. ONLINE

-CRN 92896 is an on-site and online class.

92896 8-wk/Apr 7 6pm-9:40pm Th plus NB CTR RM 229  
2 hrs and 40 min/wk arr. ONLINE

-Enrollment in CRN 92895 section requires Acceptance into the STAR Program and a 2 year commitment to the program. See <http://coastline.edu/star> for more information.

-CRN 92895 is an on-site and online class.

92895 8-wk/Apr 7 6pm-9:40pm Th plus NB CTR RM 332  
2 hrs and 40 min/wk arr. ONLINE**CMST C150 - INTERCULTURAL COMMUNICATION****3.0 units**

This course is an introduction to the study, practice, and application of communication concepts and theory in intercultural contexts. Analysis of cultural influence and interactional patterns to explain, predict, and improve communication behavior within and across cultural groups. With emphasis of examination of various communication patterns across cultures to increase interpersonal and intercultural effectiveness and to decrease ethnocentric and prejudicial beliefs and discriminative behavior. Advisory: ENGL C100 and CMST C100 or C110. Letter Grade only. Transfer Credit: CSU; UC. C-ID: COMM 150.

92630 16-wk/Feb 3 9am-12:10pm W LE-JAO RM 117

**CMST C220 - ESSENTIALS OF ARGUMENTATION****3.0 units**

Essentials of Argumentation is the study of theory, practice, and criticism of argumentation, focusing on principles of effective argumentation, including the use of inductive and deductive logic, propositions, reasoning, evidence, and refutation. Students analyze, construct, and present written and oral arguments. The emphasis of the course is on critical thinking skills necessary for personal, professional, and academic success. Prerequisite: CMST C110. Advisory: ENGL C100. Graded or Pass/No Pass option. Transfer Credit: CSU; UC.

92631 16-wk/Feb 1 6:30pm-9:40pm M GG CTR RM 202

## COMPUTER INFORMATION SYSTEMS (714) 241-6209

### CIS C100 - INTRODUCTION TO INFORMATION SYSTEMS 3.0 units

This course prepares students with a non-programming introduction to information systems and personal computer applications including word processing, spreadsheets, database, and presentation software. Graded or Pass/No Pass option. Transfer Credit: CSU.

92882 16-wk/Jan 30 4 hrs and 15 min/wk arr. ONLINE

### CIS C111 - INTRODUCTION TO INFORMATION SYSTEMS/PGM 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. Transfer Credit: CSU; UC. C-ID: BUS 140.

92883 16-wk/Jan 30 4 hrs and 15 min/wk arr. ONLINE

### CIS C155 - INTRODUCTION TO PROGRAMMING USING JAVA 3.0 units

Student will learn structured programming techniques using Java. There is an emphasis on control structures, procedures, simple data types, file I/O, and a general introduction to object-oriented programming. Advisory: CIS C111. Graded or Pass/No Pass. Transfer Credit: CSU.

92910 16-wk/Jan 30 4 hrs and 15 min/wk arr. ONLINE

## COMPUTER SERVICES TECHNOLOGY (714) 241-6209

### CST C102 - FIBER OPTIC CABLING 3.0 units

Authorized Cisco Academy PNIE course. Lecture and labs in this course will include topics such as basic networking concepts, copper cabling, different modes of fiber optics, safety principles, and cabling installation processes. Emphasis on hands-on training. Graded or Pass/No Pass option. Transfer Credit: CSU.

92783 16-wk/Feb 2 6pm-10:15pm T GG CTR RM 306

### 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. Graded or Pass/No Pass option. Transfer Credit: CSU.

92784 8-wk/Feb 4 6pm-10:15pm Th GG CTR RM 350

### 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. Transfer Credit: CSU.

-CRN 92785 is an on-site and online class.

92785 8-wk/Feb 4 6:30pm-9:55pm Th plus GG CTR RM 306  
5 hrs and 5 min/wk arr. ONLINE

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

The A+ Essentials Software course teaches necessary competencies for an entry-level IT professional. Topics include Personal Computer Components, Operating Systems, Networks, Security. Lecture and hands-on experience in structured labs is included. The A+ Essentials Software course maps to CompTIA's A+ Essentials exam. Advisory: CST C116. Graded or Pass/No Pass option.

-CRN 92786 is an on-site and online class.

92786 8-wk/Apr 7 6:30pm-9:55pm Th plus GG CTR RM 306  
5 hrs and 5 min/wk arr. ONLINE

### 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. Graded or Pass/No Pass option. Transfer Credit: CSU.

92790 16-wk/Jan 30 4 hrs and 15 min/wk arr. ONLINE

-CRN 92787 is an on-site and online class.

92787 8-wk/Apr 5 6pm-8:05pm T plus GG CTR RM 350  
6 hrs and 25 min/wk arr. ONLINE

### 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. Advisory: CST C172. Graded and Pass/No Pass option. Transfer Credit: CSU.

92788 16-wk/Jan 30 4 hrs and 15 min/wk arr. ONLINE

### CST C177 - CONFIGURING MICROSOFT WINDOWS 8 3.0 units

The course provides hands-on experience with Windows 8. Topics include storage management, optimization of file system, performance and reliability tools, troubleshooting, configuring IPv6, wireless networking, file/folder management, SkyDrive functionality, client Hyper-V, VPNs, and Direct Access. This course maps to Windows 8 MCSA and 70-687 exams. Advisory: CST C128. Graded or Pass/No Pass option. Transfer Credit: CSU.

92789 16-wk/Jan 30 4 hrs and 15 min/wk arr. ONLINE

### CST C191 - COMPTIA LINUX + 3.0 units

Linux+ is CompTIA's vendor neutral entry level certification. Like most of CompTIA's certifications (A+, Net+, etc) Linux+ has become the entry level must-have certification. You will explore the history, various releases of Linux, and perform Linux installation. You will compare and contrast Desktop managers, traverse the Linux file system, explore the wonders of Vi--scripts and the Command Line. What is a Runlevel?--you will know at the end of this class. Before it is over, you will document, archive, back up, and secure the workstation. Advisory: CST C116 or C117 or C128. Graded or Pass/No Pass option. Transfer Credit: CSU.

92791 16-wk/Feb 3 6pm-10:15pm W GG CTR RM 302

### CST C201C - CCNA 1: INTRODUCTION TO NETWORKS 3.0 units

In this introductory course, students will be able to build simple LANs, perform basic configurations of routers and switches, and implement IP addressing schemes. This is the first in a series of courses providing preparation for students seeking the Cisco CCNA Certification. There is an emphasis on hands-on training. Advisory: CST C128. Graded or Pass/No Pass option. Transfer Credit: CSU.

92792 16-wk/Feb 1 6pm-10:15pm M GG CTR RM 353

### CST C202C - CCNA 2: ROUTING AND SWITCHING ESSENTIALS 3.0 units

This course covers configuration and troubleshooting routers and switches, resolving common issues with RIPv1, RIPv2, single-area and multi-area OSPF, virtual LANs, and inter-VLAN routing in both IPv4 and IPv6 networks. This is the second in a series of courses providing preparation for students seeking the Cisco CCNA Certification. Emphasis is on hands-on training. Advisory: CST C201C. Graded or Pass/No Pass option. Transfer Credit: CSU.

92793 16-wk/Feb 3 6pm-10:15pm W GG CTR RM 353

### CST C203C - CCNA 3: SCALING NETWORKS 3.0 units

This course covers LAN Design, LAN Redundancy, Link Aggregation, Wireless LANs, Single and Multi-area OSPF, EIGRP and IOS Images. This is the third in a series of courses providing preparation for students seeking the Cisco CCNAv5 Certification. There is an emphasis on hands-on training. Advisory: CST C201C and C202C. Graded or Pass/No Pass option. Transfer Credit: CSU.

-CRN 92794 is an on-site and online class.

92794 8-wk/Feb 2 6pm-9:30pm T plus GG CTR RM 353  
5 hrs and 5 min/wk arr. ONLINE

**CST C204C - CONNECTING NETWORKS 3.0 units**

The focus of this course is WAN technologies and network services required by converged applications in a complex network. This is the fourth in a series of courses providing preparation for students seeking the Cisco CCNA Certification. Topics include PPP, Frame Relay, NAT, VPN Tunnels, Syslog, and SNMP. There is an emphasis on hands-on training. Advisory: CST C201C and C202C. Graded or Pass/No Pass option. Transfer Credit: CSU.

-CRN 92795 is an on-site and online class.  
92795 8-wk/Apr 5 6pm-9:30pm T plus GG CTR RM 353  
5 hrs and 5 min/wk arr. ONLINE

**CST C207 - CISCO LAN SWITCH CONFIGURATION 3.0 units**

Authorized Cisco Academy CCNP course. Lecture and labs in this course will include topics such as the VLANs, Spanning-tree Protocol, interVLAN routing, implementing security features, and designing and implementing a Multilayer Switched Network. Emphasis on hands-on training. Advisory: CCNA or equivalent. Graded or Pass/No Pass option. Transfer Credit: CSU.

93046 16-wk/Feb 4 6pm-10:15pm Th GG CTR RM 353

**CST C220B - VMWARE VMSPHERE: INSTALL, CONFIGURE, MANAGE 5.5 3.0 units**

Virtualization allows consolidation of many traditional servers into a few physical servers with many virtual machines to realize significant cost savings. In this VMware authorized hands-on training course, students explore installation, configuration, and management of VMware®; vSphere®; 5.5, which consists of VMware ESXi™; and VMware®; vCenter Server™. This course is based on versions of ESXi 5.5 and vCenter Server 5.5. Completion of this course satisfies the prerequisite for taking the VMware®; Certified Professional 5 exam. Topics covered map to a VCP-DCA Exam. Advisory: CST C112. Graded or Pass/No Pass option. Transfer Credit: CSU.

92797 16-wk/Feb 2 6pm-10:15pm T GG CTR RM 304

**CST C222 - INSTALLING/CONFIGURING WINDOWS SERVER 2012 3.0 units**

This course covers the skills and knowledge to implement a core Windows Servers 2012 Infrastructure into an existing enterprise environment. First of three courses in preparation for the MCSE certification. Topics include implementation/configuration of Server 2012 core services including Active Directory and networking services. Topics covered maps to Microsoft® 70-410 Exam. Advisory: CST C128. Graded or Pass/No Pass option. Transfer Credit: CSU.

92799 16-wk/Jan 30 4 hrs and 15 min/wk arr. ONLINE

**CST C224 - CONFIGURING ADVANCED WINDOWS SERVER 2012 SERVICES 3.0 units**

This course covers advanced configuration and service tasks for deploying, managing, and maintaining a Windows Server 2012 infrastructure and builds on materials covered in CST 223. Maps to Windows Server 2012 MCSA and 70-412 exam. Advisory: CST C128. Graded or Pass/No Pass option. Transfer Credit: CSU.

92800 16-wk/Jan 30 4 hrs and 15 min/wk arr. ONLINE

**CST C230 - INTRODUCTION TO SECURITY 3.0 units**

This class is a survey of Network/Internet security. It will help prepare you for the CompTIA Security+ Exam. Topics will cover Authentication, Malicious Code, Web Security, Intrusion Detection, Cryptography, and Biometrics. The class will have lecture and hands-on components. Advisory: CST C128. Graded or Pass/No Pass option. Transfer Credit: CSU.

92801 16-wk/Jan 30 4 hrs and 15 min/wk arr. ONLINE

**CST C231 - COMPTIA ADVANCED SECURITY PRACTITIONER 3.0 units**

Building on the skills learned in Security +, this course builds the technical knowledge and skills required to conceptualize, design, and engineer secure solutions across complex enterprise environments. The candidate will apply critical thinking and judgment across a broad spectrum of security disciplines to propose and implement solutions that map to enterprise drivers. This course maps to the CompTIA CASP exam. Advisory: CST C230. Graded or Pass/No Pass option. Transfer Credit: CSU.

92802 16-wk/Jan 30 4 hrs and 15 min/wk arr. ONLINE

**CST C232 - ETHICAL HACKING 3.0 units**

This course is a survey of the ethical and legal issues pertaining to security testing. It will demonstrate how to use tools that can be used to gain information about a computer network, how to recognize that the tools are being used, and how to defend a network against those attacks. Advisory: CST C230. Graded or Pass/No Pass option. Transfer Credit: CSU.

92803 16-wk/Feb 1 6pm-10:15pm M GG CTR RM 302

**CST C245 - COMPUTER FORENSICS 3.0 units**

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

92804 16-wk/Jan 30 4 hrs and 15 min/wk arr. ONLINE

**CST C260 - CERTIFIED INFORMATION SYSTEMS SECURITY PROFESSIONAL 3.0 units**

This course covers the ten domains of information security known as the Certified Information Systems Security Professional Common Body of Knowledge (CBK). Completing this course does not guarantee Certified Information Systems Security Professional certification; however, the course addresses the test objectives defined by (ISC)2 for the Certified Information Systems Security Professional examination. CST C128 and C230. Graded or Pass/No Pass option. Transfer Credit: CSU.

92964 16-wk/Jan 30 4 hrs and 15 min/wk arr. ONLINE

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

To enhance each Work Based Learning participant's opportunity for success in the field of Computer Service Technology by bridging the gap between educational theory and on-the-job practices through individualized performance objectives related to the student's career or occupational goal in Computer Service Technology. Prerequisite: Be employed or volunteer in a field related to Computer Service Technology for 5 hours per week per 1 unit of Work Based Learning. Corequisite: Be enrolled in a total of 7 units including Work Based Learning. Graded or Pass/No Pass option. Transfer Credit: CSU.

-CRN 92805 For more information about Work Based Learning classes students may review the Work Based Learning Student Handbook. [http://documents.coastline.edu, select Academics, select Work-Based-Learning, select WBLhandbook2009.pdf](http://documents.coastline.edu/selectAcademics/selectWork-Based-Learning/selectWBLhandbook2009.pdf)

92805 16-wk/Jan 30 22 hrs and 15 min/wk arr. GG CTR

**CST C390A - NETWORK LABORATORY 1.0 unit**

This lab course provides supervised computer lab time on computers and network hardware. Microsoft®, CompTIA, Cisco, VMware and other computer and/or networking students can utilize specialized software and hardware for additional hands-on practice and completion of classroom projects. Corequisite: Student must be enrolled in a CST course for the current semester. Pass/No Pass only.

-CRN 92806 is open entry through May 21.

92806 16-wk/Feb 5 5:30pm-8:50pm F GG CTR RM 354

**CST C390B - NETWORK LABORATORY 1.0 unit**

This course provides supervised lab time on network hardware and software. Microsoft®, CompTIA, Cisco, VMware and other networking students can utilize specialized software and hardware for additional hands-on practice. Corequisite: Student must be enrolled in a CST course for the current semester. Pass/No Pass only.

-CRN 92807 is open entry through May 21.

92807 16-wk/Feb 5 5:30pm-8:50pm F GG CTR RM 354

**CST C390L - NETWORK LABORATORY 1.0 unit**

The lab provides supervised computer lab time on network computers and servers. Microsoft®, CompTIA, Cisco and other networking students can utilize specialized software and hardware for additional hands-on practice. Advisory: Concurrent enrollment in any Coastline Community College class. Pass/No Pass option.

-CRN 93034 is open entry through May 21.

93034 16-wk/Feb 5 5:30pm-8:50pm F GG CTR RM 354

**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. Pass/No Pass option.

-CRN 93035 is open entry through May 21.

93035 16-wk/Feb 5 5:30pm-8:50pm F GG CTR RM 354

## COUNSELING • (714) 241-6162

### COUN C104 - CAREER AND LIFE PLANNING

3.0 units

Formerly COUN C100. Introduction to career/life planning includes an exploration of interests, skills, values, personality traits, past experiences, and life stages. Develop a career/life plan using gathered self-information, decision-making strategies and an awareness of psychological, sociological, and physiological factors related to career/life satisfaction. Graded or Pass/No Pass option. Transfer Credit: CSU.

92867 8-wk/Jan 30 6 hrs and 30 min/wk arr. ONLINE

93112 12-wk/Jan 30 4 hrs and 15 min/wk arr. ONLINE

92916 8-wk/Apr 4 6 hrs and 30 min/wk arr. ONLINE

### 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. Transfer Credit: CSU; UC.

92873 8-wk/Jan 30 6 hrs and 30 min/wk arr. ONLINE

92868 16-wk/Jan 30 3 hrs and 10 min/wk arr. TV

92869 16-wk/Jan 30 3 hrs and 10 min/wk arr. ONLINE

92871 16-wk/Jan 30 3 hrs and 10 min/wk arr. ONLINE

92872 12-wk/Jan 30 4 hrs and 15 min/wk arr. ONLINE

92915 16-wk/Jan 30 4 hrs and 15 min/wk arr. ONLINE

92870 16-wk/Feb 4 8:30am-11:40am Th LE-JAO RM 117

92874 8-wk/Apr 4 6 hrs and 30 min/wk arr. ONLINE

## DIGITAL GRAPHICS APPLICATIONS

(714) 241-6209

### DGA C111 - 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. Transfer Credit: CSU.

-CRN 92808 is an on-site and online class.

92808 16-wk/Feb 2 6:30pm-8:25pm T plus GG CTR RM 204

2 hrs and 15 min/wk arr. ONLINE

### DGA C116A - ADOBE PHOTOSHOP 1

3.0 units

This course will introduce basic tools and techniques to explore the graphic capabilities of Adobe Photoshop. Learn how selection and editing tools are used to manipulate graphics and photographs by duplicating, deleting, replacing, or changing image elements. Create original images and produce multi-layered graphics from existing photographs. Create eye catching display graphics, color correct, and retouch photos. No art background required. Graded or Pass/No Pass option. Transfer Credit: CSU.

92809 16-wk/Jan 30 4 hrs and 15 min/wk arr. ONLINE

-CRN 92810 is an on-site and online class.

92810 8-wk/Apr 6 6pm-9:20pm W plus GG CTR RM 104

5 hrs and 10 min/wk arr. ONLINE

### 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. Transfer Credit: CSU.

92811 16-wk/Jan 30 4 hrs and 15 min/wk arr. ONLINE

### DGA C117 - TYPOGRAPHY FUNDAMENTALS

3.0 units

Typography is the window into the world of visual communication. Explore the history and development of basic letterforms and the ubiquitous nature of type and typography as it relates to mastering the skills necessary to design effective digital assets. Real world applications will be discussed relating to perceptions, intention, readability and usage of typography, while creating successful designs for a professional portfolio. Recommended for Digital Graphic Application majors and certificates. Graded or Pass/No Pass option. Transfer Credit: CSU.

93047 16-wk/Jan 30 3 hrs and 10 min/wk arr. ONLINE

### DGA C118B - ADOBE ILLUSTRATOR 2

3.0 units

This course is primarily designed for students wishing to expand their basic knowledge and enhance their skills using Adobe Illustrator. Topics include Illustrator's effect and appearance features, expanded text techniques, special effects filters, stylized palettes, transformation tools, and preparation of illustrations for the web. Create impressive illustrations utilizing features such as transparency, text, masking, and shadow-and-glow effects. No artistic background is required. Advisory: DGA C118A. Graded or Pass/No Pass option. Transfer Credit: CSU.

92813 16-wk/Jan 30 4 hrs and 15 min/wk arr. ONLINE

### DGA C120 - INTRODUCTION TO INDESIGN

3.0 units

This project-based course will introduce the basic tools and techniques to explore the graphic and type capabilities of Adobe InDesign. Learn how to import and edit text; create and manipulate styles, tables, and graphics; and use effects and blend modes to create multi-page documents, such as letterhead, tri-fold brochures, flyers, and booklets for print and the web. No art background required. Graded or Pass/No Pass option. Transfer Credit: CSU.

92814 16-wk/Jan 30 4 hrs and 15 min/wk arr. ONLINE

### DGA C122 - INTRODUCTION TO AFTER EFFECTS

3.0 units

This project-based course will introduce fundamental techniques used to integrate text, graphics, sound, video, and 2D/CG animation into video projects. Learn the skills used to create compelling digital effects and motion graphics to enhance storytelling and bring a new dimension to the finished video. Graded or Pass/No Pass option. Transfer Credit: CSU.

92815 16-wk/Jan 30 4 hrs and 15 min/wk arr. ONLINE

### DGA C131 - DIGITAL PHOTOGRAPHY USING PHOTOSHOP

3.0 units

Use a digital camera with Adobe Photoshop to perform basic image editing techniques to enhance and correct images. Learn basic camera controls, camera support systems, basic lighting techniques, file formats, transfer of files, and saving options. Advisory: Student must have access to/own digital camera. Graded or Pass/No Pass option. Transfer Credit: CSU.

-CRN 92816 is an on-site and online class.

92816 8-wk/Feb 1 6pm-9:35pm M plus NB CTR RM 316

5 hrs and 20 min/wk arr. ONLINE

### DGA C166C - FLASH BASICS

3.0 units

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

92817 16-wk/Jan 30 4 hrs and 15 min/wk arr. ONLINE

## ECONOMICS • (714) 241-6209

### ECON C170 - PRINCIPLES OF MICROECONOMICS

3.0 units

Formerly ECON C185. This course offers an introduction to the concepts and tools of economic analysis. The course studies price theory including supply and demand, marginal analysis, utility, cost and revenue concepts, perfect and imperfect competition, production and factor markets. Economic principles are applied to the analysis of such problems as industrial organization, the environment, public choice, and the distribution of income. 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. Transfer Credit: CSU; UC. C-ID: ECON 201.

-CRN 92600 has one or more on-site meetings which may include orientations, reviews, and/or exams. Refer to the course webpage, the student handbook, and/or the 'Testing Times' webpage (<http://www.coastline.edu/students/distance-learning-testing-times/>) for details.

92600 8-wk/Mar 27 6 hrs and 30 min/wk arr. ONLINE

-Enrollment in CRN 92603 section requires Acceptance into the STAR Program and a 2 year commitment to the program. See <http://coastline.edu/star> for more information.

-CRN 92603 has one or more on-site meetings which may include orientations, reviews, and/or exams. Refer to the course webpage, the student handbook, and/or the 'Testing Times' webpage (<http://www.coastline.edu/students/distance-learning/distance-learning-testing-times/>) for details.

92603 16-wk/Jan 30 3 hrs and 10 min/wk arr. ONLINE

-CRN 92604 has one or more on-site meetings which may include orientations, reviews, and/or exams. Refer to the course webpage, the student handbook, and/or the 'Testing Times' webpage (<http://www.coastline.edu/students/distance-learning/distance-learning-testing-times/>) for details.

92604 16-wk/Jan 30 3 hrs and 10 min/wk arr. ONLINE

-Enrollment in CRN 92601 section requires Acceptance into the STAR Program and a 2 year commitment to the program. See <http://coastline.edu/star> for more information.

92601 16-wk/Feb 1 9am-10:25am MW NB CTR RM 227

### ECON C175 - PRINCIPLES OF MACROECONOMICS

3.0 units

Formerly ECON C180. This course examines and analyzes the economic problem of productivity, recession, unemployment, and inflation. The focus of this investigation centers on business cycles, the measurement of output and income in the economy, the determination of the equilibrium level of national income in the economy, money creation and the banking system, monetary and fiscal policy options, international trade and finance, and the effects of the public debt. The particular interactions of the domestic and international economies are studied throughout the course. 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. Transfer Credit: CSU; UC. C-ID: ECON 202.

-CRN 92606 has one or more on-site meetings which may include orientations, reviews, and/or exams. Refer to the course webpage, the student handbook, and/or the 'Testing Times' webpage (<http://www.coastline.edu/students/distance-learning-testing-times/>) for details.

92606 16-wk/Jan 30 3 hrs and 10 min/wk arr. ONLINE

-Enrollment in CRN 93105 section requires Acceptance into the STAR Program and a 2 year commitment to the program. See <http://coastline.edu/star> for more information.

93105 16-wk/Feb 1 6pm-9:10pm M GG CTR RM 250

92605 16-wk/Feb 1 6pm-9:10pm M GG CTR RM 250

93025 8-wk/Apr 4 6 hrs and 30 min/wk arr. ONLINE

## EDUCATION • (714) 241-6216

### EDUC C101 - TUTOR TRAINING

0.5 unit

Learn strategies for effective tutoring. Discover how to motivate, foster independence, stimulate active learning, and build confidence in the learner; identify factors that affect student learning such as language and cultural differences; learn how to handle difficult tutoring situations, and to identify different learning styles. Graded or Pass/No Pass option. Transfer Credit: CSU.

92884 8-wk/Apr 4 1 hr/wk arr. ONLINE

## ENROLLING IN ENGLISH?

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.

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. For more information, to schedule an appointment, and to learn how to prepare for the tests, please go to [www.coastline.edu/services/assessment-center/](http://www.coastline.edu/services/assessment-center/). You can also call the Assessment Center at (714)241-6285 to schedule an appointment or stop by College Center, 4th floor.

### EDUC C103 - INTRODUCTION TO COMPUTERS IN EDUCATION: TECHNOLOGY PROFICIENCIES FOR TEACHERS 1

2.0 units

Based on the Technology Standard for a California K-12 Preliminary Teaching Credential. The class focuses on the proficiencies credential candidates are required to master before they can be issued a preliminary Multiple or Single Subject Credential. The curriculum and course represent a working partnership between the California Technology Assistance Project (CTAP), Region IX and Coast Community College District's TEACH3 Program. Students enrolled in the class will complete a portfolio in all the state mandated proficiencies and will receive certification as a Preliminary (Level 1) Technology Proficient Educator. All skills are transferable between the Macintosh and Windows environments. Advisory: EDUC C104 may be taken concurrently. Letter Grade only. Transfer Credit: CSU.

92885 8-wk/Jan 30 4 hrs and 15 min/wk arr. ONLINE

92996 8-wk/Apr 4 4 hrs and 15 min/wk arr. ONLINE

### 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 ENGL C100. Letter Grade only. Transfer Credit: CSU; UC.

92886 8-wk/Apr 4 4 hrs and 10 min/wk arr. ONLINE

### EDUC C107 - INTRODUCTION TO DISTANCE LEARNING

1.0 unit

Using the tools and systems of distance learning, students will develop skills that will enable them to successfully complete distance learning programs on their own in the future. This course is a 1.0 unit class that addresses the technical competencies and computer skills needed for distance learning success. Advisory: Basic computer skills. Graded or Pass/No Pass option. Transfer Credit: CSU.

92887 8-wk/Jan 30 2 hrs and 15 min/wk arr. ONLINE

### EDUC C108 - HOW TO SUCCEED IN DISTANCE LEARNING

1.0 unit

This course provides an orientation to the characteristics and processes of distance learning. Students will learn the meaning of key terms used in distance education. They will experience the differences between traditional classroom and distance learning courses. They will learn how to anticipate, avoid, and/or solve typical problems encountered in distance learning environments. In addition, students will learn practical strategies and skills that will help them succeed in online, television, CD-ROM, and hybrid classes. Graded or Pass/No Pass option. Transfer Credit: CSU.

93142 4-wk/Jan 4 4 hrs and 15 min/wk arr. ONLINE

92888 8-wk/Apr 4 2 hrs and 15 min/wk arr. ONLINE

**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. Transfer Credit: CSU.

92889 16-wk/Jan 30 3 hrs and 10 min/wk arr. ONLINE

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

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

92890 16-wk/Jan 30 5 hrs and 20 min/wk arr. ONLINE

**EMERGENCY MANAGEMENT/  
HOMELAND SECURITY****(714) 241-6209****EMGT C101 - INTRODUCTION TO EMERGENCY MANAGEMENT****3.0 units**

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

92455 8-wk/Jan 30 6 hrs and 30 min/wk arr. ONLINE

**EMGT C110 - EMERGENCY RESPONSE****3.0 units**

This course will introduce the basic concepts of emergency response organizations, along with the required capabilities and procedures necessary for an effective response. Areas of concentration will include Incident Command System protocols, those capabilities required to respond to identified hazards, and the essential actions necessary for incident stabilization. Concentration will be on those actions required under the National Incident Management System and the National Response Plan. Graded or Pass/No Pass option. Transfer Credit: CSU.

92457 8-wk/Jan 30 6 hrs and 30 min/wk arr. ONLINE

**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. Transfer Credit: CSU.

92458 8-wk/Apr 4 6 hrs and 30 min/wk arr. ONLINE

**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. Transfer Credit: CSU.

92459 8-wk/Apr 4 6 hrs and 30 min/wk arr. ONLINE

**ENGLISH • (714) 241-6184****ENGL C020 - BASIC GRAMMAR****1.5 units**

This basic grammar course covers 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.

92515 16-wk/Jan 30 1 hrs and 25 min/wk arr. INDEP STDY

92999 16-wk/Jan 30 1 hrs and 25 min/wk arr. INDEP STDY

93000 16-wk/Jan 30 1 hrs and 25 min/wk arr. INDEP STDY

**ENGL C021 - COLLEGE SPELLING 1****1.5 units**

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.

92516 16-wk/Jan 30 1 hrs and 25 min/wk arr. INDEP STDY

92517 16-wk/Jan 30 1 hrs and 25 min/wk arr. INDEP STDY

**ENGL C024 - COLLEGE VOCABULARY 1****1.5 units**

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.

92518 16-wk/Jan 30 1 hrs and 25 min/wk arr. INDEP STDY

92519 16-wk/Jan 30 1 hrs and 25 min/wk arr. INDEP STDY

**ENGL C095 - BASIC READING 4****2.0 units**

This course provides a reading program designed to improve basic reading skills in comprehension, main idea, facts and details, conclusions, judgments, inferences, vocabulary, and critical thinking. Scanning and skimming techniques are introduced, and extensive and intensive reading strategies are presented. Students will learn to identify, interpret, and use figurative language. Advisory: Eligibility for ENGL C098. (Not Applicable to AA Degree.) Pass/No Pass only.

92498 16-wk/Feb 1 4pm-6:05pm M LE-JAO RM 200

**ENGL C098 - DEVELOPMENTAL WRITING****3.0 units**

Students write paragraphs in various modes and learn rules of grammar, punctuation, and mechanics. (Not Applicable to A.A. Degree.) Prerequisite: ENGL C097 with a passing grade or an appropriate score on the Reading Test. Pass/No Pass only.

92522 8-wk/Feb 1 9am-12:20pm MW LE-JAO RM 200

92520 16-wk/Feb 2 6:30pm-9:40pm T LE-JAO RM 200

**ENGL C099 - FUNDAMENTALS OF COMPOSITION****3.0 units**

Students will analyze the writing process and composition principles with an emphasis on expository writing practice in extended paragraphs and essays. Students will also review grammar, sentence structure, and punctuation in order to express ideas clearly. This course is recommended preparation for ENGL C100 (Freshman English). (Not Applicable to A.A. Degree.) Prerequisite: ESL C160 or C054 with a grade of C or better, or ENGL C098 with a passing grade, or qualifying score on the English Placement Test. Pass/No Pass only.

92523 16-wk/Jan 30 3 hrs and 10 min/wk arr. ONLINE

92525 16-wk/Jan 30 3 hrs and 10 min/wk arr. ONLINE

92528 16-wk/Jan 30 3 hrs and 10 min/wk arr. ONLINE

92925 16-wk/Jan 30 3 hrs and 10 min/wk arr. ONLINE

92527 16-wk/Feb 2 6:30pm-9:40pm T LE-JAO RM 117

92526 16-wk/Feb 4 6:30pm-9:40pm Th LE-JAO RM 117

92524 8-wk/Apr 4 9am-12:10pm MW LE-JAO RM 200

**ENGL C100 - FRESHMAN COMPOSITION**

**3.0 units**

The basic principles and processes of written composition will be applied through examinations and assigned essays. Shaping a thesis and writing an extended, well-developed essay will be stressed. Research methods and composition of a substantial research paper will be included. Must be taken for letter grade. Transfer Credit: USC; UC. C-ID ENGL 100.

- 92530 16-wk/Jan 30 3 hrs and 10 min/wk arr. [ONLINE](#)
- 92531 16-wk/Jan 30 3 hrs and 10 min/wk arr. [ONLINE](#)
- 92532 16-wk/Jan 30 3 hrs and 10 min/wk arr. [ONLINE](#)
- 92533 16-wk/Jan 30 3 hrs and 10 min/wk arr. [ONLINE](#)
- 92534 16-wk/Jan 30 3 hrs and 10 min/wk arr. [ONLINE](#)
- 92537 16-wk/Jan 30 3 hrs and 10 min/wk arr. [ONLINE](#)
- 92539 16-wk/Jan 30 3 hrs and 10 min/wk arr. [ONLINE](#)
- 92540 16-wk/Jan 30 3 hrs and 10 min/wk arr. [ONLINE](#)
- 92542 16-wk/Jan 30 3 hrs and 10 min/wk arr. [ONLINE](#)
- 92926 16-wk/Jan 30 3 hrs and 10 min/wk arr. [ONLINE](#)
- 93002 16-wk/Jan 30 3 hrs and 10 min/wk arr. [ONLINE](#)
- 93003 16-wk/Jan 30 3 hrs and 10 min/wk arr. [ONLINE](#)
- 92529 16-wk/Feb 2 6:30pm-9:40pm T [LE-JAO RM 115](#)
- 92538 16-wk/Feb 3 9am-12:10pm W [NB CTR RM 239](#)
- 92541 16-wk/Feb 3 6:30pm-9:40pm W [GG CTR RM 202](#)
- 92535 16-wk/Feb 4 6:30pm-9:40pm Th [LE-JAO RM 115](#)
- 92536 16-wk/Feb 5 9am-12:10pm F [LE-JAO RM 200](#)
- 92238 8-wk/Apr 4 6 hrs and 30 min/wk arr. [ONLINE](#)

**ENGL C102 - CRITICAL REASONING**

**3.0 units**

This course develops analytical, reading, and writing skills beyond the levels achieved in English 100. It focuses on critical thinking, close textual analysis of works from different disciplines and cultures, and expository writing. Students also apply critical thinking skills by writing argumentative essays and substantial research essays. Letter Grade only. Transfer Credit: CSU; UC. C-ID ENGL 105.

- 92544 16-wk/Jan 30 3 hrs and 10 min/wk arr. [ONLINE](#)
- 92545 16-wk/Jan 30 3 hrs and 10 min/wk arr. [ONLINE](#)
- 92546 16-wk/Jan 30 3 hrs and 10 min/wk arr. [ONLINE](#)
- 92547 16-wk/Jan 30 3 hrs and 10 min/wk arr. [ONLINE](#)
- 92549 16-wk/Jan 30 3 hrs and 10 min/wk arr. [ONLINE](#)
- 92550 16-wk/Jan 30 3 hrs and 10 min/wk arr. [ONLINE](#)
- 92972 16-wk/Jan 30 3 hrs and 10 min/wk arr. [ONLINE](#)
- 93004 16-wk/Jan 30 3 hrs and 10 min/wk arr. [ONLINE](#)
- 93006 16-wk/Jan 30 3 hrs and 10 min/wk arr. [ONLINE](#)
- 93007 16-wk/Jan 30 3 hrs and 10 min/wk arr. [ONLINE](#)

**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. Transfer Credit: CSU.

- 92552 16-wk/Jan 30 3 hrs and 10 min/wk arr. [INDEP STDY](#)
- 93008 16-wk/Jan 30 3 hrs and 10 min/wk arr. [INDEP STDY](#)
- 93129 16-wk/Jan 30 3 hrs and 10 min/wk arr. [INDEP STDY](#)
- 92551 16-wk/Jan 30 3 hrs and 10 min/wk arr. [ONLINE](#)
- 93143 16-wk/Jan 30 3 hrs and 10 min/wk arr. [INDEP STDY](#)

**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 with a passing grade, ENGL C103 with a grade of C or better, or qualifying score on the English Placement Test. Graded or Pass/No Pass option. Transfer Credit: CSU.

- 92553 16-wk/Jan 30 3 hrs and 10 min/wk arr. [INDEP STDY](#)
- 92555 16-wk/Jan 30 3 hrs and 10 min/wk arr. [INDEP STDY](#)
- 92557 16-wk/Jan 30 3 hrs and 10 min/wk arr. [INDEP STDY](#)
- 92558 16-wk/Jan 30 3 hrs and 10 min/wk arr. [INDEP STDY](#)
- 92777 16-wk/Jan 30 3 hrs and 10 min/wk arr. [INDEP STDY](#)
- 93009 16-wk/Jan 30 3 hrs and 10 min/wk arr. [INDEP STDY](#)
- 93141 16-wk/Jan 30 3 hrs and 10 min/wk arr. [INDEP STDY](#)



**ENGL C136 - BUSINESS COMMUNICATION**

**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 at work. Using a variety of media, technologies, and research tools, students will learn how to write effective memos, letters, reports, and proposals; present effective oral and multimedia presentations; and prepare successful resumes and employment documents. Prerequisite: ENGL C100 with a grade of C or better. Advisory: ENGL C103. Graded or Pass/No Pass option. Transfer Credit: CSU.

- 93114 16-wk/Jan 30 3 hrs and 10 min/wk arr. [ONLINE](#)

**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. Prerequisite: ENGL C100 with a minimum grade of C Graded or Pass/No Pass option. Transfer Credit: CSU; UC. C-ID: ENGL 120.

- 92559 16-wk/Jan 30 3 hrs and 10 min/wk arr. [ONLINE](#)

**ENGL C143 - CHILDREN'S LITERATURE**

**3.0 units**

This course provides a survey of classic and contemporary children's literature. The course will provide an overview of the literary content and social values found in selected works of children's literature. Prerequisite: ENGL C100 with a grade of C or better. Graded or Pass/No Pass option. Transfer Credit: CSU. C-ID: ENGL 180.

- 92560 16-wk/Jan 30 3 hrs and 10 min/wk arr. [ONLINE](#)

**ENGL C147 - HISTORY OF SCIENCE FICTION**

**3.0 units**

History of Science Fiction offers students the opportunity to explore this dynamic genre by applying critical thought to various works. Students will find connections between these works and, through examining these connections, develop concepts of how the genre has evolved in its considerations of various themes. Advisory: ENGL C100. Graded or Pass/No Pass option. Transfer Credit: CSU.

- 92562 16-wk/Jan 30 3 hrs and 10 min/wk arr. [ONLINE](#)

**ENGL C155 - AMERICAN LITERATURE 1865 TO PRESENT**

**3.0 units**

This course is designed to expose students to the poetry, short stories, essays, and novels of American writers after the Civil War to the present. Students will examine the philosophical, cultural, religious, and historic elements related to these texts. Attention will be paid to literary devices and styles evident in individual works and the commentary made by these works on moral and social issues. The course includes major writers such as Walt Whitman, Emily Dickinson, Mark Twain, F. Scott Fitzgerald, Langston Hughes, Robert Frost, Ernest Hemingway, William Faulkner, T.S. Elliott, Toni Morrison, Alice Walker, and many others. Prerequisite: ENGL C100 with a grade of C or better. Graded or Pass/No Pass option. Transfer Credit: CSU; UC. C-ID ENGL 135.

- 92563 16-wk/Jan 30 3 hrs and 10 min/wk arr. [ONLINE](#)

**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. Prerequisite: ENGL C100 with a grade of C or better. Graded or Pass/No Pass option. Transfer Credit: CSU; UC.

92565 16-wk/Jan 30 3 hrs and 10 min/wk arr. ONLINE

**ESL • (714) 431-3601****ESL C019 - LISTENING AND SPEAKING SKILLS 2B****4.0 units**

This is a listening comprehension, oral communication, and accent reduction course for low-intermediate students. Emphasis on preparation for classroom situations. Prerequisite: ESL C012, C016, C020, C028, C047, C048, C058, or ACT Compass assessment: Grammar 55, Reading 57, and Listening 40 or higher. Graded or Pass/No Pass option.

-Students interested in enrolling in ESL courses are advised to contact the ESL office at the Le-Jao Center, (714) 431-3601.

92412 16-wk/Feb 1 12:20pm-2:25pm MW LE-JAO RM 212

-Students interested in enrolling in ESL courses are advised to contact the ESL office at the Le-Jao Center, (714) 431-3601.

92414 16-wk/Feb 1 6:30pm-8:35pm MW LE-JAO RM 210

-Students interested in enrolling in ESL courses are advised to contact the ESL office at the Le-Jao Center, (714) 431-3601.

92413 16-wk/Feb 2 12:20pm-2:25pm TTh LE-JAO RM 212

**ESL C031 - GRAMMAR, READING, AND WRITING 2B****8.0 units**

This is an intensive, integrated grammar and reading course for low-intermediate students who are non-native speakers of English. This course provides practice in reading and analyzing short text selections and writing paragraphs that include a topic sentence and supporting details. Prerequisite: ESL C016, C020, C023, C050, C053, or ACT Compass assessment Reading: 57 or higher, Grammar: 55 or higher, and Listening: 40 or higher. Graded or Pass/No Pass option.

-Students interested in enrolling in ESL courses are advised to contact the ESL office at the Le-Jao Center, (714) 431-3601.

92275 16-wk/Feb 1 8am-12:15pm MW LE-JAO RM 212

-Students interested in enrolling in ESL courses are advised to contact the ESL office at the Le-Jao Center, (714) 431-3601.

92276 16-wk/Feb 2 8am-12:15pm TTh LE-JAO RM 212

-Students interested in enrolling in ESL courses are advised to contact the ESL office at the Le-Jao Center, (714) 431-3601.

92277 16-wk/Feb 2 5:30pm-9:45pm TTh LE-JAO RM 212

**ESL C035 - GRAMMAR, READING, AND WRITING 3A****8.0 units**

This is an intensive, integrated grammar, reading, and writing course for intermediate students who are non-native speakers of English. This course provides an introduction to literal and critical reading and responding to unsimplified texts and practice in writing unified paragraphs with a topic sentence and supporting details with an emphasis on accuracy in grammar and mechanics. Prerequisite: ESL C021, C025, C031, C051, C055, or ACT Compass assessment Reading: 62 or higher, Grammar: 65 or higher, and Listening: 47 or higher. Graded or Pass/No Pass option.

-Students interested in enrolling in ESL courses are advised to contact the ESL office at the Le-Jao Center, (714) 431-3601.

92278 16-wk/Feb 1 8am-12:15pm MW LE-JAO RM 210

-Students interested in enrolling in ESL courses are advised to contact the ESL office at the Le-Jao Center, (714) 431-3601.

92279 16-wk/Feb 2 8am-12:15pm TTh LE-JAO RM 211

-Students interested in enrolling in ESL courses are advised to contact the ESL office at the Le-Jao Center, (714) 431-3601.

92980 16-wk/Feb 2 8am-12:15pm TTh LE-JAO RM 204

-Students interested in enrolling in ESL courses are advised to contact the ESL office at the Le-Jao Center, (714) 431-3601.

92280 16-wk/Feb 2 5:30pm-9:45pm TTh LE-JAO RM 211

**ESL C039 - GRAMMAR, READING, AND WRITING 3B****8.0 units**

This is an intensive, integrated grammar, reading, and writing course for high-intermediate students who are non-native speakers of English. This course provides practice in literal and critical reading and responding to unsimplified texts. Emphasis on writing focused, grammatically-correct paragraphs with an effective topic sentence and supporting details. Prerequisite: ESL C030, C033, C035, C060, C063, or ACT Compass assessment Reading: 71 or higher, Grammar: 71 or higher, and Listening: 59 or higher. Graded or Pass/No Pass option.

-Students interested in enrolling in ESL courses are advised to contact the ESL office at the Le-Jao Center, (714) 431-3601.

92281 16-wk/Feb 1 8am-12:15pm MW LE-JAO RM 115

-Students interested in enrolling in ESL courses are advised to contact the ESL office at the Le-Jao Center, (714) 431-3601.

92282 16-wk/Feb 2 8am-12:15pm TTh LE-JAO RM 207

-Students interested in enrolling in ESL courses are advised to contact the ESL office at the Le-Jao Center, (714) 431-3601.

92287 16-wk/Feb 2 5:30pm-9:45pm TTh LE-JAO RM 207

**ESL C049 - LISTENING AND SPEAKING SKILLS 3A****4.0 units**

This is a listening comprehension, oral communication, and accent reduction course for intermediate students. Emphasis on basic note-taking skills. Prerequisite: ESL C019, C021, C025, C028, C031, C038, C047, C051, C055, C058, or ACT Compass assessment: Grammar 65, Reading 62, and Listening 47 or higher. Graded or Pass/No Pass option.

-Students interested in enrolling in ESL courses are advised to contact the ESL office at the Le-Jao Center, (714) 431-3601.

92415 16-wk/Feb 1 12:20pm-2:25pm MW LE-JAO RM 207

-Students interested in enrolling in ESL courses are advised to contact the ESL office at the Le-Jao Center, (714) 431-3601.

92417 16-wk/Feb 1 6:30pm-8:35pm MW LE-JAO RM 211

-Students interested in enrolling in ESL courses are advised to contact the ESL office at the Le-Jao Center, (714) 431-3601.

92416 16-wk/Feb 2 12:20pm-2:25pm TTh LE-JAO RM 205

-Students interested in enrolling in ESL courses are advised to contact the ESL office at the Le-Jao Center, (714) 431-3601.

92973 16-wk/Feb 2 12:20pm-2:25pm TTh LE-JAO RM 207

**ESL C052 - LISTENING AND SPEAKING SKILLS 3B****4.0 units**

This is a listening comprehension, oral communication, and accent reduction course for high-intermediate students. Emphasis on effective note taking and participation in class discussion. Prerequisite: ESL C030, C033, C035, C038, C049, C060, C063, C068, C138, C158, or ACT Compass assessment: Grammar 71, Reading 71, and Listening 59 or higher. Graded or Pass/No Pass option.

-Students interested in enrolling in ESL courses are advised to contact the ESL office at the Le-Jao Center, (714) 431-3601.

92418 16-wk/Feb 1 12:20pm-2:25pm MW LE-JAO RM 119

-Students interested in enrolling in ESL courses are advised to contact the ESL office at the Le-Jao Center, (714) 431-3601.

92419 16-wk/Feb 1 6:30pm-8:35pm MW LE-JAO RM 212

-Students interested in enrolling in ESL courses are advised to contact the ESL office at the Le-Jao Center, (714) 431-3601.

92997 16-wk/Feb 2 12:20pm-2:25pm TTh LE-JAO RM 115

**ESL C054 - GRAMMAR, READING, AND WRITING 4A****8.0 units**

The current ESL program includes separate Reading/Writing and Grammar courses. This course combines these subjects in an integrated curriculum designed to increase efficiency and accelerate students' progress in gaining English proficiency. The low-advanced level Reading, Writing, and Grammar course is the sixth in the series of six core ESL courses. Prerequisite: ESL C037, C130, C133, C150, C153, or ACT Compass assessment Reading: 80 or higher, Grammar: 78 or higher, and Listening: 70 or higher. Graded or Pass/No Pass option.

-Students interested in enrolling in ESL courses are advised to contact the ESL office at the Le-Jao Center, (714) 431-3601.

92283 16-wk/Feb 1 8am-12:15pm MW LE-JAO RM 205

-Students interested in enrolling in ESL courses are advised to contact the ESL office at the Le-Jao Center, (714) 431-3601.

92284 16-wk/Feb 2 8am-12:15pm TTh LE-JAO RM 115

-Students interested in enrolling in ESL courses are advised to contact the ESL office at the Le-Jao Center, (714) 431-3601.

92961 16-wk/Feb 2 5:30pm-9:45pm TTh LE-JAO RM 205

**ESL C056 - LISTENING AND SPEAKING SKILLS 4** **4.0 units**

This is a listening comprehension, oral communication, and accent reduction course for advanced second language students. Emphasis on effective note taking from lectures on academic topics. Prerequisite: ESL C039, C052, C130, C133, C138, C150, C153, C158, C167, or ACT Compass assessment: Grammar 78, Reading 80, and Listening 70 or higher. Graded or Pass/No Pass option.

-Students interested in enrolling in ESL courses are advised to contact the ESL office at the Le-Jao Center, (714) 431-3601.

92420 16-wk/Feb 2 12:20pm-2:25pm TTh LE-JAO RM 211

**ESL C141 - GRAMMAR AND WRITING 4B** **3.0 units**

This is an advanced course in paragraph writing. Students will refine their critical thinking skills and use of English syntax. Course curriculum includes introduction to short essays. Advisory: Placement by ESL assessment process. Pass/No Pass option.

-Students interested in enrolling in ESL courses are advised to contact the ESL office at the Le-Jao Center, (714) 431-3601.

92285 16-wk/Feb 2 9am-12:10pm T LE-JAO RM 202

**ESL C412 - ESL SENTENCE STRUCTURE 1** **0.0 unit**

An intensive beginning English grammar course for non-native English speakers. A survey of simple sentence structures in American English. Emphasis on developing proficiency and fluency in constructing grammatically correct English sentences. Advisory: Placement by ESL Assessment process. Non-Credit

-Students interested in enrolling in ESL courses are advised to contact the ESL office at the Le-Jao Center, (714) 431-3601.

92290 16-wk/Feb 1 8am-12:15pm MW LE-JAO RM 204

-Students interested in enrolling in ESL courses are advised to contact the ESL office at the Le-Jao Center, (714) 431-3601.

93125 16-wk/Feb 1 8am-12:20pm MW LE-JAO RM 211

-Students interested in enrolling in ESL courses are advised to contact the ESL office at the Le-Jao Center, (714) 431-3601.

92295 16-wk/Feb 1 8am-10:05am MTWTh LE-JAO RM 201

-Students interested in enrolling in ESL courses are advised to contact the ESL office at the Le-Jao Center, (714) 431-3601.

92288 16-wk/Feb 2 8am-12:15pm TTh LE-JAO RM 210

-Students interested in enrolling in ESL courses are advised to contact the ESL office at the Le-Jao Center, (714) 431-3601.

92299 16-wk/Feb 2 8am-12:15pm T LE-JAO RM 117

-Students interested in enrolling in ESL courses are advised to contact the ESL office at the Le-Jao Center, (714) 431-3601.

93124 16-wk/Feb 2 8am-12:15pm TTh LE-JAO RM 205

-Students interested in enrolling in ESL courses are advised to contact the ESL office at the Le-Jao Center, (714) 431-3601.

92294 16-wk/Feb 2 5:30pm-9:45pm TTh LE-JAO RM 204

-Students interested in enrolling in ESL courses are advised to contact the ESL office at the Le-Jao Center, (714) 431-3601.

92406 16-wk/Feb 2 5:30pm-9:45pm TTh LE-JAO RM 201

-Students interested in enrolling in ESL courses are advised to contact the ESL office at the Le-Jao Center, (714) 431-3601.

93123 16-wk/Feb 2 5:30pm-9:45pm TTh LE-JAO RM 210

-Students interested in enrolling in ESL courses are advised to contact the ESL office at the Le-Jao Center, (714) 431-3601.

92293 16-wk/Feb 3 2:40pm-4:45pm W LE-JAO RM 211

-Students interested in enrolling in ESL courses are advised to contact the ESL office at the Le-Jao Center, (714) 431-3601.

92296 16-wk/Feb 4 8am-10:05am Th LE-JAO RM 211

**ESL C414 - ESL: READING AND WRITING 1** **0.0 unit**

A beginning-level course in English reading and writing for non-native English speakers. Emphasis on developing vocabulary and communication skills necessary for reading and comprehending simple, short paragraphs and writing simple sentences. Advisory: Placement by ESL Assessment process. Non-Credit

-Students interested in enrolling in ESL courses are advised to contact the ESL office at the Le-Jao Center, (714) 431-3601.

92301 16-wk/Feb 1 10:15am-12:20pm MTWTh LE-JAO RM 201

-Students interested in enrolling in ESL courses are advised to contact the ESL office at the Le-Jao Center, (714) 431-3601.

92305 16-wk/Feb 3 8am-12:15pm W LE-JAO RM 207

-Students interested in enrolling in ESL courses are advised to contact the ESL office at the Le-Jao Center, (714) 431-3601.

92302 16-wk/Feb 3 12:30pm-2:35pm W LE-JAO RM 211

-Students interested in enrolling in ESL courses are advised to contact the ESL office at the Le-Jao Center, (714) 431-3601.

92303 16-wk/Feb 4 12:30pm-2:35pm Th LE-JAO RM 211



**ESL C416 - ESL: LISTENING AND CONVERSATION 1** **0.0 unit**

An intensive beginning-level course in English listening comprehension and oral communication for non-native English speakers. Emphasis on skills necessary to comprehend spoken English and to speak English fluently and accurately. Advisory: Placement by ESL assessment process. Non-Credit.

-Students interested in enrolling in ESL courses are advised to contact the ESL office at the Le-Jao Center, (714) 431-3601.

92307 16-wk/Feb 1 12:20pm-2:25pm MW LE-JAO RM 204

-Students interested in enrolling in ESL courses are advised to contact the ESL office at the Le-Jao Center, (714) 431-3601.

93128 16-wk/Feb 1 12:20pm-2:25pm MW LE-JAO RM 211

-Students interested in enrolling in ESL courses are advised to contact the ESL office at the Le-Jao Center, (714) 431-3601.

92310 16-wk/Feb 1 12:20pm-2:25pm MTWTh LE-JAO RM 201

-Students interested in enrolling in ESL courses are advised to contact the ESL office at the Le-Jao Center, (714) 431-3601.

92311 16-wk/Feb 1 6:30pm-8:35pm MW LE-JAO RM 117

-Students interested in enrolling in ESL courses are advised to contact the ESL office at the Le-Jao Center, (714) 431-3601.

92979 16-wk/Feb 1 6:30pm-8:35pm MW LE-JAO RM 201

-Students interested in enrolling in ESL courses are advised to contact the ESL office at the Le-Jao Center, (714) 431-3601.

93127 16-wk/Feb 1 6:30pm-8:35pm MW LE-JAO RM 205

-Students interested in enrolling in ESL courses are advised to contact the ESL office at the Le-Jao Center, (714) 431-3601.

93126 16-wk/Feb 2 12:20pm-2:25pm TTh LE-JAO RM 204

**FOOD AND NUTRITION**  
**(714) 241-6213**

**FN C170 - NUTRITION** **3.0 units**

Scientific concepts of nutrition relating to the functioning of nutrients in the basic life processes. Individual needs, food sources of nutrients, current nutrition issues, and diet analysis will be emphasized. Graded or Pass/No Pass option. Transfer Credit: CSU; UC.

92661 4-wk/Jan 4 13 hrs and 25 min/wk arr. ONLINE

92633 8-wk/Jan 30 6 hrs and 30 min/wk arr. ONLINE

92632 16-wk/Jan 30 3 hrs and 10 min/wk arr. TV

93058 16-wk/Jan 30 3 hrs and 10 min/wk arr. ONLINE

92635 8-wk/Feb 29 6 hrs and 30 min/wk arr. ONLINE

**FN C175 - NUTRITION AND AGING****3.0 units**

Fundamentals of foods and nutrition and food topics related to the health and well-being of older adults. Graded or Pass/No Pass option.

92637 8-wk/Jan 30 6 hrs and 30 min/wk arr. ONLINE

**FRENCH • (714) 241-6184****FREN C180 - ELEMENTARY FRENCH 1****5.0 units**

Introduction to French language, culture and thought, with emphasis upon listening, comprehension, speaking, reading and basic writing skills; develop control of fundamental sounds, forms and structures of French; become acquainted with the cultural and linguistic backgrounds of Francophone countries. Advisory: Students who have completed two years of high school French with a grade of C or better should enroll in FREN C185. Graded or Pass/No Pass option. Transfer Credit: CSU; UC credit limitations (see counselor).

92504 16-wk/Jan 30 5 hrs and 20 min/wk arr. ONLINE

**GEOGRAPHY • (714) 241-6213****GEOG C100 - WORLD REGIONAL GEOGRAPHY****3.0 units**

This course covers the physical and cultural features of various regions of the world. It examines the relationship between the physical environment and the cultural, political, and economic development of human societies; the reciprocal impact of human societies upon the environment; and current and potential world problems relating to geographic issues. Graded or Pass/No Pass option. Transfer Credit: CSU; UC.

92326 8-wk/Jan 30 6 hrs and 30 min/wk arr. ONLINE

93012 16-wk/Jan 30 2:30pm-5:40pm W NB CTR RM 330

92902 8-wk/Apr 4 6 hrs and 30 min/wk arr. ONLINE

**GEOG C180 - PHYSICAL GEOGRAPHY****3.0 units**

This course examines the physical elements of geography with particular attention to the earth as a planet. Students will study the interactions between the atmosphere, biosphere, hydrosphere, and lithosphere, how these interactions create particular environments, and the impact of human actions upon earth's environments. Graded or Pass/No Pass option. Transfer Credit: CSU; UC.

92327 8-wk/Apr 4 6 hrs and 30 min/wk arr. ONLINE

**GEOG C185 - CULTURAL GEOGRAPHY****3.0 units**

This course surveys the broad landscape of global cultures in terms of their spatial distributions and interactions. It focuses on how culture shapes physical spaces, how humans perceive these spaces, and how culture and place define people's lives and identity. Graded or Pass/No Pass option. Transfer Credit: CSU; UC.

93013 8-wk/Jan 30 6 hrs and 30 min/wk arr. ONLINE

**GEOLOGY • (714) 241-6213****GEOG C105 - GENERAL GEOLOGY****3.0 units**

Formerly GEOL C100. A study of the composition and structure of the earth and the internal and external processes that 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. Transfer Credit: CSU; UC credit limitations (see counselor). C-ID: 100.

92485 8-wk/Jan 30 6 hrs and 30 min/wk arr. ONLINE

-CRN 92486 has one or more on-site meetings which may include orientations, reviews, and/or exams. Refer to the course webpage, the student handbook, and/or the 'Testing Times' webpage <http://www.coastline.edu/students/distance-learning-testing-times/> for details.

92486 16-wk/Jan 30 3 hrs and 10 min/wk arr. TV

-Enrollment in CRN 93070 section requires Acceptance into the STAR Program and a 2 year commitment to the program. See <http://coastline.edu/star> for more information.

93070 16-wk/Jan 30 3 hrs and 10 min/wk arr. ONLINE

-Enrollment in CRN 93094 section requires Acceptance into the STAR Program and a 2 year commitment to the program. See <http://coastline.edu/star> for more information.

93094 16-wk/Jan 30 3 hrs and 10 min/wk arr. ONLINE

93095 16-wk/Jan 30 3 hrs and 10 min/wk arr. ONLINE

-Enrollment in CRN 93093 section requires Acceptance into the STAR Program and a 2 year commitment to the program. See <http://coastline.edu/star> for more information.

93093 16-wk/Feb 1 1pm-2:25pm MW NB CTR RM 228

93104 16-wk/Feb 1 1pm-2:25pm MW NB CTR RM 228

-Enrollment in CRN 93071 section requires Acceptance into the STAR Program and a 2 year commitment to the program. See <http://coastline.edu/star> for more information.

93071 16-wk/Feb 2 12:30pm-1:55pm TTh NB CTR RM 227

-CRN 92881 is an on-site and online class.

92881 16-wk/Feb 3 6:20pm-7:25pm W plus NB CTR RM 333

2 hrs and 5 min/wk arr. ONLINE

92487 8-wk/Feb 29 6 hrs and 30 min/wk arr. ONLINE

**GEOL C105L - GEOLOGY LAB****1.0 unit**

Laboratory study of basic physical geology. Emphasizes skills needed for identification of minerals and rocks; interpretation of land surface features based on topographic maps; and the understanding of folding, faulting, and rock relationships through interpretation of geologic maps. Prerequisite: GEOL C105 with a grade of C or better or concurrent enrollment. Graded or Pass/No Pass option. Transfer Credit: CSU; UC credit limitations (see counselor).

92488 16-wk/Jan 30 3 hrs and 10 min/wk arr. ONLINE

92927 8-wk/Jan 30 6 hrs and 30 min/wk arr. ONLINE

-CRN 92489 is an on-site and online class.

92489 16-wk/Feb 3 7:50pm-8:55pm W plus NB CTR RM 333

2 hrs and 5 min/wk arr. ONLINE

92490 8-wk/Feb 29 6 hrs and 30 min/wk arr. ONLINE

92880 8-wk/Apr 4 6 hrs and 30 min/wk arr. ONLINE

**GEOL C115 - CALIFORNIA GEOLOGY****3.0 units**

Formerly GEOL C130. The goal of the course is to use the amazing geologic features found in and around California to illustrate the principles of geology. During the course you will develop an overall understanding of geology and then examine specific California regions, learning how and why California has so many geologic wonders. Graded or Pass/No Pass option. Transfer Credit: CSU; UC.

92491 16-wk/Jan 30 3 hrs and 10 min/wk arr. ONLINE

**GEOL C185 - HISTORICAL GEOLOGY****3.0 units**

An introduction to Earth's history and the life it supports. Subjects include geologic dating, plate tectonics, stratigraphy, fossils, biological evolution, the planet's origin and the processes that have influenced paleogeography during the past 4.6 billion years. Advisory: GEOL C105. Graded or Pass/No Pass option. Transfer Credit: CSU; UC. C-ID: GEOL 110.

92492 8-wk/Feb 29 6 hrs and 30 min/wk arr. ONLINE

**GEOL C185L - HISTORICAL GEOLOGY LAB****1.0 unit**

The laboratory component to an introduction to Earth's history and the life it supports. Subjects include geologic dating, plate tectonics, stratigraphy, fossils, biological evolution, the planet's origin, and the processes that have influenced paleogeography during the past 4.6 billion years. Prerequisite: GEOL C185.

Advisory: GEOL C105. Graded or Pass/No Pass option. Transfer Credit: CSU; UC.

92493 8-wk/Feb 29 6 hrs and 30 min/wk arr. ONLINE

**GERONTOLOGY • (714) 241-6213****GERO C120 - PROFESSIONAL ISSUES IN GERONTOLOGY****3.0 units**

Multidisciplinary course addresses current issues relevant to the older adult population and those working with this population. Biological, psychological, and sociological issues that affect the aged such as health, housing, legislation, education, safety, employment, and grief are covered. Professional issues such as ethics, job burnout, and dealing with loss are also discussed. Emphasis is placed on meeting these needs in the local area with an investigation of community resources. Advisory: SOC C120. Graded or Pass/No Pass option.

92324 8-wk/Jan 30 6 hrs and 30 min/wk arr. ONLINE

**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.

92325 8-wk/Apr 4 6 hrs and 30 min/wk arr. [ONLINE](#)

**HEALTH EDUCATION • (714) 241-6213**

**HLTH C100 - PERSONAL HEALTH**

**3.0 units**

Examines personal, community, and global health issues and problems. Provides basic information for healthful living, stressing positive health behavior and personal responsibility. Areas of emphasis include life cycle changes, emotional and sexual adjustment, disease prevention and control, personal fitness, nutrition, stress, substance use and abuse, environmental and consumer health. Graded or Pass/No Pass option. Transfer Credit: CSU; UC.

92316 8-wk/Jan 30 6 hrs and 30 min/wk arr. [ONLINE](#)

-CRN 92317 has one or more on-site meetings which may include orientations, reviews, and/or exams. Refer to the course webpage, the student handbook, and/or the 'Testing Times' webpage (<http://www.coastline.edu/students/distance-learning/distance-learning-testing-times/>) for details.

92317 16-wk/Jan 30 3 hrs and 10 min/wk arr. [TV](#)

92314 16-wk/Feb 1 9am-10:25am MW NB CTR RM 332

92315 8-wk/Feb 29 6 hrs and 30 min/wk arr. [ONLINE](#)

92318 8-wk/Apr 4 6 hrs and 30 min/wk arr. [ONLINE](#)

**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.

92319 8-wk/Apr 4 6 hrs and 30 min/wk arr. [ONLINE](#)

**HISTORY • (714) 241-6213**

**HIST C121 - HISTORY OF AMERICAN WOMEN**

**3.0 units**

Formerly HIST C120. The course will examine the traditional and developing roles of women in american history. Emphasis will be on the 19th century struggle to gain equal status legally, the struggle of the twentieth century woman to solidify and build on these gains, comparisons of the images developed through literature and mass media with the realities of women's lifestyles and women's contributions to economic, political and social change particularly in the twentieth century. Graded or Pass/No Pass option. Transfer Credit: CSU; UC.

92328 8-wk/Apr 4 6 hrs and 30 min/wk arr. [ONLINE](#)

**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. Transfer Credit: CSU; UC.

92329 12-wk/Mar 5 4 hrs and 15 min/wk arr. [ONLINE](#)

**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. Transfer Credit: CSU; UC. C-ID: HIST 150.

92330 16-wk/Jan 30 3 hrs and 10 min/wk arr. [ONLINE](#)

**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. Transfer Credit: CSU; UC.

92332 16-wk/Jan 30 3 hrs and 10 min/wk arr. [ONLINE](#)



**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. Transfer Credit: CSU; UC. C-ID: HIST 130.

92832 4-wk/Jan 4 13 hrs and 25 min/wk arr. [ONLINE](#)

92335 8-wk/Jan 30 6 hrs and 30 min/wk arr. [ONLINE](#)

-CRN 92334 has one or more on-site meetings which may include orientations, reviews, and/or exams. Refer to the course webpage, the student handbook, and/or the 'Testing Times' webpage (<http://www.coastline.edu/students/distance-learning/distance-learning-testing-times/>) for details.

92334 16-wk/Jan 30 3 hrs and 10 min/wk arr. [TV](#)

92336 16-wk/Jan 30 3 hrs and 10 min/wk arr. [ONLINE](#)

-CRN 92333 has one or more on-site meetings which may include orientations, reviews, and/or exams. Refer to the course webpage, the student handbook, and/or the 'Testing Times' webpage (<http://www.coastline.edu/students/distance-learning/distance-learning-testing-times/>) for details.

92333 8-wk/Apr 4 6 hrs and 30 min/wk arr. [ONLINE](#)

-CRN 92337 is an on-site and online class.

92337 8-wk/Apr 7 6:30pm-8:35pm Th plus NB CTR RM 324  
4 hrs and 15 min/wk arr. [ONLINE](#)

**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. Transfer Credit: CSU; UC.

92341 8-wk/Jan 30 6 hrs and 30 min/wk arr. [ONLINE](#)

-CRN 92339 has one or more on-site meetings which may include orientations, reviews, and/or exams. Refer to the course webpage, the student handbook, and/or the 'Testing Times' webpage (<http://www.coastline.edu/students/distance-learning/distance-learning-testing-times/>) for details.

92339 16-wk/Jan 30 3 hrs and 10 min/wk arr. [TV](#)

92340 16-wk/Jan 30 3 hrs and 10 min/wk arr. [ONLINE](#)

92342 16-wk/Feb 1 2:30pm-5:40pm M NB CTR RM 333

92338 16-wk/Feb 3 2:30pm-5:40pm W LE-JAO RM 204

92343 8-wk/Apr 4 6 hrs and 30 min/wk arr. [ONLINE](#)

**HIST C180 - WESTERN CIVILIZATION I**

**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. Transfer Credit: CSU; UC.

92344 8-wk/Apr 4 6 hrs and 30 min/wk arr. [ONLINE](#)



**HIST C185 - WESTERN CIVILIZATION 2** **3.0 units**

A survey of the development of present day Western society from 1550 to the present. Course will emphasize the cultural, and socio-economic changes wrought by the Reformation, the Enlightenment, the Scientific Revolution, industrialization, and imperialism. It will also trace the political evolution of the West by examining a variety of political trends, including liberalism, nationalism, socialism, communism, and fascism. Graded or Pass/No Pass option. Transfer Credit: CSU; UC.

-CRN 92345 has one or more on-site meetings which may include orientations, reviews, and/or exams. Refer to the course webpage, the student handbook, and/or the "Testing Times" webpage (<http://www.coastline.edu/students/distance-learning/distance-learning-testing-times/>) for details.  
92345 16-wk/Jan 30 3 hrs and 10 min/wk arr. TV

**HUMAN SERVICES • (714) 241-6213**

**HSVC C100 - INTRODUCTION TO HUMAN SERVICES** **3.0 units**

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

92297 16-wk/Jan 30 3 hrs and 10 min/wk arr. ONLINE

**HSVC C101 - HELPING THEORIES AND STRATEGIES** **3.0 units**

An overview of the major helping theories and strategies in the counseling process. Emphasis will be placed on enabling students to develop theoretical foundations and apply appropriate intervention strategies. Topics covered include dealing with a crisis and disaster, clarifying personal values, solving common problems encountered as a helper, and case management. Graded or Pass/No Pass option.

92298 16-wk/Jan 30 3 hrs and 10 min/wk arr. ONLINE

**HSVC C102 - INTRODUCTION TO CRISIS INTERVENTION** **3.0 units**

The course examines crisis theory, types of crises, crisis intervention strategies, and referral procedures. Topics will include: ethical and cultural issues, death and dying, substance abuse, suicide, victimization, AIDS and HIV, and post-traumatic stress disorder. Students will become familiar with the assumptions of crisis theory and how it shapes the interventions. Graded or Pass/No Pass option.

92300 8-wk/Apr 4 6 hrs and 30 min/wk arr. ONLINE

**HSVC C104 - TREATMENT ISSUES IN SUBSTANCE ABUSE** **3.0 units**

This course will introduce students to theoretical and intervention models involved in the treatment of substance dependencies. Students will explore the effects of substance abuse on the individual, the family unit, workplace, and the community. Topics include counselor characteristics, legal and ethical issues facing substance abuse counselors, pharmacology, substance abuse assessment, issues of diversity and treatment, group counseling, family counseling, codependency and enabling, and modalities of treatment. Graded or Pass/No Pass option.

92304 8-wk/Apr 4 6 hrs and 30 min/wk arr. ONLINE

**HSVC C273 - HUMAN SERVICES PRACTICUM** **3.0 units**

Through community agencies, students will learn the work of human services delivery through supervised participation. The course will emphasize student self-awareness and self-esteem, interviewing and communication skills, the relationship of theory and practice, and agency and client systems. Prerequisite: HSVC C100 and C101 with a grade of C or better. Corequisite: 60 hours of employment or volunteer work in a human services agency. Graded or Pass/No Pass option.

92346 16-wk/Jan 30 3 hrs and 10 min/wk arr. ONLINE

**HUMANITIES • (714) 241-6184**

**HUM C110 - HUMANITIES THROUGH THE ARTS** **3.0 units**

This course surveys Western Civilization's cultural achievements in music, literature, drama, film, painting, sculpture, and architecture. Graded or Pass/No Pass option. Transfer Credit: CSU; UC.

-CRN 92567 has one or more on-site meetings which may include orientations, reviews, and/or exams. Refer to the course webpage, the student handbook, and/or the "Testing Times" webpage (<http://www.coastline.edu/students/distance-learning/distance-learning-testing-times/>) for details.

92567 16-wk/Jan 30 3 hrs and 10 min/wk arr. TV

92568 16-wk/Jan 30 3 hrs and 10 min/wk arr. ONLINE

-Enrollment in CRN 93106 section requires Acceptance into the STAR Program and a 2 year commitment to the program. See <http://coastline.edu/star> for more information.

93106 16-wk/Jan 30 3 hrs and 10 min/wk arr. ONLINE

**HUM C135 - HISTORY AND APPRECIATION OF CINEMA** **3.0 units**

Formerly HUM C130. Historical development of film in America as an art form and as a business. Graded or Pass/No Pass option. Transfer Credit: CSU; UC.

92569 16-wk/Jan 30 3 hrs and 10 min/wk arr. ONLINE

**JAPANESE • (714) 241-6184**

**JAPN C180 - ELEMENTARY JAPANESE 1** **5.0 units**

This course is designed to develop the student's fundamental ability to both comprehend and converse in daily spoken Japanese. Early reading and writing skills are introduced as well as Japanese customs and culture. Advisory: Students who have completed two years of high school Japanese with a grade C or better should enroll in JAPN C185. Graded or Pass/No Pass option. Transfer Credit: CSU, UC credit limitations. See counselor.

93115 16-wk/Jan 30 5 hrs and 20 min/wk arr. ONLINE

**KINESIOLOGY • (714) 241-6213**

**KIN C100 - INTRODUCTION TO KINESIOLOGY** **3.0 units**

An introduction to the study of human movement, including its role in daily life, its place in higher education, and professional career opportunities in areas related to sport, movement, exercise, and fitness. Students will examine the multiple ways of knowing and studying human movement with a focus on the sub disciplines within Kinesiology. Graded or Pass/No Pass option.

92306 16-wk/Jan 30 3 hrs and 10 min/wk arr. ONLINE

**LIBRARY • (714) 241-6117**

**LIBR C110 - LIBRARY RESEARCH AND INFORMATION COMPETENCY** **2.0 units**

Use current information resources and tools for success in education, career, and personal life. Course includes strategies for research and reports. Emphasis will be on identifying appropriate resources from the ever-expanding world of information, including print, electronic, Internet, and other media. Graded or Pass/No Pass option.

92570 8-wk/Jan 30 6 hrs and 30 min/wk arr. ONLINE

## ENROLLING IN MATH?

All students enrolling in MATH C008, C010, C030, C100, C103, C104, C105, C105, C100, C120, C140, C150, C160, C170, C180, C220, C225, C226, C280, or C285 at Coastline must achieve a qualifying score on the Math placement test or successfully complete the course prerequisite.

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

Testing is available throughout the semester. For more information, to schedule an appointment, and to learn how to prepare for the tests, please go to [www.coastline.edu/services/assessment-center/](http://www.coastline.edu/services/assessment-center/). You can also call the Assessment Center at (714) 241-6285 to schedule an appointment or stop by College Center, 4th floor.

## MANAGEMENT AND SUPERVISION (714) 241-6209

### MS C100 - BUSINESS ORGANIZATION AND MANAGEMENT 3.0 units

Business Organization and Management is a course designed to provide a comprehensive review of the role of management in the current business environment. Students will be introduced to the terminology, theories, and principles that make up the core of business management. The 21st Century workplace is undergoing dramatic changes. Organizations are reinventing themselves for speed, efficiency, and flexibility and creating a strategic advantage with customer-focused leadership. Teams are becoming the basic organizational building block with the increased emphasis on employee participation, and empowerment. Graded or Pass/No Pass option.

92924 4-wk/Jan 4 13 hrs and 30 min/wk arr. ONLINE  
92590 16-wk/Jan 30 3 hrs and 10 min/wk arr. TV  
92592 8-wk/Apr 4 6 hrs and 30 min/wk arr. ONLINE

### MS C101 - MANAGEMENT AND EMPLOYEE COMMUNICATION 3.0 units

This course applies the principles of ethical and effective communication to the creation of letters, memos, emails, and written and oral reports for a variety of business situations. The course emphasizes planning, organizing, composing, and revising business documents using word processing software for written documents and presentation-graphics software to create and deliver professional-level oral reports. This course is designed for students who already have college-level writing skills. Graded or Pass/No Pass option.

92593 16-wk/Jan 30 3 hrs and 10 min/wk arr. ONLINE

### MS C102 - HUMAN RELATIONS IN BUSINESS 3.0 units

The course explores the influence of individual differences, interpersonal dynamics, and culture on human relations. Its focus is on learning to apply the principles of social science as a business management skill, and to improve working relationships and the ability to deal with a variety of people and situations. Students will learn how to utilize problem solving, critical thinking, and human relations skills to become effective supervisors and managers in today's business environment. Graded or Pass/No Pass option.

92594 16-wk/Jan 30 3 hrs and 10 min/wk arr. ONLINE

### MS C104 - HUMAN RESOURCE MANAGEMENT 3.0 units

This course on human resource management skills used by business managers in day-to-day operations to ensure individuals are treated with accordance to the state and federal law. While focusing on different aspects of human resource management and practices, problem solving, and critical thinking skills that are applied by people who are seeking to become effective supervisors and managers in today's workplace environments. Graded or Pass/No Pass option.

92595 16-wk/Jan 30 3 hrs and 10 min/wk arr. ONLINE

### MS C145 - PERSONAL LEADERSHIP 3.0 units

Formerly LEAD C145. A participative course designed for individuals wanting to improve their current leadership and management skills. Topics include knowing what leadership is, challenging the process, inspiring a shared vision, enabling others to act, modeling the way, recognizing contributions and accomplishments, and becoming a caring and effective leader through the Student Advisory Council. Other topics include evaluating personal leadership and management skills, solving problems creatively, communicating supportively, gaining power and influence, managing conflict, and motivating others. Advisory: MS C144 (formerly LEAD C140). Graded or Pass/No Pass option.

92596 16-wk/Jan 30 3 hrs and 10 min/wk arr. ONLINE

### MS C172 - SUPPLY CHAIN OPERATIONS 3.0 units

Supply Chain Operations provides a strong foundation and solid understanding of key supply chain processes. Topic highlights include supply chain strategy development; process evaluation and design; and planning, control, and scheduling with a focus on value-added approaches to link suppliers, the organizations and customers. Strategic and operational issues are covered with an emphasis on tools and techniques. The same as SM C102. Graded or Pass/No Pass option.

93026 16-wk/Jan 30 3 hrs and 10 min/wk arr. ONLINE

## MARINE SCIENCE • (714) 241-6213

### MRSC C100 - INTRODUCTION TO MARINE SCIENCE 3.0 units

A general study of the marine environment. Examines the chemical, biological and geological properties of the sea, the sea as a natural resource, and its geo-political and economic impact. Graded or Pass/No Pass option. Transfer Credit: CSU, UC.

-CRN 92877 has one or more on-site meetings which may include orientations, reviews, and/or exams. Refer to the course webpage, the student handbook, and/or the "Testing Times" webpage <http://www.coastline.edu/students/distance-learning-testing-times/> for details.

92877 16-wk/Jan 30 3 hrs and 10 min/wk arr. TV  
93041 16-wk/Feb 3 6:30pm-9:40pm W NB CTR RM 215

### MRSC C100L - MARINE SCIENCE LAB 1.0 unit

Basic laboratory, field, and computer aided studies of physical, chemical, geographical, and biological oceanography. Corequisite: MRSC C100 or taken previously with a grade of C or better. Graded or Pass/No Pass option.

-Students in -CRN 92879 must purchase a lab manual from the Bookstore and will complete labs using the computer.

-CRN 92879 has one or more on-site meetings which may include orientations, reviews, and/or exams. Refer to the course webpage, the student handbook, and/or the "Testing Times" webpage <http://www.coastline.edu/students/distance-learning-testing-times/> for details.

92879 16-wk/Jan 30 3 hrs and 10 min/wk arr. ONLINE  
93042 16-wk/Feb 1 6:30pm-9:40pm M NB CTR RM 215

## MASS COMMUNICATION (714) 241-6184

### MCOM C100 - INTRODUCTION MASS COMMUNICATIONS 3.0 units

Formerly COMM C100. A study and analysis of the major media - newspapers, magazines, radio, and television - covering how they function and affect society. Graded or Pass/No Pass option. Transfer Credit: CSU; UC.

92571 16-wk/Jan 30 3 hrs and 10 min/wk arr. TV  
92572 16-wk/Jan 30 3 hrs and 10 min/wk arr. ONLINE

# MATHEMATICS • (714) 241-6213

## MATH C005 - BASIC MATHEMATICS

3.0 units

Fundamental operations of arithmetic including operations on whole numbers, fractions, decimals, percents, descriptive statistics, geometry applications, and consumer applications. (Not applicable to A.A. degree.) Advisory: Take Math Placement Test. Pass/No Pass only.

92651 16-wk/Jan 30 3 hrs and 10 min/wk arr. ONLINE

-CRN 92652 has one or more on-site meetings which may include orientations, reviews, and/or exams. Refer to the course webpage, the student handbook, and/or the "Testing Times" webpage <http://coastline.edu/students/distance-learning-testing-times/> for details.

92652 16-wk/Jan 30 3 hrs and 10 min/wk arr. CABLE

-CRN 92991 has one or more on-site meetings which may include orientations, reviews, and/or exams. Refer to the course webpage, the student handbook, and/or the "Testing Times" webpage <http://coastline.edu/students/distance-learning-testing-times/> for details.

92991 16-wk/Jan 30 3 hrs and 10 min/wk arr. ONLINE

92653 16-wk/Feb 5 8am-11:10am F LE-JAO RM 217

## 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 C007 with a passing grade or achieve qualifying score on Math Placement Test. Pass/No Pass only.

-CRN 92655 has one or more on-site meetings which may include orientations, reviews, and/or exams. Refer to the course webpage, the student handbook, and/or the "Testing Times" webpage <http://www.coastline.edu/students/distance-learning-testing-times/> for details.

92655 16-wk/Jan 30 3 hrs and 10 min/wk arr. ONLINE

-CRN 92657 has one or more on-site meetings which may include orientations, reviews, and/or exams. Refer to the course webpage, the student handbook, and/or the "Testing Times" webpage <http://www.coastline.edu/students/distance-learning-testing-times/> for details.

92657 16-wk/Jan 30 3 hrs and 10 min/wk arr. CABLE

92654 16-wk/Feb 5 11:30am-2:40pm F LE-JAO RM 217

-CRN 92663 has one or more on-site meetings which may include orientations, reviews, and/or exams. Refer to the course webpage, the student handbook, and/or the "Testing Times" webpage <http://www.coastline.edu/students/distance-learning-testing-times/> for details.

92663 12-wk/Mar 5 4 hrs and 15 min/wk arr. ONLINE

## 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: Passing grade in MATH C008 with a passing grade or achieve qualifying score on Math Placement Test. Graded or Pass/No Pass option.

-CRN 92666 has one or more on-site meetings which may include orientations, reviews, and/or exams. Refer to the course webpage, the student handbook, and/or the "Testing Times" webpage (<http://www.coastline.edu/students/distance-learning/distance-learning-testing-times/>) for details.

92666 4-wk/Jan 4 18 hrs/wk arr. ONLINE

-CRN 92662 has one or more on-site meetings which may include orientations, reviews, and/or exams. Refer to the course webpage, the student handbook, and/or the "Testing Times" webpage <http://www.coastline.edu/students/distance-learning-testing-times/> for details.

92662 16-wk/Jan 30 4 hrs and 15 min/wk arr. CABLE

-CRN 92664 has one or more on-site meetings which may include orientations, reviews, and/or exams. Refer to the course webpage, the student handbook, and/or the "Testing Times" webpage <http://www.coastline.edu/students/distance-learning-testing-times/> for details.

92664 16-wk/Jan 30 4 hrs and 15 min/wk arr. ONLINE

92912 16-wk/Jan 30 4 hrs and 15 min/wk arr. ONLINE

92658 16-wk/Feb 2 9:30am-11:35am TTh LE-JAO RM 119



-CRN 92665 has one or more on-site meetings which may include orientations, reviews, and/or exams. Refer to the course webpage, the student handbook, and/or the "Testing Times" webpage <http://www.coastline.edu/students/distance-learning-testing-times/> for details.

92665 12-wk/Mar 5 6 hrs/wk arr. ONLINE

## MATH C030 - INTERMEDIATE ALGEBRA

4.0 units

Review of elementary algebra, linear and quadratic equations, curve plotting, exponents, radicals, polynomials, systems of equations/inequalities, nonlinear equations, logarithmic and exponential functions, complex numbers, and applications. 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 92672 has one or more on-site meetings which may include orientations, reviews, and/or exams. Refer to the course webpage, the student handbook, and/or the "Testing Times" webpage <http://www.coastline.edu/students/distance-learning-testing-times/> for details.

92672 4-wk/Jan 4 18 hrs/wk arr. ONLINE

-CRN 92667 has one or more on-site meetings which may include orientations, reviews, and/or exams. Refer to the course webpage, the student handbook, and/or the "Testing Times" webpage <http://www.coastline.edu/students/distance-learning-testing-times/> for details.

92669 16-wk/Jan 30 4 hrs and 15 min/wk arr. ONLINE

-CRN 92671 has one or more on-site meetings which may include orientations, reviews, and/or exams. Refer to the course webpage, the student handbook, and/or the "Testing Times" webpage <http://www.coastline.edu/students/distance-learning-testing-times/> for details.

92671 16-wk/Jan 30 4 hrs and 15 min/wk arr. ONLINE

-CRN 92675 has one or more on-site meetings which may include orientations, reviews, and/or exams. Refer to the course webpage, the student handbook, and/or the "Testing Times" webpage <http://www.coastline.edu/students/distance-learning-testing-times/> for details.

92675 16-wk/Jan 30 4 hrs and 15 min/wk arr. CABLE

-CRN 92676 has one or more on-site meetings which may include orientations, reviews, and/or exams. Refer to the course webpage, the student handbook, and/or the "Testing Times" webpage <http://www.coastline.edu/students/distance-learning-testing-times/> for details.

92676 16-wk/Jan 30 4 hrs and 15 min/wk arr. ONLINE

-CRN 92778 has one or more on-site meetings which may include orientations, reviews, and/or exams. Refer to the course webpage, the student handbook, and/or the "Testing Times" webpage <http://www.coastline.edu/students/distance-learning-testing-times/> for details.

92778 16-wk/Jan 30 4 hrs and 15 min/wk arr. ONLINE

92668 16-wk/Feb 1 9am-11:05am MW LE-JAO RM 217

-CRN 92875 has one or more on-site meetings which may include orientations, reviews, and/or exams. Refer to the course webpage, the student handbook, and/or the "Testing Times" webpage <http://www.coastline.edu/students/distance-learning-testing-times/> for details.

92875 12-wk/Mar 5 6 hrs/wk arr. ONLINE

-CRN 92670 has one or more on-site meetings which may include orientations, reviews, and/or exams. Refer to the course webpage, the student handbook, and/or the "Testing Times" webpage <http://www.coastline.edu/students/distance-learning-testing-times/> for details.

92670 12-wk/Mar 5 6 hrs/wk arr. ONLINE



**MATH C044 - COMBINED BASIC MATHEMATICS AND PRE-ALGEBRA**

**5.0 units**

This course prepares students with the basic math principles and foundation for Elementary Algebra (Math 010). The course content is equivalent to that covered separately in Math 005 (Basic Arithmetic) and Math 008 (Pre-Algebra). The course develops number and operation sense with regard to whole numbers, integers, rational numbers, mixed numbers, and decimals. Also included are grouping symbols, order of operations, estimation and approximation, scientific notation, ratios, percents, proportions, geometric figures, and units of measurement with conversions. An introduction to algebraic topics, including simple linear equations, algebraic expressions and formulas, and practical applications of the material are also covered. All topics will be covered without the use of a calculating device. Pass/No Pass option. -CRN 92677 has one or more on-site meetings which may include orientations, reviews, and/or exams. Refer to the course webpage, the student handbook, and/or the "Testing Times" webpage <http://www.coastline.edu/students/distance-learning-testing-times/> for details.

92677 16-wk/Jan 30 5 hrs and 20 min/wk arr. **ONLINE**

93031 16-wk/Feb 2 9am-11:30am TTh **LE-JAO RM 217**

**MATH C045 - ACCELERATED ALGEBRA**

**6.0 units**

Numerical and algebraic operations, number systems, linear and quadratic equations/inequalities, exponents, polynomials, radicals, curve plotting, systems of equations/inequalities, nonlinear equations, logarithmic and exponential functions, complex numbers, and applications. Prerequisite: MATH C008 with a passing grade or achieve qualifying score on Math Placement Test. Graded or Pass/No Pass option.

-CRN 92678 has one or more on-site meetings which may include orientations, reviews, and/or exams. Refer to the course webpage, the student handbook, and/or the "Testing Times" webpage <http://www.coastline.edu/students/distance-learning-testing-times/> for details.

92678 16-wk/Jan 30 6 hrs and 30 min/wk arr. **ONLINE**

-CRN 93021 is an on-site and online class.

93021 16-wk/Feb 2 10am-11:35am TTh plus **NB CTR RM 236**  
3 hrs/wk arr. **ONLINE**

**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 a writing and research component. Prerequisite: MATH C030 with a grade of C or better or achieve qualifying score on Math Placement Test. Graded or Pass/No Pass option. Transfer Credit: CSU.

-CRN 92679 has one or more on-site meetings which may include orientations, reviews, and/or exams. Refer to the course webpage, the student handbook, and/or the "Testing Times" webpage <http://www.coastline.edu/students/distance-learning-testing-times/> for details.

92679 4-wk/Jan 4 13 hrs and 25 min/wk arr. **ONLINE**

-CRN 92680 has one or more on-site meetings which may include orientations, reviews, and/or exams. Refer to the course webpage, the student handbook, and/or the "Testing Times" webpage <http://www.coastline.edu/students/distance-learning-testing-times/> for details.

92680 16-wk/Jan 30 3 hrs and 10 min/wk arr. **ONLINE**

-CRN 92682 has one or more on-site meetings which may include orientations, reviews, and/or exams. Refer to the course webpage, the student handbook, and/or the "Testing Times" webpage <http://www.coastline.edu/students/distance-learning-testing-times/> for details.

92682 8-wk/Apr 4 6 hrs and 30 min/wk arr. **ONLINE**

**MATH C104 - MATHEMATICS FOR ELEMENTARY TEACHERS** **3.0 units**

This course will build fluency and understanding of basic mathematical concepts and develop reasoning, problem-solving, and communicating skills. The course involves using technology, participating in group work and projects, and observing and/or teaching in local elementary schools. Topics covered include whole numbers, integers, rational numbers, real numbers, number theory, ratio, and proportion. Prerequisite: MATH C030 with a grade of C or better or achieve qualifying score on Math Placement Test. Letter Grady only. Transfer Credit: CSU, UC.

-CRN 92683 has one or more on-site meetings which may include orientations, reviews, and/or exams. Refer to the course webpage, the student handbook, and/or the "Testing Times" webpage <http://www.coastline.edu/students/distance-learning-testing-times/> for details.

92683 16-wk/Jan 30 3 hrs and 10 min/wk arr. **ONLINE**

**MATH C106 - GEOMETRY FOR ELEMENTARY TEACHERS** **3.0 units**

This course will build fluency and understanding of basic mathematical concepts and develop reasoning, problem solving, and communicating skills. The course involves using technology, participating in group work and projects, and observing and/or teaching in local elementary schools. Topics covered include data analysis, probability, geometry, measurement, algebra, and coordinate geometry. Prerequisite: MATH C030 with a grade of C or better or achieve qualifying score on Math Placement Test. Graded or Pass/No Pass option. Transfer Credit: CSU, UC.

-CRN 92686 has one or more on-site meetings which may include orientations, reviews, and/or exams. Refer to the course webpage, the student handbook, and/or the "Testing Times" webpage <http://www.coastline.edu/students/distance-learning-testing-times/> for details.

92686 16-wk/Jan 30 3 hrs and 10 min/wk arr. **ONLINE**

**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. Transfer Credit: CSU; UC credit limitations (see counselor).

-CRN 92689 has one or more on-site meetings which may include orientations, reviews, and/or exams. Refer to the course webpage, the student handbook, and/or the "Testing Times" webpage <http://www.coastline.edu/students/distance-learning-testing-times/> for details.

92689 16-wk/Jan 30 4 hrs and 15 min/wk arr. **ONLINE**

-CRN 92690 has one or more on-site meetings which may include orientations, reviews, and/or exams. Refer to the course webpage, the student handbook, and/or the "Testing Times" webpage <http://www.coastline.edu/students/distance-learning-testing-times/> for details.

92690 16-wk/Jan 30 4 hrs and 15 min/wk arr. **ONLINE**

-CRN 92779 has one or more on-site meetings which may include orientations, reviews, and/or exams. Refer to the course webpage, the student handbook, and/or the "Testing Times" webpage <http://www.coastline.edu/students/distance-learning-testing-times/> for details.

92779 16-wk/Jan 30 4 hrs and 15 min/wk arr. **CABLE**

92692 16-wk/Feb 2 9:30am-11:35am TTh **NB CTR RM 237**

**MATH C120 - TRIGONOMETRY****3.0 units**

Circular functions, trigonometric identities and graphs, inverse functions, triangles, vectors, applications, and imaginary and complex numbers.  
 Prerequisite: MATH C030 with a grade of C or better or achieve qualifying score on Math Placement Test. Advisory: MATH C020. Graded or Pass/No Pass option.  
 93137 4-wk/Jan 4 9am-12:20pm MTWTh NB CTR RM 236

-CRN 92693 has one or more on-site meetings which may include orientations, reviews, and/or exams. Refer to the course webpage, the student handbook, and/or the "Testing Times" webpage <http://www.coastline.edu/students/distance-learning-testing-times/> for details.

92693 16-wk/Jan 30 3 hrs and 10 min/wk arr. **ONLINE**

-CRN 92694 has one or more on-site meetings which may include orientations, reviews, and/or exams. Refer to the course webpage, the student handbook, and/or the "Testing Times" webpage <http://www.coastline.edu/students/distance-learning-testing-times/> for details.

92694 12-wk/Mar 5 4 hrs and 15 min/wk arr. **ONLINE**

**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 C170 with a grade of C or better or achieve qualifying score on Math Placement Test. Graded or Pass/No Pass option. Transfer Credit: CSU; UC credit limitations (see counselor).

-CRN 92696 has one or more on-site meetings which may include orientations, reviews, and/or exams. Refer to the course webpage, the student handbook, and/or the "Testing Times" webpage <http://www.coastline.edu/students/distance-learning-testing-times/> for details.

-Enrollment in CRN 92696 section requires Acceptance into the STAR Program and a 2 year commitment to the program. See <http://coastline.edu/star> for more information.

92696 16-wk/Jan 30 4 hrs and 15 min/wk arr. **ONLINE**

-CRN 92700 has one or more on-site meetings which may include orientations, reviews, and/or exams. Refer to the course webpage, the student handbook, and/or the "Testing Times" webpage (<http://www.coastline.edu/students/distance-learning-testing-times/>) for details.

92700 16-wk/Jan 30 4 hrs and 15 min/wk arr. **ONLINE**

-CRN 92702 has one or more on-site meetings which may include orientations, reviews, and/or exams. Refer to the course webpage, the student handbook, and/or the "Testing Times" webpage (<http://www.coastline.edu/students/distance-learning-testing-times/>) for details.

92702 16-wk/Jan 30 4 hrs and 15 min/wk arr. **ONLINE**

-Enrollment in CRN 92699 section requires Acceptance into the STAR Program and a 2 year commitment to the program. See <http://coastline.edu/star> for more information.

92699 16-wk/Jan 30 9am-11:05am TTh NB CTR RM 227

92701 16-wk/Feb 1 7pm-9:05pm MW NB CTR RM 235

-CRN 92994 has one or more on-site meetings which may include orientations, reviews, and/or exams. Refer to the course webpage, the student handbook, and/or the "Testing Times" webpage <http://www.coastline.edu/students/distance-learning-testing-times/> for details.

92994 12-wk/Mar 5 6 hrs/wk arr. **ONLINE**

**MATH C150 - FINITE MATHEMATICS WITH APPLICATIONS****4.0 units**

Topics include sets, logic, number bases, number theory, mathematical systems, equations, graphs, probability, statistics, matrices, Markov chains, and game theory, with applications. Prerequisite: MATH C030 with a grade of C or better or achieve qualifying score on Math Placement Test. Graded or Pass/No Pass option. Transfer Credit: CSU, UC.

-CRN 93022 has one or more on-site meetings which may include orientations, reviews, and/or exams. Refer to the course webpage, the student handbook, and/or the "Testing Times" webpage <http://www.coastline.edu/students/distance-learning-testing-times/> for details.

93022 16-wk/Jan 30 4 hrs and 15 min/wk arr. **ONLINE**

**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. Transfer Credit: CSU, UC.

-CRN 92728 has one or more on-site meetings which may include orientations, reviews, and/or exams. Refer to the course webpage, the student handbook, and/or the "Testing Times" webpage <http://www.coastline.edu/students/distance-learning-testing-times/> for details.

92728 4-wk/Jan 4 18 hrs/wk arr. **ONLINE**

-CRN 92714 has one or more on-site meetings which may include orientations, reviews, and/or exams. Refer to the course webpage, the student handbook, and/or the "Testing Times" webpage <http://www.coastline.edu/students/distance-learning-testing-times/> for details.

-Enrollment in CRN 92714 section requires Acceptance into the STAR Program and a 2 year commitment to the program. See <http://coastline.edu/star> for more information.

92714 16-wk/Jan 30 4 hrs and 15 min/wk arr. **ONLINE**

-CRN 92716 has one or more on-site meetings which may include orientations, reviews, and/or exams. Refer to the course webpage, the student handbook, and/or the "Testing Times" webpage (<http://www.coastline.edu/students/distance-learning-testing-times/>) for details.

92716 16-wk/Jan 30 4 hrs and 15 min/wk arr. **CABLE**

-CRN 92733 has one or more on-site meetings which may include orientations, reviews, and/or exams. Refer to the course webpage, the student handbook, and/or the "Testing Times" webpage <http://www.coastline.edu/students/distance-learning-testing-times/> for details.

92733 16-wk/Jan 30 4 hrs and 15 min/wk arr. **ONLINE**

92730 16-wk/Feb 1 1:30pm-3:35pm MW NB CTR RM 234

-Enrollment in CRN 93059 section requires Acceptance into the STAR Program and a 2 year commitment to the program. See <http://coastline.edu/star> for more information.

93059 16-wk/Feb 1 10:45am-12:50pm MW NB CTR RM 322

92735 16-wk/Feb 2 9:30am-11:35am TTh NB CTR RM 234

-CRN 92725 has one or more on-site meetings which may include orientations, reviews, and/or exams. Refer to the course webpage, the student handbook, and/or the "Testing Times" webpage <http://www.coastline.edu/students/distance-learning-testing-times/> for details.

92725 8-wk/Apr 4 9 hrs/wk arr. **ONLINE**

**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. Transfer Credit: CSU; UC credit limitations (see counselor). -CRN 92739 has one or more on-site meetings which may include orientations, reviews, and/or exams. Refer to the course webpage, the student handbook, and/or the "Testing Times" webpage <http://www.coastline.edu/students/distance-learning-testing-times/> for details.

92739 16-wk/Jan 30 5 hrs and 20 min/wk arr. ONLINE

-CRN 93029 has one or more on-site meetings which may include orientations, reviews, and/or exams. Refer to the course webpage, the student handbook, and/or the "Testing Times" webpage <http://www.coastline.edu/students/distance-learning-testing-times/> for details.

93029 16-wk/Jan 30 5 hrs and 20 min/wk arr. CABLE

**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 C170 with a grade of C or better or achieve qualifying score on Math Placement Test. Graded or Pass/No Pass option. Transfer Credit: CSU, UC credit limitations (see counselor). -CRN 92744 has one or more on-site meetings which may include orientations, reviews, and/or exams. Refer to the course webpage, the student handbook, and/or the "Testing Times" webpage <http://www.coastline.edu/students/distance-learning-testing-times/> for details.

92744 16-wk/Jan 30 5 hrs and 20 min/wk arr. ONLINE

-CRN 93023 has one or more on-site meetings which may include orientations, reviews, and/or exams. Refer to the course webpage, the student handbook, and/or the "Testing Times" webpage <http://www.coastline.edu/students/distance-learning-testing-times/> for details.

93023 16-wk/Jan 30 5 hrs and 20 min/wk arr. CABLE

92780 16-wk/Feb 2 9:15am-11:45am TTh NB CTR RM 235

**MATH C185 - CALCULUS 2****5.0 units**

Second course in the calculus sequence. It satisfies the requirement for majors in mathematics, science, or engineering. Topics include techniques and applications of integration, calculus applied to parametric curves and polar curves, analytic geometry, sequences, series, and an introduction to differential equations. Prerequisite: MATH C180 with a grade of C or better or achieves qualifying score on Math Placement Test IV. Graded or Pass/No Pass option. Transfer Credit: CSU, UC.

-CRN 92745 has one or more on-site meetings which may include orientations, reviews, and/or exams. Refer to the course webpage, the student handbook, and/or the "Testing Times" webpage <http://www.coastline.edu/students/distance-learning-testing-times/> for details.

92745 16-wk/Jan 30 5 hrs and 20 min/wk arr. ONLINE

93134 16-wk/Feb 1 6:30pm-9pm MW NB CTR RM 236

**MATH C280 - CALCULUS 3****5.0 units**

Multivariable calculus including vectors, vector-valued functions, functions of several variables, partial derivatives, multiple integrals, calculus of vector fields, Green's Theorem, Stokes' Theorem, and the Divergence Theorem. Prerequisite: MATH C185 with a grade of C or better. Graded or Pass/No Pass option. Transfer Credit: CSU, UC.

-CRN 92747 has one or more on-site meetings which may include orientations, reviews, and/or exams. Refer to the course webpage, the student handbook, and/or the "Testing Times" webpage <http://www.coastline.edu/students/distance-learning-testing-times/> for details.

92747 16-wk/Jan 30 5 hrs and 20 min/wk arr. ONLINE

**MATH C285 - INTRODUCTION TO LINEAR ALGEBRA AND DIFFERENTIAL EQUATIONS****5.0 units**

Introduction to linear algebra and differential equations, matrices, determinants, eigenvectors and eigenvalues, inverse and implicit function theorems, linear methods and numerical methods, Fourier series, and Laplace transforms. Prerequisite: MATH C280 with a grade of C or better or achieve qualifying score on Math Placement Test. Graded or Pass/No Pass option. Transfer Credit: CSU, UC.

-CRN 92749 has one or more on-site meetings which may include orientations, reviews, and/or exams. Refer to the course webpage, the student handbook, and/or the "Testing Times" webpage <http://www.coastline.edu/students/distance-learning-testing-times/> for details.

92749 16-wk/Jan 30 5 hrs and 20 min/wk arr. ONLINE

**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. Transfer Credit: CSU, UC. C-ID: MUS 100.

92400 16-wk/Jan 30 3 hrs and 10 min/wk arr. ONLINE

92401 16-wk/Feb 4 4pm-7:10pm Th NB CTR RM 323

**MUS C103 - WORLD MUSIC****3.0 units**

A music appreciation course focusing on music from cultures around the world. Graded or Pass/No Pass option.

92402 16-wk/Jan 30 3 hrs and 10 min/wk arr. ONLINE

**MUS C130 - BEGINNING GUITAR****2.0 units**

For the beginning player or a player with no prior professional instruction. Studies include basic chord forms, scales, and music theory. Focus is on styles of the last 40 years and is very rock oriented. Students learn songs of their choice as part of the curriculum. Student must provide own acoustic or electric guitar. Daily practice is necessary for satisfactory progress. Graded or Pass/No Pass option. Transfer Credit: CSU, UC.

93055 16-wk/Feb 3 5:40pm-9:55pm W NB CTR RM 119

**MUS C131 - INTERMEDIATE GUITAR****2.0 units**

Continuation of Music 130AB, or placement at instructor's discretion. Studies include advanced chord forms, modes, diatonic music theory, improvisation, and song analysis. Focus is on music styles of the last 40 years and is very rock oriented. Students learn songs of their choice as part of the curriculum. Student must provide own acoustic or electric guitar. Daily practice is necessary for satisfactory progress. Graded or Pass/No Pass option. Transfer Credit: CSU, UC.

93056 16-wk/Feb 3 5:40pm-9:55pm W NB CTR RM 119

**MUS C139 - HISTORY OF ROCK MUSIC****3.0 units**

Formerly MUS C105. An overview of the social and musical characteristics of music in the Rock and Roll era. 1950's through the present, with emphasis on its impact on American culture today. Multimedia selections will be used. Graded or Pass/No Pass option. Transfer Credit: CSU; UC.

92404 16-wk/Jan 30 3 hrs and 10 min/wk arr. ONLINE

93130 16-wk/Feb 4 6:30pm-9:40pm Th NH HS

**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.

92853 16-wk/Feb 3 6:30pm-9:40pm W NB CTR RM 227

92854 16-wk/Feb 4 6:30pm-9:40pm Th NB CTR RM 227

**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.

92855 16-wk/Feb 4 6:30pm-9:40pm Th NB CTR RM 228

**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.

92856 8-wk/Apr 6 6:30pm-9:35pm W plus NB CTR RM 228  
1 hrs and 5 min/wk arr. NB CTR RM 228

**LAW C118 - LEGAL ANALYSIS AND BRIEFING****3.0 units**

Learn the methods and procedures of statutory and case law analysis, including proper briefing and persuasive writing techniques. Advisory: LAW C100, C127 and/or C128. Graded or Pass/No Pass option.

92857 16-wk/Feb 1 6:30pm-9:40pm M NB CTR RM 227

**LAW C121 - LEGAL RESEARCH/CALR****4.0 units**

Formerly LAW C120 and LAW C122. Course in legal research methods and writing by examination and analysis of the law, written legal memoranda, and supervised library assignments. Students will have a working knowledge of statutory, case law, secondary source research techniques, and computer assisted legal research. Advisory: LAW C100, C105, and C118. Graded or Pass/No Pass option.

92858 16-wk/Feb 2 6pm-10:15pm T NB CTR RM 227

**LAW C126 - LEGAL ASPECTS OF HEALTH CARE****3.0 units**

This course introduces students to the legal and ethical issues that affect the health care industry, health care providers, and health care managers. It covers all related topics such as tort law, criminal aspects of health care, patient confidentiality, release of medical information, informed consent, corporate and personal liability, and medical malpractice. Special emphasis is placed on the procedures that protect the security of health care data. Letter Grade only.

93048 16-wk/Jan 30 3 hrs and 10 min/wk arr. ONLINE

**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.

92859 16-wk/Feb 1 6:30pm-9:40pm M NB CTR RM 228

**LAW C128 - LEGAL PROCEDURE 2****3.0 units**

Continuation of LAW C127, including civil procedures in unlimited and limited courts with emphasis on preparing, filing and bring to judgment breach of contract, landlord-tenant and personal injury actions, including discovery, law and motion, research, arbitration, calendaring, business entities and formation of small corporations, real estate terminology, criminal law introduction, and skills, techniques and abilities the paralegal will be expected to have in the workplace. Advisory: LAW C127 or concurrent enrollment. Graded or Pass/No Pass option.

92860 16-wk/Feb 2 6:30pm-9:40pm T NB CTR RM 228

**LAW C135 - FAMILY LAW****1.5 units**

Topics include organization and jurisdiction of the Family Law Court, marriage, annulment, dissolution, and non-marital property agreements, custody, support, visitation, use of family code and current case law applications, preparation for trial, temporary orders, appeals, and judgment enforcement. Advisory: LAW C100 or C127. Graded or Pass/No Pass option.

92861 8-wk/Feb 3 6:30pm-8:10pm W plus NB CTR RM 228  
2 hrs and 15 min/wk arr. NB CTR RM 228

**LAW C170 - COMPUTER APPLICATIONS****3.0 units**

This course is designed to acquaint paralegals with basic computer use, including software programs utilized by attorneys (word processing, spreadsheets, document databases), law-related public databases, non-law public databases, systems management, research, time and billing and other applications. Advisory: LAW C100 and keyboarding skills at 30 wpm. Graded or Pass/No Pass option.

92863 16-wk/Feb 2 6:30pm-8:35pm T plus NB CTR RM 234  
2 hrs and 5 min/wk arr. NB CTR RM 234

**LAW C283 - WORK BASED LEARNING****3.0 units**

To enhance each Work Based Learning participant's opportunity for success in the field of Paralegal by bridging the gap between educational theory and on-the-job practices through individualized performance objectives related to the student's career or occupational goal in Paralegal. Prerequisite: Be employed or volunteer in a field related to Paralegal for 5 hours per week per 1 unit of Work Based Learning. Corequisite: Be enrolled in a total of 7 units including Work Based Learning. Graded or Pass/No Pass option.

-CRN 92864 For more information about Work Based Learning classes students may review the Work Based Learning Student Handbook. <http://documents.coastline.edu>, select Academics, select Work-Based-Learning, select WBLhandbook2009.pdf

92864 16-wk/Jan 30 16 hrs and 35 min/wk arr. GG CTR

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

To enhance each Work Based Learning participant's opportunity for success in the field of Paralegal by bridging the gap between educational theory and on-the-job practices through individualized performance objectives related to the student's career or occupational goal in Paralegal. Prerequisite: Be employed or volunteer in a field related to Paralegal for 5 hours per week per 1 unit of Work Based Learning. Corequisite: Be enrolled in a total of 7 units including Work Based Learning. Graded or Pass/No Pass option.

-CRN 92865 For more information about Work Based Learning classes students may review the Work Based Learning Student Handbook. <http://documents.coastline.edu>, select Academics, select Work-Based-Learning, select WBLhandbook2009.pdf

92865 16-wk/Jan 30 22 hrs and 15 min/wk arr. GG CTR

**LAW C390 - LEGAL CLINIC/ETHICS****2.0 units**

Students in the clinic will work directly under the direction and supervision of clinic attorneys and experienced paralegal instructors. Students will interview clinic clients, prepare and monitor client files, set up interview schedules, and perform various management duties relating to clinic operations. Students will examine and evaluate the regulation of lawyers, paralegals and the unauthorized practice of law. Advisory: LAW C100 and C127. Graded or Pass/No Pass option.

92866 16-wk/Feb. 4 7pm-8:50pm Th plus CCCADM  
2 hrs and 15 min/wk arr. CCCADM

**PHILOSOPHY • (714) 241-6184****PHIL C100 - INTRODUCTION TO PHILOSOPHY****3.0 units**

This course introduces the main ideas, methods, and problems of philosophy. Expected topics include the nature of philosophy and reality, sources and limits of knowledge, questions of human nature and free will, the relationship between mind and body, the question of God, sources of knowledge, and personal and social ethics. Other topics that may be examined from a philosophical perspective include the nature of the self, truth, ethics, religion, science, language, beauty and art, political theory, or mind. Graded or Pass/No Pass option. Transfer Credit: CSU; UC.

-CRN 92634 has one or more on-site meetings which may include orientations, reviews, and/or exams. Refer to the course webpage, the student handbook, and/or the 'Testing Times' webpage (<http://www.coastline.edu/students/distance-learning/distance-learning-testing-times/>) for details.

92634 16-wk/Jan 30 3 hrs and 10 min/wk arr. TV  
92636 16-wk/Jan 30 3 hrs and 10 min/wk arr. ONLINE  
92876 16-wk/Jan 30 3 hrs and 10 min/wk arr. ONLINE

**PHIL C113 - ENVIRONMENTAL ETHICS****3.0 units**

A philosophical course focusing upon global environmental issues such as scarcity of resources, world hunger, animal welfare, conservation, and preservation. Advisory: Eligibility for ENGL C100. Graded or Pass/No Pass option. Transfer Credit: CSU; UC.

93116 16-wk/Jan 30 3 hrs and 10 min/wk arr. ONLINE

**PHIL C115 - LOGIC AND CRITICAL THINKING**

**3.0 units**

This course introduces logic and critical thinking. It covers persuasion, argument, semantic and logical consistency, and the accurate use of language, both meaning and structure. It evaluates the effects of advertising, politics, religion, and the news media. The course also explores the gulf between reasoning in theory and in practice. Students critically evaluate world philosophies, religions, cultural influences, and history, and analyze deductive and inductive proofs through categorical and sentential logic. Graded or Pass/No Pass option. Transfer Credit: CSU; UC.

-CRN 92638 has one or more on-site meetings which may include orientations, reviews, and/or exams. Refer to the course webpage, the student handbook, and/or the 'Testing Times' webpage (<http://www.coastline.edu/students/distance-learning/distance-learning-testing-times/>) for details.

92638 16-wk/Jan 30 3 hrs and 10 min/wk arr. CABLE

92639 16-wk/Jan 30 3 hrs and 10 min/wk arr. ONLINE

-Enrollment in CRN 92642 requires Acceptance into the STAR Program and a 1/2 year commitment to the program. See <http://coastline.edu/star> for more information.

92642 8-wk/Jan 30 6 hrs and 30 min/wk arr. ONLINE

92646 8-wk/Jan 30 6 hrs and 30 min/wk arr. ONLINE

-Enrollment in CRN 92641 requires Acceptance into the STAR Program and a 1/2 year commitment to the program. See <http://coastline.edu/star> for more information.

92641 8-wk/Feb 2 9am-12:10pm TTh NB CTR RM 238

92645 8-wk/Feb 2 9am-12:10pm TTh NB CTR RM 238

92640 8-wk/Apr 4 6 hrs and 30 min/wk arr. ONLINE

**PHIL C120 - ETHICS**

**3.0 units**

This course examines morality, values, and representative ethical theories. Moral problems may include euthanasia/assisted suicide, capital punishment, war, hunger and homelessness, global resource inequality, animal rights, the free rider problem, the environment and future generations, racial and gender injustice, sexual and reproductive autonomy, exploitation, or personal and social responsibility. Graded or Pass/No Pass option. Transfer Credit: CSU; UC.

92648 16-wk/Jan 30 3 hrs and 10 min/wk arr. ONLINE

-CRN 92649 has one or more on-site meetings which may include orientations, reviews, and/or exams. Refer to the course webpage, the student handbook, and/or the 'Testing Times' webpage (<http://www.coastline.edu/students/distance-learning/distance-learning-testing-times/>) for details.

92649 16-wk/Jan 30 3 hrs and 10 min/wk arr. TV

92650 16-wk/Jan 30 3 hrs and 10 min/wk arr. ONLINE

**PHOTOGRAPHY • (714) 241-6213**

**PHOT C108 - DIGITAL PHOTOGRAPHY 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. Graded or Pass/No Pass option.

92405 5-wk/Apr 9 9am-12:20pm Sat NB CTR RM 316

**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. Transfer Credit: CSU; UC.

92308 8-wk/Jan 30 2 hrs and 15 min/wk arr. ONLINE

**PE C121A - POWER YOGA 1**

**1.0 unit**

Power Yoga is an ancient Eastern practice, connecting movement using mind, body and breathing practice. The course focuses on dynamic movement to keep the body strong, flexible and relaxed. The first segment of a two-part course. Pass/No Pass only.

93060 16-wk/Feb 4 4pm-6pm Th

NB CTR RM 119

**PE C121B - POWER YOGA 2**

**1.0 unit**

Power Yoga is an ancient Eastern practice, connecting movement using mind, body, and breathing practice. The course focuses on dynamic movement to keep the body strong, flexible, and relaxed. The second segment of a two-part course. Graded or Pass/No Pass option.

93061 16-wk/Feb 4 4pm-6pm Th

NB CTR RM 119

**PE C169A - SELF DEFENSE ARTS**

**1.0 unit**

The student will participate in and study the traditions of martial arts. Techniques from a variety of Martial Arts, which can include Aikido, Judo, Karate, and Hawaiian Lua, will be covered. This course applies the traditions of Martial Arts and the Laws of Self-Defense awareness to a program of physical conditioning and well-being. Graded or Pass/No Pass option. Transfer Credit: CSU.

92908 16-wk/Feb 2 9am-10:30am TTh

NB CTR RM 119

**PE C169B - SELF DEFENSE ARTS 2**

**1.0 unit**

The student will participate in and study practical techniques from various Martial Arts, which can include Aikido, Judo, Jujitsu, Karate, and Hawaiian Lua. This course applies the Laws of Self Defense and is designed to increase self-awareness, confidence, and assertiveness when faced with a physical confrontation. PE 169A Self Defense and PE 169B Self Defense 2 are separate courses and may be taken in any order. Graded or Pass/No Pass option.

93017 16-wk/Feb 2 9am-10:30am TTh

NB CTR RM 119

**PE C189 - EXERCISE ASSESSMENT AND PROGRAM IMPLEMENTATION**

**3.0 units**

Prepares students to use a variety of screening methods to analyze the fitness level and risk factors of implementing an individual exercise program. The course will include the application of health behavior modification theories, strategies for determining individual expectations, and appropriate fitness goals to optimize adherence to an exercise plan. Students will be able to design and implement exercise programs for specific client needs (e.g., specific sports, performance, lifestyle, functional, balance, agility, aerobic, and anaerobic) as well as, for some special populations. Graded or Pass/No Pass option. Transfer Credit: CSU.

93131 8-wk/Apr 4 6 hrs and 30 min/wk arr. ONLINE

**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. Transfer Credit: CSU; UC.

92313 16-wk/Jan 30 3 hrs and 10 min/wk arr. ONLINE

**PHYSICS • (714) 241-6213**

**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. Transfer Credit: CSU; UC credit limitations (see counselor).

92494 16-wk/Jan 30 3 hrs and 10 min/wk arr. ONLINE

**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. Transfer Credit: CSU; UC.

-CRN 92495 is an on-site and online class.

92495 16-wk/Feb 2 9am-11:05am T plus

NB CTR RM 117

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. Transfer Credit: CSU; UC.

-CRN 92497 is an on-site and online class.

92497 16-wk/Feb 3 10am-12:05pm W plus NB CTR RM 117  
4 hrs and 15 min/wk arr. ONLINE

**PHYS C185 - CALCULUS BASED PHYSICS: MECH** **4.0 units**

The course covers Mechanics, Heat and Sound. Topics include Kinematics and Dynamics in one and two dimensions, Newton's Laws of Motion, energy and Momentum, Conservation principles, Rotational motions, Elasticity, Hook's Law, Simple Harmonic Motion, Wave Behavior, Interference and Standing Waves, Properties of Fluids, Pascal's principle and Bernoulli's principle, Temperature, Heat, Calorimetry, the Gas Laws, and the Laws of Thermodynamics.

Prerequisite: MATH C180 with a grade of C or better. Advisory: MATH C185, PHYS C110. Graded or Pass/No Pass option. Transfer Credit: CSU; UC. C-ID: PHYS 205.

93043 16-wk/Feb 1 1pm-3:05pm MW plus NB CTR RM 117  
3:30pm-6:35pm M

**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. Transfer Credit: CSU; UC.

92347 8-wk/Jan 30 6 hrs and 30 min/wk arr. ONLINE

92348 8-wk/Apr 4 6 hrs and 30 min/wk arr. ONLINE

**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. Transfer Credit: CSU; UC. C-ID: POLS 110.

92354 8-wk/Jan 30 6 hrs and 30 min/wk arr. ONLINE

-CRN 92350 has one or more on-site meetings which may include orientations, reviews, and/or exams. Refer to the course webpage, the student handbook, and/or the "Testing Times" webpage (<http://www.coastline.edu/students/distance-learning/distance-learning-testing-times/>) for details.

92350 16-wk/Jan 30 3 hrs and 10 min/wk arr. TV

-CRN 92351 has one or more on-site meetings (exams), refer to the course webpage or student handbook for details.

92351 16-wk/Jan 30 3 hrs and 10 min/wk arr. ONLINE

92352 16-wk/Feb 1 6:30pm-9:40pm M LE-JAO RM 115

92353 16-wk/Feb 1 6:30pm-9:40pm M NB CTR RM 333

92349 8-wk/Apr 4 6 hrs and 30 min/wk arr. ONLINE

-CRN 92355 is an on-site and online class.

92355 8-wk/Apr 6 6pm-8:05pm W plus LE-JAO RM 204  
4 hrs and 15 min/wk arr. ONLINE

**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.

92824 16-wk/Jan 30 3 hrs and 10 min/wk arr. ONLINE

**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.

92825 8-wk/Jan 30 3 hrs and 10 min/wk arr. ONLINE

**PTEC C114 - PROCESS TECHNOLOGY 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.

92826 16-wk/Jan 30 3 hrs and 10 min/wk arr. ONLINE

**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.

92827 16-wk/Jan 30 3 hrs and 10 min/wk arr. ONLINE

**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. Transfer Credit: CSU; UC. C-ID: PSY 110.

92660 4-wk/Jan 4 13 hrs and 25 min/wk arr. ONLINE

93120 8-wk/Jan 30 6 hrs and 30 min/wk arr. ONLINE

-CRN 92363 has one or more on-site meetings which may include orientations, reviews, and/or exams. Refer to the course webpage, the student handbook, and/or the "Testing Times" webpage (<http://www.coastline.edu/students/distance-learning/distance-learning-testing-times/>) for details.

92363 16-wk/Jan 30 3 hrs and 10 min/wk arr. TV

92918 16-wk/Jan 30 3 hrs and 10 min/wk arr. ONLINE

92985 16-wk/Feb 2 6:30pm-9:40pm T EST HS

92362 16-wk/Feb 3 9am-12:10pm W LE-JAO RM 202

92365 16-wk/Feb 3 1pm-4:10pm W NB CTR RM 323

-Enrollment in CRN 93109 section requires Acceptance into the STAR Program and a 2 year commitment to the program. See <http://coastline.edu/star> for more information.

93109 16-wk/Feb 3 1pm-4:10pm W NB CTR RM 323

92366 8-wk/Apr 4 6 hrs and 30 min/wk arr. ONLINE

92833 8-wk/Apr 4 6 hrs and 30 min/wk arr. ONLINE

**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 92367 has one or more on-site meetings which may include orientations, reviews, and/or exams. Refer to the course webpage, the student handbook, and/or the "Testing Times" webpage (<http://www.coastline.edu/students/distance-learning/distance-learning-testing-times/>) for details.

92367 16-wk/Jan 30 3 hrs and 10 min/wk arr. TV

92368 16-wk/Jan 30 3 hrs and 10 min/wk arr. ONLINE

**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. Transfer Credit: CSU; UC. C-ID: PSY 180.

-CRN 92369 has one or more on-site meetings which may include orientations, reviews, and/or exams. Refer to the course webpage, the student handbook, and/or the 'Testing Times' webpage (<http://www.coastline.edu/students/distance-learning-testing-times/>) for details.

92369 16-wk/Jan 30 3 hrs and 10 min/wk arr. TV

-Enrollment in CRN 92897 section requires Acceptance into the STAR Program and a 2 year commitment to the program. See <http://coastline.edu/star> for more information.

92897 16-wk/Jan 30 3 hrs and 10 min/wk arr. ONLINE

92898 16-wk/Jan 30 3 hrs and 10 min/wk arr. ONLINE

-Enrollment in CRN 93062 section requires Acceptance into the STAR Program and a 2 year commitment to the program. See <http://coastline.edu/star> for more information.

93062 16-wk/Feb 1 9am-10:25am MW NB CTR RM 322

**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. Advisory: ENGL C099 or eligibility for English composition (ENGL C100). Graded or Pass/No Pass option. Transfer Credit: CSU; UC. C-ID: PSY 130.

92370 16-wk/Jan 30 3 hrs and 10 min/wk arr. ONLINE

**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. Transfer Credit: CSU; UC credit limitations (see counselor).

92834 4-wk/Jan 4 13 hrs and 25 min/wk arr. ONLINE

92320 8-wk/Jan 30 6 hrs and 30 min/wk arr. ONLINE

92321 8-wk/Feb 29 6 hrs and 30 min/wk arr. ONLINE

**PSYC C250 - PSYCHOBIOLOGY 3.0 units**

This course introduces the scientific study of the biological bases of behavior and its fundamental role in the neurosciences. Physiological, hormonal, and neurochemical mechanisms, and brain-behavior relationships underlying the psychological phenomena of sensation, perception, regulatory processes, emotion, learning, memory, and psychological disorders will be addressed. The course also notes historical scientific contributions and current research principles for studying brain-behavior relationships and mental processes. Ethical standards for human and animal research are discussed in the context of both invasive and non-invasive experimental research. Prerequisite: PSYC C100 with a grade of C or better. Advisory: ENGL C099 or eligibility for English Composition (ENGL C100) and ENGL C096 or ability to read a college-level text, as measured by the placement test. Graded or Pass/No Pass option. Transfer Credit: CSU; UC. C-ID: PSY 130.

92371 16-wk/Jan 30 3 hrs and 10 min/wk arr. ONLINE

**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 with a grade of C or better. Graded or Pass/No Pass option. Transfer Credit: CSU; UC. C-ID: PSY 120.

92372 16-wk/Jan 30 3 hrs and 10 min/wk arr. ONLINE

92373 16-wk/Jan 30 3 hrs and 10 min/wk arr. INDEP STDY

93119 16-wk/Feb 1 9am-10:40am MW NB CTR RM 333

**PSYC C260 - SOCIAL PSYCHOLOGY 3.0 units**

The scientific study of the influence of the group on an individual's mental processes and behavior. Topics include self-perceptions, attitudes and behavior, group influence and persuasion, attraction and relationships, stereotypes, prejudice, discrimination, aggression, belonging, helping, and the application of social psychology to law, health, and business. Graded or Pass/No Pass option. C-ID: PSY 170.

92775 4-wk/Jan 4 13 hrs and 15 min/wk arr. ONLINE

92374 16-wk/Jan 30 3 hrs and 10 min/wk arr. ONLINE

**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 with grades of C or better or concurrent enrollment in MATH C160. Advisory: ENGL C100. Graded or Pass/No Pass option. Transfer Credit: CSU; UC.

92375 16-wk/Jan 30 6 hrs and 30 min/wk arr. ONLINE

-Enrollment in CRN 93092 section requires Acceptance into the STAR Program and a 2 year commitment to the program. See <http://coastline.edu/star> for more information.

93092 16-wk/Jan 30 6 hrs and 30 min/wk arr. ONLINE

93101 16-wk/Jan 30 6 hrs and 30 min/wk arr. ONLINE

93118 16-wk/Jan 30 6 hrs and 30 min/wk arr. ONLINE

**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.

92828 16-wk/Jan 30 3 hrs and 10 min/wk arr. ONLINE

**RE C110 - REAL ESTATE LEGAL ASPECTS 3.0 units**

The legal aspects of real estate law as encountered by brokers and others who deal with real property. Includes escrows, sales contracts, trust deeds, landlord-tenant, liens, probate sales, joint tenancy, and others. Advisory: RE C100. Graded or Pass/No Pass option.

93019 16-wk/Jan 30 3 hrs and 10 min/wk arr. ONLINE

**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.

92829 16-wk/Jan 30 3 hrs and 10 min/wk arr. ONLINE

**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, 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.

92830 16-wk/Jan 30 3 hrs and 10 min/wk arr. ONLINE

**RE C160 - REAL PROPERTY MANAGEMENT 3.0 units**

Principles and practices of managing income properties, including types of property management, collections, leases, tenants, purchasing. Elective for Real Estate Broker license requirements. Graded or Pass/No Pass option.

93020 16-wk/Jan 30 3 hrs and 10 min/wk arr. ONLINE

**RE C352 - REAL ESTATE LOAN PROCESSING 3.0 units**

This course prepares students for entry-level positions as Real Estate Loan Processors. Contents include how the use of conventional and government forms, how to detect fraudulent documents, how to arrive at LTV, how to calculate debt to income ratios, and how to read Lender Rate sheets. Course includes computer training in Calyx Point and other software used in the Real Estate industry. Advisory: RE C100. Graded or Pass/No Pass option.

92970 16-wk/Feb 3 6pm-9:10pm W GG CTR RM 352

## READING • (714) 241-6184

### READ C100 - COLLEGE READING

3.0 units

Introduces strategies to improve the comprehension and analysis of college-level reading material for any academic discipline. Prerequisite: ENGL C099, C103, or eligible for ENGL C100 via the Coastline English Placement Test. Letter grade only.

92499 16-wk/Jan 30 3 hrs and 10 min/wk arr. ONLINE

## SOCIOLOGY • (714) 241-6213

### 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. Transfer Credit: CSU; UC. C-ID: SOCI 110.

92360 16-wk/Jan 30 3 hrs and 10 min/wk arr. ONLINE

-Enrollment in CRN 93103 section requires Acceptance into the STAR Program and a 2 year commitment to the program. See <http://coastline.edu/star> for more information.

93103 16-wk/Jan 30 3 hrs and 10 min/wk arr. ONLINE

92357 16-wk/Jan 30 3 hrs and 10 min/wk arr. TV

92987 16-wk/Feb 1 6:30pm-7:55pm MW EST HS

92356 16-wk/Feb 3 2:30pm-5:40pm W NB CTR RM 324

-Enrollment in CRN 93102 section requires Acceptance into the STAR Program and a 2 year commitment to the program. See <http://coastline.edu/star> for more information.

93102 16-wk/Feb 3 2:30pm-5:40pm W NB CTR RM 324

92358 8-wk/Apr 4 6 hrs and 30 min/wk arr. ONLINE

### 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. Transfer Credit: CSU; UC. C-ID: SOCI 130.

92359 16-wk/Jan 30 3 hrs and 10 min/wk arr. TV

92361 16-wk/Jan 30 3 hrs and 10 min/wk arr. ONLINE

### 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. Transfer Credit: CSU; UC credit limitations (see counselor).

92323 8-wk/Jan 30 6 hrs and 30 min/wk arr. ONLINE

92322 16-wk/Jan 30 3 hrs and 10 min/wk arr. TV

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For more information about the classes, contact:

**Julie Alweheiby**, Spanish Professor at [StudyAbroadCostaRica2016@coastline.edu](mailto:StudyAbroadCostaRica2016@coastline.edu)

**Robert Franklin**, Geography Instructor at (714) 546-7600, ext. 11668

For more up-to-date info, visit  
[www.studyabroad.coastline.edu](http://www.studyabroad.coastline.edu)

\*BASED ON 20-24 STUDENTS GOING ON THIS PROGRAM.

The Coast Community College District reserves the right to cancel, change, append, add, or delete Programs or features of Programs. Dates, prices, locations, and other details indicated on this preliminary information page may not accurately reflect the actual Program offered in 2016, as Programs are still in the final planning stages.

\*As of September 2015.

**SOC C185 - SOCIAL PROBLEMS****3.0 units**

An analysis of contemporary social problems. Topics include global ecology, political economy, sexual behavior, drug use, racism, sexism, ageism, education, environment, health issues, crime, and violence. Graded or Pass/No Pass option. Transfer Credit: CSU; UC.

93014 16-wk/Jan 30 3 hrs and 10 min/wk arr. ONLINE

**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. Transfer Credit: CSU; UC credit limitations (see counselor).

-Alert: If you have access to a computer you may enroll in Spanish 180 -CRN 92510 or 92505 unless you specifically wish to pursue this class by telecourse.

92506 16-wk/Jan 30 5 hrs and 20 min/wk arr. TV

92510 16-wk/Jan 30 5 hrs and 20 min/wk arr. ONLINE

92509 16-wk/Jan 30 6pm-8:30pm MW LE-JAO RM 217

92508 16-wk/Jan 30 6pm-8:30pm TTh NB CTR RM 322

92505 12-wk/Jan 30 7 hrs and 25 min/wk arr. ONLINE

92992 12-wk/Jan 30 7 hrs and 25 min/wk arr. ONLINE

**SPAN C185 - ELEMENTARY SPANISH 2****5.0 units**

This course is designed to further the student's ability to comprehend and converse in daily spoken Spanish at the second semester level. Reading and writing skills are expanded. Introduction to various cultural and philosophical aspects of the Spanish-speaking world will continue with authentic reading materials and selected literary works. Prerequisite: SPAN C180 or C180B with a grade of C or better or equivalent competency. Graded or Pass/No Pass option. Transfer Credit: CSU; UC credit limitations (see counselor).

-Alert: If you have access to a computer you may enroll in Spanish 185 -CRN 92512 unless you specifically wish to pursue this class by telecourse.

92511 16-wk/Jan 30 5 hrs and 20 min/wk arr. TV

92933 16-wk/Jan 30 5 hrs and 20 min/wk arr. ONLINE

92512 12-wk/Jan 30 7 hrs and 25 min/wk arr. ONLINE

**SPECIAL EDUCATION • (714) 241-6214****SPED C300 - STRATEGIES FOR USING PDAS****2.0 units**

Survivors of brain injury and individuals who work with survivors will learn how to use a PDA (Personal Data Assistant) to help with memory compensation, organization, and time management after a brain injury. Pass/No Pass only.

-CRN 92247 is an on-site and online class.

92247 8-wk/Jan 30 1pm-2:30pm Th plus NB CTR RM 330

2 hrs and 25 min/wk arr. ONLINE

-CRN 92248 is an on-site and online class.

92248 8-wk/Jan 30 1pm-2:30pm Th plus NB CTR RM 330

2 hrs and 25 min/wk arr. ONLINE

**SPED C430 - ADAPTED FITNESS****0.0 unit**

Group exercise course designed for students with physical limitations to increase cardiovascular health, muscular strength, improve posture, enhance range of motion and increase breath control. Focus is on functional motor control, coordination, strength, and flexibility. Special attention is given to activity programs that meet the interest and individual functional abilities of students who may not safely or successfully engage in the activities of a regular Physical Education program. Corequisite: Limitations may be temporary or permanent. A signed Coastline College Doctor's Disability Verification will be requested from the student's physician. Non-credit.

92250 16-wk/Jan 30 9:30am-10:30am MW WSRCT

92249 16-wk/Jan 30 10:30am-12:30pm M WSRCT

92255 16-wk/Jan 30 11am-12:30pm M OASIS

92251 16-wk/Jan 30 10:30am-12:30pm W WSRCT

**SPED C431 - BALANCE AND MOBILITY****0.0 unit**

Group exercise class for students to reduce the risk of falls. A multidimensional approach including sensory challenge, gait instruction, strength and flexibility will be used to improve balance and mobility. Targeted for the older adult living in the community. Corequisite: Limitations may be temporary or permanent. A signed Coastline Verification of Disability form will be requested from the Student's doctor. Pass/No Pass only. Non-credit.

92252 16-wk/Jan 30 12:30pm-1:30pm MW WSRCT

92253 16-wk/Jan 30 9am-10am TTh FVSRCT

**SPED C432 - ADAPTED STRENGTH AND CONDITIONING****0.0 unit**

Individually designed fitness course for students 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. Pass/No Pass only. Non-credit.

92254 16-wk/Jan 30 10am-11am TTh FVSRCT

92274 16-wk/Jan 30 1pm-3pm TTh FVSRCT

**SPED C433 - ADAPTED SEATED FITNESS****0.0 unit**

Group exercise course designed to meet the needs of a student with a physical disability who is severely limited in their ability to perform fitness activities while standing. Activities are designed to promote improved levels of function in all areas of fitness are included: muscle strength/endurance, cardio-respiratory/cardiovascular functions, respiratory volumes, general flexibility & range of motion. Progressions to improve body management techniques, mobility/agility, and ambulation/locomotion when appropriate are included. Corequisite: Limitations may be temporary or permanent. Student's personal physician's signature required on Coastline Special Programs and Services Verification of Disability form. Non-credit.

92256 16-wk/Jan 30 1:30pm-3:30pm W LW N06

92257 16-wk/Jan 30 10:30am-12:30pm F LW N06

**SPED C462 - CAREER DEVELOPMENT FOR THE DISABLED****0.0 unit**

Designed for students with disabilities. Provides supervised career exploration opportunities and specialized counseling and guidance support necessary to enhance opportunities for on-the-job success. Bridges the gap between educational theory and on-the-job practices. Emphasizes individualized performance objectives relative to special needs and occupational or career goals. Pass/No Pass only. Non-Credit.

92261 16-wk/Jan 30 3 hrs/wk arr. NB CTR RM 329

**SPED C463 - INTRODUCTION TO CAREER PLANNING FOR THE DISABLED****0.0 unit**

Introduction to career planning for individuals with disabilities. Includes evaluation of interests, skills and abilities as they relate to career areas and how to determine transferable skills. Emphasizes how to explore career options and develop goal-setting strategies for making a career plan. Pass/No Pass only. Non-Credit.

92262 1-wk/Jan 30 1pm-4pm MW NB CTR RM 329

92263 1-wk/Jan 30 1pm-4pm MW NB CTR RM 329

**SPED C464 - IDENTIFYING CAREER OPTIONS FOR THE DISABLED****0.0 unit**

Career planning for persons with disabilities. Includes investigating various career areas and assessing interests, values and strengths in relationship to career options. Students will be guided in self-assessment of skills and abilities and how to use effective decision-making strategies in career planning. Pass/No Pass only. Non-Credit.

-CRN 92264 is an on-site and online class.

92264 3-wk/Jan 30 1pm-3pm MW plus NB CTR RM 329

8 hrs/wk arr.

-CRN 92265 is an on-site and online class.

92265 3-wk/Jan 30 1pm-3pm MW plus NB CTR RM 329

8 hrs/wk arr.

**SPED C465 - JOB SEARCH STRATEGIES AND SKILLS FOR THE DISABLED****0.0 unit**

Designed to teach persons with disabilities effective job search strategies. Students learn how to develop job leads, prepare applications and resumes, contact employers, prepare for interviews Pass/No Pass only. Non-Credit.  
 92266 3-wk/May 9 1pm-3pm MW plus NB CTR RM 329  
 8 hrs/wk arr.

**SPED C475 - ABI COGNITIVE REFRESHER****0.0 unit**

This is a refresher course in cognitive skills and compensation strategies as related to job, school, and home settings. The course will also teach students to self-assess job and school performance and to develop and implement plans for improving performance. Prerequisite: Graduation from Coastline's ABI program or equivalent. Pass/No Pass only. Non-Credit.  
 92270 6-wk/Apr 8 10am-Noon F NB CTR RM 117

**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 required 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. Pass/No Pass only. Non-Credit.  
 92751 16-wk/Feb 1 6:30pm-8:45pm M NB CTR RM 328  
 92750 16-wk/Feb 2 1pm-3pm T NB CTR RM 331

**SPED C410 - CRITICAL THINKING****0.0 unit**

Designed to assist students with a developmental delay in acquiring or improving critical thinking skills necessary to function independently in a variety of activities, situations, and environments. Pass/No Pass only. Non-Credit.  
 92721 16-wk/Feb 3 1pm-3pm W NB CTR RM 332  
 92752 16-wk/Feb 3 6:30pm-8:45pm W NB CTR RM 328

**SPED C421 - ORIENTATION TO ART****0.0 unit**

Introduction to a variety of creative art forms such as decoupage, needlework, painting, drawing, weaving, woodworking, and ceramics for adults with developmental delays. Emphasis on use of tools and materials necessary to render finished artwork. Skills will be assessed to determine placement in more advanced art classes. Pass/No Pass only. Non-Credit.  
 92968 16-wk/Feb 1 1pm-3pm M NB CTR RM 328  
 92695 16-wk/Feb 3 1pm-3pm W NB CTR RM 315  
 92771 16-wk/Feb 4 5pm-8pm Th NB CTR RM 106

**SPED C424 - BEGINNING INSTRUMENTAL MUSIC****0.0 unit**

Introduction to instrumental music for students with developmental delays. Course concentrates on the utilization of a variety of melodic and percussive instruments, with an emphasis on using improvisation techniques to facilitate individual development. Pass/No Pass only. Non-Credit.  
 92963 16-wk/Feb 1 11am-12:30pm MF plus NB CTR RM 113  
 10am-11am F NB CTR RM 113  
 92772 16-wk/Feb 2 1pm-3pm T NB CTR RM 113

**SPED C426 - VOCAL MUSIC****0.0 unit**

Designed for students with developmental delays in acquiring skills to participate in individual and or small to large choral singing, utilizing unison, two and/or three part music, as well as emphasizing voice production, tone, dictation, breath control, and posture. Pass/No Pass only. Non-Credit.  
 92773 16-wk/Feb 5 1pm-3pm F NB CTR RM 113

**SPED C435 - RHYTHMIC MOVEMENT****0.0 unit**

An aerobic class for students with developmental delays. Focus is on utilizing movement combined with a variety of musical rhythms to facilitate and strengthen the development of coordination, mobility, spatial orientation, body awareness, flexibility and socialization skills. Pass/No Pass only. Non-Credit.  
 92760 16-wk/Feb 4 1pm-3pm Th NB CTR RM 119

**SPED C437 - AEROBICS****0.0 unit**

A fitness class for adults with developmental delays. Course designed to combine dance and movement with a variety of musical rhythms in order to increase fitness, flexibility, strength, endurance, and coordination. Pass/No Pass only.  
 92720 16-wk/Feb 1 3:15pm-4:20pm M NB CTR RM 119

**SPED C450 - CUSTOMS, CULTURES, HOLIDAYS****0.0 unit**

Designed to provide the student with developmental delays an understanding of the customs and cultures of various nationalities, ethnic, and religious groups; course will utilize holidays as a focal point for exploring customs, art, music, food, and special traditions. Pass/No Pass only.  
 92706 16-wk/Feb 2 4:15pm-6:15pm T NB CTR RM 330

**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. Pass/No Pass only. Non-Credit.  
 92764 16-wk/Feb 4 1pm-3pm Th NB CTR RM 332

**SPED C452 - HEALTH CONCEPTS****0.0 unit**

Designed to provide the student with developmental delays information regarding general, mental and physical health related concepts. Pass/No Pass only. Non-Credit.  
 92719 16-wk/Feb 1 1pm-3pm M NB CTR RM 331

**SPED C453 - HOME ECONOMICS 1 - FOOD PREPARATION****0.0 unit**

Designed to assist the student with a developmental delay to achieve greater independence within the home. This course emphasizes practical skills related to healthy and nutritious food preparation, including menu planning, using kitchen hygiene and safety, cooking, serving, and storing food properly. Pass/No Pass only.  
 92753 16-wk/Feb 1 4:30pm-6:30pm M NB CTR RM 140  
 92928 16-wk/Feb 2 2:30pm-4:30pm T NB CTR RM 140  
 92754 16-wk/Feb 3 4:30pm-6:30pm W NB CTR RM 140

**SPED C457 - CONSUMER SKILLS****0.0 unit**

Designed to provide the disabled student with developmental disabilities skills necessary to function independently as a consumer; course emphasizes consumer skills related to shopping, budgeting, and banking. Pass/No Pass only. Non-Credit.  
 92715 16-wk/Feb 2 1pm-3pm T NB CTR RM 329

**SPED C481 - INTRODUCTION TO DESKTOP PUBLISHING****0.0 unit**

An individualized course designed to introduce adults with developmental delays to the use of desktop publishing in the classroom. Students will learn to express thoughts in text and graphic forms using basic word processing and desktop publishing software. Pass/No Pass only. Non-Credit. Not Graded.  
 92774 16-wk/Feb 3 1pm-3pm W NB CTR RM 328

**These classes are designed for students with Severe to Profound Developmental Disabilities. Consultation with the Instructor/Coordinator is required 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. Pass/No Pass only. Non-Credit.  
 92746 16-wk/Feb 1 10am-Noon M NB CTR RM 331  
 92748 16-wk/Jan 30 1:30pm-3pm MW ELWYN  
 92688 16-wk/Feb 3 10:30am-Noon W NB CTR RM 331

**SPED C421 - ORIENTATION TO ART****0.0 unit**

Introduction to a variety of creative art forms such as decoupage, needlework, painting, drawing, weaving, woodworking, and ceramics for adults with developmental delays. Emphasis on use of tools and materials necessary to render finished artwork. Skills will be assessed to determine placement in more advanced art classes. Pass/No Pass only. Non-Credit.  
 92975 16-wk/Feb 1 8:30am-11:30am M ENCORE  
 92976 16-wk/Feb 1 Noon-2pm M ENCORE  
 92977 16-wk/Feb 4 9am-11:30am Th ENCORE  
 92978 16-wk/Feb 4 12:30pm-2pm Th ENCORE  
 92763 16-wk/Feb 5 9:30am-11:30am F WSTVU

**SPED C423 - ORIENTATION TO MUSIC** 0.0 unit

Introduction to vocal and instrumental music, including individual and group singing and knowledge and use of a variety of musical instruments. Pass/No Pass only. Non-Credit.

92684 16-wk/Jan 30 1:30pm-3:30pm Sat HYLHOM

**SPED C435 - RHYTHMIC MOVEMENT** 0.0 unit

An aerobic class for students with developmental delays. Focus is on utilizing movement combined with a variety of musical rhythms to facilitate and strengthen the development of coordination, mobility, spatial orientation, body awareness, flexibility and socialization skills. Pass/No Pass only. Non-Credit.

92759 16-wk/Feb 4 9:30am-11:30am Th LBTPYK

92782 16-wk/Feb 5 9:30am-11:30am FLBTPYK

**SPED C436 - ADULT FITNESS** 0.0 unit

A fitness class for adult special education students. Course designed to utilize calisthenics, jogging, exercise, race walking, and weight training to increase muscular strength and endurance, improve posture and mobility, and to increase breath control. Exercises tailored to the abilities of the students. Pass/No Pass only. Non-Credit.

92762 16-wk/Feb 2 9:30am-11:30am T WSTVU

**SPED C438 - ADAPTIVE PHYSICAL EDUCATION 1** 0.0 unit

A basic motor skills program for students with developmental delays. Course focuses on the development of coordination, balance, conditioning, spatial orientation, and socialization skills utilizing sequential motor exercises and elements of structured sports activities. Pass/No Pass only. Non-Credit.

92766 16-wk/Feb 1 6pm-8pm MW GRDNVL

**SPED C450 - CUSTOMS, CULTURES, HOLIDAYS** 0.0 unit

Designed to provide the student with developmental delays an understanding of the customs and cultures of various nationalities, ethnic, and religious groups; course will utilize holidays as a focal point for exploring customs, art, music, food, and special traditions. Pass/No Pass only.

92707 16-wk/Jan 31 6pm-8pm Sun HYLHOM

**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. Pass/No Pass only. Non-Credit.

92756 16-wk/Feb 1 9:30am-11:30am M LE-JAO RM 202

92757 16-wk/Feb 2 9:30am-11:30am T WSTVU

**SPEECH - SEE COMMUNICATION STUDIES**

**SUPPLY MANAGEMENT**

**(714) 241-6209**

**SM C102 - SUPPLY CHAIN OPERATIONS** 3.0 units

Supply Chain Operations provides a strong foundation and solid understanding of key supply chain processes. Topic highlights include: supply chain strategy development; process evaluation and design; and planning, control and scheduling with a focus on value-added approaches to link suppliers, the organizations and customers. Strategic and operational issues are covered with an emphasis on tools and techniques. The same as MS C172. Graded or Pass/No Pass option.

93027 16-wk/Jan 30 3hrs and 10min/wk arr. ONLINE

**VIETNAMESE • (714) 241-6184**

**VIET C160 - VIETNAMESE FOR VIETNAMESE SPEAKERS** 5.0 units

Formerly VIET C260. VIET C160 is designed to enrich the communication skills of the Vietnamese bilingual student. The course focuses instruction on improving the communication skills in formal and familiar ways of speaking, reading, using correct grammar, spelling, vocabulary building, and composing. The course explores culture through readings, plays, and films. Class is conducted primarily in Vietnamese. Advisory: Native or near-native fluency in Vietnamese recommended. Graded or Pass/No Pass option. Transfer Credit: CSU.

92914 16-wk/Feb 1 12:30pm-3pm MW LE-JAO RM 217

92513 16-wk/Feb 2 12:30pm-3pm TTh LE-JAO RM 217

**VIET C180 - ELEMENTARY VIETNAMESE 1** 5.0 units

A beginning course in speaking, understanding, reading and writing Vietnamese; study of grammar, vocabulary and pronunciation, and Vietnamese customs and culture. Advisory: Students who have completed two years of high school Vietnamese with a grade of C or better should enroll in VIET C185. Graded or Pass/No Pass option. Transfer Credit: CSU; UC credit limitations. See counselor.

-CRN 92514 has one or more on-site meetings which may include orientations, reviews, and/or exams. Refer to the course webpage, the student handbook, and/or the 'Testing Times' webpage (<http://www.coastline.edu/students/distance-learning/distance-learning-testing-times/>) for details.

92514 16-wk/Jan 30 5 hrs and 20 min/wk arr. ONLINE

Winter  
Intersession/  
Spring  
2016

# DISTANCE LEARNING **Guide**



COASTLINE  
COMMUNITY COLLEGE

Tomorrow's College Today  
[www.coastline.edu](http://www.coastline.edu)



## How to begin

1. New and returning students apply at: [www.coastline.edu](http://www.coastline.edu) and click "Apply to Coastline"  
NOTE: Continuing students (enrolled during 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 email.
3. Buy your textbooks and other materials at: [www.coastlinebookstore.com](http://www.coastlinebookstore.com)
4. Start reviewing your course website approximately one week prior to the course's start date at: <http://myccc.coastline.edu/>

## Need help or have questions?

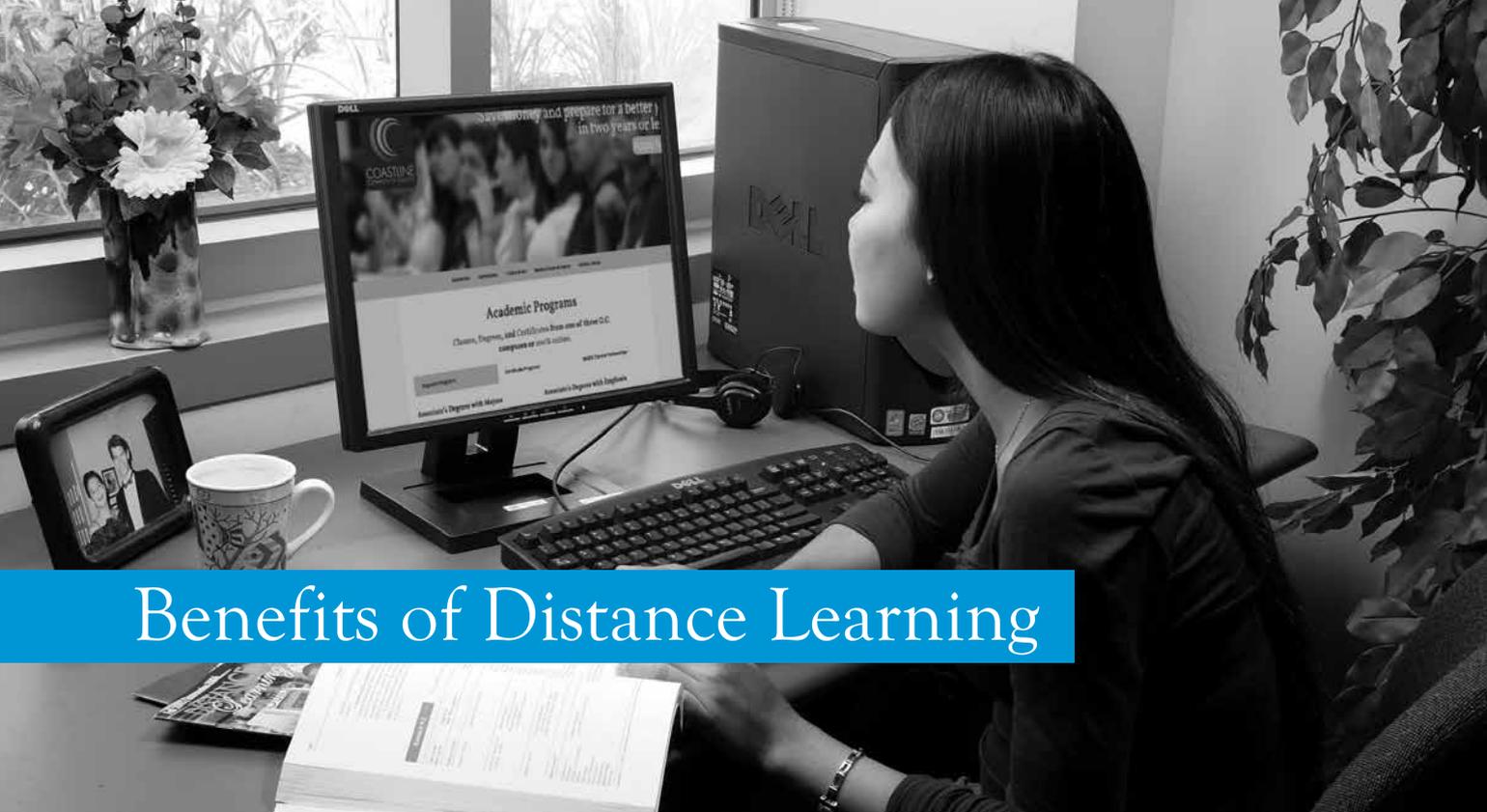
Assistance of a technical nature, such as logging in or accessing your course website, is available by calling (714) 241-6216.

You may also email us at: [dlearning@coastline.edu](mailto:dlearning@coastline.edu)

Convenient and Flexible

Pages 75-85





# Benefits of Distance Learning

1

Convenient, flexible options for completing your degree requirements. Just turn on your laptop or tune-in to your telecourse when it's most convenient for you, day or night!

2

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.

3

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 their busy schedule.

4

A technology-enhanced learning experience. Coastline's DL courses were created to make learning convenient and fun, and utilize the latest technology.

5

Inexpensive. Coastline's DL 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!

## Distance Learning Course Modalities

- Online/Internet
- Telecourse/Cable TV
- Independent Study
- Hybrid

Questions? Need more information? Visit our website at: <http://www.coastline.edu/students/distance-learning> or call (714) 241-6216.

## Other Benefits

- 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.



# Degrees and Certificates available through Distance Learning

The following certificates and Associate degrees can be completed entirely through Distance Learning courses.

## AA with Area of Emphasis

- American Studies
- Arts and Humanities
- Communications
- Physical Education and Health
- Science and Math
- Social and Behavioral Science

## AA with Major

- Art
- Business Administration
- Economics
- English
- Gerontology
- Health and Fitness
- History
- Human Services
- Liberal Studies (for teacher prep)
- Mathematics
- Psychology
- Science and Math
- Sociology

## Certificates of Specialization

- Advanced Accounting
- Intermediate Accounting

*Note: These are all "Option 1" degrees, since Coastline does not have a public speaking class in a Distance Learning format which fulfills the CSU Oral Communications requirement. (Please consult with a counselor to confirm your degree requirements.) Some Distance Learning courses require students to complete exams on campus, at examination centers, or in the presence of a proctor.*

## Certificates of Achievement

**18 units or more (may also be applied as a major)**

- Accounting
  - General Accounting
  - Bookkeeping
  - Taxation
- Business
  - General Business
  - Human Resources Management
  - Marketing
  - Business Administration
- Emergency Management/Homeland Security
- Gerontology
- Management
- Management & Supervision
- Office Support Specialist
  - Administrative Professional (Assistant)
  - General Office Manager
  - Financial Assistant
  - Financial Manager
  - Administrative Manager
- Process Technology
- Retail Management
- Small Business Management
- Supply Chain Management

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. Students should check with their schools for course transferability.

# Online Course Info

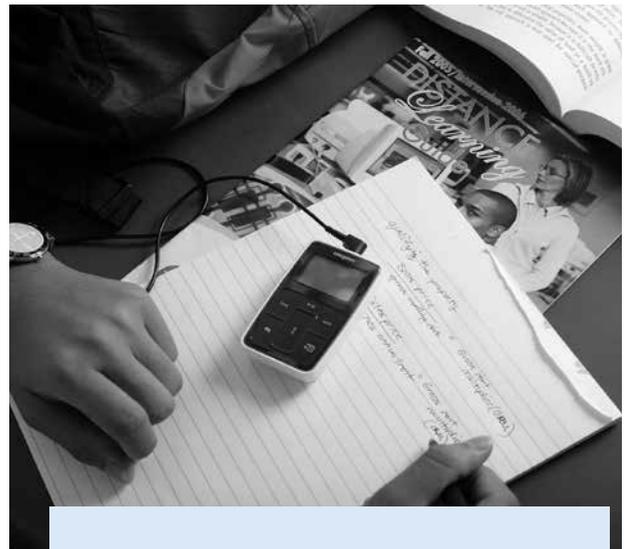
Online courses have teaching materials and assignments delivered online. Students interested in enrolling in an Online course must have:

1. Access to a multimedia computer with a sound card and speakers. Optimally you should have a computer with at least a 1GHz processor, 1 GB 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 email 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 Verizon, AT&T, Time Warner/RoadRunner, dishNET, etc.
4. A current version of a Web browser such as Microsoft® Internet Explorer 7, 8, or newer, Firefox® (version 6 or better), Chrome, Safari, or another up-to-date browser.
5. A current version of Adobe Acrobat Reader, and Windows Media Player (or Adobe Flash Player) to access supplemental material and reviews. These are free downloads available online and links are provided to download sites.
6. Please call the Distance Learning Technical Helpline at (714) 241-6216 with any questions regarding the hardware and software required or to learn if your system meets the requirements necessary to access the online courses.

**REMINDER:** Please be sure to check your college email account often as this is how your instructors, and the college, will primarily be in contact with you.

Enrolled students can access some elements of their course websites beginning one week prior to the courses' start date for instructions and to complete the Letter of Agreement form. For tips on getting started, go to <http://www.coastline.edu/students/distance-learning/>.

Students who do not have access to a computer or the Internet may be able to use a computer at one of Coastline's Student Success Centers. For more information, go to <http://www.coastline.edu/services/student-success-center/>.



## INDEPENDENT STUDY COURSES

Course syllabus, assignments and exam information are contained in student handbooks.

Instructor contact is through mail, telephone, fax, or email.



## Telecourse Information

### Telecourse info

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, email or fax. Students may mail in quizzes or take them online. Some students may qualify to take examinations by proctor.

Students have multiple opportunities for viewing and reviewing telecourse videolessons.

- 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 or QAM Channel 16.105)
- Effective October 2013, Time Warner Cable will begin a digital broadcast format which may require a digital adapter. For more information, please contact your cable company.
- Telecourse series produced by Coast Learning Systems and Dallas Telelearning are available for viewing through the course website. Log into MyCCC and follow the links to the course you are enrolled in.
- Telecourse series produced by Annenberg Learner are available for online viewing through <http://learner.org>.
- Select Telecourse series are available for purchase through the Coastline Bookstore, [coastlinebookstore.com](http://coastlinebookstore.com) or call (714) 241-6101.

### Don't have access to the CABLE broadcast option?

Try Distance Learning Viewing Centers. Select telecourse series are available for a reasonable fee through the Coastline Bookstore, (714) 241-6101. Select telecourse series are available for online viewing through Annenberg Learner. For more information, visit their website at [www.learner.org](http://www.learner.org). Select telecourses are available for online viewing through the course website. Log into MyCCC and follow the links to the course you are enrolled in.

### VIEWING CENTERS (call for hours):

- **Coastline Assessment Center**  
11460 Warner Avenue, Fountain Valley, 92708  
(714) 241-6285
- **Garden Grove Center**  
12901 Euclid Street, Garden Grove, 92840  
(714) 241-6209
- **Le-Jao Learning Center**  
14120 All American Way, Westminster, 92683  
(714) 241-6184
- **Golden West College Library**  
15744 Golden West Street, Huntington Beach, 92647  
(714) 895-8741
- **Orange Coast College Library**  
2701 Fairview Road, Costa Mesa, 92626  
(714) 432-5885

To see when our telecourse videos will play on Time Warner Cable, go to <http://www.coastline.edu/students/distance-learning/> and click on "How to View Telecourse/Cable Videos"



## Course Videos Available Online

The following video series are available as streaming media through the Coastline College Distance Learning website (requires Internet access. Some videos will require Windows Media Player. Some videos will require Adobe Flash).

### Course Number/Video Series Title

- Anthropology C100—Our Diverse World
- Anthropology C185—Evolving Human
- Biology C100—Cycles of Life
- Business C100—It's Strictly Business
- Business C120—Dollars & Sense
- Business C150—Concepts in Marketing
- Counseling C105—Mastering the College Experience
- Food & Nutrition C170—Nutrition Pathways
- Health C100—Journey to Health
- History C170—Shaping America
- Management & Supervision C100—Taking the Lead
- Marine Science C100 —The Endless Voyage
- Mass Communications—Media Waves
- Math C005—Basic Mathematics
- Math C008—Pre Algebra
- Math C010—Elementary Algebra
- Math C115—College Algebra
- Math C160—Introduction to Statistics
- Math C170—Pre Calculus
- Philosophy C115—Logic and Critical Thinking
- Psychology C100—The Human Experience
- Psychology C116—Stepping Stones
- Psychology C118—Transitions through the Life Span
- Sociology C100—Exploring Society
- Sociology C110—Our Families, Ourselves

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

### Course Number/Video Series Title

- Geology C105—The Earth Revealed
- History C180/C185—The Western Tradition
- Philosophy C120—Ethics in America
- Sociology C120—Growing Old in a New Age
- Spanish C180/C185—Destinos

## Cable Channel Information

To view the cable channel, students must be subscribers to Time Warner Cable AND live in Costa Mesa, Fountain Valley, Garden Grove, Huntington Beach, Midway City, Seal Beach, Stanton or Westminster. Effective October 2013, Time Warner Cable will begin a digital broadcast format which may require a digital adapter. For more information, please contact your cable company.

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

# Textbooks

Distance Learning students have 2 ways to order/receive their textbooks!

**1**

OR

**2**

## Instructions for ordering online

1. Go to <http://www.coastlinebookstore.com>, hover your mouse cursor over "Textbooks," and click on "Find Textbooks."
2. Click "Select A Campus," and then click on "Coastline Community College."
3. Select your Term (e.g., Fall 2014), Department, Course, and Section #, then click "Find Materials For 1 Course." All your required, recommended, and suggested textbooks and supplies for that course will be displayed.
4. Once you have selected your preferences (e.g., New, Used, eText, Rent), click on "Add Items to Cart."
5. To order books for another class, click on "Find Textbooks" again and repeat the process above.
6. Once you finish putting all your course materials into your cart, click on "Checkout."
7. You'll be asked to log in, create an account, or you can continue as a Guest. Fill out the online form and submit.
8. Make any adjustments necessary to your order and follow the instructions to complete your purchase.
9. Remember to save any record of your purchase (one good reason to create an account).

## Students who live within traveling distance of the College Center in Fountain Valley can shop in the Bookstore, located on the first floor.

- Distance Learning students are encouraged to take advantage of ordering their course materials online.
- The majority of textbooks are expected to be in stock approximately two to three weeks before the date the classes begin.
- Orders can be placed as soon as the upcoming term has been updated to the Bookstore website.
- There is a normal turnaround period of two working days before orders leave the Bookstore. This turnaround can increase with the number of arriving orders, especially in the few days before the session begins. Order early.
- Textbook sell back information can be found online at [www.coastlinebookstore.com](http://www.coastlinebookstore.com).

## SELECT TELECOURSES AVAILABLE ON DVD AT THE COASTLINE BOOKSTORE

Course Number & Title .....	Telecourse Title
Anthropology C100—Cultural Anthropology .....	Cultural Anthropology: Our Diverse World
Anthropology C185—Physical Anthropology.....	Physical Anthropology: The Evolving Human
Biology C100—Introduction to Biology .....	Cycles of Life: Exploring Biology
Business C100—Introduction to Business .....	It's Strictly Business
Business C120—Personal Finance.....	Dollar\$ & Sense: Personal Finance
Business C150—Introduction to Marketing .....	Concepts in Marketing
Counseling C105—Strategies for College Success .....	Mastering the College Experience
Food & Nutrition C170—Nutrition .....	Nutrition Pathways
Health C100—Personal Health.....	Journey to Health
History C170—U.S. History to 1876 .....	Shaping America
Management and Supervision C100—Business Organization and Management .....	Taking the Lead
Marine Science C100—Introduction to Marine Science .....	The Endless Voyage
Political Science C180—American Government.....	Voices in Democracy
Psychology C100—Introduction to Psychology .....	Psychology: The Human Experience
Psychology C116—Child Growth & Development.....	Child Development: Stepping Stones
Psychology C118—Developmental Psychology .....	Transitions through the Life Span
Sociology C100—Introduction to Sociology .....	Exploring Society
Sociology C110—Marriage and Family.....	Our Families, Ourselves

More information is available at [www.coastlinebookstore.com](http://www.coastlinebookstore.com)



# Proctor Info

## Rules and Procedures

If you are a local resident and your zip code matches any of those listed below, you will be expected to complete your midterm and final exam(s) with your instructor(s) on the day, time and locations listed in the course syllabus. That means you do not need this form. Students who complete this form and live within these zip codes will have their form denied and returned.

900XX, 901XX, 902XX, 903XX, 904XX, 905XX, 906XX, 907XX, 908XX, 910XX, 911XX, 912XX, 917XX, 918XX, 926XX, 927XX, 928XX

If you live out of the area and your zip code does not match any of the areas listed above, you may choose to use this form in order to have your exams proctored by an appropriate proctor. It is the responsibility of the student to verify that the proctor meets the requirements listed for acceptable proctors (please see form). If the person chosen does not meet the requirements, this form will be denied and returned to the student.

It is the student's responsibility to return the completed proctor form to the Distance Learning department. If the student is enrolled in a 16-week course, the form is due by the second Friday from the start date of the course. If the student is enrolled in a course of any other length, the form is due by the first Friday from the start date of the course. Students who fail to return the proctor form by the stated due dates will cause the mailing of their exams to be delayed. This may result in a penalty for completing exams late. The exams will be delivered to the proctor via USPS (United States Postal Service).

Students with questions regarding proctored exams or the Student/Proctor Agreement form, go to <http://www.coastline.edu/students/distance-learning/proctor> or call (714) 241-6216.

## Additional Proctor Information

Completion of the Proctor Agreement Form ensures the Distance Learning Department that the registered student has selected a proctor (examination supervisor) who meets criteria to administer the midterm and final examinations. The exams must be mailed to the institution where the proctor is employed as an educator. If any other mailing address is listed, the mailing of exams will not take place. The proctor form will be rejected and returned to the student. Exams are due back in the Distance Learning Department by the date the exams are being administered to the local students, unless otherwise noted on the course website or in the Student Handbook for the course. This date can be determined by going to the Testing Times page on the Distance Learning website. 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.

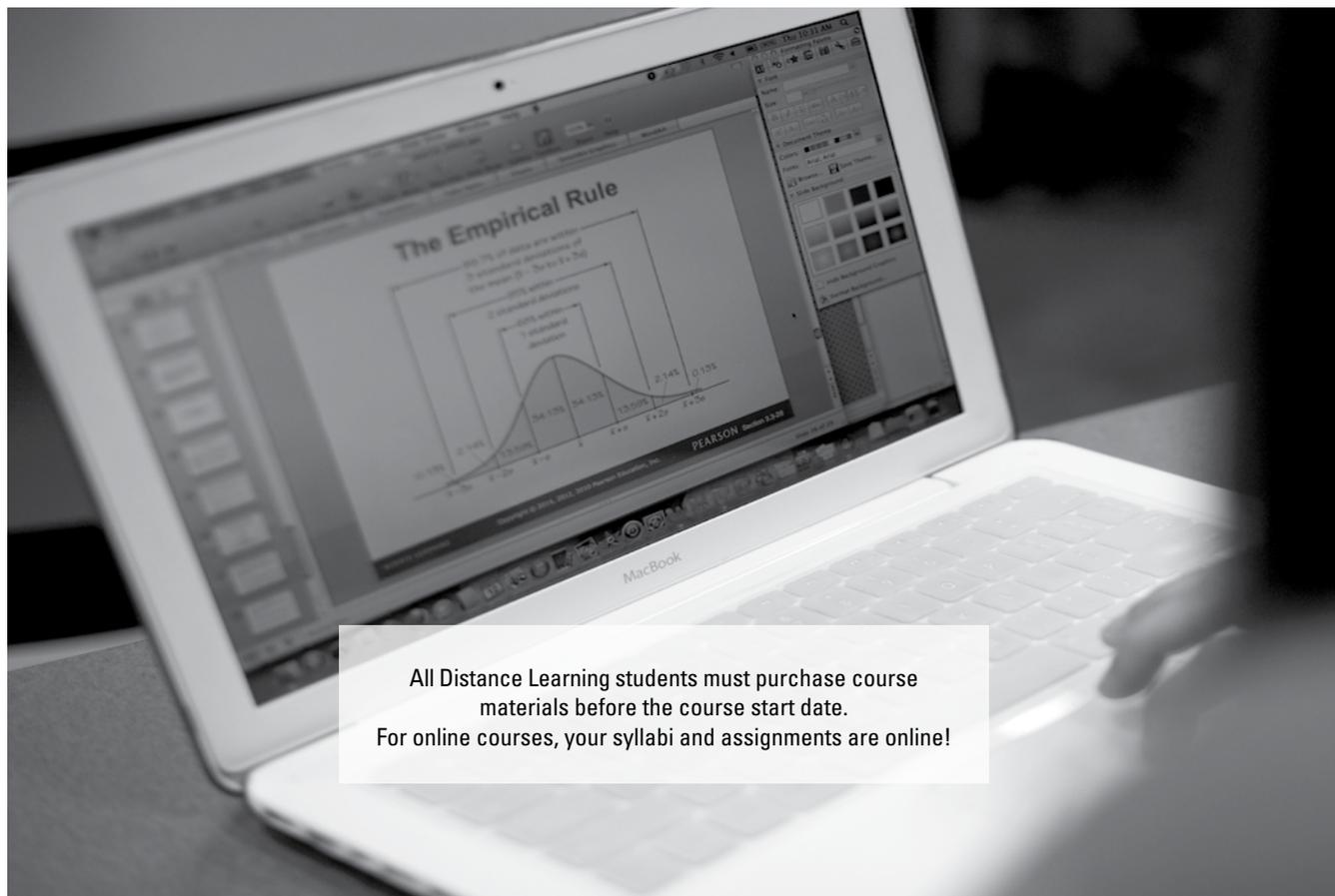
## Who Qualifies to be a Proctor?

The proctor must be a teacher, librarian, testing coordinator, or administrator from a community college, university, elementary/secondary school, OR Military Educational Services Officer or test administrator.

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 Community 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.



All Distance Learning students must purchase course materials before the course start date.  
For online courses, your syllabi and assignments are online!

# Frequently Asked Questions

## Distance Learning Programs

### **What are the differences between Online, Independent Study, Cablecast and Telecourses?**

Online courses are primarily completed through the course website. There are instances when students will be required to take an exam in person with the instructor or a proctor. Independent Study courses follow a student handbook and generally mail in coursework. Cablecast and Telecourses follow a student handbook, view videolessons, and submit coursework through the mail. Independent Study, Cablecast and Telecourses offer some select online services.

### **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, Le-Jao, or Newport Beach 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/revexamworkshops>.

### **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 "the Student/Proctor Agreement Form" for more information.

### **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 website: [dl.coastline.edu](http://dl.coastline.edu), click on the 'Schedule Alternate Exams' link and follow the instructions.

Please note, however, that there may 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 website is: [www.coastlinebookstore.com](http://www.coastlinebookstore.com). You will find information about what books and materials are required for your course(s) on the website. Refer to page 75.

**If I don't live in Orange County, may I still enroll in a Telecourse or Cablecast course?**

Yes. While Telecourses and Cablecast courses only broadcast on a local cable channel, students who live outside the area have the option to purchase a complete DVD or CD-ROM set through the Coastline College Bookstore or view the videolections online (these options are not available for all courses).

**I am taking an Internet course. Am I still able to submit my quiz on a Scantron?**

No. Online classes are done strictly on the Internet. The 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 website is not responding. What do I do?**

If you are experiencing technical difficulties, please contact the Distance Learning office at (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 website. 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 work at 5 p.m., and your office closes at 5 p.m. What do I do about turning in my assignment?**

If your course requires you to submit an assignment that cannot be turned in through the course website, you may mail in your assignment(s), or there is also a mailbox 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 "Student/Proctor Agreement."

**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 voicemail, telephone, fax, email 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.

**Can Active Duty servicemembers and spouses take Online courses through Coastline?**

Yes, in addition to our local programs, Coastline offers 8-week online courses to active duty military, veterans, and family members worldwide. Visit our website for more information at: <http://military.coastline.edu>.

**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:

- how to navigate the Internet
- how to use email
- how to download a program from the Internet and install it (typically this is free software)
- 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 Online 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 email 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, Le-Jao, and Newport Beach Centers. 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 calling (714) 241-6216. A frequent technical difficulty students experience is not being able to access the course website. 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 website, or enter the course website 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 email address for me?**

Coastline Community College, as part of the Coast Community College District, will provide an email account for all students. You may set up your email 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 Online course.**

How do I find out what to do for the course? Officially enrolled Online 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.

**How can I ensure a timely response from my instructor to respond to my emails 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 email or leaving a message using this example, “Dear professor, my name is Joe Smith and I’m enrolled in this term’s Zoology 199 class. My student identification number is xxxx-xxxx. I have a question about the assignment as indicated on the course Web page. My question is (xxxx). I would appreciate if you could respond when you are able. Thank you.” If you’ve left a voicemail, be sure to include a phone number.

Also, please note that some instructors teach more than one class. Try to avoid indicating something like, “I’m enrolled in your class, and I have a question.”

As far as when the instructor will respond to your email or phone call, please check the course website and/or the student handbook as the instructor may have indicated what day(s) he/she will respond to emails or voicemails. For an email, you may want to confirm that your email is actually working—are you sure you’re receiving emails? If yes, check the junk email/spam folder. It’s possible the instructor has already responded to your email, 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 email or return your phone call when the term is over, on weekends, or when the college is closed such as during holidays.

You are urged to contact us either by email: [dlearning@coastline.edu](mailto:dlearning@coastline.edu) or by phone: (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 email or phone call and attempt to answer your question or address your concern. If we can’t, we will follow up with the instructor.



# Military Programs

## Your Partner in Education

Coastline is committed to supporting the mobile lifestyles and educational goals of services members with military occupation-related degree programs, transfer, and certificates. Coastline programs are approved for Tuition Assistance (TA), MyCAA Financial Assistance vouchers, and VA benefits.

### Programs for:

- Air Force
- Army
- Coast Guard
- Marine Corps
- Navy
- Spouse/Dependents

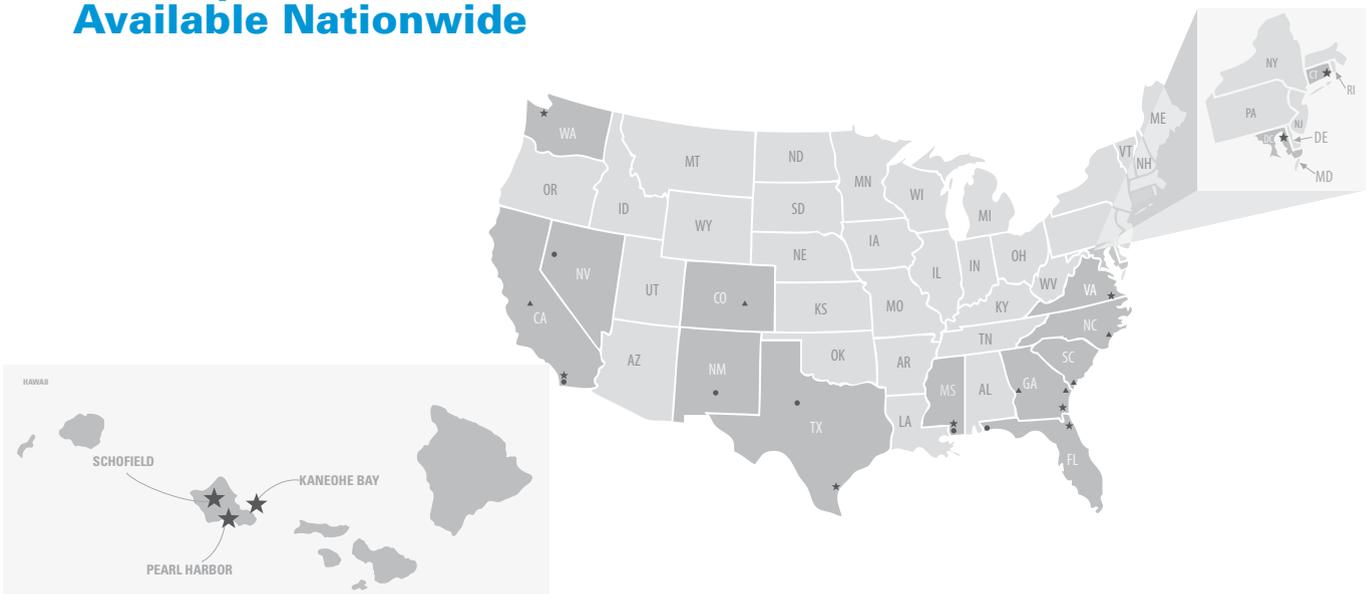
 <http://military.coastline.edu>  
 **Toll Free (866) 422-2645**  
 **mil@coastline.edu**

## 5 Steps to Get Started

1. Choose your degree plan and apply for funding (TA, VA, MyCAA, and FAFSA)
2. Apply, register, and submit payment/TA. Follow procedures found at <http://military.coastline.edu> for your branch of service or preferred delivery method:
  - a. Online
  - b. At sea without Internet connectivity (NCPACE and CG Afloat)
  - c. Using a portable device (PocketEd/laptop)
3. Order your books
4. Begin your courses
5. Request your SOC Agreement and continue the road toward graduation

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

## Military Student Advisors & National Test Centers Available Nationwide



# Why Learning 1st?

Earn an Associate degree AND a Bachelor's degree entirely online.



## As a Learning 1st student, you will:

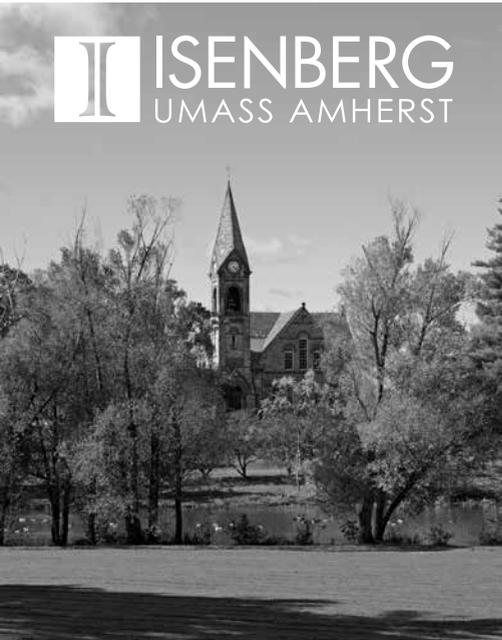
- Complete your Associate degree AND Bachelor's degree entirely online.
- Complete your Bachelor's degree in four years.
- Pay low, in state/online tuition rates at four-year transfer school.
- Have 2 dedicated counselors – one at Coastline and the other at the four-year transfer school – available to answer your questions and keep you moving smoothly along your degree path.
- Fill out only 1 application for two colleges – In Learning 1st, you'll be completing classes at both schools (Coastline and your transfer school), but you'll only have to fill out ONE FREE application.
- Use your Financial Aid at BOTH schools – Coastline AND the transfer school.

## LEARNING 1ST MAJORS INCLUDE:

- B.A. in Psychology from Penn State World Campus
- B.S. in Psychology with a Business option from Penn State World Campus
- B.A. in Management from the Isenberg School of Management, UMass, Amherst
- B.S. in Computer Science from University of Illinois, Springfield

If you are new to college or have not completed many courses yet and want to earn your Associate degree and Bachelor's degree entirely online, Learning 1st is for YOU!

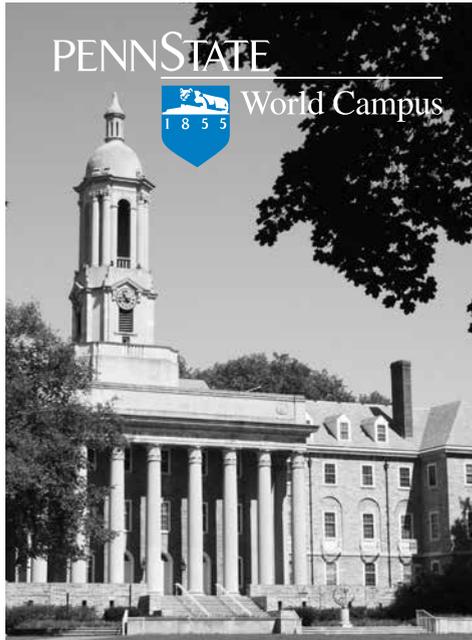
To fill out a FREE application for Learning 1st, go to [www.Learning1st.org](http://www.Learning1st.org).



## Degree Options

### Bachelor of Business Administration

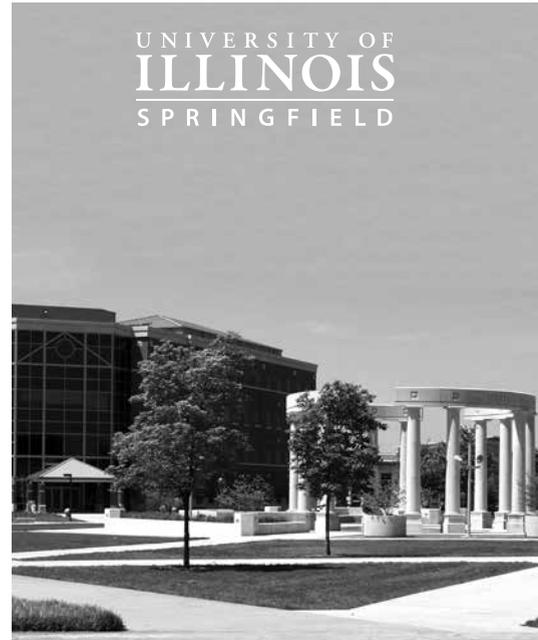
- Accounting
- Finance
- Marketing
- Operations and Information Management



## Degree Options

### Bachelor of Arts in Psychology OR Bachelor of Science in Psychology

- Business
- Life Science



## Degree Options

### Bachelor of Science

in the field of:

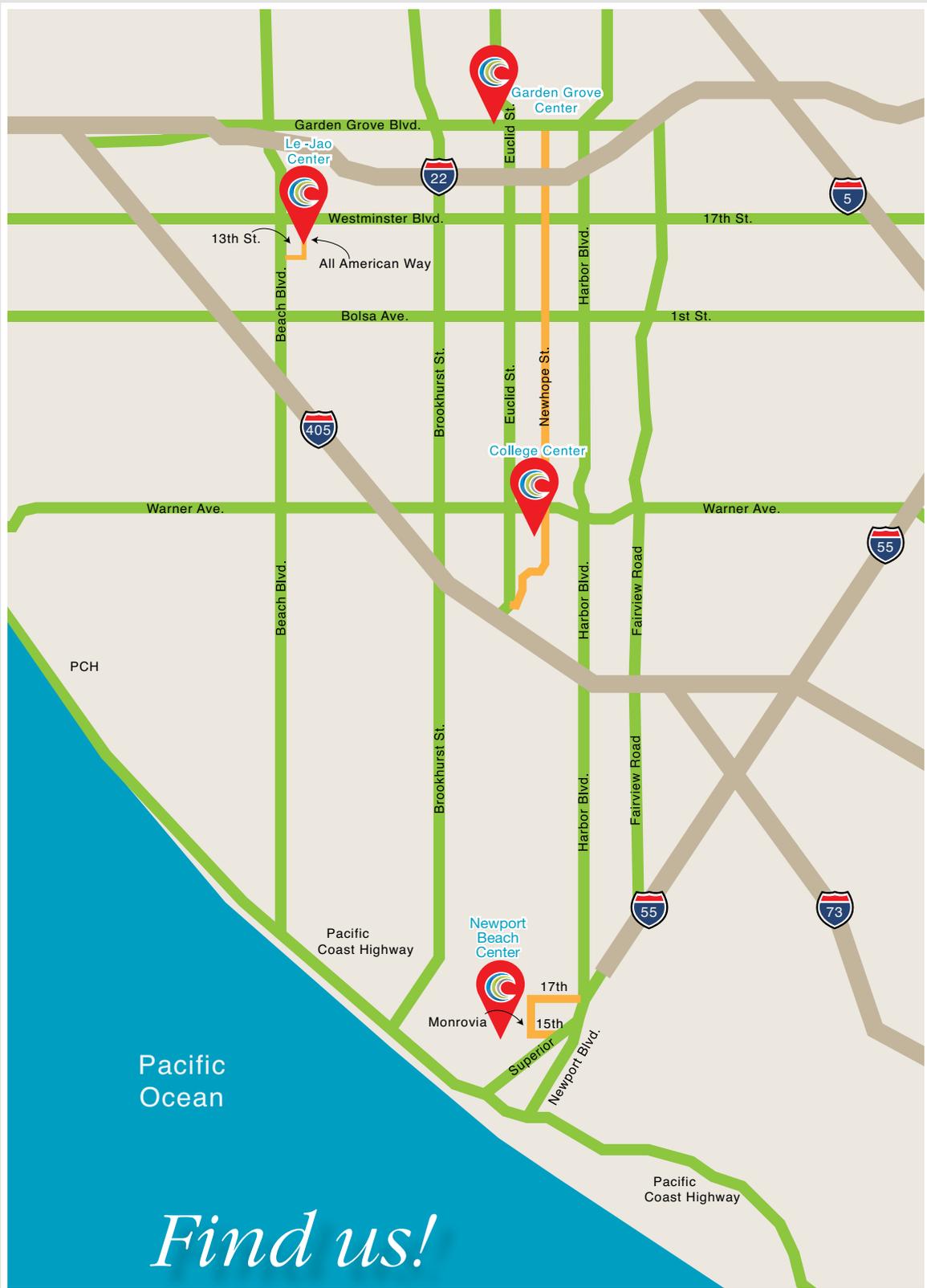
- Computer Science
- Information Systems Security



The Learning 1st Program was funded in part by the Bill & Melinda Gates Foundation, guided by the belief that every life has equal value, working to help all people lead healthy, productive lives and seeking to ensure that all people, especially those with the fewest resources, have access to opportunities needed to succeed.

Funded in full or in part by the U.S. Department of Education under Title III – PR/Award Number P031L100009 to Coastline Community College

Notes:



COASTLINE LOCATIONS:

College Center  
 (Administration)  
 11460 Warner Avenue  
 Fountain Valley, CA  
 (714) 546-7600

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

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

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



11460 Warner Avenue  
Fountain Valley, CA 92780

NON-PROFIT ORGANIZATION  
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SANTA ANA, CA  
PERMIT NO. 1736

## ECRWSS Residential Customer

# Coastline's Garden Grove Center

—Home to the Cybersecurity Program



### COASTLINE LOCATIONS:

College Center  
(Administration)  
11460 Warner Avenue  
Fountain Valley, CA  
(714) 546-7600

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

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

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

For all registration dates, please  
visit Coastline's website at  
[www.coastline.edu](http://www.coastline.edu)



Tweet us at  
[twitter.com/CoastlineInOC](https://twitter.com/CoastlineInOC)



Like us on Facebook  
[facebook.com/CoastlineCollege](https://facebook.com/CoastlineCollege)